



**2024 EXHIBIT CONTACT CONDITIONS/RULES & REGULATIONS**

This Application and Contract to participate in the INACSL24 Conference (“Event”) at the Raleigh Convention Center (“Facility”) in Raleigh, NC, June 12 – 15, 2024 including but not limited to move-in and move out dates (“Event Dates”) shall become effective when it has been submitted by the exhibiting company and accepted by the International Nursing Association for Clinical Simulation and Learning (“INACSL”). The individual signing this Application and Contract represents and warrants that he/she is duly authorized to execute this binding Application and Contract on behalf of the exhibiting company. By signing below, the exhibiting company agrees to be bound by the terms and conditions below. The exhibiting company agrees that upon acceptance of this Application and Contract by INACSL, with or without appropriate payment of the exhibition fee and further action by the exhibiting company, this Application and Contract, together with the terms and conditions below, (collectively “this Contract”) shall become a legally binding contract between INACSL and exhibiting company (“Exhibitor”).

● **BOOTH RENTAL FEE**

Size	2024 Inline Booth Cost	2024 Corner Costs
10x10	\$1,950	\$250 (1 Corner)
10x20	\$3,570	\$500 (2 Corners)
10x30	\$4,960	\$750 (3 Corners)
20x20 or 400 sq ft	\$7160	\$1000 (4 Corners)
Over 400 sq ft	Contact us for more information	

For purposes of this Contract, the amount of the rental cost associated with the booth selected by Exhibitor is referred to as the “Exhibit Booth Fee.”

● **ASSIGNMENT OF SPACE**

For all Applications & Contracts received on or before February 9, 2024, space is assigned via online space selection based on priority points.

Priority points will be totaled based on the last three years of participation (i.e. 2023, 2022, and 2021) to arrive at a cumulative point total for square footage and sponsorship and advertising contributions to INACSL’s top line for each exhibitor to determine priority placement in the assignment process. After each conference, the three-year period will change, moving forward by one year. For example, in 2024, determination of points will be made by reviewing square footage and sponsorship contributions in 2023, 2022, and 2021.

Exhibit space points are calculated on the basis of five (5) points for every 100 square feet, plus one (1) point for every \$1,000 in sponsorship dollars toward INACSL top line during a three-year period. Points are not awarded for “projected” exhibit space or sponsorship dollars, only for that which has been actually used and for which payment has been made in full. No points will be awarded for prior years’ exhibit space for which any balance is due to INACSL, or for exhibit cancellations or no-shows. Points may be deducted at INACSL’s discretion for violation of the official Exhibit Rules and Regulations.

Total points are calculated based on the following formula: 60 percent of the total is based on exhibit space points; 40 percent of the total is based on sponsorship points. The total points will determine the order of space assignment. Space will be assigned in the following order:

- 1st: INACSL Sponsors in order of sponsorship level and then point order
- 2nd: Non-Sponsoring Exhibitors

NOTE: Within each priority category, booths will be assigned starting with the company with the greatest number of priority points and working toward the company that has the least number of priority points. Companies that have an equal number of priority points will be assigned based on the date that the intent to participate form is received by INACSL. Exhibitors may not, for any reason, assign or transfer their points for use by any other entity. Exhibitors who do not exhibit or sponsor for two consecutive years will forfeit their cumulative points.



Priority Points Calculation:

- Exhibits: 5 points for every 100 square feet
- Sponsorship: 1 point for every \$1,000
- Priority Points = (Total Exhibit Points x 60%) + (Total Number of Sponsorship Points x 40%)

For all Contracts received on or after the online space-selection date, will be assigned space on a first-come, first-served basis starting the week after the online space selection is complete.

If an Exhibitor is acquired by another exhibitor after their initial space selection, the acquired exhibitor can move to the acquiring exhibitor's booth without any financial liability. Alternatively, the acquired exhibitor may retain its contracted space to exhibit its own products and also may display the company name of the acquiring exhibitor but not the acquiring exhibitor's products.

