



# OFFICIAL RULES AND REGULATIONS

## INSTALLATION AND DISMANTLING

Installation of exhibits will begin Sunday, April 15, 2018 at 11:00 a.m. and must be completed by 2:00 p.m. Exhibits are to be dismantled and removed from the exhibit area, including all material and containers, by 5:00 p.m. on Tuesday, May 17, 2018.

## BOOTHES

Each 8'x10' exhibit space reservation includes **two (2) complimentary registrations**. Each exhibitor is furnished with an identification sign, a standard 8'x10' booth with aluminum supports and aisle posts, with 8' high back wall, 3' high side dividers from which flame-proofed drapes, are suspended. No deviation from the standard drape colors is permitted. Necessary furniture can be obtained from GES, the official decorator for the 70<sup>th</sup> Annual Conference & Exhibits.

## BOOTH CANCELLATION & REFUND POLICY

Submit cancellation requests in writing to [nttcstaff@tanktruck.org](mailto:nttcstaff@tanktruck.org) or fax to 703-838-8860. A full refund will be issued for cancellations received by Friday, March 30, 2018. A \$250 administrative fee will apply to all cancellations made between Saturday, March 31, 2018 and Monday, April 9, 2018. No refunds will be issued after Monday, April 9, 2018.

## SHIPPING INSTRUCTIONS & EXHIBITOR KITS

To be provided to the Exhibits Coordinator with booth assignment.

## EXHIBITOR SERVICES

Furniture, custom signage and other booth furnishings may be ordered from the official decorator, GES. Additional carpeting is optional (the exhibit hall is in a carpeted ballroom) and can also be ordered through GES. A link to the complete exhibitors' kit will be sent to the Exhibits Coordinator.

## POWER AND AUDIO VISUAL

Electrical power, lighting arrangements & Audio Visual equipment will be available through the hotel. Forms are included in your GES Service Kit.

## CONTRACT FOR SPACE

The application, assignment and full payment constitutes a contract between the exhibitor and National Tank Truck Carriers ("the Association") for the space allotted and other ancillary conference services as described herein. In the event of fire, strike or other uncontrollable circumstances, and at the election of the Association, the contract will not be binding.

The Association reserves the right to cancel any contract with any exhibitor at any time prior to or during the show. An exhibitor will make full charge in the event of unapproved cancellation. The Association reserves the right to reassign the space allotted under the original contract.

## CONFERENCE REGISTRATION

Contract includes two complimentary conference registrations, per booth. Additional representatives may register at the appropriate registration rate.

## USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet or share the whole or part of the space allotted without prior knowledge or consent of the Association. Aisles must be kept clear. No sales are allowed during the show. Exhibit displays must fit within the exhibitor's assigned 8' x 10' contracted space and may rise no more than 10' off the floor. Signage suspended from the exhibit hall ceiling is prohibited without express, written permission from the Association. Advertising material of any description may be distributed only within the booth(s) assigned to the exhibitor presenting such material.

## FIRE PROTECTION

All display material must be flameproof and subject to inspection. No flammable fluids or substances may be used or shown in booths.

## LIABILITY AND INDEMNIFICATION

The exhibitor agrees to make no claims against the Association or its members or employees nor against the employees of the hotel nor against the official decorator for loss, theft, damage or injury to himself or employees while in the exhibition space or other conference locations, nor for any damages to his business for failure to provide space for exhibit, nor for any action of the Association or its members or employees for failure to hold the conference as scheduled. The exhibitor expressly releases the Association and the hotel in which the meetings and exhibits are held from and agrees to indemnify same against any and all claims for damages, loss or injuries.

## HOLD HARMLESS CLAUSE

"The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants and employees from any and all such losses, damages and claims."

"The exhibitor acknowledges that the Association or the hotel does not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor."

## NO COMPETITION WITH ASSOCIATION PROGRAMMING

The exhibitor fully supports the Association and its conference programming. Accordingly, the exhibitor agrees not to host, sponsor, or in any manner promote conference attendees visiting any events or gatherings of any size outside of the exhibit space when the Association has scheduled official conference events. This agreement begins at the installation of exhibits and ends at their dismantling. The Association may allow the exhibitor to host an event that runs concurrent to conference programming through express, written permission by the Association's leadership. The exhibitor agrees that failure to adhere to this policy will result in exhibitor's loss of access to the exhibit space, immediate cancellation of all conference registrations linked to the exhibitor, and exhibitor's assumption of responsibility for any fees incurred by the Association in dismantling visitor's reserved exhibit space.

## RESTRICTIONS

To comply with Revenue Ruling 75-516 and Section 501(c)(6) of the IRS Code, order taking or selling within the hotel, display area or Conference facility is prohibited. The Association reserves the right to restrict exhibits, which, because of noise, method of operation, or for any reason, become objectionable.

## CARE OF HOTEL PROPERTY

No signs or other articles are to be fastened to the walls or electrical fixtures. The use of thumb tacks, scotch tape, nails or screws and bolts or any tool or material which could mark the floor or wall is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. Gasoline driven vehicles must be drained of gasoline prior to moving into the hotel premises. Gasoline driven motors must not be operated in the inside exhibit area. The battery must be disconnected, the cables taped, and gas tanks must be sealed inside the hotel. Exhibitors are responsible for any physical damage to hotel property caused by their actions or equipment.