

EXPOSITION RULES & GUIDELINES

EXHIBIT SCHEDULE

Sunday, February 23, 2025

8:00 a.m. – 5:00 p.m. Exhibitor Registration

12:00 pm. – **5:00 p.m.** Island booth only Exhibitor Setup

Monday, February 24, 2025

7:30 a.m. – 5:00 p.m. Registration

8:00 a.m. – **5:00 p.m.** Exhibitor Setup

Tuesday, February 25, 2025

8:00 a.m. – 5:00 p.m. Registration

10:00 a.m. – 4:00 p.m. Exhibits Open

Wednesday, February 26, 2025

10:00 a.m. – 4:00 p.m. Exhibits Open

Thursday, February 27, 2025

10:00 a.m. – 2:00 p.m. Exhibits Open

2:15 p.m. – 8:00 p.m. Exhibit Teardown

Event and/or times subject to change. Be sure to visit our website for a complete Convention schedule and updated details. www.nrbconvention.org

**NOTE: Set up will end at 5:00 p.m. on Monday.
The hall will be cleared and locked at that time.**

STANDARD BOOTH PROVISIONS

1) Provided for each booth:

- a) 8' high flameproof back wall draping and 3' high flameproof side rail draping (draping is not included for island exhibits)
- b) General security
- c) Aisle carpet with daily cleaning
- d) Free listing in official Convention program book and convention app if NRB receives a completed application by December 2, 2024.
- e) NRB does not release the convention attendee list. Please contact Carlton Capps for digital advertising options to reach the 2025 convention attendees.
- f) Exhibitor Service Kit containing information and forms needed in planning your display and ordering floor covering, electricity, furnishings, Internet connection, etc. for your booth space. The Exhibitor Service Kit will be made available as an online link in the fall.
- g) Discounted full convention registration pricing for booth staff and for Expo Only Registrations.

The booth fee for standard space paid to NRB does NOT include professional floor covering, electricity, drayage, shipping fees, Wi-Fi, chairs, tables, or other furnishings. Those items can be ordered separately through the Exhibitor Service Kit.

2) Convention Registration discounts for each booth:

- a) 3 complimentary full convention registrations for booth staff per 100 square feet of booth space (maximum of 10 registrations)
- b) Additional 3 discounted full convention registrations for booth staff at \$200 each
- c) Code for exhibiting organization to give to clients and guests for a discounted Expo Only Registration for \$25 (Full price is \$99) – Please note that an Expo Only registration will not allow access to any sessions.
- d) Expo Staff registrations may also be purchased for \$25. This badge type will allow additional staff on your team to have hall access during set-up and before exhibit hall hours each day. This will not allow them access to sessions.

SETTING UP AND DISMANTLING

It is the goal of NRB to always maintain the highest visual quality of all booth space located on the exhibit floor during show hours. Achieving this goal aids each Exhibitor in making the finest impression possible on the attendees, who are their potential clients, and creates a superior atmosphere in which to network and conduct business. This also creates an air of professionalism that benefits all who have a significant investment in the continued success of the Convention.

Your booth is an investment in making a positive first impression with attendees. It can be a significant factor in the success you experience through exhibiting at the NRB Convention. Please assist NRB in raising the Exhibit Hall standard to the highest level by visually placing your best booth product on the show floor.

