

STANDARD EXHIBIT SPACE APPLICATION & CONTRACT

NSC Northeast Conference & Expo • March 12-13, 2020

David L. Lawrence Convention Center – Spirit of Pittsburgh Ballroom, Pittsburgh, PA



EXHIBITOR INFORMATION (List the name and the address for person to whom all show and logistical information should be sent.)

Company Name: _____

Logistics Contact: _____ Title: _____

Mailing Address (no P.O. Boxes): _____

City: _____ State: _____ ZIP/County Code: _____

Country: _____ Phone: _____ Toll Free: _____ Fax: _____

Contact Email: _____ Website Address: http://www. _____

Marketing Contact and Phone Number: _____

BOOTH CHOICE (Minimum booth size: 10' x 10' / 3m x 3m.)

Advance Booth Request (Pricing applies to contracts received by November 15, 2019.)
 _____ ft. x _____ ft. = _____ total sq. ft. x \$10.50 per sq. ft. = \$ _____

Standard Booth Request (Pricing applies to contracts received after November 15, 2019.)
 _____ ft. x _____ ft. = _____ total sq. ft. x \$11.50 per sq. ft. = \$ _____

_____ Corner (s) x \$100 each (e.g. 20' x 20' = 2 corners; 20' x 30' or larger = 4 corners) = \$ _____

Logo adjacent to Company Listing in the Final Show Program: \$100.00 = \$ _____

Logo adjacent to Online Company Profile: \$100.00 = \$ _____

TOTAL \$ _____

Special Request** (please check) Corner Perimeter Wall Other: _____

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

** Indicating booth choice does not guarantee assignment of your request.

Interested in additional sponsorship/promotion opportunities

METHOD OF PAYMENT

All balances are due in full upon receipt. A \$100.00 per corner premium will be charged when assigned.

Invoice full amount _____

Payment \$ _____ **Check #** _____ Check Date _____ **Credit Card** (In order to protect your credit card information, an invoice will be sent with instructions on how to submit payment.)

AUTHORIZATION

Exhibitor agrees to abide by all Terms & Conditions and Rules & Regulations governing the 2020 NSC Northeast Conference & Expo. By signing below, the individual represents that he/she is duly authorized to execute this binding contract on behalf of named exhibitor.

Authorized Signature: _____ Date: _____

Name (please print): _____ Title: _____

Due to regulations, please check the box below and sign.

I authorize the National Safety Council to send NSC Northeast Conference & Expo and Membership related faxes and emails.

Authorized Signature: _____ Name (please print): _____ Date: _____

RETURN TO:	FOR OFFICE USE ONLY
National Safety Council 1121 Spring Lake Drive Itasca, IL 60143-3201 ATTN: Exhibit Sales	Account ID _____ Sales Person _____ Source _____ 2020 Booth# _____ Size _____ Corner _____ Date Received _____ Date Assigned _____
Fax info to: (630) 285-0798 or Email to nscexpo@nsc.org	

Return this completed Exhibit Space Application & Contract. Please make a photocopy for your files.



The NSC Northeast Conference & Expo Website and Final Program provide vital exposure for Exhibitors. Completed forms must be received by January 10, 2020 to be included in the Final Show Program. **If this form is not received by January 10, 2020, no description or product/service categories will be listed in the Final Program.**

Company Name: _____ Booth #: _____

Address: _____

City: _____ State: _____ ZIP/County Code: _____

Country: _____ Phone: _____ Toll Free: _____ Fax: _____

Email Address: _____ Website Address: _____

Description of products/services to be exhibited at the 2020 NSC Northeast Conference & Expo:

(Please print or type a description of 30 words or less. Please no sales pitches. The Council retains the right to edit.)

Product/Service Categories

Product/service categories will be displayed as part of your NSC Northeast Conference & Expo Website listing and Final Program listing.

Please check all that apply.

