



NAGC 64th Annual Convention Exhibit Application and Contract

Exhibit Dates: November 9-12, 2017
Charlotte, North Carolina

First Name _____ Last Name _____ M.I. _____
 Company/Organization Name _____
 Mailing Address _____
 City _____ State _____ Zip Code _____
 Work Phone _____ E-mail (primary) _____

Early Bird Rate (before March 31, 2017)		Rate (after March 31, 2017)	
<input type="checkbox"/> Standard 10x10	\$1,175	<input type="checkbox"/> Standard 10x10	\$1,375
<input type="checkbox"/> Non-profit 10x10	\$1,125	<input type="checkbox"/> Non-profit 10x10	\$1,325

In addition to the booth rental rates, some locations have additional fees.

- Corner fees \$150
- End cap fees \$450 (Two 10x10s booths open to aisles on all 3 sides)

Pricing for other booth configurations available upon request. Each exhibit booth will receive two complimentary full access Convention registrations. All other registrations are full price.

Booth Numbers Preferred 1st _____ 2nd _____ 3rd _____
 If your requested booth space is unavailable please indicate in which aisle you prefer to be placed _____

Payment	50% Deposit (balance due July 1, 2017) _____	Full Payment _____
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Payment Method: Check Mastercard Visa AMEX Discover
Made payable to NAGC
 Purchase Order # _____ (Attach original with form)
Check No. _____

Name on Card _____
 Billing Address _____
 City _____ State _____ Zip Code _____
 Card Number _____
 Exp _____ CVV # _____ I authorize NAGC to charge my credit card for \$ _____
 Signature _____

Exhibitor's Signature _____	Date _____
Print Name _____	

Send Contract and Payment to

Fax
888-908-2732

Mail
NAGC Exhibits
PO Box 600
White Marsh, MD 21162

Questions?
Phone: 301-200-4616
NAGCexhibits@
sponsorshipboost.com

NAGC Exhibit Regulations

Exhibit and Contract Administration

1. Applicability. NAGC's Exhibit Regulations are an official part of the exhibit application.
2. The Exhibitor's signature on the application is an indication that the Exhibitor understands and accepts the Exhibit Regulations.
3. Interpretation. NAGC, through its designated representatives, reserves the right to interpret these Regulations and make additional rules as necessary for the proper conduct of the Exhibition. NAGC's decisions are final. The Exhibitor's request for permission to deviate from any of these Regulations must be submitted in writing for approval by NAGC.
4. Amendments. NAGC and companies with whom it contracts for the purpose of producing the Exhibition are not liable for the actions of the Exhibitor or its employees.

Cancellation

1. If the Exhibitor cancels on or before July 31, 2017, it will be assessed a service charge of \$100. The balance will be refunded to the Exhibitor after the Exhibition has ended.
2. If the Exhibitor cancels after July 31, 2017, it forfeits its entire booth rental fee.
3. Canceling forfeits all of its complimentary meeting registrations.
4. NAGC may cancel the Exhibitor's booth space for cause at any time and retain the entire rental fee.
5. The Exhibitor must pay its booth rental fee in full at the time it submits its application.
6. The Exhibitor may not use NAGC's name or logo unless it refers specifically to the 2017 NAGC Annual Convention.
7. The Exhibitor agrees that all of its personnel will be fully cognizant of and abide by these Exhibit Regulations and NAGC staff applying them.
8. If a booth is not set up by 4:00 pm November 9, 2017, NAGC does not claim any liability for the Exhibitor's freight.
9. Exhibit personnel are permitted in the exhibition area one hour prior and after show hours. NAGC expects that they will use this time to restock and organize its booth. For security reasons, the exhibit area is not intended for use as a private meeting area when the Exhibition is closed.
10. The Exhibitor may not begin packing merchandise and dismantling its booth or displays until after official show hours. Crates and cartons will not be delivered until that time. The Exhibitor must make arrangements for the use of Exhibitor services (e.g., labor, shipment of exhibit materials from the Exhibit Hall) well in advance of the Exhibition's closing.
11. Any Exhibitor who dismantles and/or departs prior to the published close of the show will jeopardize participation in future NAGC events.