- 1) Setup hours will be 8:00 a.m. - 5:00 p.m. on Monday.
 - a) The decorator service desk, facility labor support and loading dock ramps will close at 5:00 p.m. on both days.
 - b) There is no access to the main loading docks or labor after 5:00 p.m. If you are using a common carrier for shipping, it is imperative that your materials are in your booth area prior to 5:00 p.m.
 - c) **The hall will be cleared and locked on Monday at 5:00 p.m. Your booth setup must be complete at that time.**
 - d) Children under the age of 16 will not be allowed on the exhibit floor during set up or tear down.
- 2) Booth staff badge pick up
 - a) **All booth staff must be registered in advance.** Failure to do so will cause a delay on site.
 - b) Please have one representative of your organization pick up the registration packet at the Convention Registration Desk containing the pre-printed badges for your staff.
 - c) All Booth Staff badges, and meal tickets will be in the exhibitor packet along with other important exhibitor information.
 - d) Booth Staff will not be able to enter the exhibit hall without their badge. Please plan to distribute the badges to your staff.
- 3) Crate handling and Storage
 - a) GES will provide a crate-handling service.
 - b) They will remove crates, store them, return crates for packing, and load them on to dock for return shipment.
 - c) Crates should be properly tagged with the Exhibitor's name and booth number. GES will supply tags for empty crates.
 - d) There is a fee for all drayage services. Drayage is defined as delivery of materials to your booth space; removal and storage of empty boxes and crates during the Convention; returning of boxes and crates at end of show to your booth space for you to pack up materials; delivery of those packed up materials to the carrier loading zone for shipping back to your home office.
 - e) This is a mandatory service unless you qualify as a POV (Personal Occupied Vehicle).
 - f) The fee is based on the weight of your freight.
- 4) All additional services required by Exhibitors (e.g., furniture, carpeting, rigging, labor, etc.) should be ordered directly from the service contractor, GES. **All booths, regardless of size, must use carpet or an alternate professional floor covering to cover all concrete floor space within the booth-no exceptions.**
- 5) Electrical, Internet, and Catering services for use within the Exhibit Hall are ordered from the hotel/Convention center directly through the link found in the Exhibitor Service Kit.
- 6) Each Exhibitor will be able to access the NRB Official Exhibitor Service Kit containing the

appropriate order forms via a link well in advance of the Convention. These additional services are not part of this agreement and must be ordered separately.

- 7) Dismantling of exhibits
 - a) **Dismantling of your booth shall not begin until after the official closing of the Exhibit Hall at 2:15 p.m on the last day.** It is imperative that this be communicated with your staff so travel can be planned accordingly.
 - b) **There will be a financial penalty equal to 1/3 of the exhibit booth cost for breaking down your booth early.**
 - c) All exhibit material must be completely removed by the date and time communicated in your Exhibitor Service Kit.
 - d) Should it be necessary for an Exhibitor to tear down early, it must be done during non-show hours. Violation of this provision may result in loss of Exhibitor's point and loss of Exhibitor's exhibiting privilege in subsequent NRB Conventions.
 - e) Exhibitors shall be liable for all storage and special handling charges resulting from their failure to remove materials at the end of installation and dismantling periods.

USE OF EXHIBIT SPACE AND ADJACENT PUBLIC SPACE

- 1) NRB is a nonprofit, religious organization, and its mission is distinctively Christian.
 - a) All exhibit space applicants should acquaint themselves with NRB's Statement of Faith and Code of Ethics (found at www.nrb.org, under the section "Who We Are") in order to anticipate whether the applicant's proposed participation would be consistent with the biblical views and practices of NRB and its membership, and to better decide whether the application process should be undertaken.
 - b) The applicant, in making an application for exhibit space, warrants and represents that its views and practices are not in conflict with the NRB Statement of Faith and Code of Ethics.
 - c) **NRB has the sole and absolute discretion to deny any application for exhibit space**
 - d) Any application that is granted by NRB for an NRB Convention in one year or more years does not limit NRB's discretion regarding applications from those applicants for any subsequent Conventions. If, after granting an application, NRB determines that the applicant holds views, or engages in activities that are in conflict with the NRB Statement of Faith or Code of Ethics, NRB shall have the right to revoke such acceptance upon notice to the applicant, and shall refund any monies paid, provided, however, that NRB has the right to withhold some or all of such monies paid by the applicant sufficient to cover any costs, expenses or damages incurred by NRB by reason of the application.
- 2) In addition, NRB Show Management shall also have the right to restrict, alter, or close any exhibit that, because of noise, odors, method of operation, or any other reason, becomes objectionable or otherwise detracts from or is out of keeping with the character of the NRB Convention as a whole. Such restrictions may be applied to persons, things, conduct, or printed materials. No refund shall be due under such circumstances. NRB also shall have the right to exclude any non-conforming party from exhibiting at any future NRB Conventions. These actions shall not constitute exclusive remedies, and NRB may avail itself of any remedy available in law or equity in addition to these actions.
- 3) **Exhibitors are required to keep at least one attendant in their booth during all show hours.**
- 4) Exhibitor acknowledges that the NRB Convention is designed to be an orderly and controlled event, and its purpose is to present a serious, businesslike atmosphere for promotion of Exhibitors' products.