Exhibitor should frequently review its space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. INACSL anticipates alterations to the initial plan and cannot be held responsible for changes that may affect a participating Exhibitor's selection of space. INACSL will maintain a waitlist for any Exhibitor who wishes to be placed in a different booth location after their initial selection. To be added to the waitlist, Exhibitor shall submit a written request, including the requested size of space to [exhibits@inacsl.org](mailto:exhibits@inacsl.org). Exhibitors are added to the waitlist on a first-come, first-served basis based on date and time of email receipt by INACSL.

INACSL reserves the right to change Event hours or dates, to rearrange the floor plan, and/or to relocate any Exhibitor as it deems necessary at any time.

- **PAYMENTS, CANCELLATIONS & REFUNDS**

Exhibitor or Sponsor must remit 100% percent of their total fees within 30 days of receipt of their invoice from Show Management. Full payment must be received on or before **May 1, 2024**, regardless of Applications & Contract submission date. INACSL reserves the right to reassign an exhibit booth if the Exhibitor fails to remit 100% payment by the deadline date. INACSL reserves the right to hold or revoke badges for any Sponsor with an unpaid balance and to instruct all official contractors to deny goods and services. Furthermore, INACSL reserves the right at its sole discretion to cover-up or remove any sponsor logos if the Sponsor is not paid in full prior to payment deadline date.

Credit card payments can be made online using American Express, MasterCard or Visa. Checks must be payable to INACSL and can be remitted to the following address via the U.S. Postal Service:

INACSL  
PO BOX 773175  
CHICAGO IL 60677-3175

For ACH/wire payments, please email [exhibits@inacsl.org](mailto:exhibits@inacsl.org) for remittance instructions.

INACSL reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official show contractors to deny goods and services.

- **CANCELLATION OF FULL OR PARTIAL SPACE BY EXHIBITOR**

Cancellation of exhibit space must be directed via email to [exhibits@inacsl.org](mailto:exhibits@inacsl.org). For cancellations of space received between the initial space selection and May 1, 2024, the Exhibitor is responsible for, and INACSL shall be entitled to retain, 50% percent of the total Exhibit Booth Fee as a cancellation fee.



Full payment is required and no refunds whatsoever will be made on cancellations or reductions of space on or after May 1, 2024. Should an Exhibitor cancel even partial space on or after May 1, 2024, the Exhibitor is responsible for the full Exhibit Booth Fee for the originally contracted exhibit space.

Notwithstanding the foregoing, Exhibitor will have no right to cancel all or any portion of assigned exhibit space or this Contract subsequent to INACSL's cancellation of the Event pursuant to Section 6.

- **CANCELLATION SPONSORSHIP BY SPONSOR**

Full payment is required and no refunds whatsoever will be made on cancellations of sponsorship. Sponsor may request changes or substitutions as an alternative resolution to outright sponsorship cancellation, subject to availability. INACSL does not guarantee acceptance of any proposed alternative resolution. Cancellation of sponsorship, and alternative resolution proposals, must be directed in writing to Show Management via [exhibit@eng.org](mailto:exhibit@eng.org), provided that the Sponsor obtains confirmation of INACSL's receipt of the email.

Notwithstanding the foregoing, Sponsor will have no right to cancel subsequent to INACSL cancellation pursuant to Section 6.

- **CANCELLATION OR CHANGES TO INACSL24 CONFERENCE BY INACSL**

If for any reason beyond INACSL's control INACSL determines that INACSL24 Conference must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that INACSL shall not refund any amounts Exhibitor paid towards the Exhibit Booth Fee and that all losses and damages that it may suffer as a consequence thereof are its responsibility and not that of INACSL or its directors, officers, employees, agents or subcontractors. Exhibitor understands that it may lose all monies it has paid to INACSL for space at the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc.

- **ELIGIBILITY TO EXHIBIT**

INACSL24 is designed to provide a showcase of products and services either specifically designed for, or customarily used in the healthcare simulation fields. The Event is the leading forum for simulationists, researchers, and solution providers. INACSL reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of INACSL, likely to be compatible with the general character and objectives of the Exhibition. If an exhibitor is evicted for violating these restrictions, INACSL is not liable for any refunds, rental or other exhibition expenses.

