



## 2023 EXHIBITOR RULES & REGULATIONS

### 1. ADMINISTRATIVE

The Application & Contract for Exhibit Space, the Exhibitor Guide, the Exhibitor Rules and Regulations, (including the Freeman Exhibitor Service Kit), contained herein and as amended, shall collectively constitute the agreement ["Agreement"] between Eastern States Veterinary Association, Inc. (Association), dba The North American Veterinary Community (NAVC). Upon Exhibitor's execution of the Application & Contract for Exhibit Space, this Agreement shall become a binding contract between NAVC and Exhibitors. The Exhibitor acknowledges that it has read and understands the Exhibitor Guide and these Rules and Regulations and agrees to abide by NAVC's decisions and these Rules and Regulations and all amendments thereto.

### 2. DEFINITIONS

For purposes of this Agreement, the term NAVC is the dba for the Eastern States Veterinary Association, Inc. The term "Expo Hall" shall mean Caribe Royale in Orlando, FL. The term "Exhibitor" is also referred to as Industry Partner (IP) and means a company, firm or person who has applied for or been allocated any space in our Expo Hall or in a specific area in our hotels. The term "Event" means the NAVC Institute.

The NAVC trademark is a federally registered trademark and is the exclusive property of the NAVC. The IP may not use the NAVC trademark in any manner without the NAVC's express written approval. All trademarks, service marks, and logos used by NAVC (collectively, the "Marks") are the exclusive property of NAVC and are protected by law and existing federal trademark registration and applications. NAVC grants you a limited, revocable, and nonexclusive right to use the Marks solely in connection with advertising your sponsorship of or participation as an exhibitor at the Veterinary Meeting & Expo (VMX), as the case may be. All use of the Marks shall inure to the benefit of NAVC. Except as expressly permitted pursuant to the foregoing license, you may not (i) take any action inconsistent with or adverse to or otherwise challenge NAVC's ownership or rights in and to Marks, (ii) intentionally change or alter the Marks, in any way, including without limitation, in appearance or spelling or change the case of letters, (iii) incorporate the Marks in your own brand name, trade name, corporate name, trademarks, service marks, logos or domain names, (iv) use the Marks to advertise, market or sell your goods or services or otherwise utilize Marks or NAVC's goodwill and reputation for your own commercial purposes, or (v) file any application or obtain any registration containing the Marks or any mark confusingly similar to Marks in any country.

### 3. ELIGIBILITY

The NAVC reserves the right to determine the eligibility of any exhibit for inclusion in its Conference, either before or after the proper execution of the Contract for Exhibit Space. All products and services to be exhibited must be directly related to veterinary medicine or it must enhance the Expo Hall. The NAVC reserves the right to require modification of any exhibit that, in its opinion, is not in character with the NAVC Standards. NAVC's acceptance of an Exhibitor does not constitute an endorsement of that organization's products and/or services.

Exhibitors/Industry Partners must have their account in good standing in order to participate at the NAVC Institute. Anyone with a delinquent balance will not be granted approval or will not be assigned a booth space until the account is current.

### 4. ACCEPTANCE



Upon NAVC's acceptance of the Application & Contract for Exhibit Space, the Exhibitor acknowledges that the Exhibitor Guide (including the Payment and Cancellation Terms) have been received and read, and agrees to abide by its Rules and Regulations and any additions or amendments made by NAVC thereafter in order to ensure successful execution of the Event.

## 5. PAYMENT, CANCELLATION & BOOTH REDUCTION TERMS

### Payment Terms

- 50% payment is due at time of application by credit card only.
- Full payment is due 90 days before the event, or by February 20, 2023.

### Late Payment

- Payments not received by the due date may be released for sale to other exhibitors. Contact [Expo@NAVC.com](mailto:Expo@NAVC.com) if you need special arrangements.