- 5) Any device or activity that NRB Show Management considers objectionable is prohibited. No live animals may be included in any exhibit without prior written approval from NRB Show Management.
- 6) NRB Show Management must approve Exhibitor-sponsored characters in costume. Once approved they will be given permission to roam public corridors of the Convention and hand-out product/literature in a non- disruptive manner to NRB Convention attendees. Show Management has the right to restrict characters to assigned booth space.
- 7) Exhibitor shall not play loud or live music in its exhibit nor permit any sort of distraction to other Exhibitors. Objectionable noise resulting from the use of audiovisual technology shall be immediately stopped by Exhibitor at the request of NRB Show Management. Sound and loudspeaker systems must be operated in a reasonable way and in such a manner as not to interfere with other Exhibitors. Exhibitors' use of music or audiovisual devices with sound is permitted only in exhibit space and at such decibel levels as not to interfere with the activities of other Exhibitors. NRB Show Management reserves the right to control any sound devices that do not conform to this regulation.
- 8) Exhibitor must show only products relevant to and appropriate for the industry served by NRB.
- 9) At least 25% of the space of each exhibit must be open to accommodate visiting traffic to the exhibit, and each Exhibitor is responsible for keeping the aisles near the exhibit free of congestion due to demonstrations or other promotions.
- 10) All demonstrations, promotional activities, and distribution of materials by or for Exhibitor must be confined within the limits of Exhibitor's exhibit with the only exception being given to approved costume characters (see item 6 above).
- 11) **Autograph sessions by personalities ARE NOT allowed in linear booths.** The Exhibitor with an Island Booth may host such events but only if they can accommodate via rope and stanchion any lines for personality-type autograph events within the assigned exhibit space or a single line around the perimeter of their own booth. If not, the Exhibitor must use the NRB Convention designated autograph booths. No lines may be formed within aisle ways that restrict access to other Exhibitor booths.
- 12) NRB Show Management shall have the right to restrict the use of glaring or irregular lighting effects.
- 13) Exhibitor shall maintain the exhibit in neat and clean condition.
- 14) Exhibitor shall not allow any article to be brought into, nor permit any act to be done in the Exhibit Hall, that will increase the premiums or void policies of insurance held by NRB, the official Convention decorator, its agents, etc. Exhibitor shall be liable for any damage caused directly or indirectly by Exhibitor to any part of the Convention center, including but not limited to floors, walls, and columns.
- 15) Should any space for which a signed contract and payment has been received remain unoccupied or unaccounted for by 6:00 p.m. the evening prior to show opening, NRB reserves the right to rent or otherwise use the space and shall not be obligated to refund the booth payment.

SERVICE CONTRACTOR AND FREIGHT HANDLING

- 1) Arrangement and payment for transporting goods to and from the show, as well as for receiving, decorating, and removing exhibits, are the Exhibitor's responsibility.

- 2) Exhibitor Service Kit containing information and order forms for furnishings, freight handling, labor, ancillary services, registration, housing, etc., will be made available via online link to the Exhibitor well in advance of the Convention.
- 3) Exhibitors agree to ship, at their own risk and expense, all articles to be exhibited and agree to conform to the rules for shipping as contained in the Exhibitor Kit. The exhibit facility has no facilities for receiving and storing materials prior to the opening of the Exposition. **DO NOT** ship large items such as equipment and/or displays to the facility or to the hotel in which exhibit personnel are housed. You will incur double charges if you ship in this manner. These properties are not capable of accommodating materials for tradeshow. Instead, we have provided shipping information to a warehouse prior to the show. Please consult your Exhibitor Service Kit for details.
- 4) All costs of shipping, cartage, and handling are to be borne by the Exhibitor. The service contractor selected by NRB will handle all the drayage from the drayage warehouse to the Exhibitor's booth; remove crates and empty cartons; return them at the end of the show; deliver packed goods to the loading dock of the Convention center; and load the items onto transport vehicles for a fee. Save money by shipping through GES Logistics, Roadway, Yellow Freight, or UPS Freight. Using UPS (regular) or Federal Express shipping will incur additional charges.
- 5) Hand Carry and/or Cartload Instructions
Exhibitors may bring their own material via a personally owned vehicle (POV-such as a car, minivan, etc. NOT a commercial vehicle such as a cargo van, bus, trailer, rented panel truck, etc.) to the facility (8 pieces-200lb max for Cartload Service) or Hand Carry – One (1) Person One (1) Trip to booth (max 100lbs) (person must be a full time employee of the exhibit company) and into the exhibit hall as long as they meet the instructions/guidelines outlined in the Exhibitor Service Kit.

