

NATIONAL
COMMUNICATION
ASSOCIATION

COMMUNICATION FOR survival

NCA 105th Annual Convention • November 14–17, 2019 • Baltimore, Maryland

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EXHIBITOR PROSPECTUS

Welcome

It is our sincere privilege to invite you to exhibit at the NCA 105th Annual Convention, November 14 - 17, 2019 in Baltimore, Maryland!

Baltimore, Maryland is famous for its beautiful waterfront, world-class museums, one-of-a-kind attractions, three centuries of history and much more. Featuring museums, historic sites and performing arts groups, Baltimore promises something for everyone. From “The Star-Spangled Banner” to African American history, pop culture to sharks and dinosaurs, there is something exciting around every corner. Bringing you together with the most expansive show in the Communication discipline featuring over 80 separate divisions and interest group.

We are excited to bring you our experience of more than 100 years working with thousands of members from academic departments all over the nation. Every year, The NCA Annual Convention brings together more than 4,500 Communication professionals in the greatest cities in the country. This year NCA Annual Convention will deliver:

- Access to over 4,500 academics, educators, administrators, and students
- Key decision makers
- Recognition in a variety of outlets
- Exposure through company listing in the printed, app and online program
- Company listing on the NCA convention website
- Access to convention pre-registration mailing list

Exhibit Hall Information

Convention Dates and Location

Thursday, November 14 – Sunday, November 17, 2019

Baltimore Convention Center
1 W Pratt Street
Baltimore, Maryland 21201

The exhibit hall will be located in The Baltimore Convention Center, 4th Floor Ballroom.



Exhibit Hall Hours

Thursday, November 14 12 Noon – 8:00 p.m.
Friday, November 15 9:00 a.m. – 4:00 p.m.
Saturday, November 16 9:00 a.m. – 12:30 p.m.

Official Decorating Company

Shepard Exposition Services
Advance Warehouse Address Label Information:
[Exhibiting Co. Name & Booth Number]
National Communication Association
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Phone: (410) 737-9270
Email: baltimore@shepardes.com



Visiting Baltimore



Baltimore Continues to Buzz

Baltimore in 2019 is at its best. From the National Aquarium featuring more than 16,000 animals, sharks and a giant sea turtle to the NEW Guinness Open Gate Brewery & Barrel House. Enjoy the emerging arts scene, lively restaurants and bars, a plethora of museums, the Maryland Zoo, and the Oriole Park at Camden Yards and the NFL Baltimore Ravens at M&T Bank Stadium.

