

EXHIBITION RULES AND REGULATIONS
NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

1. ASSIGNMENT OF BOOTH SPACE:

Space will be assigned by Exhibition Manager in accordance with the policy announced at the time display space is offered for reservation. Exhibition Manager reserves the right to relocate display areas for the benefit of the exhibitor or for the betterment of the exhibition. Members of NAHRO's Manufacturers and Suppliers Council (MSC) dues must be current through event. Booths are assigned first-come, first-serve based on availability; after priority consideration is given to Sponsors, MAPS Participants and MSC Members – in that order.

2. PAYMENT FOR BOOTH SPACE:

(a) 50% of the total charge is due with application. (b) The remaining balance is due by June 8. (c) Space reserved after June 3 must be paid for in full at the time of application. If appropriate payment is not received within the aforementioned time frames, reserved space will no longer be guaranteed and is subject to release and resale at the discretion of Exhibition Manager. Payments should be sent to: NAHRO, P.O. Box 90847, Washington, DC 20090.

3. CANCELLATION/REDUCTION OF DISPLAY SPACE:

(a) Assigned space may be canceled or reduced by exhibitor before June 8 without monetary penalty. (b) If assigned space is canceled or reduced by exhibitor between June 11-July 14 (120 days prior to opening date of exhibition), 1/3 of the total cost will be retained by NAHRO. (c) If assigned space is canceled or reduced by exhibitor between July 15-August 11 (90 days prior to opening of exhibition), 1/2 of the total cost will be retained by NAHRO. (d) If the assigned space is canceled or reduced by exhibitor after August 11 (60 days prior to opening of exhibition), the total cost will be retained by NAHRO.

4. USE OF DISPLAY SPACE:

(a) In the event the exhibitors fails to install his display as of two hours prior to the time set for opening the exhibition, or fails to pay the full amount of booth space charges according to the appropriate payment time payment time frames, or fails to comply with any provisions concerning the use of display space, Exhibition Manager shall have the right to take possession of said space and resell same, or any part thereof, with the original exhibitor being liable for full, applicable monetary cancellation/reduction penalties as stated in Section 3 above. (b) All booth equipment, product samples, demonstrations, and distribution of circulars/promotional material must be confined with the physical limits of the exhibitor's booth. (c) No exhibitor shall assign, sublet or share the space assigned to him. (d) Exhibitors must display only products/services manufactured or dealt in by them in their regular course of business. (e) Exhibits which include the generation or reproduction of sound, or utilize any audiovisual or special lighting equipment must be approved by Exhibition Manager in advance, and must be operated so that the noise or light resulting there from will not annoy or disturb adjacent exhibitors and their patrons. (f) Exhibitors are required to have their booth space neat and orderly at all times.

5. HEIGHT AND CONSTRUCTION RESTRICTIONS:

(a) The standard booth equipment has a draped back wall 8 feet high and dividing sidewalls no higher than 36 inches. The rear half of each sidewall of the booths may extend to the height of the back wall. The front half of the sidewall can be no higher than 36 inches to permit side viewing through the booth. (b) A piece of equipment or a product that is an integral part of the display, but not a part of the booth, may extend above the back wall, as approved by Exhibition Manager. (c) In no instance will the exhibitor be permitted to install any item or structure (signs, booth structure, product, etc.) above height of the back wall. (d) No balloons or other helium-inflated items can be used within the exhibit hall unless approved in advance by Exhibition Manager. (e) The above and any other special or unusual exhibition construction or installation must be approved, in advance by Exhibition Manager. (f) All materials within the exhibit booth area including, but not limited to actual display unit, decorative items, furnishings, fabrics, flooring, etc., must meet and comply with all national, local and facility fire, electrical, plumbing, safety and hazardous material codes. Proper written certification must be available for viewing at the

request of Exhibition Manager. Any item or items that do not comply are subject to immediate correction/removal at the discretion of Exhibition Manager at the exhibitor's expense. (g) Exhibition Manager retains sole discretion and authority in the placement, arrangement, and appearance of all displays.

6. INSTALLATION AND REMOVAL OF DISPLAYS:

(a) All displays must be erected and completely arranged for viewing at least two hours in advance of the date and hour officially announced for the opening of the exhibition by the Exhibition Manager. (b) Noisy or unsightly work in an exhibitor's booth after the above deadline and/or during show open hours is prohibited. (c) Exhibitor goods/materials received after the opening of the exhibition must be delivered to the booth at times approved by Exhibition Manager, other than official exhibit open hours. (d) Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or outdoor exhibition area until the exhibition has been officially closed unless approved by Exhibition Manager. (e) The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by the appropriate deadline published by Exhibition Manager. (f) Exhibition Manager reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store or clear from the premises any display material, goods, property or merchandise of an exhibitor who has failed to comply with the aforementioned removal requirements, and to order such work to be done at the sole expense of the exhibitor.

