



Empowering
PEOPLE, ORGANIZATIONS
and COMMUNITIES

NCCED 34th Annual Convention
October 6-9, 2004
Westin Bonaventure Hotel * Los Angeles, California

EXHIBIT RULES & REGULATIONS

APPLICATION FOR SPACE

Application must be on the official form. The receipt of your signed application and full payment shall constitute an agreement with the National Congress For Community Economic Development (NCCED) for the right to use exhibit space. In the event of fire, strike, or other uncontrollable circumstances rendering the exhibit space unfit or unavailable, or causing the exhibit show to be canceled 10 days or more prior to the exhibit date, the agreement will not be binding and payment will be refunded. If cancellation occurs within 10 days of the opening date, 50% of the rental fee will be refunded.

SPACE ASSIGNMENT

Exhibit booth locations will be assigned on a first-come, first served basis. Space will be reserved only after receipt of a completed application and the payment of the appropriate exhibit fee. NCCED will attempt to honor choice of space as noted on the Exhibit Booth Space Application in the order requested. In the event that your requested space has been assigned to another company, NCCED reserves the right to assign an alternative space. No exhibitor shall share, transfer, assign, sell or barter your assigned space without written permission of NCCED. Any relationships between companies exhibiting in the same booth or adjoining booths must be submitted for approval by NCCED with the submission of the application **no later than September 1, 2004**. NCCED reserves the right to alter the floor plan and reassign booth space at any time if deemed in the best interests of the exhibition.

SPACE RENTAL

A standard exhibit booth provides 8' x 10' of exhibit space to accommodate the exhibitor's choice of display. Exhibitors may provide their own backdrops, but props must fit within the allotted space.

All exhibitors must limit their booth heights to 9'.

Rental fee includes:

- 8' x 10' exhibit booth, pipe and drape, 1 six-foot draped table, 2 chairs and a wastebasket.
- Booth sign - 7'x 44" one-line booth identification sign.
- One full conference registration that includes 2 receptions, 2 lunches, morning and afternoon breaks and all conference education sessions.
- One complimentary staff person for each booth.

Furniture, electricity, telephones, audio visual equipment and other requests must be ordered through the show's service contractor. Any costs for these additional services will be billed directly to the exhibitor.

EXHIBIT REGULATIONS

NCCED has developed these rules to protect the rights of all exhibitors and to consider the general appearance of the show as a whole, which must take precedence over that of any individual exhibitor. The rules adopted by NCCED require the cooperation of all exhibitors in maintaining due respect for adjoining exhibitors.

1. All exhibitors are responsible for informing their personnel and their authorized representatives of these rules.
2. Table top and custom freestanding displays will be allowed as long as they fit within the confines of your booth and are placed against the back of the booth and are no more than two feet deep. Units and display materials cannot obstruct exhibit space to the right or left of the booth.
3. Nothing may be glued, pasted, tacked, nailed, screwed or otherwise permanently attached to columns, walls, floors or other parts of the building or furniture. It is recommended that an easel be used for signage. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.
4. Exhibitors wishing to use props or to display items that do not directly pertain to their product or business must have prior approval from NCCED. Any special equipment must fit in your booth. This approval must be sought in writing at least 30 days in advance of the show.
5. All demonstrations, discussions, or other activities such as distribution of descriptive literature of any kind must be confined to the exhibitor's booth.
6. All giveaway items must be distributed within the exhibitor's booth. Items that cannot be stored in sufficient quantities within this space are not appropriate. All food and beverage for your exhibit booth must be purchased from the hotel.
7. No exhibitor shall hold or sponsor any type of contest, raffle, or drawing for prizes either in the exhibit hall or in connection with the meeting without advance approval by NCCED.

INSTALLATION AND DISMANTLING OF EXHIBIT SPACE

Exhibitors agree to set up their booths between 11:00 a.m. – 4:00 p.m. on Wednesday, October 6, 2004. All exhibits must be set and ready for inspection in accordance with these rules by Thursday, October 7, 2004 at 7:00 a.m. Show hours are from 8:00 a.m. to 5:00 p.m. Thursday, October 7, 2004 and Friday, October 8, 2004. Exhibitors may not begin dismantling or packing materials until 4:30 p.m. on Friday, October 8th. All exhibits must be dismantled and removed by 8:00 p.m. Failure to comply with these regulations may result in your company being ineligible to exhibit in future shows.