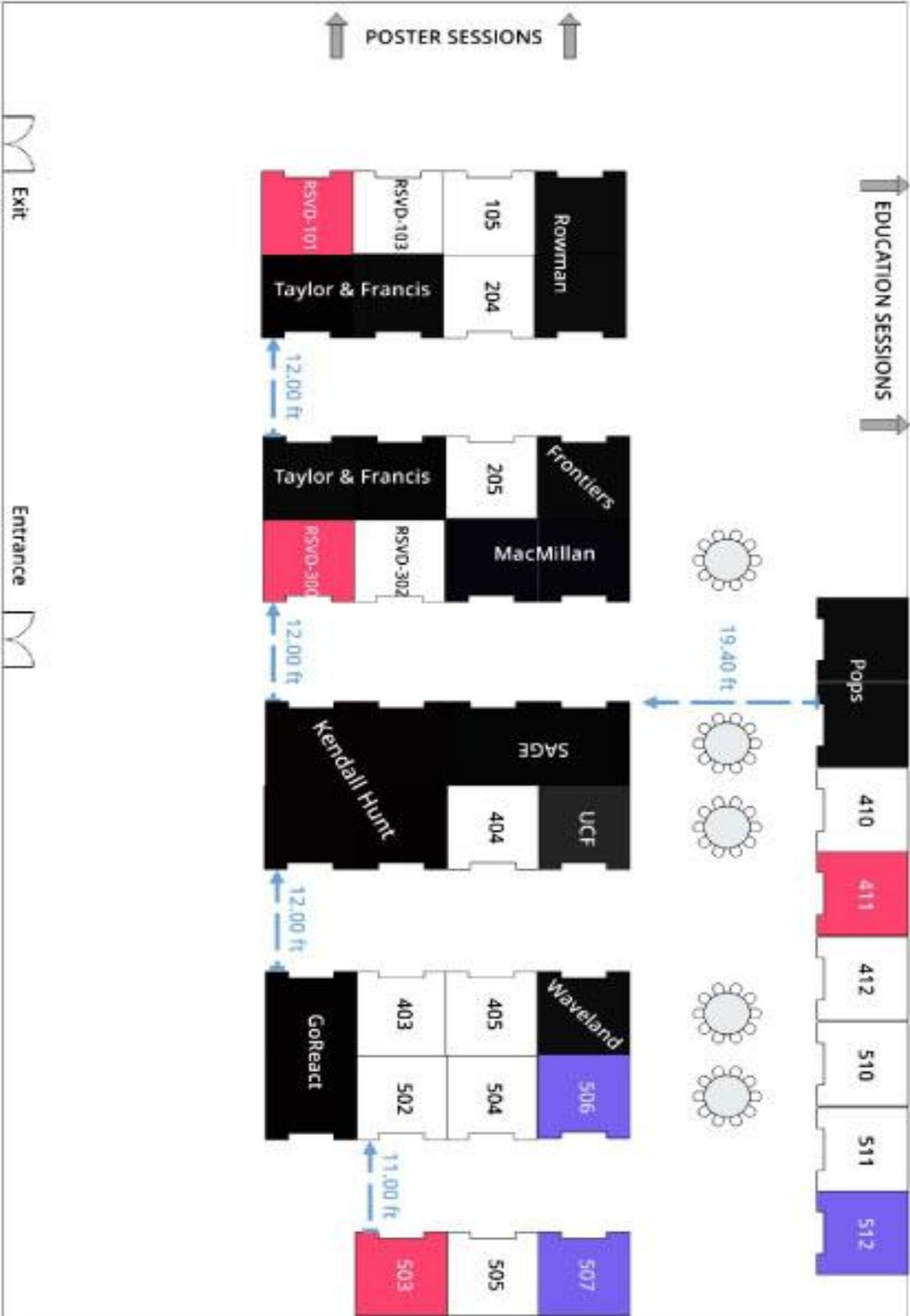
Connecting with Clients

The perfect city to bring clients to wine and dine. Baltimore has long been known for its Chesapeake inspired mouth-watering cuisine, but in recent years, Baltimore's culinary scene has emerged as a leader in new dining trends along with five-star restaurants and award-winning chefs. From crab cakes and authentic Italian dining in Little Italy, to ethnic cuisine and public food markets, Baltimore's chefs are renowned for using the freshest ingredients, resulting in truly memorable dining experiences.



Exhibit Hall Floor Plan

Baltimore Convention Center



*This floor plan represents a preliminary layout. Final layout is subject to sales and fire marshal

Exhibit Application

Applications and payments must be received by Friday, August 2, 2019 to be listed in the convention program book, convention app and online. After August 2, applications will still be accepted based availability and exhibitors will be listed on the convention website only.

Contact Information

Primary Contact _____ Title _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ E-mail _____
 Website _____

Booth Selection

Please list your booth preferences. Exhibit space is limited and will be assigned on a first paid, first served basis after convention sponsors have selected booth space. Booth space will not be reserved until payment is received. If booth choice is not available, booths will be assigned based on best location available. NCA reserves the right to change or modify booth selections and/or floor plan as needed.

An additional \$500 will be charged for island booth configurations.

	Prime Booth (Red)	Premium Booth (Blue)	Standard Booth (White)
Discounted Early Bird Rate (Applies to all applications received before June 1, 2019)	\$2,250 per booth	\$1,850 per booth \$1,400 per booth* *Non-Profit/University Press	\$1,650 per booth \$1,000 per booth* *Non-Profit/University Press
Regular Rate	\$2,350 per booth	\$1,950 per booth \$1,500 per booth* *Non-Profit/University Press	\$1,750 per booth \$1,100 per booth* *Non-Profit/University Press

Number of Booths: _____
 Choice 1 _____
 Choice 2 _____
 Choice 3 _____

Convention Mailing List

_____ Mailing List \$1,500

List contains approximately 3,000 pre-registered attendee names and mailing address information. Mailing list is provided in Excel format and is a single-use list for convention related information/promotion purposes only.

Grand Total: _____

Payment Information

Following you application submission, you will be provided with information on how to remit payment online.

