



LIVING THE DREAM

NABCRMP 2024 ANNUAL SUMMIT

EXHIBITOR TERMS AND CONDITIONS

1. **Application and Eligibility.** Application for exhibitor booth space must be made on the online form provided by the National Association of Black Compliance & Risk Management Professionals, Inc. (hereafter, "the NABCRMP"), contain the information requested and be executed by an individual who has authority to act for the applicant.

2. **Exhibit Booth Price.** The price for each booth is \$1,000 for NABCRMP Corporate Members and \$1,500 for all others (U.S. dollars).

3. **Payment Dates.** No booth will be guaranteed until NABCRMP receives full payment for the total booth fee. However, if full payment is not received by Jan. 1st, the year of the event, NABCRMP will have the right to resell the assigned booth space.

4. **Cancellation of Booth Space.** If the exhibitor notifies NABCRMP of the exhibitor's intent to cancel the booth space after payment but prior to Dec 31 of the year prior to the event a full refund of the monies received minus a \$200 administrative fee will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between Jan. 1 and January 24th the year of the event. No refunds will be made or cancellations accepted after January 24th the year of the event. If for any cause beyond the control of NABCRMP - such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of law, fire or other force - NABCRMP is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by NABCRMP to the date of termination allocable to the exhibitor after proration thereof among all exhibitors.

5. **Assignment of Booth Space.** NABCRMP reserves the right to make the final determination of all space assignments in the best interest of the event. No refunds shall be provided in the case of substitution, alteration or change to the space assignment.

6. **Booth, Furnishings, Equipment and Services.** A 5' table, signage and one complimentary ticket will be furnished to exhibitors. Exhibit displays must not project so far as to obstruct the view of the adjacent booths.

7. **Conduct of Exhibits.** The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales or marketing of non-exhibitor products or services. Interviews, demonstrations and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. No exhibitor shall sell or permit merchandise to be sold from the exhibit. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area. No items may be taped or pinned to any walls in the building, unless using blue painter's tape. Candles, votives, tea-lights, and open flames are not

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permitted in any event spaces within the College of Law. The exception is Sterno heating elements, as provided by a licensed and insured caterer. Floral arrangements are permitted, but must be removed or disposed of upon completion of the event. No glitter, feathers, confetti (including confetti inside balloons), or sand are permitted. Balloons must be weighted, and not tied/taped to any College of Law surface or piece of furniture. No part of the booth display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. The character of the exhibits is subject to the approval of NABCRMP. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibits or parts of exhibits that are not in accord with the character of the conference. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. Booths should be designed to draw attendees into the booths, not to encourage attendees to stand in the aisles.

8. Installation/Dismantling/Installation. All exhibits must be set up and operational by 8:30 a.m. Wednesday, the first day of the exhibit, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. At 8:45 a.m. an inspection will be made and exhibits that are obviously not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate removal of the table and the initial cleaning prior to opening. **Dismantling.** The official closing time of the exhibits is 2:45pm on Friday. All exhibit material must be packed and ready for removal from the exhibit area no later than 4 p.m. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation may be denied exhibit space at any future NABCRMP conferences.

Exhibit Set-Up: Wednesday, 7:30 a.m.- 8:30 a.m.

Inspection: Wednesday, 8:45 a.m.

Exhibit Hours:

Wednesday, 8:30AM – 10:30AM, 11:15AM – 11:30AM, 3:35 – 3:45PM.

Thursday, 8:30AM – 10:30AM; 4:00PM – 4:15PM

Friday, 8:30AM – 10:30AM, 11:15AM – 11:30AM

Exhibit Tear-down: Friday, 2:45PM – 4:00PM

9. Hospitality and Entertainment. Hospitality suites or events sponsored by the exhibitors may not be scheduled to conflict with NABCRMP's program hours, activity hours or exhibit hours.

10. Shipping Instructions. Information on shipping methods and rates will be sent to each exhibitor. The exhibitor may ship, at his own risk and expense, all articles to be exhibited to the venue no earlier than two weeks prior to the exhibit date.

11. Fire Safety Regulations. Exhibitors are responsible for knowledge of and adherence to all fire and safety codes and must follow the guidance given by any representative of the event venue.

12. Liability and Limitation of Liability. NABCRMP is only liable for damage or loss to the exhibitor if the damage or loss is caused by fault or negligence by NABCRMP. NABCRMP is not responsible for the exhibitor's indirect losses, including but not limited to loss of profits, loss of goodwill, etc. The exhibitor is liable for any damage including loss of or damage to goods caused either by himself

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or by any of his assistants to the exhibition venue. The exhibitor is also liable for any other damage arising from the exhibitor's failure to supervise the space rented by him. NABCRMP is not responsible for the exhibited property.

13. Insurance. NABCRMP will bear no insurance risk on behalf of the exhibitor. The exhibitor is explicitly urged to make use of his own possibilities of insurance. NABCRMP assumes that exhibitors are adequately insured. Further, exhibitors are encouraged to make security arrangements for sensitive or valuable items. NABCRMP will bear no responsibility for the property of exhibitors.

14. Visitors and Staff. If no other agreement has been made, admission will only be available to registered visitors and staff of at least 18 years of age. Proof of age may be required. NABCRMP shall not be liable to any visitor for damages he may have suffered due to the behavior of an exhibitor or staff employed by an exhibitor. In particular, the exhibitor and his staff cannot be considered as vicarious agents of NABCRMP.

15. Amendment of Terms and Conditions. NABCRMP reserves the right to amend these terms and conditions at any time. All amendments shall be binding on the exhibitor with the provision that the exhibitor is advised of any such amendment. Any matters not specifically covered herein are subject to decision by NABCRMP.

16. Intellectual Property Rights. NABCRMP maintains all intellectual property and marketing rights regarding the exhibition, including websites, logos, company names, etc. No other than NABCRMP is legally allowed to make commercial use hereof unless consent is given by NABCRMP.

17. Data Protection. All data regarding natural persons are processed in accordance with our Privacy Policy. The Privacy Policy can be found here.

18. Severability. If one or more provisions of these Terms and Conditions are found invalid, this shall not affect the rest of the provisions' validity.

19. Entire Agreement and Discrepancies. The Terms and Conditions and any document referred to in these conduct the entire agreement between the exhibitor and NABCRMP. The Terms and Conditions prevail in case of any discrepancies between these and other agreements between the Parties.

20. Governing Law and Jurisdiction. The Terms and Conditions are subject to Florida law. Any dispute arising in connection with The Terms and Conditions, including disputes concerning the Terms and Conditions' existence or validity, shall be settled by the courts in Florida.