Company Classification

- Manufacturer
- Distributor
- Other

Administrative/Risk Management/Services

- Association
- Certification Programs
- Computer Software
- Consultants
- Education
- Employee Screening and Rehabilitation
- Health Testing
- SDS Management
- Publications
- Risk Management/Insurance
- Safety Incentives/Award Plans
- Training

Emergency Response

- AED
- Confined Space
- Disaster Preparedness
- First Aid
- Homeland Security
- Misc. Emergency
- Planning
- Rescue Devices
- Thermal Imaging
- Tools

Environmental Protection

- Air/Water Treatment/Sampling
- Chemical Storage
- Cleanup
- Energy Conservation
- Global Warming Prevention
- Misc. Environmental
- Spill Control/Containment

Ergonomics

- Ergonomic Administrative Aids
- Industrial Ergonomics
- Office Ergonomics
- Personal Ergonomics

Facility Design, Maintenance and Operation

- Cleaning and Maintenance Materials and Devices
- Electrical Devices
- Floor Coatings
- Flooring/Mats
- Lighting Devices
- Misc. Facility Operations Equipment
- Shelter and Canopies
- Signs and Signals
- Stairs and Ladders

Fall Protection

- Chains, Ropes, Slings
- Harnesses/Lanyards
- Lifelines
- Misc. Fall Protection
- Safety Nets

General Safety

- Emergency Preparedness
- Ice Accident Prevention
- Marking Flags/Barricade Tape
- Off-the-Job Safety
- Safety Knives
- Slips, Trips and Falls
- Tools

Hazard Controls

- Alarms and Accessories
- Fire Protection Equipment and Security
- Health Risk Controls
- Machine and Tool Guarding
- Materials Handling Equipment
- Motor Transportation and Traffic Control Devices
- Overhead Protection

Home & Community

- Community Safety Products/Services
- Home Safety Products/Services
- Misc. Home & Community

Industrial Hygiene/Occupational Health

- Asbestos and Dust Abatement
- Detectors and Monitors
- Hazardous Waste
- Indoor Air Quality
- Laboratory Products
- Other Instrumentation

Personal Protection

- Arm Protection
- Back Protection and Braces
- Eye Protection
- Face Protection
- Foot Protection
- General Body Protection
- Hand Protection – Gloves
- Hand Protection – Other
- Head Protection
- Hearing Protection
- High Visibility Apparel
- Leg Protection
- Protective Fabrics
- Respiratory Protection

Security

- Building Management Systems
- Communication
- Homeland Security
- Integrated Security Systems
- Surveillance
- Threat Assessments
- Workplace Violence

Transportation

- Driver Training
- Equipment
- Fleet Management
- Recording/Reporting

RETURN WITH CONTRACT TO:

National Safety Council Fax to (630) 285-0798
1121 Spring Lake Drive or Email to nscepo@nsc.org
Itasca, IL 60143-3201



1. Eligibility of Exhibitors

Eligibility is limited to companies that supply products and/or services specifically related to the safety, health and environmental industries. The exhibitor agrees not to display products or literature that it does not regularly sell or distribute, except as may be necessary to illustrate the applications of its products.

The National Safety Council reserves the right to deny participation to any company whose business is determined, at the National Safety Council's sole discretion, to be inappropriate for the exhibition.

2. Space Assignment

Space will be assigned on a first-come, first-served basis. Assignments are based on identified competition and best available.

The National Safety Council will attempt to honor an exhibitor's requests; however, the National Safety Council reserves the right to assign the exhibitor to the best space available should the exhibitor's choices be unavailable.

3. Payment Information

The Advance Booth Rate is \$10.50 per square foot (available until November 15, 2019) and the Standard Booth Rate is \$11.50 per square foot (available after November 15, 2019). A \$100 premium per corner will be charged when assigned. Credit cards are accepted for payment. Checks must be made out to the National Safety Council and payable through a U.S. bank. Payment is due upon receipt of invoice.

Contracts received from companies that have any outstanding balances due to the Council will not be processed until delinquent accounts are paid in full.

4. Space Size

Minimum booth space size is 10' x 10'. Peninsula booth space is subject to a minimum purchase of four 10' x 10' booth spaces in a 20' x 20' configuration (10' x 20' end caps are not allowed). Island booth space is subject to a minimum purchase of six 10' x 10' booth spaces in a 20' x 30' configuration.

