

# Rules and regulations for exhibitors

## Booth and display-only table descriptions

**Booths** are 8' x 10'. Each exhibitor is furnished a standard booth having aluminum supports, aisle posts with 8' high back wall, and 3' high side dividers from which flame-proofed drapes are suspended. A 6' draped table and two chairs are also provided. Other furniture, booth furnishings, labor and freight handling may be obtained through Event 1, the exhibit decorator.

**Display-only** tables include a 6' draped table and two chairs. Pop-up exhibits *ARE NOT* permitted on display-only tables. **The exhibit hall is carpeted.**

## Restrictions

Exhibit materials and equipment must be contained within the parameters of the booth and must not exceed the height of the 8' back drape, unless approved in advance by the National Newspaper Association.

## Cancellations or change of exposition

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 NNA or its agents, the Exposition may be cancelled or moved to another appropriate location, at the sole discretion of NNA. NNA 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 NNA. Causes for such action beyond the control of NNA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Hyatt Regency Tulsa, municipal, state or federal laws, or acts of God. Should NNA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising there from. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NNA and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NNA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## Cancellation by exhibitor

In the event of cancellation by an exhibitor, NNA shall determine an assessment covering the reassignment of space, prior services performed and other damages related to cancellation, according to the following schedule: NNA must receive written notification of the cancellation. Cancellations received prior to July 1, 2017, will be assessed a \$100 processing and marketing fee. If cancellation is received after July 1, a refund of 50 percent will be returned only if the space can be resold.

## Use of display space

A representative of the exhibiting company must be present in the exhibit room at all times during the posted exhibit hours. In the event the exhibitor fails to install within the time limit set for opening, NNA shall have the right to take possession of said space and will not refund any portion of the exhibit fee. All demonstrations and distribution of circulars and promotional materials must be confined to the limits of the exhibit room. No exhibitor shall assign, sublet, or share the space assigned without the consent of NNA. Advertising material or signs of firms other than registered exhibitors is prohibited. Nothing except carpet on carpet shall be pasted, tacked, nailed or otherwise attached to walls, door, floor, or other parts of the facility or furniture contained in the Hyatt Regency Tulsa. Carpet on carpet must be attached with carpet tape. Public hallways, corridors, lobbies, etc., are not to be used when transporting freight, equipment, etc. At no time are facility main entrances to be used. At all times service and/or freight elevators are to be used. Use of passenger elevators for transporting equipment, materials, etc., is not permitted. All rules and regulations as dictated by the Fire Marshall of the City of Tulsa and any applicable state authority, e.g. State Fire Marshall's offices are to be adhered to.

## Badges

Badges will be prepared for employees of the exhibiting company ONLY. Consultants, customers and distributors are not eligible to receive exhibitor badges. For each booth purchased, "Exhibitor" is entitled to two (2) personnel badges; for each Display-only table, one (1) badge. Additional badges beyond the complimentary limit will be assessed a fee of \$150 per badge, which includes food and beverage functions in the exhibit hall. Extra badge payments are not refundable or transferable. Exhibitor personnel requesting badges on-site must present a business card identifying them as a representative of the exhibiting company.

## Liability

The exhibitor agrees to make no claims against NNA, its employees or the Hyatt Regency Tulsa for loss, theft, damage to goods, or injury to himself, his employees, or NNA attendees while in the exhibition area, nor any consequential damage to his business for failure to provide space for the exhibitor or the failure to hold the 131st Annual Convention and Trade Show as scheduled. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save NNA and the Hyatt Regency Tulsa from claims, losses and damages to persons or property, governmental charges for fines and attorney's fees related to the use of the exhibition premises or part thereof. In addition, Exhibitor acknowledges that neither NNA, nor the Hyatt Regency Tulsa, maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property insurance covering such losses by exhibitor. The above-cited regulations as well as all conditions stated in the 131st NNA Exhibitor Prospectus and Exhibit Application/Contract become a part of the contract between the exhibitor and the National Newspaper Association.



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