INACSL reserves the right to determine the eligibility of any exhibitor for inclusion in the Event and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of INACSL, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. Exhibitor's eligibility to exhibit in the Event must remain in effect from the time of submission of the Contract to the time of the Event and should INACSL determine that Exhibitors no longer eligible to exhibit at the Event (though previously deemed eligible), INACSL may notify the Exhibitor and may terminate this Contract without liability upon written notice to Exhibitor.

- **SUBLETTING OF EXHIBIT SPACE PROHIBITED**

Exhibitor is prohibited from assigning or subletting a booth or any part of the space allotted to it nor shall it exhibit or permit to be exhibited in its space any products or advertising materials which are not a part of its own regular products, or which are not compatible with the purpose and/or character of the Event as determined by INACSL in its sole discretion.

- **PROMOTIONAL ACTIVITIES**

Further, Exhibitor shall not engage in any promotional activities which INACSL determines to be outside the purpose and/or character of the Event as determined by INACSL in its sole discretion.



- **RETAIL SALES**

No retail sales, where payment is received and product delivered, are permitted in the exhibit hall of the Event (“Exhibit Hall”) at any time. Payment and/or orders may be taken for future delivery.

- **INTELLECTUAL PROPERTY MATTERS**

The Exhibitor represents and warrants to INACSL that no materials used in or in connection with its exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify INACSL of any information of which Exhibitor becomes aware regarding actual or alleged infringement of any third party’s trademarks, copyrights or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold INACSL, officers, directors, employees, agents, successors and assigns harmless from and against all losses, damages and costs (including attorneys’ fees) arising out of or related to claims of infringement by Exhibitor, its employees, agents, or contractors of the trademarks, copyrights and other intellectual property rights of any third party.

Notwithstanding the foregoing, INACSL, its officers, directors, employees, agents, and each of them, shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any Exhibitors. The terms of this provision shall survive the termination or expiration of this Contract.

- **USE OF the INACSL NAME**

INACSL, INACSL24, INACSL24 Conference, and Event logo are registered trademarks owned by the INACSL. Participation by Exhibitor in the Event does not entitle Exhibitor to use such names or logos, except that Exhibitor may reference the Event and use the Event logo with reference to Exhibitor’s participation as an exhibitor at the Event. Participation in the Event does not imply endorsement or approval by INACSL of any product, service or participant and none shall be claimed by any participant.

- **SET-UP TIME**

Set-up of exhibits begins in the Facility at 7:00 a.m. on June 12, 2024. If an exhibit is not set-up by 4:00 pm, June 12, 2024, INACSL reserves the right to cancel such space, to re-assign such space to another Exhibitor, or to make such other use of the space as deemed necessary or appropriate. INACSL reserves the right to set-up the exhibit or remove the freight from the booth at the Exhibitor’s expense. INACSL reserves the right to modify move-in/Show Hours/move-out, in which case all Exhibitors will be notified prior to the effective date of such changes. No refund will be made to the original contracting Exhibitor with respect to INACSL’s election of any rights under this Section 15.

- **EVENT HOURS**

Date	Time	Activity
Wednesday, June 12, 2024	7:00 a.m. - 4:00 p.m.	Exhibitor Move-In
Wednesday, June 12, 2024	5:00 p.m. - 6:30 p.m.	Welcome Reception in Exhibit Hall
Thursday, June 13, 2024	11:00 a.m. - 2:30 p.m. 5:15 p.m. – 6:30 p.m.	Exhibit Hall Open
Friday, June 14, 2024	11:00 a.m. - 2:30 p.m.	Exhibit Hall Open
Friday, June 14, 2024	2:30 p.m. – 7:00 p.m.	Exhibitor Move-Out

\* INACSL reserves the right to change the schedule at any time.

- **DISMANTLING OF EXHIBITS**

Exhibits are to be kept intact until the closing of the Exhibit Hall on Friday, June 14, 2024, at 2:30 p.m. No part of an exhibit shall be removed during the Show Hours without special permission from INACSL. Should Exhibitor begin dismantling its booth before the close of the Exhibit Hall may lose part or all its priority points and may entirely lose the privilege of exhibiting at future INACSL events.