**Payment at time of deposit MUST be made by credit card only. Payment methods for the remaining balance must be made via credit card or ACH in US funds or Wire Transfer for International funds. ACH or credit card method is preferred. Select the following for the steps to make an ACH payment:** <https://register.navc.com/store/PDF/WireTransferInstructions.pdf>

The Exhibitor will not be allowed to occupy assigned space until all monies due to the NAVC are paid in full.

Please include all invoice numbers for which you are submitting payment.

Contact our Accounts Receivable Department with any questions: [AR@NAVC.com](mailto:AR@NAVC.com) +1.352.431.2841

### Cancellation & Booth Reduction Terms

All cancellations or booth reductions must be made in writing and sent to [Expo@NAVC.com](mailto:Expo@NAVC.com) prior to March 1 2023, in order to receive a refund less the fifty-percent (50%) deposit. Refund for booth reduction due to mergers and acquisitions will receive a full refund if notification is received prior to March 1, and if NAVC is able to resell the booth prior to the Event.

## 6. SPACE ASSIGNMENT

The points earned by Exhibitors/Industry Partners each year are used to determine a ranking system, which are then used to assign booth selection appointments. This program is intended to reward loyal exhibitors, sponsors and advertisers for their continued support of the NAVC year-round.

Booth selection process will be conducted as follows:

- a) All past Exhibitors/IPs will receive communication to exhibit at Institute 2023 in November of 2022.
- b) Exhibitors/IPs will be granted the right of first refusal Returning Institute Exhibitors will be given special consideration when selecting their preferred space.
- c) New exhibitors may apply for exhibit space by going online at [NAVC.com/Institute](https://NAVC.com/Institute).

All Exhibit Space is assigned to one company of record. Exhibitors may not share, transfer, or sublet Exhibit Space. Exhibitors who violate these rules may no longer be allowed to exhibit with NAVC in future years.



Companies with multiple divisions may exhibit within one booth space and the individual divisions may be listed separately on the NAVC's website provided the following guidelines are met:

1. Each division must be solely owned by the parent exhibiting company;
2. Each division must purchase a minimum of one (1) booth (i.e. primary and two divisions must purchase at least 3 exhibit spaces);
3. Only the primary company will be listed on the complimentary booth sign provided by NAVC;
4. Multiple listing(s) must be approved in writing by show management.

The NAVC reserves the right to rearrange the floor plan and may relocate any exhibit, if necessary. As a courtesy, Exhibitors/IPs will be notified prior to relocation.

## **7. EXHIBITOR/INDUSTRY PARTNER PRIORITY RANKING INDEX**

There are many ways to earn Partner Points at NAVC. The NAVC Partnership Levels, will be recognized from October 1, through September 30, of the previous year, and will be part of what determines the ranking.

## **8. EXHIBIT BOOTH HEIGHT AND SETBACK, INTERPRETATION OF RULES**

The NAVC shall have full power in the interpretation and enforcement of all rules and regulations governing Exhibitors/IPs. All matters and questions not covered by the regulations shall be subject to the final judgment and decision of the NAVC. The regulations may be amended at any time by the NAVC upon written notice by the NAVC to such Exhibitors/IPs that may be affected by the amendments.

The NAVC also follows the International Association of Exhibitions and Events (IAEE) Rules and Regulations whenever possible relative to booth height and setback to maintain unobstructed sight lines.

## **9. BADGES •**

Exhibitors are provided complimentary badges based on the following formula:

- Two (2) badges for the first 10x10 booth space which includes access to meals inside the Institute Lounge
- The cost for each additional badge is one-hundred dollars (\$100) per day. The badge includes meals (lunch, coffee, and dinner) in the Institute Lounge from Monday - Thursday. Please note that dinner will not be provided on Wednesday and Friday.

Exhibitor badge is non-transferable. Each representative of an exhibiting company must wear the official badge at all times while in the Expo Hall and must have his/her name badge displayed to enter the Expo Hall and Institute Lounge. Badges are required to enter the Expo Hall on opening day.

