NIGP 75th Annual Forum and Products Exposition Rules

1. Purpose
The objective of the Annual Forum and Products Exposition is to further NIGP's objectives by providing a forum through exhibits and sessions. Exhibitors are limited to firms, organizations, and agencies whose exhibits are in harmony with the purpose of this Exposition. Acting selling or order taking is NOT permitted.

2. Location of Exhibits
The Exposition will be held at the Navy Pier, Chicago, IL.

3. Subleasing
Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor’s display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of NIGP shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default
Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of exhibits, such space shall be taken by NIGP, and re-assigned for such purposes or use NIGP may see fit.

5. Eligibility
NIGP has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exhibit
In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NIGP or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of NIGP. NIGP shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NIGP. Causes for such action beyond the control of NIGP shall include, but are not limited to: fire, flood, drought, earthquake, riot, industrial accident, embargoes, war, acts of God, civil commotion, civil disturbance, labor stoppage, labor disputes, strikes, lockouts, transportation difficulties, communication difficulties, government action, order or law, authority of any civil, state or federal government, or any other cause or causes beyond the control of NIGP.

7. Cancellation/Decrease by Exhibitor
The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in any way on any part of the premises occupied by him, in the amount of at least $1,000,000.00 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name NIGP, J. Spargo & Associates, Inc Navy Pier and Hangrove, the General Contractor as an additional insured. In the event of cancellation or decrease of any space, the exhibitor shall not relieve the canceling exhibitor of the obligation to pay for the cancellation/decrease assessment. Appropriate payment must be received within 15 days of cancellation/decrease.

8. Limitation of Liability
Exhibitor agrees to make no claim for any reason whatsoever against NIGP, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space, nor for failure to hold the Exposition on the date scheduled; nor for any other cause or causes; nor for any act, neglect, or default of any exhibitor or others. The exhibitor shall bear full responsibility for his own exhibit material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of the exhibitor is in his care, custody, and control and the contained or located within the confines of the exhibit space. The exhibitor shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Exhibitor Insurance
The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in any way on any part of the premises occupied by him, in the amount of at least $1,000,000.00 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name NIGP, J. Spargo & Associates, Inc Navy Pier and Hangrove, the General Contractor as an additional insured. In the event of cancellation or decrease of any space, the exhibitor shall not relieve the canceling exhibitor of the obligation to pay for the cancellation/decrease assessment. Appropriate payment must be received within 15 days of cancellation/decrease.

10. Union Labor
The exhibitor shall, at his sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in any way on any part of the premises occupied by him, in the amount of at least $1,000,000.00 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name NIGP, J. Spargo & Associates, Inc Navy Pier and Hangrove, the General Contractor as an additional insured. In the event of cancellation or decrease of any space, the exhibitor shall not relieve the canceling exhibitor of the obligation to pay for the cancellation/decrease assessment. Appropriate payment must be received within 15 days of cancellation/decrease.

11. Installing, Exhibiting, and Dismantling
Hours and dates for installing, exhibiting, and dismantling shall be those specified by NIGP. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material and products on the Exposition dates specified by the dates set by NIGP.

12. Damage to Property
Exhibitor is liable for any damage caused by exhibitor, exhibitor’s agents, employees, or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor’s property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading
Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages
The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of NIGP.

15. Flammable Materials
No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national or local regulations may be used in any booth.

16. Lotteries, Contests, Games, Drawings and Giveaways
The operation of games of chance or lottery devices, or the actual or simulated pursuit of any game of chance, or the making of any premium or prize or payment of any prize or premium by the operation of games of chance or lottery devices or other general drawing plans and giveaways will be of nominal value (a suggested guideline of $10). To obtain approval for such activities, exhibitors must complete the Booth Activity Form on the online Exhibitor Resource Center no less than 30 days prior to the first day of move in. Approval of giveaways is at NIGP’s discretion. Exhibitors found distributing materials that have not been approved or are not in compliance with the provisions of this section, will not be allowed to distribute prizes. Gifts, prizes, giveaways or entertainment will only be accepted by attendees in accordance with the procurement professionals' employer policies.

17. Noise and Odors
Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. NIGP shall have sole discretion in determining what constitutes a noisily operating display or objectionable odor. Gifts, prizes, giveaways or entertainment will only be accepted by attendees in accordance with the procurement professionals' employer policies.

18. Music
Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. NIGP is not responsible for any licensing fees for music played in exhibitor's booth.

19. Obstruction of Aisles or Booths
Any exhibitor using excessive obstruction of aisles or prevents ready access to nearby exhibitor’s booth shall be suspended for any periods specified by NIGP.

20. Attendance
Admission policies shall remain, at all times, the prerogative of NIGP, and may be revised or amended to suit unforeseen conditions.

21. Booth Personnel
Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company’s product or services. Booth personnel shall wear "exhibitor" badge identification furnished by NIGP at all times while they are in the exhibit area. All other exhibitors employing non-employee representatives must notify NIGP at least 30 days prior to the Exposition. NIGP reserves the right to restrict or limit the number of booth representatives. All exhibits have maximum personnel present during show hours.

22. Height and Non-Blocking Regulations
All exhibit display construction must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by NIGP. "Display Rules and Regulations" provides details as to what is allowed for exhibitor’s booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. Electrical Safety
All wiring on booths or display fixtures must meetwithstanding rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. Use of Space
Displays and demonstrations are limited to the confines of an exhibitor’s own booth, as is the distribution of literature or other items.

25. Display
NIGP shall have full authority for approval or arrangement and appearance of items displayed. NIGP may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to NIGP for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to be not unsightly to exhibitors in adjoining booths. If so, the exhibit remains unfinished. Prior to the scheduled operations of the fair, NIGP shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

26. Exhibit or Representative’s Responsibility
Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for injury, loss, damage, or destruction of property, or in any way whatsoever, prior to, during or subsequent to the conference or exhibition event. By signing this Agreement, exhibitors expressly and voluntarily and knowingly assume all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor’s agents, employees or representatives.

27. Attendee Code of Conduct
NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion. NIGP has adopted a code of conduct which outlines expectations for all attendees and participants, including member and non-members attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers. Cooperation is expected from everyone and NIGP will actively enforce this code throughout the event.

28. Waiver of Rights
Any rights of NIGP under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of NIGP.

29. Relocation and Floor Plan Revisions
NIGP retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

30. Amendment and Addition Rules
Any matters not specifically covered by the preceding rules shall be subject solely to the decision of NIGP. NIGP may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on the exhibitor equally with the foregoing rules and regulations.

31. Agreement to Rules
Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by NIGP.