5. Standard Booth Equipment

Space rental includes one 8'-high draped back wall with 36"-high draped side rails, a 7' x 44" ID sign with company name and booth number, one table, two chairs, one trash can.

6. Expo Floor Plan

The National Safety Council reserves the right to rearrange the Expo Floor Plan at any time. The Council also reserves the right to relocate exhibitors should it become necessary for causes beyond the Council's control, or advisable in the best judgment of the Council.

7. Display Regulations

In-line booths: are most commonly 10' wide and 10' deep. No exhibit display products or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. No hanging signs allowed.

Peninsula: A Peninsula booth is 20' wide by 20' deep and shares a common backwall with other booths. Exhibit fixtures, components and signage built from the ground up will be permitted at a maximum height of 6', without any backwall line of sight restrictions. No signage is permitted on the backside of the backwall facing your neighbors. Backwalls must be finished or draped at the exhibitor's expense. No hanging signs allowed. **Island:** An island booth, defined as 20' wide X 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

8. Cancellation of Expo

In the event any part of the Exhibit Hall is destroyed or damaged so as to prevent the Council from permitting an exhibitor to occupy the assigned booth space during any part of or the whole of the Expo period, or in the event occupation of assigned booth space during any part of or the whole of the Expo period is prevented by strikes, Acts of God, national emergency or other causes beyond the control of the Council, this agreement shall terminate and the said exhibitor shall and does hereby waive any claim for damages or compensation against the Council, its officers, directors, agents or employees, except the prorated return of the booth space rental paid after deduction of actual expenses incurred by the Council in connection with the Expo. There shall be no further liability on the part of either party.

9. Cancellations/Reductions

All cancellations or reductions of space must be made in writing to the National Safety Council on your company letterhead and are considered final. Notifications received by January 13, 2020 will be entitled to a refund minus 25% of the unused booth space. Notifications received after January 13, 2020 will not be entitled to any refund and the exhibitor shall remain liable for the total amount of the unused booth space. Unused booth space will be reassigned. Exhibitors requesting a reduction in space may be required to change locations. Exhibitors that cancel their booth space or fail to occupy their assigned booth space by 8:00 a.m. on March 12, 2020, will not be eligible to access the 2020 NSC NECE Registration List or receive any badges regardless of whether full payment has been made. Monies cannot be carried over to the following year.

10. Policy on Selling

To stimulate interest in the safety, security, health and environmental industries, exhibitors shall be permitted to take orders for the sale of their products or services at the Expo provided that the products or services are substantially related to the safety, security, health and environmental industries. The exhibitor shall be solely responsible for any federal, state, or local taxes required to be collected or withheld if product is sold in Pittsburgh.

NOTE: In case of questions, contact the Pennsylvania Department of Revenue for further information.

11. Subletting

The space applied for is to be used solely for the exhibitor whose name appears on the contract. Only the exhibitor name that appears upon the face of this contract may be used to identify the leased booth space at the Expo and in all official exhibitor listings. The exhibitor may not assign, sublet or sublicense any part of the booth space.

In the case of exhibiting companies that are affiliates and wish to share leased booth space, separate contracts must be submitted by each company along with a letter explaining the relationship. Each request will be reviewed individually by the Council.

The Council, its representatives, committees, agents and members shall not be liable for any damage arising in any manner, directly or indirectly, from such rejection.

12. Age Requirement

No one under the age of 16 will be permitted on the Expo floor at any time regardless of affiliation or circumstances. Proof of age is required.

13. Meetings/Functions

In the interest of the success of the entire NSC NECE, the exhibitor agrees not to extend invitations, hold meetings or otherwise encourage absence of attendees or exhibitors from the Expo floor during official Expo hours.

No meeting space will be made available at the David L. Lawrence Convention Center regardless of the day or time.