Acknowledgement

By submitting this exhibition application and contract, I request space in the NCA 105th Annual Convention exhibit hall. I agree to pay NCA in accordance with the terms and conditions outlined herein and understand that, once accepted by NCA, this document, including the rules and regulations printed in this brochure, constitute a valid and binding contract between my organization and NCA. I agree to comply with all instructions, Rules and Regulations set out herein. I, the duly authorized representative for the above-named company on behalf of said company subscribe and agree to all terms and conditions, authorizations, and covenants contained in this Exhibition Application and the Rules and Regulations set out on the attached pages.

Title: _____ Printed Name: _____

Signature _____ Date _____

Return Exhibit Application to NCA Exhibits:

- 1. **Via Email:** acoleman@natcom.org
- 2. **Via Mail:** NCA Exhibits
1765 N Street, NW, Washington, DC 20036
Phone: 202-534-1106 Fax: 202-464-4600

Rules and Regulations

A set of rules and regulations govern exhibits, displays, and presentations in connection with the National Communication Association Annual Convention. Exhibitors must follow the rules and regulations set forth in this contract or NCA may exercise any rights or remedies (including, without limitation, terminating this contract and rejecting future exhibit requests). The floor plan contains all booth dimensions, which are accurate to the best of NCA's knowledge. NCA assumes no responsibility for such measurements however, plans are subject to Fire Marshall approval.

Application Deadline

Exhibit space is limited and will be assigned on a first paid, first served basis after convention sponsors have selected booth space. Payment must accompany application to be considered. Applications for exhibit space must be received no later than August 2, 2019 to be listed in the convention program book. NCA reserves the right to accept or reject any application.

Set-up and Removal

The exhibit area will be available for set-up from 3:00 p.m. – 7:00 p.m. on Wednesday, November 13 and again 7:00 a.m. – 11:30 a.m. on Thursday, November 14th. Set-up of exhibits must be completed by 11:30 a.m. on November 14th. **Exhibit materials may not be removed before 12:30 p.m., Saturday, November 16th. No exhibit may be erected after the exhibit hall opens nor may be dismantled before the official closing time.** It is the responsibility of the exhibitor to see that all materials are delivered to the official decorating company or the hotel shipping center. Should there be failure to remove the exhibit; the removal will be arranged by NCA at the expense of the exhibitor.

Exhibitor shall submit in writing, thirty (30) days in advance of the first move--in date a list of service companies providing a service to the exhibitors other than the official decorator, Shepard. Exhibitor shall be responsible for said companies to be properly licensed and insured prior to entering the exhibit hall. Service companies shall provide a copy of their business license and certificate of liability insurance in the amount of at least one million (\$1,000,000) dollars to NCA at least ten (10) days in advance of exhibitor's move--in date.

Furnishings and Space

Furniture, carpeting, draping, accessories, signs, electrical outlets, etc. must be arranged through Shepard Exposition Services at the sole expense of the exhibitor. A standard booth is 10' x 10' with 8' high draped back wall and 3' high side walls. Please note the exhibit hall is carpeted.

Acceptability of Exhibits

All exhibits shall be to serve the interest of NCA and shall be operated in a way that will not detract from other exhibits or the convention as a whole. NCA reserves the right to restrict exhibits which detract from the general character of the display or convention. This includes persons, things, conduct, printed materials, or anything of a character which may detract from the exhibit or convention. NCA reserves the right to deny exhibit space to any potential exhibitor if NCA determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of NCA. NCA reserves the right to require the immediate withdrawal of an exhibitor which NCA believes to be injurious to the purpose of NCA.

NCA is not liable for any refunds of rentals or other exhibition expenses. No exhibit will be permitted which violates any municipal, state, or Federal laws, rules and regulations, including safety codes. Exhibitor is responsible for compliance with all applicable municipal, state, or Federal laws, rules and regulations, including safety codes.

Acceptance of an exhibit application does not imply an endorsement of the exhibitor or exhibitor's products or services.

Display boards and other high exhibits shall not be placed in such a manner as to interfere with other exhibits. No exhibit shall extend beyond the official floor plan dimensions or an aisle. Verbal announcements, phonograph or tape recordings, radios, closed circuit, or videotape TV, sound-slide presentations, motion picture, or other attention-getting devices are prohibited if objectionable to NCA or adjacent exhibitors. All demonstrations, interviews, or other activities must be confined to the limits of the exhibition booth.

Use of Exhibit Space

A. Assignment and Sublease – Exhibitors shall not assign, sublet, permit others to occupy or share the whole or part of their exhibit space without written consent of NCA. No person, firm or organization that has not contracted with NCA for space will be permitted to display or demonstrate any products, processes or services, to solicit orders, wear identification other than that of the contracting exhibitor without NCA prior written consent, or to distribute advertising or other materials at the convention. Any infringement of this regulation will result in prompt removal of the offending person from the convention and other actions in NCA's discretion.

