

EXHIBIT RULES

1. **Exhibit Hours:** Every effort is being made to assure attendees' participation in the IEEE NSREC industrial exhibit. For specific hours of the exhibit, please refer to the exhibit schedule. To encourage foot traffic, catered functions will be held in the exhibit area.
2. **Contract:** This application, properly executed by the applicant, shall, upon written acceptance and notification of booth(s) assigned by the IEEE NSREC Committee or its agent, constitute a valid and binding contract.
3. **Exhibitor Qualification:** Exhibitors must be manufacturers that produce products or perform services that conform to the subject matter covered by the IEEE NSREC technical program. IEEE NSREC reserves the right to accept or reject any exhibitor.
4. **Exhibitor Space Rental Charge:** Exhibiting space will be rented at \$4100 for each 10-ft. deep by 10-ft. wide booth. The deadline for reserving exhibit space is May 1, 2024, or when booths are sold out, whichever comes first. Payment in full must accompany the signed and completed Exhibit Application Form (which can be found on the NSREC Registration Link). Purchase orders are NOT accepted.
5. **Cancellation Policy:** Due to advance financial commitments, refunds requested after May 1, 2024, cannot be guaranteed. Consideration of cancellation requests for refunds received after May 1, 2024, will be processed after the conference. Cancellation requests received prior to May 1, 2024, will be refunded, less any applicable processing fees, within 30 days of the request.
6. **Booth Materials Provided by the Conference:** Each booth will be supplied with an 8-ft.-high cloth drape background with 36-in. high side dividers. Booths will be furnished with one 7 x 44 in. exhibitor identification sign, one 6' table, 2 chairs & a waste basket. Sign requests must be submitted 2 months prior to the exhibit.
7. **Exhibitor Registration:** Each exhibitor will receive one complimentary technical session registration for each 10' x 10' booth rental. For each 10' x 10' booth, your company will be entitled to two exhibit-only badges. Additional exhibit-only badges (no more than two per booth) are \$200.
8. **Security:** The exhibit hall will be secured each night and general building security will be supplied by the exhibit site personnel. However, exhibitors are asked to insure all exhibit material against loss or damage. IEEE NSREC, the exhibit site and their officers, employees, agents, and representatives will not assume or otherwise be responsible for any injury, loss or damage to the exhibitor, the exhibitor's officers, employees, agents, or representatives or their property, however caused.
9. **Service Contractor (Contractor):** The Contractor will provide informational packets, which include Contractor's basic event information and rental forms for furniture, signage, cleaning, labor, forklift, and material handling services. In an effort to reduce paper waste, Exhibitor Manuals will be emailed rather than mailed. In the event an exhibitor does not have internet access, Contractor will mail the Exhibitor Manual. All exhibitors will receive the Exhibitor Manual prior to the Conference.
10. **Freight Movement:** All freight sent to the Service Contractor will be placed in exhibit booths by the established setup time. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.

11. Installation/Dismantling: Please refer to exhibit schedule for specific installation and dismantling times.

12. Compliance with Local Rules: Exhibitors assume responsibility for compliance with pertinent ordinances, regulations, and codes of duly authorized local, state and federal governing bodies concerning fire safety and health, and the rules and regulations of operators and owners of the property in which the exhibit is held. You will receive rules and regulations specific to participating in exhibits at the Utah Valley Convention Center in the Exhibitor Manual that will be sent to you by the Contractor mentioned in item #9 above.

13. Union Jurisdiction: Exhibitors will abide by and comply with rules and regulations concerning local unions having jurisdiction over the hotel in which the exhibit is being held, and specifically in the exhibit area and loading docks.

14. Loss or Damage: Because of the tremendous value and peculiar nature of the exhibits, it is impractical for either IEEE NSREC or the conference site to insure any exhibitor's equipment against loss, theft, or damage and breakage. Therefore, IEEE NSREC, the exhibit site, and their officers, employees, agents or representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's officers, employees, agents or representatives, or their property, however caused. In addition, the exhibitor must assume responsibility for property damage to the exhibit site and indemnify and hold harmless the exhibit site and IEEE NSREC for all liability that might arise out of the exhibit activities, whether such liability includes the sole or joint negligence of the sponsor from any cause whatsoever, including property damage, accidents, or injuries to exhibitors, their agents and employees, or to any member of the general public. In view of the foregoing, exhibitors should place such insurance as they deem necessary on their equipment and exhibits and are urged to extend their public liability insurance to cover this exhibit and the contractual liability assumed therewith.

15. EU General Data Protection Regulations: Upon accepting these Exhibit Rules, exhibitor also understands and agrees to the regulations put forth in the EU General Data Protection Regulations (GDPR) at www.EUGDPR.org.

16. Health and Wellness Protocols/COVID-19 Preparedness: IEEE NSREC will implement health and wellness protocols appropriate to the public health recommendations existing at the time of the conference. Compliance with the protocols adopted by IEEE NSREC may be mandatory for in-person attendance and participation at the Conference. The 2024 IEEE NSREC committee, or its agents, will communicate any additional information regarding the specific health and safety measures, and any necessary consents by you (the Exhibitor), to attendees and exhibitors prior to the Conference.