All freight must be removed from Facility by June 14, 2024 at 7:00 p.m. If exhibits are not removed by this time, INACSL reserves the right to remove exhibits and charge the expense to Exhibitor and INACSL shall have no liability for any loss or damage to Exhibitor’s exhibit property caused by such removal.

- **BADGES**

Exhibitor will be provided (2) complimentary Exhibitor badges per 10x10 sq. ft. of exhibit space purchased which include access to the Exhibit Hall Only. Exhibitor badges are for Exhibitor’s full and part time employees or contractors. Exhibitor badges and Exhibitor Full Conference badges allow access to the Exhibit Hall during the following move-in, Show Hours and move-out:

Date	Time	Activity
Wednesday, June 12, 2024	7:00 a.m. - 4:00 p.m.	Exhibitor Move-In
Wednesday, June 12, 2024	5:00 p.m. - 6:30 p.m.	Welcome Reception in Exhibit Hall
Thursday, June 13, 2024	11:00 a.m. - 2:30 p.m. 5:15 p.m. – 6:30 p.m.	Exhibit Hall Open
Friday, June 14, 2024	11:00 a.m. - 2:30 p.m.	Exhibit Hall Open
Friday, June 14, 2024	2:30 p.m. – 7:00 p.m.	Exhibitor Move-Out

Event attendees do not have access to the Exhibit Hall until June 12, 2024 at 5:00 p.m. Should Exhibitor give its badges to an Event attendee in order for the attendee to gain access to the Exhibit Hall prior to this time may, at the sole discretion of INACSL, lose part or all of its company’s priority points, and may entirely lose the privilege of exhibiting in future INACSL events. INACSL reserves the right to give an Exhibit Hall Pass to any Exhibitor or Event attendee in order to grant them access to the Exhibit Hall at any time.

- **MINIMUM AGE FOR ADMISSION**

Children under the age of 16 are not permitted in the Exhibit Hall at any time. Any attendees or exhibitors arriving with children under the age of 16 will be denied access to the Exhibit Hall with such children without any exceptions or refunds.

- **EXHIBITOR LIABILITY**

Exhibitor remains solely responsible for the safety of its property at all times during transit to and from the Facility and in the Exhibit Hall. Neither INACSL, its directors, officers, employees, agents, subcontractors, nor Smithbucklin, (collectively “Show Management”) are responsible for Exhibitor’s property or any loss thereto from any cause.

EXHIBITOR HEREBY WAIVES AND RELEASES ANY CLAIM OR DEMAND IT MAY HAVE AGAINST ANY OF SHOW MANAGEMENT BY REASON OF ANY DAMAGE TO OR LOSS OF ANY OF ITS PROPERTY.

- **INDEMNIFICATION**

Exhibitor agrees that it will indemnify, defend and hold Show Management, INACSL, their respective officers, directors, employees, agents and each of them, harmless from and against a) the performance or breach of this Contract by Exhibitor, its employees, agents or contractors; b) the failure by Exhibitor, its employees, agents or contractors to comply with applicable laws, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Exhibitor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of Show Management by Exhibitor is effective unless such injury was caused by the sole gross negligence or willful misconduct of Show Management. Exhibitor agrees that if Show Management or INACSL is made a party to any litigation commenced by or against Exhibitor, or relating to this Contract or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including attorneys’ fees, INCURRED BY OR IMPOSED UPON SHOW MANAGEMENT OR INACSL BY REASON OF SUCH LITIGATION. THE TERMS OF THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS CONTRACT.



- **INSURANCE**

Exhibitor is required to maintain and to provide a certificate of insurance to Show Management on or before **April 12, 2024** evidencing the following:

- (a) General liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits not less than \$1,000,000 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000
- (e) Commercial umbrella liability with limits not less than \$5,000,000
- (f) Personal property and equipment on a special form replacement cost basis

INACSL, Smithbucklin and the Raleigh Convention Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability.