14. Liability and Indemnification

Exhibitor shall be fully responsible for and hereby releases the Council from any claims, liabilities, losses, damages or expense relating to or arising from an injury to any person, any loss or damage to property, where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the Expo. The exhibitor shall protect, indemnify, hold harmless and defend the Council, its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from exhibitor's participation in the Expo; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the Council, its officers, directors, agents or employees. It is the exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state, local and county laws and Pittsburgh city ordinances for any activities conducted in association with or as part of the Expo.

15. Insurance

Each exhibitor is required to carry, for its own protection and entirely at its expense, general liability insurance including: (1) premises/operations, (2) broad form contractual, and (3) personal injury. This general liability insurance shall include limits of liability of not less than \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage and \$2,000,000 general aggregate coverage. SMG, Sports & Exhibitor Authority of Pittsburgh and Allegheny County, Commonwealth of Pennsylvania, its officials, employees representatives and volunteers shall be named as additional insureds there under.

Neither the Council, the general contractor, nor SMG, Sports & Exhibitor Authority of Pittsburgh and Allegheny County, Commonwealth of Pennsylvania will insure exhibitors' property or assume responsibility for any theft, damage, or loss by any cause of property of the exhibitor, its agents or employees, nor for any injury that may occur to the exhibitor, its agents or employees.

16. Venue and Jurisdiction for Disputes

This Application shall be deemed to be executed in DuPage County, Illinois. This Application, and all matters arising out of or relating to the Application and/or any resulting contract, shall be governed by the laws of the State of Illinois (without regard to any applicable conflicts of law rules) and the federal law of the United States. With respect to this Application, all matters arising out of or relating to this Application and/or any resulting contract, applicant consents to exclusive jurisdiction and venue in the state courts sitting in DuPage County, Illinois, and/or the federal courts for the Northern District of Illinois and hereby agrees that no action arising out of or relating to this Application and/or any resulting contract shall be filed in any court other than the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois or the United States District Court for the Northern District of Illinois. Applicant hereby irrevocably waives, to the fullest extent permitted by applicable law, any objection it may now or hereafter have to the laying of venue of any such proceeding brought in such a court and any claim that any such proceeding brought in such a court has been brought in an inconvenient forum.

17. 2020 Exhibitor Rules and Regulations

The exhibitor understands and accepts that the terms and conditions, display guidelines, and the 2020 NSC NECE Rules and Regulations are integral and binding parts of this Contract. In addition, the exhibitor also agrees to abide by the operational policies of David L. Lawrence Convention Center. (Copies available upon request.)

18. Authority of Show Management

The Council shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations. The Council and its interpretation and decision shall be final. Any amendments to the contract with the exhibitor must be done so in writing and signed by both parties to be binding. The National Safety Council is entitled to attorney's fees and costs it incurs in enforcing this contract.



1. Expo Dates and Hours *(Schedule subject to change)*

Thursday, March 12 9:00 a.m. - 3:00 p.m.
Friday, March 13 9:00 a.m. - 12:00 p.m.

Exhibit personnel will be allowed on the Expo Floor at 8:00 a.m.

2. Installation of Exhibits/Move-In *(Schedule subject to change)*

Wednesday, March 11 10:00 a.m. - 3:00 p.m.

No one under the age of 16 will be allowed on the floor during move-in or move-out.

Exhibitors and their approved contractors will be allowed on the Expo Floor during the above noted times. Electrical power and work level lighting will be on during setup hours. Air conditioning/heating will not be on during setup hours. Labor can be ordered on-site, although it is strongly suggested that this, along with furniture, carpet, etc., be ordered in advance to save time and money.

3. Dismantling of Exhibits/Move-Out *(Schedule subject to change)*

Friday, March 13 12:00 p.m. - 3:00 p.m.

NOTE: Each Exhibitor must make arrangements for removal of its material from the Convention Center in accordance with move-out procedures outlined in the Exhibitor Manual. Exhibitors that tear down before 12:00 p.m. on Friday, March 13 will be fined \$250.00 per 10' x 10' booth space. The fine must be paid before an application for space at the 2020 NSC Northeast Conference & Expo will be accepted. All exhibit material must be packed and ready for shipment on Friday, March 13 by 3:00 p.m. The Exhibitor must directly arrange for material pickup with its carrier. All carriers must arrive at the Center no later than 2:30 p.m.

