

DISTRICT CONFERENCE EXHIBITORS AND SPONSORS TERMS AND CONDITIONS

NCMPR exhibitor-sponsor participants **must adhere** to NCMPR's terms and conditions, listed below, including the NCMPR conference code of conduct, [found here on NCMPR's website](#).

CONFERENCE PARTICIPATION

Exhibitors and sponsors are not permitted to host or schedule other events such as receptions, breakfasts, luncheons or dinners during the official NCMPR district conference program hours.

Exhibitors and sponsors are welcome to attend all events, meals and educational sessions as listed on the conference program. Some activities may be reserved for NCMPR members (e.g. district mixers, award dinners or off-site events) and will be designated as such. Vendors may be permitted to participate as included in the sponsorship benefits or with written permission of NCMPR National.

EXHIBITING GUIDELINES

Eligibility and Listing, Operation and Conduct, Booth Space, Violations, Access Control

- Participants are reminded that nondiscrimination and disability laws ensure equal access to all participants at NCMPR events. It is the responsibility of the participant to make its booth space fully accessible to all attendees regardless of race, color, national origins, genders, disabilities and other protected classifications and to comply with all applicable laws and regulations, including without limitation the American with Disabilities Act.
- 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, the following is not permitted at the booth displays:
 - Loud noises such as bells, sirens, buzzers, etc. Videos and audio tracks may be played at a reasonable volume level for booth visitors.
 - Alcoholic beverages, cans, bottles or glass containers of any kind.
- 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.
- If the exhibitor fails to make payments when due, the booth 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.
- 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.

CANCELLATION

Cancellation of sponsorship or exhibit space must be made in writing at least 45 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/medical emergencies) arising 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 its control, NCMPR shall not be held liable for failure to hold the district conference as scheduled, and NCMPR shall determine the amount of exhibitor fees to be refunded.

Exhibitors and sponsors 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.