EXHIBIT SPACE CANCELLATION

All cancellations and/or requests for refunds must be made in writing to NCCED and received **by September 6, 2004. No telephone cancellations will be accepted.** Cancellations on or before September 1, 2004, will receive a 50% refund less a \$50 processing fee. No refunds will be made after September 1, 2004.

LIABILITY

The exhibitor acknowledges that NCCED and the Westin Bonaventure Hotel (facility) and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents, do not maintain insurance covering the exhibitor's property. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend and keep the NCCED and the facility and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between NCCED and the facility regarding said premises; and further, the exhibitor will at all times protect, indemnify, save and defend, and keep harmless NCCED and the facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the exhibitor or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or any part thereof. This application form also serves as an agreement that the exhibitor understands the rules and regulations and agrees to abide by them.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the facility premises and will indemnify, defend and hold harmless the facility, its agents, servants and employees from any and all such losses, damages and claims.

REGULATION ENFORCEMENT:

NCCED has full power to interpret and enforce all regulations for the 34th Annual Convention and the power to make amendments and/or further regulations that are considered necessary for the proper conduct of the show. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for NCCED to require the immediate removal of the exhibit and/or the offending exhibitor. This may result in forfeiture of all further rights to exhibit at future shows sponsored by NCCED together with all fees paid. NCCED may lease any space so forfeited to another exhibitor. NCCED reserves the right to reject any or all applications.



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EXHIBIT BOOTH SPACE APPLICATION

EXHIBIT BOOTH FEES

Member - \$1200

Non-Member - \$1500

EXHIBIT BOOTH FEE INCLUDES

- 8' x 10' Exhibit Booth. 1 six-foot draped table, 2 chairs and a wastebasket.
- Booth Sign - 7"x 44" one-line booth identification sign.
- One full convention registration that includes 2 receptions, 2 lunches, morning and afternoon breaks and all convention education sessions.
- One complimentary staff person for each booth.

EXHIBIT BOOTH SPACE

Exhibit booth space will be assigned on a first-come first-served basis.

Are there specific organizations you do not wish to adjoin? Yes No

If yes, please list: _____

No exhibitor shall share, transfer, assign, sell or barter assigned space without the expressed written permission of NCCED. Any relationships between companies wishing to exhibit in the same booth or adjoining booths must be disclosed for approval by NCCED with the submission of the contract and no later than September 6, 2004.

Exhibit space will be used solely by the company listed above.

Briefly list the type of business/product/service your company provides:

PAYMENT FOR SPACE

Make check payable to NCCED. Payment in full must accompany this form in order to hold space. No space will be assigned unless payment in full has been received.

AGREEMENT

I agree to comply with the rules and regulations as outlined in this Application for Exhibit Booth Space. This completed form is considered binding on both the exhibitor and NCCED. All correspondence will be sent to the company contact according to the information listed below.

All space assignments will be made by NCCED. NCCED reserves the right to assign space as equitably as possible.

Booth Sign (limited to 26 characters and spaces)

Company _____

Company Contact _____

Complimentary Full Convention Registration _____

Staff Only Booth (No Charge) _____

Address/City/State/Zip _____

Phone _____ Fax _____ Email _____

Authorized Signature _____ Date _____

PAYMENT (MUST ACCOMPANY THIS FORM)

Check Payable to NCCED Visa MasterCard Amount \$ _____

Name on Card _____ Signature _____

Card No. _____ Expiration Date _____

EXHIBIT SPACE CANCELLATION POLICY

All cancellations and/or requests for refunds must be made in writing to NCCED. **No telephone cancellations will be accepted.** Cancellations on or before **September 6, 2004** will result in a 50% refund less a processing fee of \$50. No refunds will be made after **September 6, 2004.**

Please mail or fax the Exhibit Booth Form to:
Samantha Gibson
NCCED, 1030 15th Street, NW Suite 325 - Washington DC, 20005
Toll Free (877) 446-2233, Ext. 128 Phone: (202) 289-9020 Ext. 128 Fax: (202) 289-7051

NCCED Use Only

Space Assigned _____

Date Received _____ Amount Received \$ _____ Check # _____