A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII. Exhibitor will not be permitted to set up its booth prior to submitting the proper certificates. Certificates should be sent to:

INACSL  
330 N. Wabash Ave  
Suite 2000  
Chicago, IL 60611  
[exhibits@INACSL.org](mailto:exhibits@INACSL.org)

- **USE OF SPACE — GENERAL**

- (a) Exhibitor is not permitted to display or distribute literature or any promotion outside the confines of its assigned exhibit space in the Exhibit Hall. Distribution or display of promotional material in public areas of the Facility or meeting rooms is strictly prohibited. INACSL also reserves the right to remove, at Exhibitor's cost, any promotional material or product deemed by Show Management as not suitable for display at the Event.
- (b) Exhibitor is prohibited from possessing, displaying or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, price etc.) of another company.
- (c) No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- (d) Distribution by Exhibitor, or its agents, of any printed materials, souvenirs or other articles shall be restricted to the Exhibitor's exhibit space. No noisemakers, helium balloons, lighter-than-air objects, gummed stickers or labels will be permitted as handouts.
- (e) Any special promotions, music or stunts planned by Exhibitor at any time during the Event must be approved with INACSL. Details should be submitted to Show Management via email to [exhibits@INACSL.org](mailto:exhibits@INACSL.org) at least 10 business days prior to the start of the Event. INACSL reserves the right to designate specific days and hours during which special promotions and stunts may be conducted, if they are permitted at all.
- (f) INACSL allows drawings, games of chance and raffles in the Exhibit Hall, subject to the prior written approval of INACSL. Exhibitor must abide by all Raleigh, NC statutes and regulations regarding drawings, games of chance and raffles.
- (g) No animals are permitted in the Facility other than service animals.



- (h) Exhibitor must abide by all the General Policies, Rules, and Regulations of the Facility, a copy of which is included in the Exhibitor Services Manual, made available to Exhibitor in March 2024. The Facility has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual. To obtain a copy of the General Policies, Rules, and Regulations of the Facility prior to publication in the Exhibitor Services Manual Exhibitor may email [exhibits@INACSL.org](mailto:exhibits@INACSL.org).
- (i) Exhibitor shall be responsible for compliance with the Americans with Disabilities Act. Exhibitor shall indemnify, defend and hold Show Management harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor's breach of this provision consequences of Exhibitor's failure in this regard. The terms of this provision shall survive the termination or expiration of this Contract. For more information on the Americans with Disabilities Act and how to make exhibit space accessible to persons with disabilities, please contact:  
  
U.S. Department of Justice ADA, Civil Rights Division Disability Rights Section – NYAV  
950 Pennsylvania Avenue, NW  
Washington, D.C. 20530 USA  
Phone: +1.800.514.0301 (voice) +1.800.514.0383 (TTY)  
Website: [www.ada.gov](http://www.ada.gov)
- (j) Helium or other compressed gas tanks must be properly secured to prevent toppling. Facility reserves the right to require compressed gas tanks to be removed from the Exhibit Hall during Show Hours. Helium-filled balloons are allowed in the Facility only as a display, and must be fastened to the booth. Balloons may not be given out within the Facility. All lighter-than-air objects must be removed from the Facility at the close of the Event. Facility reserves the right to assess a fee for retrieving any escaped lighter-than-air objects to the Exhibitor.
- (k) Raleigh Marriott City Center, Sheraton Raleigh Hotel, and Residence Inn Raleigh Downtown are the only official housing vendors for the Event and other companies may not provide the prices, service and reliability available from Raleigh Marriott City Center, Sheraton Raleigh Hotel, and Residence Inn Raleigh Downtown. If you are contacted by ANY company except Raleigh Marriott City Center, Sheraton Raleigh Hotel, and Residence Inn Raleigh Downtown about hotel reservations for the Event, please inform Show Management at [exhibits@INACSL.org](mailto:exhibits@INACSL.org). To contact Raleigh Marriott City Center, Sheraton Raleigh Hotel, and Residence Inn Raleigh Downtown directly, please view our conference information web pages. INACSL shall not be responsible for any damages or costs related to Exhibitor making hotel reservations via an unauthorized solicitation of hotel reservations.
- (l) All booth personnel must be properly and modestly clothed.
- (m) Exhibitor is permitted to serve food and non-alcoholic beverages in its booth during Event Hours. Non-alcoholic beverages do not need to be served by a bartender but all beverages and food must be ordered through the Facility's caterer.
- (n) Exhibitor is permitted to provide alcoholic beverages in its booth during the Exhibit Hall Reception on June 12, 2024 and June 13, 2024. Alcoholic beverages served in booths may only be purchased and served by licensed bartenders from the Facility's Food and Beverage Department and must be ordered through the Facility's caterer.
- (o) Raleigh Convention Center, the official in-house caterer and at the Facility is the exclusive provider of food and/or beverage items at the Facility. If requested, Raleigh Convention Center will allow Exhibitor to bring its own food and/or beverage into the Facility for the sole purpose of equipment demonstration, provided the Exhibitor has signed and submitted Raleigh Convention Center sampling and waiver of liability form which can be found in the Exhibitor Services Manual or by emailing [exhibits@INACSL.org](mailto:exhibits@INACSL.org). If Raleigh Convention Center is required to handle, store, refrigerate, transport, deliver, prepare, or service any of the demonstration food and beverage product brought in by the Exhibitor, charges will apply. Only food and/or beverages used for Exhibitor's equipment demonstration will be permitted.