7. OPERATING RESTRICTIONS:

(a) Exhibition Manager reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays, which, in the opinion of Exhibition Manager, detract from the general character, theme, purpose, or appearance of the exhibition. Unusual or distracting signs or illumination are subject to immediate removal by Exhibition Manager at the sole expense of the exhibitor. (b) Serving or distribution of alcoholic beverages or food within the exhibit is forbidden unless approved by the Exhibit Manager. (c) The use of live models, performers and similar persons within the exhibit areas for product/service demonstrations, explanations, etc., shall in no way detract from or interrupt the activities of the other exhibitors. (d) No costumes, wearing of leotards, tights, bathing apparel or "suggestive" uniforms shall be permitted within the exhibit area. (e) No lotteries, drawings or contests of any type within the exhibit area are permitted by any exhibitor without the advance approval of Exhibition Manager. (f) Promotional materials such as carrying bags, self-adhering promotional "stickers," etc., maybe be distributed from the exhibit booth to attendees by exhibitors, but shall not obscure the attendees identification. (g) Samples, catalogues, pamphlets and publications directly related to the product or service displayed may be distributed only from the designated exhibit booth. (h) Due to the educational nature of the exhibition as defined by NAHRO no firm organization is permitted to engage in direct sales activities within the exhibit area.

8. STORAGE OF PACKING CRATES AND BOXES:

Exhibitors will not be permitted to store packing crates and/or boxes within their booth during the show period, but these items, when properly marked, will be stored and returned to the booth by service contractors at the expense of the exhibitor. It is the exhibitor's responsibility to mark and identify his crates as soon as they are empty or otherwise ready for removal to facilitate the final preparation of the event for opening. Crates not properly marked or identified may be lost or destroyed and are not the responsibility of the Exhibition Manager, NAHRO, the facility, the official service contractors or any representatives thereof.

9. CARE OF BUILDING EQUIPMENT:

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building or any booth materials and equipment of another exhibitor, contractor or NAHRO. When such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged.

10. PUBLIC POLICY:

(a) Each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety. (b) All materials within the exhibit booth area including, but not limited to actual display unit, decorative items, furnishings, fabrics, floors, etc., must meet and comply with all national, local, and facility fire, electrical, plumbing, safety, and hazardous material codes. Properly written certification must be available for viewing at the request of Exhibition Manager. Any item or items that do not comply are subject to immediate correction/removal at the discretion of Exhibition Manager at the exhibitor's expense.

11. EXHIBITOR'S AUTHORIZED REPRESENTATIVES:

(a) NAHRO will have sole control over all admittance to the exhibition. (b) Exhibit Booth Personnel identification shall be restricted to owners, full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by Exhibition Manager who are actually "staffing" the exhibit booth during published move-in, show open/or move-out hours. (c) Each exhibiting organization shall provide Exhibition Manager, in advance, the name and title of the person who will be in attendance at the exhibition and who will be designated responsible for the installation, operation and removal of the exhibit. Said representatives shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible. All exhibitor personnel shall wear badge identification provided by NAHRO prominently displayed plus have corporate identification available for viewing by Exhibition Manager or the representatives of the Official Contractor for security, at all times. (d) NAHRO shall have the right to limit the number of exhibitor representatives present in any exhibit space, and shall have the right to limit the total number of exhibitor credentials that may be included with the cost of each booth. (e) Official Exhibitor Credentials will permit access to the exhibit areas during published move-in, show open, move-out and after hours.

12. MEETING ROOMS AND HOSPITALITY OR SPECIAL FUNCTIONS:

The assembling of attendees in any meeting room, hotel suite or special function room by an exhibitor except as approved by NAHRO is prohibited. Violations of the above are grounds for expulsion from the exhibit area and/or restriction from participation in any future exhibition. Each company is limited to two events per conference and will be charged a nominal fee of \$100.00 per event. Please ensure that your request is not in conflict with an official NAHRO Conference function. No other events may be scheduled at such times.

13. EXHIBIT HALL OPEN HOURS:

NAHRO reserves the right to set and limit the hours of the exhibition. The hours of the exhibition shall be printed in the official program of the conference.

14. LIABILITY AND INSURANCE:

(a) Every reasonable precaution will be taken by NAHRO to protect property during installation, show period and removal. However, neither NAHRO, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same are responsible for the safety of the property of the exhibitors from theft or damage by fire, accident, vandalism, or other causes. Security will be on the premises as determined by NAHRO. (b) All property of the exhibitor will remain under his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exhibition. Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others. (c) Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save NAHRO and its employees, contractors and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof. Indemnity includes, but is not limited to, claims of copyright, trademark or patent infringement, unfair competition, and products liability. The exhibitor, on signing this contract, expressly releases NAHRO and individuals from any claim for such loss, damage or injury.

15. OFFICIAL EXHIBITOR CREDENTIALS:

Each exhibiting firm/organizations is entitled to one complimentary conference registration and one extra exhibitor personnel badge per 10x10 booth.

16. AGREEMENT:

Any and all exceptions to, deviations from or special approvals concerning these Officials Rules and Regulations must be in writing and duly signed by Exhibition Manager. All terms of these Rules and Regulations are in accordance and incorporated into at upon the initial signing and execution of the Official Display Space Application filled out by exhibitor and supplied by NAHRO.