Professional Standards

1. The Exhibitor's products or services must be related to and appropriate to the 2017 NAGC Annual Convention or to use in gifted education.
2. No personal solicitation or distribution or placement of advertising or complimentary materials outside the Exhibition is allowed, unless previously arranged with NAGC.

3. The Exhibitor may not allow noise from demonstrations or sound systems to interfere with or detract from other exhibits. The use of sound systems or equipment producing sound, including generators, must be approved in advance by NAGC. Even after approval, NAGC reserves the right to determine at what point sound constitutes interference and must be discontinued. Any approved generator must be enclosed in a soundproof container.
4. The Exhibitor must refrain from unethical and unfair business or sales practices.
5. The Exhibitor may not photocopy extracts or pages from copyrighted publications for business/commercial purposes to avoid payment of reprint or copyright fees. The Exhibitor may distribute reprints only when permission has been obtained and license fees paid.
6. The Exhibitor may not photograph or examine another exhibit booth without permission from both NAGC and the other Exhibitor(s). NAGC reserves the right to photograph any exhibit booths for publicity purposes.
7. The Exhibitor warrants that no live or recorded music protected by copyright will be performed or played in connection with the exhibit booth without written permission from the copyright holder.

Personnel

1. The Exhibitor may have its personnel install and dismantle its exhibits, provided that the employees adhere to local labor union rules and regulations.
2. Employees and contractors of the Exhibitor must dress in a professional, business-like manner and maintain reasonable standards of cleanliness, orderliness, and decorum. NAGC may require an Exhibitor to remove an exhibit representative or employee if NAGC deems that the person's conduct or appearance is unacceptable.
3. The Commercial Exhibitor's complimentary meeting registrations may be used by its employees only; complimentary registrations are not transferable to non-employees or consultants unless approved by NAGC.
4. All the Exhibitor's personnel must wear their NAGC-issued name badges at all times. Misuse or exchange of badges will result in expulsion of the representatives from the meeting and exhibition.
5. Children under the age of 16 are not permitted in the Exhibition area during move-in and move-out.

Samples and Souvenirs

1. NAGC will not permit the distribution of advertising matter by representatives of firms that are not official Exhibitors.
2. The Exhibitor may distribute samples of approved products and souvenirs provided it is done in a professional and dignified manner, does not create a nuisance or disturbance, and causes no interference with adjoining exhibits. The Exhibitor may distribute these materials only in the Exhibition.

Space Utilization

1. The Exhibitor must restrict its exhibit to the confines of its booth space. The Exhibitor may not block access to or visibility of any other exhibit.
2. NAGC may prohibit any exhibit or part of an exhibit which, in NAGC's sole discretion, is not suitable for or in keeping with the

NAGC Exhibit Regulations continued

3. The Exhibitor may not reassign, sublet, or share any part of its booth space without prior approval.
4. NAGC controls all aisle space, which may not be used for exhibit or demonstration purposes.
5. A standard booth shall consist of an in-line, 10' x 10' space on the exhibit floor.
6. The maximum height for a standard booth is 8'. The maximum height for an island booth is 12'. For endcaps, only the center 10' may be 8' tall. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42", so as not to obscure the sight line of other exhibitors. Side rails must not exceed 36" to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2' back from the booth entrance, so as not to cause aisle traffic. Only the back of a booth (5' from the back wall to the middle of a booth) may be 8' in height. If an Exhibitor needs to use equipment that conflicts with the aforementioned regulations must submit a sketch and description to NAGC for consideration of a waiver of these regulations.
7. Should spectators or samplers interfere with normal traffic flow in the aisle or overflow into neighboring exhibits, NAGC may require that the presentation or sampling be moved or discontinued.
8. The Exhibitor must keep storage containers and other excess equipment and supplies out of sight to present a professional appearance. Should stored material interfere with the professional appearance of the Exhibition or violate fire regulations, NAGC reserves the right to remove the material or drape the area at the Exhibitor's expense.
9. Live animals, except for assistance animals, are not allowed in the Exhibition without prior written permission from NAGC.
10. Sufficient light is provided for adequate illumination of the area. Individual electrical outlets are not included in the cost of the booth.