- (p) All booth floors must be finished. Exposed concrete is not acceptable. Booth carpet order forms are included in the Exhibitor Services Manual.
  - (q) Exhibitor, at INACSL's sole discretion, is prohibited from taking videos and photographs of any booths in the Exhibit Hall, other than their own. Aerial photography, videography or stunts of any kind by an Exhibitor, i.e. drones, are strictly prohibited. The Exhibitor acknowledges and agrees that the INACSL, its employees and contractors may take photographs/videos, which could include images of Exhibitor, its name and logo, its representatives and its exhibits while attending the Exhibition. Exhibitor hereby consents to and grants to the INACSL and its affiliates, the unrestricted, perpetual, worldwide, royalty-free and transferable right and license to use (and grant others the right to use) the images worldwide without any compensation. Exhibitor acknowledges that INACSL is the sole and exclusive owner of all rights in the images and hereby waives (a) any and all rights in and to such images, and (b) any and all claims Exhibitor and its representatives may have relating to or arising from the images or their use.
  - (r) Music in the booth or at any of Exhibitor's function held in conjunction with the Event is subject to applicable copyright and licensing fees. It is the sole responsibility of the Exhibitor to pay applicable fees.
  - (s) Hanging signs are permitted in all peninsulas, modified peninsulas, split islands and island booths to a maximum height of 16' (4.88 m) to the top of the sign. Hanging signs are NOT permitted in inline or perimeter booths.
  - (t) All exhibit fixtures and booth structures are permitted to a maximum height of 16' (4.88 m) in all peninsulas, modified peninsulas, split islands and island booths.
  - (u) All exhibit fixtures and booth structures are permitted to a maximum height of (8') (2.44 m) in inline booths. All exhibit fixtures and booth structures are permitted to a maximum height of (12') (3.66 m) in all perimeter booths. All exhibit fixtures and booth structures are permitted to a maximum height of (16') (4.88 m) in all peninsulas, modified peninsulas, split islands and island booths. Exhibitor agrees to abide by these maximum height limits and all other Booth Construction/Display Rules & Regulations included in the Exhibitor Services Manual. To obtain a copy prior to publication in the Exhibitor Services Manual, Exhibitor may email [exhibits@INACSL.org](mailto:exhibits@INACSL.org).
  - (v) If Exhibitor occupies an Island, Split Island, Peninsula or Modified Peninsula space, Exhibitor must submit a detailed floor plan, including dimensions, to Show Management for review and approval by **April 12, 2024**. If Exhibitor received a written booth violation notice at the Event in 2022 or 2023, Exhibitor must submit a detailed floor plan, including dimensions, to Show Management for review and approval by **April 12, 2024**. Floor plans should be submitted via email to [exhibits@INACSL.org](mailto:exhibits@INACSL.org).
  - (w) Umbrellas and canopies are considered part of the overall booth components and may not protrude into the aisle.
- **USE OF SPACE — LIGHTS/ AUDIO / VEHICLES ETC.**
    - (a) No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to neighboring Exhibitors or guests.
    - (b) Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring Exhibitors or guests.
    - (c) No strobe light effects are permitted.
    - (d) Projectors, computer screens or TV screens must not cause people to block the aisle. Computer screens and TV screens are considered part of the overall booth components and may not protrude into the aisle.