Exhibitors wearing badges may enter the Expo Hall 1.5 hours before opening and 1 hour following closing. If other access is necessary, the NAVC Exhibits staff must be contacted and special arrangements made.



## **Lost Badges**

Badge replacement is limited to one (1) badge per person per company. An administrative fee of \$50 will be charged for every badge replacement. Once a badge replacement has been issued, any additional badge replacement will be charged at a full price of \$100.

## **10. ERRORS & OMISSIONS**

The NAVC assumes no responsibility or liability for any services performed or materials delivered by the official show service contractor or other suppliers to the Exhibitor/IP, personnel, or agents. Any controversies that may arise between the Exhibitor/IP and the service contractor, supplier(s) or union representative(s) or personnel of either, in the Expo Hall, may contact the NAVC for resolution. The NAVC's decision(s) shall be final and binding.

## **11. INSURANCE**

All NAVC Exhibitors are required to provide insurance at least 30 days prior to the Event. The following insurance coverage is required:

- a) Worker's Compensation Insurance to the statutory limits;
- b) Liability Insurance with limits not less than \$1,000,000 each accident;
- c) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence;
- d) Automobile Liability Insurance coverage for owned, non-owned and hired vehicles;
- e) Coverage in an amount sufficient to protect Exhibitor and Exhibitor's property, goods, wares, merchandise, and any other property against loss, damage, theft, or injury of any nature, and any claims arising from many any activities conducted through the duration of the Event, including move-in, Event days, and move-out days.

All insurance must be provided by an insurance company with Best's Rating of A, XII or better, which is legally authorized to transact business in the State of Florida. Neither NAVC, nor Caribe Royale, or partnered hotels maintain insurance covering any of Exhibitor's property. It is solely the responsibility of Exhibitor to obtain such insurance.

The above required policies must name as "Additional Insured": North American Veterinary Community, Caribe Royale, Freeman and their respective directors, officers, employees, agents, representatives, parent companies, subsidiaries and affiliates and any additional entities as required by Caribe Royale [the "Insured Entities"].

## **12. SHOW CANCELLATION OR POSTPONEMENT**

In the event that the Exhibition is canceled, postponed or relocated on account of fire, flood, riot, earthquake, civil commotion, strike, lockout, labor disturbances, explosions, sabotage, accident, terrorism, threat of terrorism, war, nuclear reaction, nuclear radiation, radioactive contamination, acts of God or other causes or casualties beyond the control of the NAVC, the Exhibitor waives any and all damages and claims for damages.

The Exhibitor hereby waives any claim against the NAVC for damages or compensation. The NAVC may return a portion of the amount paid for rental of exhibit space after deduction of any amount necessary to cover expenses incurred in connection with the Exhibit Program. Such expenses shall include, but not be limited to, all expenses incurred by the NAVC as a result of contracts with third parties for services or



products incidental to the Exhibit Program, including out-of-pocket expenses incidental to the Exhibit Program and all overhead expenses attributable to the production of the Exhibit Program.

### **13. PUBLIC POLICY & GENERAL EXPO HALL REGULATIONS**

Each Exhibitor is charged with knowledge of all applicable Federal, State and local laws, ordinances and regulations pertaining to taxation, health, fire prevention and public safety, while participating in this show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility of the Exhibitor.

The NAVC and general service contractor and other suppliers have no responsibility pertaining to the compliance with laws as to public policy as far as the individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances and regulations should contact the NAVC.