Booth Assignment

1. Exhibit booth space will be assigned on a first-come, first-served basis, based upon receipt of a complete exhibit application, including complete payment.
2. NAGC may use the size of the booth requested and the Exhibitor's involvement in the meeting to determine booth locations.
3. NAGC will accept applications after the deadline date on a space-available basis only.

Exhibitor Services

1. Booth package includes 8' high back drape, 3' high side dividers, carpet, one (1) 6' draped table, two (2) side chairs, one (1) wastebasket, and one 7" x 44" identification sign.
2. NAGC will arrange in or near the exhibit area an Exhibitor Service Desk staffed by the Exhibition's official contractor throughout the exhibition installation, operation, and dismantling periods. The service desk will be open during the Exhibition unless otherwise designated.
3. A service order kit will be sent to the Exhibitor. The kit contains forms and rates of the various services offered by the official contractors. Included are drayage, audiovisual, booth furnishings, labor, electrical, water, and telephone hookup. (Details will follow in the Exhibitor's service kit).

4. Questions regarding the service kit should be directed to the decorator.

Security and Liability

1. The Exhibitor must carry broad form general liability insurance at its own expense, which covers the Exhibitor's employees, agents, contractors, representatives, and invitees. The Exhibitor acknowledges that by signing this contract NAGC accepts no liability whatsoever for the Exhibitor's personnel or materials.
2. NAGC, its officers, volunteers, staff, or contractors are not responsible for any loss, damage, injury, or theft that may affect the Exhibitor or the Exhibitor's employees or property through any cause whatsoever, prior to, during, or subsequent to the Exhibition. The Exhibitor expressly releases NAGC, NAGC's contractors, and NAGC's representatives, from, and agrees to indemnify the same against, any and all claims for loss, damage, or injury.
3. The Exhibitor's personnel must be present at its booth at each daily opening. The Exhibitor should keep an attendant at its booth during the open hours of the Exhibition. There must be an Exhibitor present in the booth during the dedicated show hours.
4. NAGC will furnish security guards throughout the closed hours of the Exhibition, commencing with the installation of the exhibits and ending with move-out.
5. Once the Exhibition begins, the Exhibitor may not have access to the exhibit area until one hour prior to the daily opening and one hour after the daily closing. After exhibit hours, the Exhibitor may enter the exhibit area only if properly identified and after approval from NAGC.
6. In the event the Exhibition cannot be held because of fire, strike, natural disaster, or other circumstances of acts of god beyond the control of NAGC, the Exhibitor's agreement with NAGC will be cancelled, and NAGC will refund the Exhibitor's payment in full.

Safety

1. The Exhibitor agrees that the first priority of all its personnel is the safety of those visiting or working at or on its booth before, during, and after the Exhibition opens.
2. The Exhibitor may use only fireproof materials that meet local fire codes in its exhibits; the Exhibitor agrees to cooperate with the fire marshal in removing or modifying any of its booth materials or displays.
3. The Exhibitor may use not combustible decorations.
4. The Exhibitor may not store loose scrap materials, packing materials, etc., unless in sealed containers.
5. To prevent accidental injury to spectators, the Exhibitor agrees to place hazard barriers around a product demonstration involving any moving and potentially hazardous machines, displays, or parts.
6. The Exhibitor agrees always to supervise a demonstration and to stop it in the event of a potential danger or emergency.
7. The Exhibitor agrees that all electrical equipment it uses in conjunction with the display's installation, operation, and dismantling will be in good operable condition and able to pass the inspection of the local fire marshal.