B. Prohibited Activities – No activities are permitted in any exhibit space that are contrary to law or the rules of the convention, or which will disturb exhibitors in the immediate area. Exhibitors must remain within their own exhibit space in distributing literature, product samples or other materials. The aisles may not be used for this purpose. Exhibitors may not serve or dispense food or beverages of any type from their exhibit space without prior written approval of NCA.

C. Safety Precautions – All construction material must conform to standard safety practices. All display material and decorations must be flame retardant. No combustible decorations, such as crepe or tissue paper, may be used at any time. All packaging containers and materials are to be

removed from the floor and may not be stored under tables or behind displays. All electrical equipment must be in good operating condition and must meet the requirements of all local safety codes. Displays are subject to inspection and approval for safety by the Exhibit Facility, NCA Exhibit Manager and by the local fire department.

Unions

In order to conform to union contract rules and regulations, it may necessary that all exhibitors use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. It is the responsibility of all exhibitors to be aware of and abide by all local union laws when applicable.

Food and Beverage Functions

NCA requires that exhibitor hospitality activities not compete with any event scheduled by NCA. NCA must be notified in writing thirty (30) day in advance of any food and beverage functions scheduled by exhibitors. It is the exhibitor's responsibility to receive approval from NCA to avoid cancellation or modification of any food or beverage functions. NCA has the right to deny or modify any function as necessary. The exhibitor is responsible for any expense or charges that may occur due to cancellation or modification. If in doubt regarding scheduling an in-booth event or hospitality activity, contact the NCA Convention Manager for final determination.

Photographs

Any photography taken by NCA may be used in publicizing NCA and NCA events, including the convention. Exhibitor consents to the use of such photography, including photography that contains images or likenesses of Exhibitor and its employees and representatives.

Cancellation

If it is necessary for an exhibitor to withdraw from the convention, the exhibitor must notify NCA in writing. Refunds will be made according to the following schedule:

- One hundred percent of exhibit fee, less an administrative charge of 10% of the fee, if cancellation notice is received on or before September 2, 2019.
- Fifty percent of exhibit fee if cancellation notice is received after September 2, but on or before September 27, 2019.
- No refund will be issued if cancellation notice is received after September 27, 2019.

No-Shows

If the exhibitor fails to install a product or display in assigned space, fails to staff the space, fails to pay the rent, or fails to comply with any other provision of this agreement, NCA shall have the right without notice to the exhibitor to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper. No refund will be issued for no-shows.

Security

The exhibit hall will be locked each day following completion of scheduled hours. Security will be provided when the exhibit hall is closed. It is understood that security offers no guarantee against theft, pilferage, robbery, vandalism, or any loss or damage to property or premises. Exhibitors should rely upon their own insurance to cover losses. Any exhibitor requiring special booth security shall contact NCA for approval and arrangements.

Damage to Exhibit Facilities

The exhibitor must surrender the space occupied in the same condition it was at the commencement of occupation. The exhibitor or an agent of the exhibitor shall not injure or deface the walls, columns or floors of the hotel, the booth or equipment, or furniture of the booth. When such damage occurs, the exhibitor will be responsible for paying any and all damages.

Liability

Exhibitor is fully responsible and liable for any claims, liabilities, losses, damages or expenses relating to or arising from any injury to any person, or any loss of or damage to property where such an injury, loss, or damage is incident to, arises out of, or is any way connected with Exhibitor's attendance or participation in the convention or breach of this Contract. Exhibitor agrees that neither the Exhibit Facility nor NCA (nor any NCA officer, director, employee, volunteer or representative) shall be liable for any claims, losses, damages, death, injuries or liability which may be sustained to any property or by any person who may be on the premises occupied by or assigned to Exhibitor, including, but not limited to, any agent, employee, representative or guest of Exhibitor, or any other person or entity.

Exhibitor agrees that it will defend, hold harmless and indemnify the Exhibit Facility, NCA and NCA's officers, directors, employees, volunteers and representatives from any and all claims, including without limitation third party infringement claims, losses, damages, death, injuries, costs, expenses and liabilities (including without limitation, reasonable attorneys' fees and costs) whether to property, person or otherwise, that arise in whole or in part, directly or indirectly, from the acts, omissions, negligence, or willful misconduct or breach of this Contract by Exhibitor, or its agents, employees, representatives, patrons, guests or invitees.