#### **a) ADA Compliance**

Exhibitor represents and warrants:

1. The exhibit will be accessible to the full extent required by law;
2. The exhibit will comply with the Americans With Disabilities Act (ADA) and with any regulations implemented by the Act, and that it shall indemnify and hold harmless and defend the Association from and against all claims and expenses including reasonable attorney's fees and litigation expenses that may be incurred by or asserted against the NAVC on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA

#### **b) Animals/Pets**

Exhibitors/IPs wishing to bring animals to the show must complete appropriate documentation to the NAVC that is reviewed by the NAVC IACUC committee. Notification of approval/denial will be provided to the exhibitor by NAVC. Adherence to the following guidelines is required:

1. USDA Health Certificates are required for interstate and international transportation of USDA covered species, and certificates will NOT be issued on site;
2. If you reside within Florida, we advise that you have health certificates but they are not required;
3. Proof of rabies vaccination is a requirement for all animals attending the NAVC in accordance with Chapter 828.30 F.S.;
4. Contact information for the person who is responsible for the animal(s) is also required and should be accessible on-site.;
5. All animals must be appropriately confined and dogs must be on a leash. Animals must not block the aisles;
6. Service dogs are exempt from IACUC and USDA requirements, except for proof of rabies vaccination or proof of medical exemption from vaccination.

#### **c) Booth Construction and Arrangement**

No part of an Exhibitors/IPs booth or display shall obstruct an adjoining Exhibitors/IPs booth. All booths must be constructed or arranged in such a manner as to be able to accommodate its viewing audience inside the booth so as to discourage the formation of a stationary crowd in the aisle(s).

The NAVC reserves the right to review or restrict, on a case-by-case basis, exhibits that violate booth construction and arrangement regulations. In the event of such restrictions, the NAVC is not liable for any refunds of rentals or other Exhibitor expenses.

#### **d) Height Restrictions**



No part of the display may be in excess of eight feet (8') in height and shall not extend from the back wall more than five feet (5'), with the exception of island displays, which can't exceed 20 feet (20') in height.

Exhibitors who wish to use other than standard booth equipment and signs, or material conflicting in any way with the above regulations, should submit a detailed sketch of the proposed layout at least sixty (60) days before the conference or before construction is ordered to receive approval from the NAVC.

#### **e) Move-in, Move-out, Storage**

Exhibitor setup is Sunday, May 21, 2023 from 1:00 – 6:00 PM. Loading and unloading is permitted only across the loading dock and through designated Expo Hall doors for move-in and move-out.

All supplies, handouts, literature and samples must be confined to the Exhibitor's booth and not behind it. Packing crates and/or boxes are not permitted in booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractor personnel during move-out. It is the Exhibitor's responsibility to mark and identify their crates or other packing material. Empty freight containers not properly marked or identified may be destroyed. The NAVC assumes no responsibility for contents of crates or boxes. Due to Fire Code regulations, it may be necessary to store empty crates and boxes outside of the building or offsite.

#### **f) Operation of Exhibit Space**

All business activities of the Exhibitor must be within the Exhibitor's assigned space. Each exhibit is to be staffed at all times during Expo Hall hours by bona fide employees or representatives of the exhibiting company. Exhibitors who fail to have their booths staffed during show hours may no longer be invited back at future NAVC events.

The NAVC reserves the right to restrict exhibits that, for any reason, become objectionable and to prohibit or evict any exhibit that, in the opinion of the NAVC, detracts from the character of the Event. In the event of such restrictions or evictions, the NAVC is not liable for any refunds or rentals or other exhibit expenses.

Literature distribution is limited to the Exhibitor's assigned booth and will not be permitted in any other part of the Expo Hall, meeting rooms or other areas of the Hotels. The NAVC reserves the right to immediately dispose of any and all unauthorized materials found outside of an Exhibitor's assigned space(s).

Canes, noisemakers, sideshow tactics or any other undignified methods and materials (as determined by the NAVC) are prohibited in exhibit booths. Questions concerning the appropriateness of any promotional materials or activities should be directed to the NAVC Show Management.

All food/beverage for distribution to attendees must be purchased and arranged in advance through the Caribe Royale catering service.

The Exhibitor is requested to advise NAVC of any irregularities observed in the exhibit areas, such as unauthorized solicitation or other objectionable activity.

