

# NCSS EXHIBIT APPLICATION AND CONTRACT

100<sup>TH</sup> NCSS Annual Conference  
December 4–6, 2020 Washington, DC



## 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

## BOOTH INFORMATION

### For Profit Companies

No. of booths:

\$2300

\$1950

\$1600

### Non-Profit Organizations

No. of booths:

\$1900

\$1500

\$1200

Section A

Section B

Section C

Tabletop Exhibit  
(800 aisle only)

\$700

\$700

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:

## Deposit information

Booth space can be reserved with a nonrefundable minimum 50% deposit if submitted by July 3, 2020. Full payment is due if submitted on or after July 4, 2020. Failure to make payment in full by September 25, 2020 will subject exhibitor to cancellation of contract and forfeiture of deposit.

## Agreement

National Council for the Social Studies is hereby authorized to reserve space for my/our exhibit at the 100th NCSS Annual Conference to be held at the Walter E. Washington Convention Center, Exhibit Hall D. Exhibit dates are December 4-5, 2020. 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)



## 2020 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 nonrefundable deposit of 50% if submitted by July 3, 2020, or full payment if submitted on or after July 4, 2020, together constitute a contract for the right to use the space. Upon execution of this contract, exhibitor cannot cancel more than 50% of booth space reserved. All balances due must be paid by September 25, 2020. The contracting exhibitor may forfeit any space not occupied by 6:00 p.m. EST Thursday, December 3, 2020, 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. No refunds will be given for money paid. Full payment is owed if canceling after July 3, 2020. Upon cancellation exhibitor loses all rights to space. NCSS reserves the right to reassign that space to another exhibitor, including relocating any exhibitor who cancels part of the initial agreement.

**Exhibit set-up date** – Exhibitors shall set up their exhibits on Thursday, December 3, 2020, from 8:00 a.m. to 7:00 p.m. EST, 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 4:15 p.m. Saturday, December 5, 2020. Exhibits may not be dismantled or removed before 4:00 p.m. Saturday, December 5, 2020 and no later than 11:59 p.m. on Saturday, December 5, 2020. 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** – The Walter E. Washington Convention Center 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 agrees to surrender the space occupied by it in the same condition as it existed at the start of occupation, absent normal wear and tear. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold National Council for the Social Studies and the Walter E. Washington Convention Center and their agents and employees (hereinafter collectively called Indemnities) forever harmless for any liability, claims or loss, including damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor, those holding under the Exhibitor or by the negligence, but not the sole negligence, of NCSS. Further, the Exhibitor shall, at all times, protect, indemnify, save, and hold harmless the Indemnities against and from any and all losses, cost, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, or business invitees, which arise from or out of or by reason of said Exhibitor's installation, removal, maintenance, occupancy, and use of the exhibition premises, the Convention Center or any part thereof. Exhibitor shall be fully responsible to pay for all damages to property owned by the Walter E. Washington Convention Center, its owners, or manager which results from any act of omission of the Exhibitor. In addition, Exhibitor acknowledges that neither the Walter E. Washington Convention Center nor any of the other Indemnities maintain insurance covering such losses by Exhibitor. Exhibitor hereby waives all claims that arise or may arise in its favor against any or all of the indemnities for all loss or damage covered by Exhibitor's valid and collectible insurance, regardless of whether such insurance is actually collected.

**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, Walter E. Washington Convention Center, or Events DC. 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 District of Columbia. 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, Walter E. Washington Convention Center 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.

**Carpet** – NCSS requires the Exhibitor to cover the entire floor of their booth with carpet or another NCSS-approved floor covering. Carpeting is available for rental through Freeman or Exhibitors may bring their own floor covering. Any booth not carpeted by 5:00 pm EST on Thursday, December 3, 2020, will be done by Freeman at the Exhibitor's expense.

**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.

**Other policies and restrictions** – Please consult the Walter E. Washington Convention Center- website for more information, [www.dccconvention.com](http://www.dccconvention.com) Upon request, NCSS can provide this information.