

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • NTSA.org

### Pre-Show Contact mailing Information

Please check if this information has changed

Company		Contact		
Title		Street Address		
Address 2		City	State	Zip
Country	Phone	Fax	Cell Phone	
E-mail			Website	

### 2024 Space & Package Rates

Table Top Display    \$2,000 per table top display booth

#### Booth Fee Includes:

Table Top Exhibit with (1) 6' table, 2 folding chairs, standard power. Two full conference registrations.

Spaces do not need to be manned while sessions are taking place, but should be operational and "open" during all breaks and receptions during the TSIS event.

### Payment Information

Please return attached contract with 100% payment to

Check (payable to NTSA)    Check # \_\_\_\_\_

Amount Authorized to Charge: \$ \_\_\_\_\_

Credit Card    VISA    American Express    MasterCard

NAME ON THE CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXP. DATE (MONTH/YEAR) \_\_\_\_\_ CVV \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NTSA

**Shannon Burch**

2101 Wilson Blvd, Suite 700

Arlington, VA 22201-3060

sburch@NTSA.org

**Holly Gallier**

*Operations Coordinator*

hgallier@NTSA.org

(703) 247-2569

Please understand that NTSA is relying on your agreement as an exhibitor at TSIS and that benefits begin upon ratification of agreement. For this reason, there will be no cancellations or refunds after May 1, 2024.

### AGREEMENT

ALL PAYMENT MUST BE MADE IN US DOLLARS. Full payment is due upon receipt. Cancellations must be submitted in writing to the NTSA Director of Exhibits. Cancellations received prior to May 1, 2024 will receive a refund of the "total" booth fee, less 50% administration fee. No refunds will be issued for cancellations after May 1, 2024 and monies may not be applied to future trade shows.

#### Agreement:

NTSA is hereby authorized to reserve booth space for our use at TSIS in Orlando, Florida, June 12 – 13, 2024. I agree to abide by all the rules in the official Planning Guides and acknowledge that they are part of this contract and agree to abide by all the requirements, restrictions and obligations.

Authorized Signature:

Print Name:

Date:

### Questions and to return contract, Contact:

**Shannon Burch, CEM**

*Director of Exhibits & Sponsorships*

sburch@NTSA.org

(703) 247-9473

**Holly Gallier**

*Operations Coordinator*

hgallier@NTSA.org

(703) 247-2569

NTSA Exhibits

2101 Wilson Blvd Ste 700

Arlington, VA 22201

# Rules & Regulations Governing the Exhibit

**Organizer:** The word "Organizer" as used herein shall mean the sponsoring organization association or institute or its officers, agents or employees acting for it, in the management of the exhibit. In this instance, Organizer shall be National Training & Simulation Association (NTSA), an affiliate of National Defense Industrial Association (NDIA).

**Payment Information:** All payments must be made in US Dollars, payment must be received in full to reserve exhibit table top space.

**Cancellation/Refund Information: ALL CANCELLATIONS** must be submitted in writing to the Director of Exhibits. No refunds will be granted after May 1, 2024.

**Exhibit Eligibility/Character of Exhibit:** The Organizer reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit. The character of all exhibits is subject to the approval of Organizer. Organizer reserves the right to refuse contacts that do not meet TSIS standards and to curtail exhibits or parts thereof that do not appropriately reflect the character of the meeting. This reservation applies to persons, conduct, and articles of merchandise, printed matter, souvenirs, catalogs and any other items, without limitations, that affect the character of the exhibit or meeting. Exhibits are restricted to products and services related to the professional nature of TSIS.

**Booth Assignments:** Booth assignments are at the sole discretion of the NTSA Director of Exhibits. All efforts will be made to accommodate requests, but NTSA cannot guarantee that a company will not be near a competitor.

**Floor Plan:** NTSA reserves the right to rearrange the final floor plan based on unsold or unoccupied space.

**Limitation of Liability:** LIMITATION OF LIABILITY: (A) Neither the management of the host facility nor NTSA/NDIA shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitor shall lease booth(s) at his sole risk. Neither the management of the host facility, NTSA/NDIA nor any of their agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees. (B) The exhibitor shall be liable to the host facility and or NTSA/NDIA for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor. (C) Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless NTSA/NDIA, the host facility, their officers, employees, and agents against all claims, losses and damages to persons, property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas. (D) Exhibitor acknowledges that NTSA/NDIA does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.