- (e) Loud speakers or operation of equipment, which is of excessive sound volume to be annoying to neighboring Exhibitors or guests is not permitted based on the 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an Exhibitor's booth or is clearly identifiable more than 80 feet from that booth is considered objectionable.
- (f) No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. All lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or aisles. Exhibitors intending to use hanging light systems are required to submit a detailed floor plan with light locations and dimensions, including height, of all items in the booth, to Show Management for review and approval by **April 12, 2024**.
- (g) Vehicles may not be displayed without prior written approval from INACSL and the Public Safety Department of the Facility.

- **MEETINGS & DISPLAYS OUTSIDE EXHIBIT AREA**

In order to ensure the success of the Event and avoid dilution of benefits extended to all partners, Exhibitor may not extend invitations, call meetings or otherwise encourage absence of other exhibitors/sponsors attendees from any program or other component of the Event during Show Hours or any function sponsored in connect with the Event without prior notice to and approval by INACSL.

Absolutely no exhibits are permitted outside the Facility. There are to be no displays in hotel rooms, hotel public areas or other facilities or areas contracted or used by INACSL.

- **HOTEL ROOMS, SUITES & MEETING ROOMS**

INACSL reserves the right to control all suites and meeting rooms in the Facility and in those hotels participating in the INACSL housing block. These controls have already been set up with each property. The Meeting/ Function Space Application is included In the Exhibitor Console to submit requests for function space, including meeting and hospitality rooms. You also may submit your application for meeting space online in the "For Exhibitors" section of the website. No meetings, private functions, including lunch meetings, or entertainment can be scheduled during Show Hours (Section 14). No product displays or demonstrations are permitted in meeting rooms. Activities that conflict with the nature of the Event are not permitted. Suites and meeting rooms are assigned on a first-come, first-served basis and only to Exhibitors and organizations allied with INACSL.

- **ATTENDEE LISTS**

Attendee lists from the Event are distributed only to exhibiting companies, other official partners and attendees. Please note that Exhibitor and no other individual or organization are authorized to market or to sell attendee lists of INACSL. Such lists shall only be used for mailings of promotional material relating to Exhibitor's booth at the Event and shall not be reproduced, transferred or used in any other manner. In using such lists for mailings, Exhibitor must ensure compliance with all country, state and local laws and regulations including, but not limited to, the European Union's General Data Protection Regulations (GDPR and the California Consumer Privacy Act (CCPA). The Exhibitor shall indemnify, hold INACSL, its directors, officers, employees, agents or subcontractors harmless from the performance or breach of this provision by Exhibitor, its employees, agents or contractors. The terms of this provision shall survive the termination or expiration of this Contract.

- **FIRE REGULATIONS**

- (a) All materials used in exhibit booth(s) must be of a non-flammable nature. Electric signs and equipment must be wired to meet the specifications of the Facility and the Wake County Fire Prevention Division.
- (b) If Exhibitor has equipment that produces heat, smoke or open flames as an integral part of product demonstration, Exhibitor must provide ventilation, safety equipment and proper insulation and utility connections meeting all local fire regulations. Under such circumstances, Exhibitor must also receive written approval of plans from the Facility, the Wake County Fire Prevention Division and from INACSL.



(c) A complete list of all fire regulations is included in the Exhibitor Services Manual. The Wake County Fire Prevention Division has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual.

- **LABOR RELATIONS**

(a) Full-time employees of Exhibitor may set up Exhibitor's own exhibits without assistance from the local union. Any labor services that may be required beyond what Exhibitor's regular full-time employees can provide must be rendered by union personnel and can be ordered in advance through the General Service Contractor. Proof of full-time employment status may be requested by the Union Steward of any personnel working in Exhibitor's booth.