#### **g) Canvassing by Non-Exhibitors**

The Expo Hall is limited to registered attendees of the NAVC annual conference as well as registered representatives of business firms, manufacturers, professional organizations and dealers who have contracted or paid for exhibit space. No other persons or concerns will be permitted to demonstrate their products, distribute advertising materials, or solicit orders in the Expo Hall.



## **NO SUITCASING IS ALLOWED!**

Any exhibitor who is observed soliciting business outside of their company booth, including scientific program sessions, convention hallways, or other public spaces are in violation of NAVC's policies and will be asked to leave the premises immediately. Additional penalties may be applied. Please report any violations you may observe to NAVC Show Management.

### **h) Sale of Merchandise**

Order-taking and/or related sales activities are permissible provided they are confined to the Exhibitor's assigned space, do not involve cash transactions (without the proper tax permits/licenses) in the Exhibit Hall and do not detract from the professional tone of the conference.

All Exhibitors/IPs who sell merchandise from the show floor, or who take orders on either a wholesale or retail basis, must adhere to all State/local laws/regulations regarding sales or use tax collections for the city in which this Exhibit Program is held. See My/Florida for appropriate rules and regulations.

### **i) Use of Display Space**

Exhibitors/IPs may not sublet, subdivide or assign their space, nor any part thereof, nor purchase multiple booths for the purpose of subletting or assigning to third parties, nor permit in their booth non-exhibiting companies' representatives without the express written permission of the NAVC. Only companies or individuals that have contracted directly with the Association shall be listed in the show directory or allowed on the show floor as an Exhibitor. Only one company name per booth will be listed on any booth sign. No signs or advertising devices shall be displayed outside the exhibit space other than those furnished or approved by the NAVC. Failure to comply with this provision may be sufficient cause for the NAVC to require immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor.

### **j) Demonstrations or Entertainment**

Aisles must not be obstructed at any time.

**Demonstration:** Exhibitors/IPs will not place demonstration areas on the aisle line of their exhibit if it is expected that many people will congregate at one time. Should spectators interfere with the normal traffic flow in the aisle or overflow into neighboring or adjacent exhibits, the NAVC will request the limitation or elimination of the presentation.

**Sound:** Exhibitors/IPs are to monitor their booth to be sure that the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. The NAVC reserves the right to determine at what point sound or a demonstration constitutes interference with others and must be discontinued.

### **k) Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rules of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors/IPs should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors/IPs are responsible for reporting and paying appropriate license fees if required.



### **l) Photography/Videotaping/Sketching**

An exhibit booth, its products, staff or visitors may not be photographed, videotaped, recorded or sketched except with the permission of the authorized occupants of that booth. This prohibition extends to attendees and members of the press and will be enforced regardless of whether exhibits are open or closed. Unauthorized activities are subject to immediate removal from the exhibition.

### **m) Early Removal of Exhibits**

No exhibit shall be packed, removed or dismantled prior to the closing of the Exhibit Program without written permission from the NAVC. If the Exhibitor acts in breach of this provision an appropriate assessment will be made. No contract labor personnel (whether official or independent) will be allowed on the exhibit floor prior to the official close of the show unless authorized by the NAVC Exhibit Director.

### **n) Children During Move-in / Move-out (18 years and under)**

No one under the age of 18 (accompanied or unaccompanied by an adult) is allowed in the exhibit area during move-in, move-out and non-show hours. There are no exceptions! During show hours children in the Expo Hall must be accompanied by an adult at all times and name badge is required.

### **o) Security**

The NAVC shall provide security service throughout the hours of set-up, show hours, non-show hours, and during the move-out period. This security is to prevent unauthorized entry into the Exhibit Hall. It is not intended to protect individual Exhibitor's booth contents. The NAVC will not be responsible for the loss of any material for any cause or for injury to persons and urges the Exhibitor to exercise normal precautions to prevent loss due to theft or any other cause.