**Changes & Force Majeure:** The Exhibition date and hours are as indicated on show related website and material. NTSA reserves the right to change the Exhibition date or hours for any or no reason whatsoever. In such event, NTSA shall attempt to notify exhibitor as much in advance as reasonably possible. NTSA shall not be liable hereunder and shall be excused for performance for any failure or delay in the performance of its obligations on account of: Acts of God (e.g., earthquake, fire, flood, tornado, etc.), Acts of government (e.g., war, embargo, travel restrictions, etc.), Acts of man (e.g., terrorism, strike, etc.) or any other acts or omissions beyond the reasonable control of NTSA

**Attendance:** The Organizer shall have sole control over attendance policies at all times. NTSA does not warrant or guarantee any particular results of the exhibition, nor does it guarantee a particular number of attendees or exhibitors.

**Insurance:** Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

**Defacing of Building:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to the building walls and floors or to standard booth equipment.

**Use of Space:** Demonstrations must be contained within the booth space.

**Sound Devices:** Sound of any kind must not be projected outside the confines of the exhibit booth. If the nature of the equipment or booth demonstration to be displayed is such that a loud noise is part of the performance, the Director of Exhibits must be informed. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other exhibitors. Management reserves the right to determine the acceptable sound level in all instances. This will be strictly enforced.

**Camera/Recording Equipment:** Unauthorized photography, video, audio and other recording devices will not be permitted in the presentation rooms and/or exhibit space. Exhibitors are responsible for the appropriate handling of technical information presented in their space. Please review your policy documents and that of the government agencies with whom you contract regarding open/limited/restricted distribution and sharing limitations.

**Exhibitor Representatives Responsibility:** Each exhibitor must name at least one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

**Exhibit Logistics:** Detailed data, in the form of an Exhibitor Service Manual, will be mailed to each exhibitor in ample time for advance planning. The Exhibitor Service Manual will contain information regarding shipment, labor, electrical services, and rental items, exhibit hours, etc. Service order forms

for all available services will be included and should be returned promptly.

**Failure to Occupy Space:** Space not occupied by 5pm, June 12, 2024 is considered to be forfeited and may be resold, reassigned or used without notice or refund. Please notify NTSA of your intentions if you plan to arrive later than 8am, June 12, 2024.

**Foreign/International Exhibiting Companies:** Each exhibiting company bringing equipment from outside the United States is responsible for ensuring that all equipment and display items have the necessary documents to meet the rules and Regulations of Customs, and procedures for admission into the country. The Organizers or their sub-contractors cannot be held responsible for any errors or omissions or be held liable by the Exhibiting Company in the event that the Authorities raise any questions regarding the Entry Forms.

**Sub-Leasing:** Exhibitors may not assign or sublet their space to others. Only one company may occupy any booth space (no sharing of space). Exhibitors may not display goods or services other than those manufactured or distributed by them.

**Security:** The hotel will employ reputable guards; the duty of the guards will be to protect the hotel against fire or other catastrophes. The Organizer, Exposition Management, nor the owners or lessors of the exhibit premises will assume any responsibility for exhibitors' personal property. It is suggested that the exhibitor insure his property against loss and theft.

**ITAR and EAR Regulations:** Vendor displays are subject to the International Traffic in Arms (ITAR) and the Export Administration Regulations (EAR) and are limited to public domain information (ITAR Sec.120.11). In addition, displays, literature and discussions will NOT reference missions, operations or units.

**Fire and Safety Laws:** Federal, State and City Laws must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. *Smoking is forbidden.*

**Compliance with Laws:** Exhibitors must comply with all laws, rules, regulations and ordinances in force.

**Rejected Displays:** The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The Organizer reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representative, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

**Amendment to Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Organizer. The Organizer may amend these rules and regulations at any time and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.