Any material not called for at said time and date will be shipped, at the Exhibitor's expense, by the best available carrier to the Exhibitor's address on file.

4. Design of Exhibits

- The Ballroom is carpeted, therefore NSC will not provide any additional carpeting or flooring.
- All efforts to design the booth must be done in such a way as to not violate the rights of other Exhibitors and visitors.
- Professionally drawn diagrams of any new booth construction must be submitted to the Council for review prior to actual construction to ensure that all guidelines have been met. Additional approval by the Convention Center is also required.
- All bunting, draperies or other fabrics must be fireproofed before entering into the decoration of any exhibit. Paper decorations are not permitted.
- If, upon inspection at Expo site, exposed crates, cartons, electrical wires, floor covering, etc., are found to detract from the appearance of the booth or overall Expo, the Council reserves the right to drape off, cover or remove the offending item(s). The Exhibitor shall pay all expenses that the Council may thereby incur.
- Adjoining aisles must remain clear to ensure proper traffic flow.

5. Operation of Exhibits

- Booths must be open to all registrants and manned during all Expo hours. Exhibitors may not limit admission to any special group or class.
- All contests, promotions, demonstrations and literature distribution must be confined to the Exhibitor's contracted booth space.
- Exhibits should include descriptive and educational brochures. Demonstrations are to be straightforward, professional and non-combative in nature. **Booth space must be planned to allow an adequate viewing area so aisle traffic is not obstructed.** Equipment for demonstrations must not pose a safety hazard. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the Expo. Demonstrations, lectures or presentations must be conducted by full-time employees of the exhibiting company.
- It is the responsibility of the Exhibitor to receive prior approval from Show Management for any product demonstration or presentation that is not within standard industry procedures and/or may be questionable in nature.
- Audiovisual devices/effects and demonstrations will be permitted only at such sound intensity as, in the opinion of Show Management, does not interfere with the activities of neighboring Exhibitors.
- Spotlights and floodlights must be located in such a way as not to distract or annoy others. Flashing, revolving or rotating lights must be within the prescribed ceiling height of the booth space, and may only be turned on while being demonstrated.
- No helium balloons may be used as booth decoration or inflated to distribute to booth visitors.
- The Council reserves the right to discontinue objectionable presentations that violate laws or rights of other Exhibitors and that may disrupt the Expo until such time as a mutually agreeable presentation may be developed. The Exhibitor waives any rights or claims of damages arising out of enforcement of this rule.
- The Pittsburgh Fire Department prohibits the storage of any material behind an exhibit and limits booth storage to only a one-day supply of promotional material. Boxes needed for repacking must be stickered as "Empty" and placed in aisles for storage during setup. All other cartons must be discarded. This is strictly enforced.

6. Program Listing

Only the Company name that appears on the Company Profile form will be used to identify booth space. Company and product information provided as part of the Company Profile will be included in the NSC NECE website and Final Show Program. **Exhibitor information is listed in alphabetical order by company name.** Products or services displayed by the Exhibitor may not be used in conjunction with or in place of the Exhibitor's legal company name. Product information can be outlined in the listing area provided for this information. Neither the Council, nor the Editor, nor Show Management, can be held responsible for errors or omissions that occur in the course of collection and/or printing of this information.

7. Sponsorships

A sponsorship program has been developed to help companies gain additional exposure at the Expo. These diverse and high-profile sponsorship opportunities are limited. Whenever possible, multiple sponsorships will be available for a given item. Exhibiting companies will be allowed to purchase multiple sponsorships.

8. Handout/Novelty Item and Food Distribution

Small token gifts that are worn, displayed and/or carried in the pocket such as pens, pencils, luggage tags, or pocket calendars may be distributed from the booth without prior approval from Show Management. It is the responsibility of the Exhibitor to receive prior approval from Show Management for any handout that may be questionable in nature. Distribution of products for consumption must be approved by the David L. Lawrence Convention Center catering services. No food or beverages will be permitted on the premises unless purchased through the Center's exclusive contractor.