NCA hereby disclaims all warranties of any nature, express, implied or otherwise, or arising from trade or custom, including any implied warranties of merchantability, non-infringement, results, quality, or fitness for a particular purpose. To the fullest extent permitted by applicable laws, the parties agree that the total liability of NCA to exhibitor under or related to this contract or related to exhibitor's presence or exhibition at the convention, whether in contract, tort or otherwise, shall be limited to the amount of the exhibitor's fees paid to NCA under this contract.

To the fullest extent permitted by applicable laws, in no event shall NCA be liable, whether in contract, tort or otherwise, for any indirect, consequential, exemplary, punitive or special damages or awards, even if advised of the possibility of such damages.

NCA cannot assume responsibility for the safety of the property of the exhibitor, its officers, or employees from theft, damage by fire, accident, or other causes. In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set-up or dismantled, to protect against loss.

Insurance

Neither NCA nor the Exhibit Facility maintains insurance covering Exhibitor's property. Exhibitors and individual Installation and Dismantling companies must carry Comprehensive General Liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 in the aggregate, for bodily injury, property damage, personal injury/advertising loss and Statutory Workmen's Compensation with Employer's Liability at the applicable state limits. NCA and the exhibit facility owner shall be additional insureds under the policies and must be listed on the insurance certificate. Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an expense waiver by the Exhibitor's insurance company of any right of subrogation as to any claims against NCA, its officers, directors, agents, or employees. All agents or representatives performing services at the exhibit facility directly for an exhibitor other than the exhibitor's employees must provide NCA with original certificates of insurance.

Licenses

Exhibitor agrees to comply with all federal, state and local laws and ordinances for any activities conducted in association or as part of the convention. It is the responsibility of Exhibitor to obtain all necessary licenses from (i) any governmental entity having jurisdiction over the convention, all necessary business, exhibition, or other licenses for Exhibitor's participation in the convention, and (ii) any licensing organization authorized to license the performance of copyrighted music performed on behalf of Exhibitor. Exhibitors using music in their booth, either live or mechanical, must provide NCA with a copy of the Exhibitor's Licensing Agreement with ASCAP, BMI or other such licensing organization.

Remedies

In the event Exhibitor breaches this agreement (including, without limitation, by engaging or planning to engage in conduct prohibited hereby), the parties agree that NCA may avail itself of any and all legal and equitable remedies including, but not limited to, recovering damages, seeking injunctive relief, terminating this agreement, revoking Exhibitor priority points, removing Exhibitor and its attendees and employees from the convention and/or barring Exhibitor from attending future conventions. NCA shall be entitled to recover from Exhibitor at

all costs and expenses, including attorneys' fees incurred by NCA in enforcing this contract and the terms and conditions.

Governing Law and Forum

This Contract shall be construed and administered in accordance with the laws of the District of Columbia, excluding its conflicts of law principles. The parties hereto agree and stipulate that this Contract shall be deemed to have been entered into by both parties in the District of Columbia. Any claim or cause of action arising out of or connected with this Contract shall be brought exclusively in either the local or federal courts of the District of Columbia, and the parties hereto consent to submit to the personal jurisdiction of such courts, and waive all objections to such jurisdiction and venue. EACH PARTY HERETO HEREBY WAIVES ITS RIGHTS TO A JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THIS CONTRACT OR THE SUBJECT MATTER HEREOF.

Force Majeure

In the event that the Exhibit Facility or any part thereof is unavailable for all or part of the convention as a result of any strike, lockout, labor dispute, inability to obtain labor or materials, act of God, governmental restriction, regulation, intervention or control (including revocation of any license or permit necessary for the convention), civil disturbance or commotion, enemy or hostile governmental action, sabotage, fire or other casualty, or any other condition beyond the reasonable control of NCA, or should NCA decide in the exercise of its reasonable discretion to cancel, postpone or re-site the convention, or reduce the installation time, convention time, or move-out time, NCA shall not be liable to Exhibitor for any damage or loss, direct or indirect, arising out of any such occurrence, and Exhibitor will be charged for space during the period it was or could have been occupied by the Exhibitor. Exhibitor hereby waives any claim against NCA, its directors, officers, agents or employees for losses or damages which may arise in consequence if such inability to occupy assigned space, its sole claim against NCA being for a refund of rent paid for the period it was prevented from using the space.