### **p) Merchandise Removal**

In order to protect Exhibitors/IPs against unauthorized removal of merchandise, a written, authorized release will be required to remove any material from the Expo Hall after the first day of installation through the last day of move-out. Official release forms will be available at the Freeman Desk.

### **q) Motor Vehicle Display**

Vehicles may be allowed in the building for display purposes provided advance written notification is provided to NAVC no later than sixty (60) days prior to the opening of the exhibits. Exhibitor agrees to comply with any and all building, fire department and safety regulations regarding the display of a vehicle in the Expo Hall.

Vehicles with gasoline engines that are to be displayed should have the following:

- a. Battery cables disconnected
- b. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons
- c. Must have protective covering under motors, drive trains and tires on any carpeted area
- d. Must be indicated in the Expo Hall Map
- e. Must be approved by the Fire Marshall

### **r) Public Announcements**

Public announcements via the paging system is prohibited. We encourage such announcements via e-blast, tweet, app or other types of announcements.





### **s) Right of Entry and Inspection**

The NAVC, in its absolute discretion, shall have the right at any time to enter the leased area occupied by the Exhibitor.

## **14. FIRE & SAFETY**

The NAVC has established a non-smoking policy that applies to all leased space (Exhibit Hall, meeting rooms, etc.) at the properties used.

All booth decorations, including carpeting, must be flameproof. Electrical wiring must conform to National Electrical Code safety rules and the electrical code in the city where the show is held. Electrical equipment that is not UL-approved may not be used in the Expo Hall. No wiring, installation of spotlights or other electrical work of this type shall be done except by the electrical contractor authorized by the Hotel/Convention Center management.

If inspection indicates any Exhibitor has neglected to comply with these regulations, or otherwise incurs a fire hazard, the right is reserved to remove all or such part of the Exhibitor's exhibit as may be in violation, at the Exhibitor's expense.

If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact NAVC for information concerning Expo Hall policies or fire code regulations. State and local fire regulations must be complied with.

Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit. Each enclosed or covered area must display a charged and approved fire extinguisher.

Exhibitors/IPs or their agents shall not injure or deface any part of the Expo Hall, the booths or booth contents, or show equipment and décor. When such damage appears, the Exhibitor/IP is liable to the owner of the property so damaged.

## **15. CONTRACTOR(S) AND LABOR SERVICES**

### **a) Labor Regulations/Union Labor**

Exhibitor/IP hereby agrees to use union labor at all times while in the Exhibit Hall for items such as material handling, booth installation/dismantling, etc. Exhibitors/IP with small shipments may be permitted to hand carry their materials to their booth space. Further, the Exhibitor agrees to abide by all agreements made between the Expo Hall, the unions, and the NAVC.

### **b) Exhibitor-Appointed Contractor (EAC)**

Any Exhibitor requesting the use of labor services other than those provided through the official service contractor must provide proof of liability insurance to the NAVC by April 1. Must also provide the following information with the written request: (1) name and address of the contractor; (2) name of the supervisor to be in attendance, (3) certificate of insurance with limits satisfactory to the NAVC. The Hotel, Freeman and NAVC are to be named as additional insured, (4) description of the work to be done, (5) evidence of any and all business permits and/or licenses that may be applicable by the State, County, or local authorities with respect to the work performed, and (6) the Exhibitor's name and booth number. The Exhibitor using an EAC agrees to indemnify and hold harmless the NAVC, Freeman, the Hotel, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability of losses for any act, complaint, damage, or loss to any other Exhibitor, the Exhibit Hall, the property of any contractor or any consequential damages arising out of any such act or loss from the



time the independent EAC first arrives at the Exhibit Hall until the final move-out is complete. The Exhibitor further agrees that the NAVC may prohibit the EAC from working in the Exhibit Hall if they do not fully comply with all rules and regulations set forth herein. Once written permission has been granted by the NAVC, the Exhibitor/IP agrees to provide a copy of these rules and regulations to the EAC.