USE OF EXHIBITOR-APPOINTED CONTRACTORS (EAC)

Exhibitors choosing to use labor services other than those provided by the official service contractors must notify NRB in writing of their intention to utilize an Exhibitor-appointed contractor and provide NRB with the following information:

- 1) The name, address, and telephone number of the firm and the name of the person who will oversee the operation (An Exhibitor-appointed contractor form will be inserted in the Exhibitor Kit.)
- 2) Evidence that the Exhibitor-appointed contractor has obtained or will obtain all licenses and permits and has satisfied or will satisfy all bonding requirements of the federal, state, county, or municipal governments and the exposition hall management prior to commencing work. Evidence of actual compliance must be provided upon request.
- 3) An original Certificate of Insurance.

The insurance certificate(s) must state that the policy:

- Will be in effect during the installation and dismantle dates.
- That the policy covers comprehensive general liability against claims for bodily injury or death and property damage of not less than \$1,000,000.00 for each occurrence.
- That the policy provides worker's compensation insurance coverage for all employees and temporary labor hired to perform work on this event.
- The approximate number of union personnel to be ordered; and
- Name of the exhibiting company and booth number the contracted work is for.

NRB shall work only with Exhibitors because contracts for exhibit space are between NRB and Exhibitors.

Communication with Exhibitor-appointed contractors shall be the responsibility of Exhibitor. If deadline dates are not met, the request to use an Exhibitor-appointed contractor may be denied, and Exhibitor may be required to utilize the Official Contractor's labor.

All Exhibitor-appointed contractors shall:

- a) Assure NRB that their employees have and will always wear the badges provided by NRB.
- b) Follow the scheduled work times and abide by all NRB installation and dismantle rules.
- c) Confine operations to the exhibit area of its client(s). No service desk, storage areas, or other work facilities will be allowed elsewhere in the hotel or Convention center.
- d) Comply with labor agreements and practices and must not commit, nor allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems, and
- e) Coordinate their activities with the Official Service Contractor who shall control all exposition floor, aisles, loading docks, service areas, and storage areas.

Exhibitors shall be responsible for the actions of their Exhibitor-appointed contractor. Violation of these rules may lead to expulsion of the Exhibitor or the Exhibitor-appointed contractor from the hotel or Convention center.

EXCLUSIONS FROM EXHIBIT HALLS

- 1) Firms or organizations not assigned space in the exhibit area shall be prohibited from exhibiting or soliciting business within the exhibit or Convention area and any hotel in which NRB has contracted for sleeping rooms for Convention attendees. Failure to comply with this prohibition may result in denial of future exhibiting opportunities and/or attendance at NRB Conventions.
- 2) Alcoholic beverages will not be permitted on the exhibit floor.
- 3) Smoking is prohibited in all meeting rooms, social functions, and the Exhibit Hall. The NRB Convention is designated as a non-smoking event.
- 4) Exhibitor shall not make badges available to representatives of non-affiliated companies.
- 5) Helium gas canisters and helium-filled balloons will not be permitted on the exhibit floor.
- 6) **No children under the age of 16 are allowed in the hall during setup and teardown.**
- 7) NRB Convention participants may not sell tickets to hold raffles, lotteries, or games of chance.
- 8) Exhibitor shall be responsible for the behavior of individuals to whom it authorizes NRB to issue badges, and NRB reserves the right to deny or void a badge of, and to deny access to or remove from Exhibit Hall, any person whenever, in NRB's sole and absolute discretion, doing so would be in the best interest of NRB, any of its Convention Exhibitors or attendees, or its Convention.
- 9) NRB shall have the right to deny access to Exhibit Hall by any Exhibitor not current (at the date scheduled for setup) on all accounts, fees, or other monies owed NRB, including those unrelated to exhibition booth space.
- 10) All food and beverage products not produced by the exhibiting manufacturer must be purchased through the official concessionaire of the hotel or Convention center.
- 11) Photographing, videotaping, or filming of Exhibit Hall for broadcast or publication purposes, including exhibit set-up and dismantle, is prohibited unless taken by official photographers. Official photographers include press personnel with NRB authorized press credentials and NRB

Show Management's official photographers. Nevertheless, it is the prerogative of each Exhibitor to grant or deny permission to allow his or her exhibit and/or products to be photographed, filmed, or videotaped. Attendees and Exhibitors may take photos for personal use only.

