

# NCSS EXHIBIT APPLICATION AND CONTRACT

98th NCSS Annual Conference

November 30-December 2, 2018 Chicago, IL



## ORGANIZATION INFORMATION (This information will appear in the Conference Program)

Organization Name

Address

City

State

Zip

Web address

**COMPANY DESCRIPTION:** Please attach a brief description (50 words or fewer) of the products and services to be exhibited. This description will appear in the Conference Program.

## EXHIBIT COORDINATOR AND BILLING/PAYMENT INFORMATION

Exhibit Coordinator

check here if information is same as above

Company

Address

City

State

Zip

Telephone

Fax

e-mail

## PAYMENT METHOD

Check # \_\_\_\_\_

Checks should be made payable to NCSS in U.S. funds. Mail to:

**NCSS Exhibits**, P.O. Box 79078, Baltimore, MD 21279-0078

VISA

MasterCard

American Express

Card Number

Expiration Date

Name on Card

Amount to charge

Cardholder signature

If paying by credit card, you may fax your application to 202-367-2173.

## BOOTH INFORMATION

### For Profit Companies

No. of booths:

Section A

\$2200

Section A Perimeter

\$2000

Section B

\$1850

Section B Perimeter

\$1650

Section C

\$1600

Section C Perimeter

\$1300

Tabletop Exhibit

\$700

(1300 aisle only)

Corner booth, any section  add \$100

### Non-Profit Organizations

No. of booths:

\$1800

\$1700

\$1600

\$1400

\$1300

\$1100

\$700

add \$100

Check here if your organization is a recognized non-profit. If you have not exhibited at NCSS before, please provide proof of non-profit status.

## Booth preference

Please list booth numbers in order of preference. NCSS will attempt to fulfill your preference. Please note that you are not guaranteed this choice. You will receive confirmation of booth assignment by e-mail.

1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>
4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>

## Number of booths & total cost

Number of booths requested:

Price per booth: \$

TOTAL:

## Agreement

National Council for the Social Studies is hereby authorized to reserve space for my/our exhibit at the 98<sup>th</sup> NCSS Annual Conference to be held at Hyatt Regency Chicago. Exhibit dates are November 30-December 1, 2018. I have read and agree to comply with the exhibit regulations provided with this application and contract.

Signature of authorized officer

Date

The NCSS exhibit manager may restrict, prohibit, or evict any exhibitor for any reason, including noncompliance with the rules and regulations, or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the conference. NCSS reserves the right to assign booth space based upon the type of company or organization requesting space.

For more information, contact [rbarkin@townsend-group.com](mailto:rbarkin@townsend-group.com)



## 2018 NCSS Annual Conference Official Exhibition Regulations

All exhibits and exhibitors are subject to the following regulations.

**Exhibit criteria**—Exhibiting firms will be limited to those providing services, products, or publications that meet the professional and practical needs of social studies educators. NCSS reserves the right to restrict and deny prospective exhibiting organizations, for any reasons. This reservation includes persons, things, conduct, printed matter or anything of a character which the management determines offensive to the NCSS membership. In the event of such restriction or violation, NCSS may evict the exhibit and will not be liable for any refunds of rentals or other exhibit expense.

**Assignments**—Assignment of space is dependent on a number of criteria, including the order in which contracts are received, product type, and number of requested booths/tables. If none of an exhibitor's choices is available, space that is most similar to that exhibitor's choice in location, price, and competitive situation will be assigned. Applications will not be processed without the required deposit. Applications by telephone will not be accepted. No exhibitor will be permitted to erect a display until space rental is paid in full. NCSS reserves the right to alter exhibitor's assigned location at any time at its sole discretion in the best interest of the exhibit.

**Contract for space**—This application for exhibit space and a minimum deposit of 50% if submitted by June 29, 2018, or full payment if submitted on or after June 30, 2018, together constitute a contract for the right to use the space. All balance due must be paid by October 1, 2018. The contracting exhibitor may forfeit any space not occupied by 6:00PM CST Thursday, November 29, 2018, and such space may be sold, reassigned, or used by NCSS without refund of rental fee, unless prior arrangements for delayed occupancy have been made with NCSS.

**Cancellations/refunds**—All notifications of cancellation must be made to NCSS in writing. For cancellations received by June 29, 2018, any money paid beyond 50% of the booth cost will be refunded. No refunds will be given for space canceled on or after June 30, 2018. Upon cancellations exhibitor loses all rights to space. NCSS reserves the right to reassign that space to another exhibitor.

**Exhibit set-up date**—Exhibitors shall set up their exhibits on Thursday, November 29, 2018, from 8:00AM to 6:00PM CST, unless other arrangements have been approved by NCSS. It is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

**Exhibit dismantle date**—Exhibitors shall dismantle their exhibit after 5:15PM Saturday, December 1, 2018. Exhibits may not be dismantled or removed before 5:00PM Saturday, December 1, 2018 and no later than 11:59PM on Saturday, December 1, 2018. Failure to observe this rule will jeopardize the exhibitor's space assignment and the right to exhibit at future NCSS exhibitions.

**Staffing of booth**—Exhibits must be open and staffed for business during hours when exhibit facility is open to attendees. Each exhibitor must wear an official exhibitor identification badge provided by NCSS.