9. Mechanical Recording

Photography, videotaping or other means of mechanical recording during setup, dismantling and non-Expo hours is prohibited. Photography is allowed during Expo hours with approval of Show Management. Once approved, the Exhibitor will be required to schedule a time when the photography will occur. The photographer must be accompanied by a NSC staff member. Each Exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit or presentations. No Exhibitor shall deny any reasonable request by the media to photograph the exhibit from outside the perimeter of the booth during Expo hours.

10. Compliance with Laws

Exhibitors shall comply with all laws and ordinances of the United States, the State of Pennsylvania and the City of Pittsburgh plus, whenever applicable, all rules and regulations of the local police and fire department along with policies and criteria established by the David L. Lawrence Convention Center.

11. Contractor Service

In December 2019, the Council will send a link to the online Exhibitor Manual to the company contact noted on the Exhibit Space Application & Contract. The Council will designate suppliers to provide various services to the Exhibitor. Such suppliers can provide all show services other than supervision, services provided by the general contractor, and the exclusive services of the Convention Center.

12. Labor

Pennsylvania is not a right to work state, union labor will be required for certain aspects of your exhibit handling. Exhibitors may install and remove their own displays that do not require the use of any battery and/or electric tools for booths 10'x20' and smaller. "Pop up" displays may be installed by exhibitors, provided they do not exceed a 10'x20' booth. If power tools, ladders, and/or staple guns are required, Union labor is required. Only full-time company personnel may be utilized to install and remove displays.

The general contractor has the responsibility of managing the docks, receiving and handling all exhibit materials and empty crates. Exhibitor use of dollies, flat trucks and other mechanical equipment is not permitted.

The Exhibitor hereby agrees not to contract for, nor to use, any service contractor in connection with its exhibit within the Convention except those approved by the general contractor and the Convention Center.

13. No Smoking Policy

NSC Northeast Conference & Expo is a non-smoking event. Smoking is prohibited in the Convention Center.

14. Press Conferences

Press conferences by Exhibitors on the Expo Floor during Expo hours are prohibited. All press conferences must be coordinated with the Council's Communications Department.

15. Hotel Guidelines

- In keeping with the character of the Expo as a working convention, and so as not to interfere with attendance, **Exhibitors may not provide group entertainment in suites or other facilities during Expo Hours.** All requests must be processed through the Council; Exhibitors are not permitted to contact NSC Hotels directly.
- Advertising in the hotels is not allowed unless written permission is granted by Show Management.

2020 Rules & Regulations



16. Endorsements

The Council does not approve, endorse or recommend the use of any specific commercial products or services. The Exhibitor may not, therefore, state or imply either verbally, or in printed literature, that his or her product or service is approved, endorsed or recommended by the Council.

17. Enforcement of Rules and Regulations

Violations of these Terms & Conditions and/or Rules & Regulations by the Exhibitor, its employees or agents shall, at the sole option of the Council, entitle the Council to terminate the Exhibitor's right to occupy space at the 2020 NSC Northeast Conference & Expo. In the case of such termination, the Council may retain all monies paid or due by the Exhibitor. Upon evidence of violation, the Council may terminate the Contract, re-enter and take possession of the space, and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages the Council may thereby incur.

18. General Information

All matters not covered by these Rules & Regulations are subject to the decision of the Council. These Rules & Regulations may be amended at any time by the Council and all amendments that may be made shall be equally binding on all parties affected by them as are the original Rules & Regulations. All portions of this contract are self-sustaining and capable of separate enforcement. In the event of any amendment or additions to these Rules & Regulations, written notice will be given by the Council to such Exhibitors as may be affected by them. The abbreviation "the Council" used in the Rules & Regulations shall mean National Safety Council, a federally chartered, nonprofit corporation, and, as the context may require, its directors, managers, officers, agents, or employees duly acting for the Council in the management of the NSC Northeast Conference & Expo.