Miscellaneous

- 1) Exhibitor shall strictly comply with all laws pertaining to its exhibition at NRB's Convention, including, but not limited to, laws pertaining to copyrights, trademarks, antitrust, promotions, and giveaways. With respect to the installation and operation of its exhibit, Exhibitor shall be responsible for knowledge of and compliance with all Convention center, local, city, state, and federal ordinances, statutes, rules, and regulations pertaining to safety, fire, and health.
- 2) In compliance with the Americans with Disabilities Act NRB wishes to ensure that no individual with a disability is excluded, denied services, or otherwise treated differently than other individuals. The Exhibitor shall be responsible for ensuring access to its exhibit by the disabled and shall be solely liable under the ADA, and any other applicable disability law, for any failure to provide such access to any person.
- 3) Exhibitor shall be responsible for security in its own booth at all times, notwithstanding the fact that NRB hires a firm to provide security for NRB Convention. Perimeter security for the Convention will be furnished by NRB during installation, dismantling, and show days. Such security is intended to be a courtesy to Exhibitors. It is not intended to be a guarantee against any kind of loss or theft or to relieve Exhibitors of their responsibility to safeguard their own materials, equipment, and always displays.
- 4) Exhibitor acknowledges that all property of Exhibitor, including any personal property of individuals, is solely Exhibitor's responsibility, and NRB shall have no liability for such property in the event of fire, theft, or mysterious disappearance, or for any loss, physical damage, or indirect damage as a result thereof. Insurance coverage shall be the responsibility of Exhibitor. Exhibitor is advised to carry special insurance to cover exhibit material against loss or damage, and public liability insurance against injury to the persons and property of others.
- 5) Following execution of Exhibitor's Application by NRB, NRB's liability for breach of the resulting contract shall be limited to the Space Rental Fee paid to NRB by Exhibitor. In no event shall NRB be responsible for consequential damages. Any bankruptcy filing of any kind by Exhibitor or Exhibitor's insolvency shall constitute a breach of the Application and the contract resulting from NRB's acceptance of the Application. Either party's waiver of or failure to exercise any right provided for in the Application or these Rules & Regulations shall not be deemed a waiver of any further or future right hereunder.
- 6) Following acceptance and execution of this application by NRB, any breach of the resulting contract by Exhibitor, its officers, directors, agents, or employees may, in NRB's discretion, result in immediate or future loss of Exhibitor's exhibiting privilege.
- 7) Exhibitor assumes all responsibility and liability for losses, damages, and claims arising from any cause whatsoever in the use or occupancy of the exhibit space by Exhibitor or his assigns. Exhibitor will indemnify NRB, its officers, directors, employees, agents, and representatives, and hold them harmless from any and all liabilities in respect of suits, proceedings, demands, judgments, damages, expenses, and costs (including, without limitation, reasonable attorneys' fees and costs, as well as expenses incurred in the investigation, defense, or settlement of any claim covered by this indemnity) that NRB may suffer or incur by reason of participation in NRB's Convention by Exhibitor, its officers, directors, employees, agents, or representatives.

- 8) Should any contingency prevent the holding of the NRB Convention, NRB Show Management shall retain only such part of Exhibitor's Space Rental Fee as required for expenses incurred up to the time such contingency shall have occurred. If, for any reason, the NRB Convention shall be canceled or deferred, Exhibitor waives all claims for damages.
- 9) Exhibitor must surrender their occupied space in the same condition it was in at the commencement of occupation.
- 10) If the Exhibitor's materials fail to arrive, Exhibitor shall nevertheless be responsible for all amounts due hereunder.
- 11) In holding the NRB Convention, NRB does not act as the agent of Exhibitor, the hotel, the Convention center, or any other party.
- 12) Only advertising approved by Show Management can be displayed in any Convention public space. Nothing is to be posted, nailed, or otherwise attached to any part of the building without the express approval of NRB.
- 13) If you are planning to have any retail sales from your exhibit space, it is necessary for you to contact the state revenue office to request appropriate forms. Contact information is contained in the Exhibitor Service Kit.