### **c) Booth Maintenance**

The Exhibitor/IP is required to maintain the daily cleanliness of the rented booth space(s). The Exhibitor needing cleaning service must arrange for it through Freeman. No other cleaning services will be allowed on the floor.

Cleaning of booth(s) shall take place at times other than show hours. The NAVC will be responsible only for the cleaning of aisle space and public areas.

## **16. POACHING AND SCAMMING ALERT**

Please beware of companies calling you directly to offer to reserve your NAVC Institute hotel reservations. These companies are in no way affiliated with the NAVC; however, they may tell you that they are with the NAVC, Exhibitor Services, or claim to be one of the official NAVC Institute hotels. Please be aware that the NAVC, nor its contracted hotels, will not contact you directly to solicit hotel reservations.

DO NOT EVER give one of these companies your credit card information as doing so could result in your credit card number being stolen or misused. They may also promise you a reservation that does not exist and upon arrival you may be told that you do not have a room.

All hotel reservations must go through the NAVC.com website or by contacting the NAVC Housing Call Bureau Center at 855.478.4692 or [NAVCInstitute@ConferenceDirect.com](mailto:NAVCInstitute@ConferenceDirect.com). The NAVC Official Exhibitor Decorator is Freeman.

## **17. OUTSIDE EXHIBITS/HOSPITALITY SUITES**

Without express written approval from NAVC, Exhibitors/IPs may not display products/services and/or other advertising material in areas outside of their approved booth such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc.

## **18. PROGRAM DIRECTORY & PROMOTION**

Exhibitor listing will be taken from the information entered in the Exhibitor Service Center. It is the responsibility of the Exhibitor/IP to complete and ensure the information entered is accurate (e.g., company name, website, phone, description, etc.) for our Official Program Guide and NAVC App. Information can be entered through the NAVC Service Center online once the exhibitor is approved.

## **19. CE FOR EXHIBITORS/IPs**

Due to the nature of programs provided at the Institute, Exhibitors/IPs are now allowed to attend the hands-on workshops. Attendees for hands-on workshops must register separately. Contact the Expo Team at [Expo@NAVC.com](mailto:Expo@NAVC.com) for more information.



## **20. ASSUMPTION OF RISKS; RELEASES**

Exhibitor/IP expressly assume all risks associated with, resulting from or arising in connection with participating at the Event including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise.

## **21. INDEMNIFICATION**

The Exhibitor agrees to protect and keep the NAVC Officers and its Board of Directors forever harmless from any damage or charge imposed for any violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the Agreement between the Hotels and the NAVC regarding the exhibit premises. Further, the Exhibitor shall at all times protect, indemnify, and keep harmless the NAVC and the Hotels against from any and all loss, costs, damages, liability, or expense arising from or out of any accident or other occurrence to anyone, including the Exhibitor, its agents, employees, and business invitees, which arise from or out of any reason of said Exhibitor's occupancy and use of the Expo Hall or part thereof.

## **22. ENFORCEMENT OF RULES & REGULATIONS**

The Rules and Regulations of the NAVC Exhibition are intended to bring order and fairness to the medium. NAVC reserves the right to restrict or terminate an exhibit without notice if an Exhibitor violates any of the Rules/Regulations herein. In the event of such restriction/eviction, NAVC is not liable for any refunds, rentals or other exhibit expenses.

This Agreement shall be governed in accordance with the laws of the State of Florida without giving effect to any choice or conflicts of law. The parties agree to submit to the exclusive personal jurisdiction and venue of the state court in the State of Florida for disputes relating to, or concerning this Agreement.

## **23. QUESTIONS OR CONCERNS**

Any questions or concerns regarding this Agreement shall be directed to:

Exhibit Sales and Operations

E: [Expo@NAVC.com](mailto:Expo@NAVC.com)