

**TERMS AND CONDITIONS**  
(District Conference Sponsor and Exhibitor Program)  
In-Person Conference Participation

**CONFERENCE PARTICIPATION**

- Exhibitors and sponsors are restricted from hosting or scheduling other events such as receptions, breakfasts, luncheons or dinners during the official NCMPR program hours or while the district conference is in progress.

**EXHIBITING GUIDELINES**

- Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the exhibit area. Promotional activity is limited to the area designated for exhibitor display.
- All displays must be vacated by a time and date to be set by NCMPR. If the displays are not vacated by that time, NCMPR reserves the right to remove materials and charge any expenses to the participant.
- To allow unobstructed views of neighboring exhibitors, participants are not permitted to have their displays exceed length or width guidelines. Shipping containers can only be stored underneath the skirted tabletop.
- To maintain a businesslike atmosphere, extremely loud noises such as bells, sirens, buzzers, audiotapes, video presentations, etc., are not permitted.

**CANCELLATION**

- Cancellation of sponsorship or exhibit space must be made in writing at least 60 days in advance of the conference start date. NCMPR will issue a refund of the fee, minus a \$250 administrative fee.
- No refunds will be granted for requests made after the deadline.
- For special circumstances (family or medical emergencies) that arise after the deadline, NCMPR will issue a full refund upon receipt of proper documentation.
- In the event the conference is canceled due to fire, strikes, government regulations, acts of God, or other causes beyond the control of the association, NCMPR shall not be held liable for failure to hold the national conference as scheduled, and NCMPR shall determine the amount of exhibitor fees to be refunded.

**OTHER TERMS AND CONDITIONS**

NCMPR's conference exhibitor/sponsor program is designed to provide a showcase for products and services either specifically designed for, or customarily used in, higher education marketing and public relations. NCMPR reserves the right to exercise its sole discretion in the acceptance or refusal of applications.



Participants agree that NCMPR shall have the right to make such rules and regulations, or changes in arrangements, as it shall deem necessary, and to amend some from time to time. NCMPR shall have the final determination in the enforcement of all rules, regulations and conditions.

If the exhibitor fails to make payments when due, the tabletop assignment is subject to cancellation or reassignment at the option of NCMPR

NCMPR, the conference hotel or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes. Participants are advised to consult their insurance broker for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost. Neither NCMPR nor the conference hotel management nor any of their officers, agents, employees or representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, resulting from theft, fire, employees or other causes. Neither NCMPR nor the conference hotel management will obtain insurance against any such damage, loss, harm or injury.

Participants hereby agree to indemnify, defend and protect NCMPR and the conference hotel management from any and all claims, demands, suits, liability for, any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, including but not limited to claims of damage in loss to property, or from or out of any damage, loss, harm or injury to the person or any property of the participant or any of its officers, agents, employees or other representatives.

Participants or their agents may not allow any articles to be brought into the conference hotel or any act done on the premises that will invalidate the insurance or increase the premium on the policies held by the management of the conference hotel, nor permit anything to be done by their employees that will damage the premises, property or equipment of the other participants. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such a manner as to damage them. All exhibitors are subject to these restrictions. Violations of these rules will void the participant's contract, and the participant will be held liable for any damage resulting from such violations.

Exhibitors violating the terms and conditions outlined here are subject to cancellation of their booth without refund and may not be invited to participate in future NCMPR events. These Terms and Conditions become a part of the contract between the exhibitor and NCMPR. NCMPR respectfully asks the full cooperation of the exhibitor and/or sponsor. All points not covered are subject to the decision of NCMPR.



**TERMS AND CONDITIONS**  
(District Conference Sponsor and Exhibitor Program)  
Virtual Conference Participation

**ELIGIBILITY AND LISTING**

NCMPR reserves the right to determine or verify eligibility of Exhibitor for inclusion in the exhibit hall after submission of payment. NCMPR will determine the appropriateness of products to be exhibited by their distinctive characteristics or performance capability. NCMPR also reserves the right to prohibit display or advertisement of products at any time if display or advertisement of such products is deemed inappropriate.

**Non-Exhibiting Company Products or Services.** Exhibitor may not display products or signage in their booth from eligible non-exhibiting companies unless approved in writing by NCMPR by and/or media activities of non-exhibiting companies are prohibited at the conference.

Exhibitors will be listed alphabetically after presenting sponsors. NCMPR is not responsible if a perceived competitors' logo(s) are located near or next to each other in the digital listing.

**OPERATION AND CONDUCT**

Booths must be staffed or have notification of return time during the conference hours. Exhibitors with booths that are not staffed during conference hours could be subject to loss of event privileges as determined by NCMPR.

Virtual Exhibitor shall not photograph or record video of another virtual exhibit or product of another exhibitor unless such photography or videography is approved in writing by the other exhibitor or NCMPR.

Virtual Exhibitor may not harass or antagonize another party or attendee.

No area of the NCMPR platform shall be used for any improper, immoral, illegal or objectionable purpose.

Exhibitors and sponsors are not permitted to host or sponsor any event outside of the conference that attracts attendees during conference hours. Hospitality functions away from the NCMPR Virtual Conference platform should be held after conference hours.

"Outboarding" occurs when a company that is eligible to exhibit at the conference does not exhibit but hosts attendees at a venue away from the conference during set-up days or conference days. Companies that engage in outboarding may be prohibited from exhibiting at future conferences as determined by NCMPR. Registration credentials will not be issued to any employee of a company prohibited from exhibiting due to outboarding. Exhibiting companies are encouraged to protect their investment and report any outboarding to NCMPR.

**Entertainment, Music.** All music and entertainment in exhibitor videos and virtual materials must be in good taste, and exhibitor is responsible for obtaining approval for use.

**Liability and Insurance.** Neither NCMPR, nor any of the officers, employees, agents, contractors and affiliates of such entities, nor the owners, management company, employees or representatives of the hosting platform will be responsible for any injury, loss or damage that may occur to the Virtual Exhibitor or to the Virtual Exhibitor's employees or property, prior, during or subsequent to the period covered by the virtual exhibit. The Virtual Exhibitor expressly releases the foregoing persons and entities from and agrees to indemnify the same against any and all claims for such loss, damage or injury arising from the negligent or willful acts or omission of the Virtual Exhibitor and its employees, agents, contractors, and invitees. Virtual Exhibitors are responsible for all liability insurance coverages.

## BOOTH SPACE

**Booth Space.** Booths should look professional and engaging. If applicable, the background of your camera view should be clean and professional. The use of personal pictures, posters, banners, etc. is encouraged.

**Booth Preparation.** All booths must be tested and operational by start time of on the day of the event. Testing will be scheduled and performed prior to the event.

## VIOLATIONS

NCMPR reserves the right to remove exhibits which because of conduct of exhibitors, method of operation, materials, or any other reason becomes objectionable.

## ACCESS CONTROL

NCMPR will provide access control from event planning through the conclusion of all activities, including follow-up. NCMPR shall not be held responsible for the loss of any material by any cause and urges the Virtual Exhibitor to exercise normal precautions to protect its account and login privileges.

## CANCELLATION

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If the exhibitor fails to make payments when due, the exhibitor assignment is subject to cancellation or reassignment at the option of NCMPR.

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