



NAHCR23

July 26 - 29, 2023 | Austin, Texas

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the National Association for Health Care Recruitment (NAHCR), the show sponsor.

2. **Exhibit Space Description:** Packages include one 8' x 10' booth, an ID sign, and two representative name badges. Additional Exhibitor representatives may register at \$250 per person for an exhibit hall only pass. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit in a 8' x 10' space you will be required to purchase a second booth or forego use of the oversized Exhibit Unit. As per NAHCR Rules, all additional charges incurred including but not limited to electrical or internet services, shipping, and security fees are at the Exhibiting Company's expense.

3. **Space Assignment:** Booth locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow.

4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that NAHCR incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse NAHCR for any such additional expenses. It is required that booths be properly manned during the posted hours. Booths are subject to modification prior to the Conference to adapt to necessary changes in Conference session times; however, all Exhibitors will receive adequate notice should this be necessary.

5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the Annual Conference as posted. This agreement is for the rental of the exhibit space only. NAHCR has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Annual Conference, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.

6. **Unoccupied Space:** NAHCR reserves the right, should any rented booths remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and NAHCR shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of NAHCR.

7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, NAHCR must be notified in writing for refunds to be made. There will be an \$250.00 administration fee assessed for all cancellations received by June 5, 2023.

8. **Food Service:** NAHCR exhibit package includes tickets for one representative at all social events held during the Conference.

9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. NAHCR reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of NAHCR is detrimental to or distracts from the general order of the exhibits. If Vendor wishes to have music at his space, the Vendor must obtain a music license to do so.

10. **Fire and Safety Regulations:** In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or

flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. Vendor agrees to comply with all Americans With Disabilities Act regulations in the design and set up of the exhibit.

11. **Indemnification and Limitation of Liability:** Exhibitor shall assume responsibility for damage to the Site and shall indemnify and hold harmless NAHCR, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, agents or employees. All exhibit materials, equipment, and property of any kind that may be on licensed premises of the Site shall be the SOLE risk of the Exhibitor. In the event any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by NAHCR or the Site. In addition, Exhibitor acknowledges that NAHCR and the Site do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor. Proof of insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.

12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.

13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and the responsibility of the Exhibitor.

14. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of the NAHCR.

15. **Prizes:** We request each Exhibitor donate a gift or gift card to be used as a door prize valued at \$50.00 or more (i.e., gift baskets, books, etc.). Door prize drawings will be held at the agreed upon time during the Conference. Your company will be acknowledged as the provider of the door prize.

16. **Force Majeure:** In the event of fire, strikes, or other uncontrollable circumstances, NAHCR shall determine the amount of exhibit fees to be refunded.

17. **Pre-Shipping Materials:** NAHCR has contracted with a decorating company to provide drayage and exhibit hall decorating. Within a few weeks of receiving your completed Application for Exhibit Space, you will receive an email with shipping instructions and order forms for furnishings, electrical, and audio/visual equipment. Please do not ship your company's exhibit materials directly to the hotel as they do not have space for storage, and there is no guarantee you will receive your materials.

18. **Attendees, exhibitors, or non-exhibitor suppliers who are observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the NAHCR Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. "Suitcasing" is also prohibited in all NAHCR official convention hotels. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor and at other convention-sponsored events.**

19. **Sales in the exhibit hall are prohibited.**