**Arrangement of exhibits**—The standard equipment provided the exhibitor by NCSS will consist of an eight-foot cloth back wall and two three-foot side dividers. Displays may not be higher than eight feet in the back and four feet along the dividers and aisles. Display fixtures over four feet high must be confined to the back half of the booth so as not to interfere with the view of adjacent exhibits. No construction or built-up exhibit shall exceed the overall height of the back wall unless approved by NCSS.

**Security**—Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, exhibitors are solely responsible for their own exhibit material and should insure against loss or damage.

**Shipping and storage**—Hyatt Regency Chicago will not accept direct shipment of any kind. All shipments of displays and product materials must be directed to the official drayage company. Shipping instructions will be included in the Exhibitor Service information available at [www.freemanco.com](http://www.freemanco.com) in the late summer.

**Personnel assistance**—All work involved with setting up and dismantling exhibits must be performed by authorized personnel. Instructions for ordering labor will be included in the Exhibitor Service information available at [www.freemanco.com](http://www.freemanco.com) in the late summer.

**Special regulations**—(a) Reassignment or subletting of all or any part of booth/table space without approval from NCSS is prohibited. (b) Solicitation and distribution of printed advertising must be confined to booth space only. Aisles must be kept clear at all times. (c) Operation of any objectionable sound devices will not be allowed. (d) Nothing shall be posted on, or tacked, nailed, taped, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. (e) Distribution of helium-filled balloons or adhesive-backed stickers or decals is prohibited. (f) Food and beverage for distribution must be supplied and prepared by the designated catering company.

**Sound restrictions**—Sound-producing or amplifying devices that project sound must be tuned so as not to exceed 85db. NCSS reserves the right to determine at what point sound constitutes interference with other Exhibitors. Public address announcements are prohibited.

**Liability**—Exhibitor must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless NCSS and its officers, board, agents, and representatives from any and all claims for damages, suits, etc. (including attorney fees) by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees.

Exhibitor agrees to release and to indemnify and hold harmless NCSS from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release NCSS from any liability for claims, damages, suits, etc., that are the result of negligence of NCSS.

Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless Hyatt Regency Chicago and NCSS, and their representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program or in conference activities. In addition, Exhibitor acknowledges that neither Hyatt Regency Chicago nor any of the other Indemnities maintain insurance covering such losses by Exhibitor.

NCSS will not be liable in any instance for any unseen expenses incurred by Exhibitor due to the terms of the contract that NCSS has with Hyatt Regency Chicago or any consequential damages.

To the extent permitted by law, the Exhibitor hereby releases NCSS, Hyatt Regency Chicago, its elected and appointed officials, employees and volunteers and others working on behalf of the aforementioned entities from any and all liability or responsibility to the Exhibitor or anyone claiming through or under the Exhibitor by way of subrogation or otherwise, for any loss or damage to property, even if the loss or damage shall have been caused by the fault of negligence of the aforementioned entities, its elected or appointed officials, employees or volunteers or others working on behalf of the aforementioned entities.

**Insurance**—Exhibitor agrees to procure and maintain adequate insurance coverage during the dates of the NCSS Annual Conference, including move-in and move-out days, name NCSS as additional insured, and be prepared to furnish a certificate(s) of insurance to NCSS if requested. Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by Exhibitor, NCSS or Hyatt Regency Chicago. NCSS shall not in any event be liable to Exhibitor for any damages.

**Nonflammable materials**—All materials including muslin, velvet, silken, or other cloth drape or banner used in the exhibit hall must be nonflammable or conform to the fire regulations of the City of Chicago. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. The exhibitor agrees to accept full responsibility for compliance with city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under city codes. Fire hose cabinets and extinguishers must be left accessible and in full view at all times.

**Circulation and solicitation**—Distributing of marketing materials and souvenirs must be restricted to the Exhibitor's booth. Canvassing or distribution of marketing materials or souvenirs in any location other than the Exhibitor's booth is prohibited.

**Unions**—Exhibitor shall abide by all agreements made by, between and among NCSS, Hyatt Regency Chicago, and any unions or other labor groups having jurisdiction at the Exhibit. All work involved with setting up and dismantling exhibits must be performed by authorized personnel.

**Regulations and contract**—All of the above rules and regulations are construed as part of all space contracts along with the information in Exhibitor Prospectus. Exhibitor recognizes and agrees that NCSS retains the right to interpret and enforce all rules and regulations and make final decisions on all points not covered by the aforementioned rules and regulations.

**Insurance**—NCSS shall not be liable for loss or damage of any article of equipment or property of Exhibitor which exhibitor may suffer during installation or removal or during the exhibit itself due to robbery, fire, accident, or any other destructive cause. Insurance, if desired, must be placed by the Exhibitor.

**Sales**—Exhibitors are permitted to make direct sales on the exhibit floor. Obtaining the appropriate licensing or permits as required by law, collecting and remitting sales taxes and any other legal business requirements are solely the responsibility of the Exhibitor.

**Author signings**—Exhibitors must notify NCSS and receive permission for any author signings scheduled in their booths. NCSS reserves the right to schedule all keynote and featured speakers and panelists for signings at the NCSS Bookstore.