(b) If Exhibitor intends to use an Exhibitor Appointed Contractor (EAC) to install and/or dismantle their booth, Exhibitor must register their EAC no later than **April 12, 2024**. An EAC registration form is provided in the Exhibitor Services Manual. An original Certificate of Insurance must be filed with INACSL in order for any EACs to gain access to the Exhibit Hall. The Facility follows the ESCA (Exhibition Service Contractors Association) Badging System. All EACs are required to wear both a Facility Access Credential and individual Event credential at all times.

(c) Exhibitor may hand carry its own materials into the exhibit facility but may not use the loading docks. All hand-carried materials must be brought into the hall using the front entrance. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The General Service Contractor controls access to the loading docks to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company are allowed to hand carry items. Unloading and reloading at the dock of any and all contracted carriers are handled by the General Services Contractor. A dock is provided for use by privately operated vehicles.

- **EXHIBITOR SERVICES MANUAL**

In March, the General Service Contractor will distribute an Exhibitor Services Manual to Exhibitor that provides complete shipping instructions, production information, and other forms for all services needed during installation, Show Hours and dismantle.

- **WARRANTIES**

INACSL makes no warranties, either express or implied, as to the availability or suitability of the contractors, services and/or equipment of the Facility, INACSL, or their respective employees, agents or contractors.

- **AMENDMENTS/ INTERPRETATION**

INACSL reserves the right to amend and enforce this Contract. Written notice of any amendments shall be given to Exhibitor. Exhibitor, for itself, its agents and employees, agrees to abide by this Contract set forth therein, or by any subsequent amendments. INACSL reserves the sole right to interpret this Contract. All interpretations are final and are not subject to review or to appeal. Exhibitor, in the sole interpretation of INACSL shall be subject to disciplinary action up to and including ejection from the Event and refusal to participate in any future events of INACSL.

- **ENFORCEMENT/ MISCELLANEOUS**

This Contract is governed by Illinois law and the Exhibitor consents to the exclusive jurisdiction of the State and Federal courts seated in Cook County, Illinois, with respect to any action arising out of this Contract or INACSL. The parties explicitly acknowledge and agree that the provisions of this Contract are both reasonable and enforceable. However, the provisions of this Contract are severable and, as such, the invalidity of any one or more provisions shall not affect or limit the enforceability of the remaining provisions. Should any provision be held unenforceable for any reason, then such provision shall be enforced to the maximum extent permitted by law.

This Contract will be binding on the Exhibitor's heirs, successors and assigns.



- **LIMITATION OF LIABILITY**

IN NO EVENT SHALL THE FACILITY, INACSL24, INACSL , THEIR OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "INACSL PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEY'S FEES AND COSTS, ARISING OUT OF THIS APPLICATION AND CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION AND CONTRACT OR FOR ANY CLAIM BY EXHIBITOR, EVEN IF ANY OF THE INACSL PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT INACSL PARTIES' SOLE AND MAXIMUM LIABILITY TO EXHIBITOR, REGARDLESS OF THE CIRCUMSTANCES, SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE INACSL PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY, OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEYS' FEES AND COSTS INCURRED BY INACSL PARTIES ARISING OUT OF, OR IN ANY WAY RELATED TO, THIS CONTRACT. EXHIBITOR SHALL BE SOLEY RESPONSIBLE FOR ITS ATTORNEYS' FEES AND COSTS.

- **PERSONAL INFORMATION CONSENT**

EXHIBITOR ACKNOWLEDGES THAT PERSONAL INFORMATION OF ITS COMPANY CONTACTS MAY BE USED BY INACSL: (A) TO FULFILL THE PURPOSE AND OBLIGATIONS OF THIS CONTRACT; (B) TO COMMUNICATE OTHER INFORMATION ABOUT INACSL; (C) TO ENGAGE IN OUTREACH TO SOLICIT CORPORATE SUPPORT OF INACSL IN THE FUTURE; AND (D) IN FURTHERANCE OF ANY OTHER PURPOSE OUTLINED IN INACSL'S PRIVACY POLICY.