



Exhibit Space Contract
2023 NCSL Legislative Summit
Indiana Convention Center, Indianapolis, IN
Aug. 14-16, 2023

Exhibitor Move-In:

Monday, Aug. 14, 8 a.m.-5 p.m.

Exhibit Hall Hours:

Tuesday, Aug. 15, 10 a.m.-4 p.m.

Wednesday, Aug. 16, 10 a.m.-3 p.m.

Exhibitor Move Out:

Wednesday, Aug. 16, 3-7 p.m.

SECTION 1: Exhibit Company Information

Organization name: \_\_\_\_\_

Billing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing address (if different than billing): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Organization display name (for mobile app and online floorplan): \_\_\_\_\_

Website: \_\_\_\_\_

Organization contact (will receive all correspondence from NCSL): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

SECTION 2: Exhibit Hall Booth Selection and Pricing

Booth Number Request

(All booths are assigned on a first come, first-served basis)

Booth Choice 1: \_\_\_\_\_

Booth Choice 2: \_\_\_\_\_

Corporation or association: \$2,000 per 10'x10'
\$2,000 x (# of 10'10's requested) = \$

Foundation sponsor or nonprofit: \$1,800 per 10'x10'
\$1,800 x (# of 10'10's requested) = \$

Corner on an endcap booth providing exposure on two
aisles: \$100 per corner
\$100 x (# of corners) = \$

SECTION 3: Exhibit Hall Enhancements

- Organization logo in mobile app: \$200
Learning Hub 30-minute educational presentation in the
exhibit hall (includes a logo in the mobile app):

Foundation sponsor \$5,000

Non Foundation sponsor \$6,500

- Exhibit hall sponsorship item:
Sponsorship cost: \$

SECTION 4: Payment Information

100% payment due within 30 days of invoice.

Booth space \$ + corners \$ = \$

Logo in mobile app \$:

Learning Hub \$:

Exhibit Hall sponsorship \$:

Total amount due \$:

- I would like to pay by credit card. NCSL will email you a secure
link.
I will mail a check (Check can be made payable to National
Conference of State Legislatures)

Mail:

Sales - National Conference of State Legislatures
7700 East First Place
Denver, CO 80230
Phone: 303-856-1340
NCSL TAX ID: 84-0772595

SECTION 5: Signature

I understand, and agree to abide by, the official regulations on the reverse
side of the contract. We understand that these regulations are incorporated
into this contract by reference and that this application becomes a contract
when accepted and confirmed by NCSL.

Signature Date

Return this completed contract to: sales@ncsl.org

Please note: You will not be able to register booth staff, order show services
or be listed in any show material until NCSL has received a signed copy of
this contract and full payment.

SECTION 6: Organization Description

Maximum 25-word organization description for the mobile app:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



NATIONAL CONFERENCE OF STATE LEGISLATURES

In accordance with the advertising regulations on the reverse side of this contract, the undersigned hereby applies for advertising with NCSL. We have read and agree to the advertising regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NCSL. We understand that 100% payment is due with submission of the contract.

**SECTION 1: Advertising Organization**

(if different from Exhibitor information. Leave blank if the same.)

Organization name: \_\_\_\_\_

Billing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing address (if different than billing): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**SECTION 2: Organization Contact**

(if different from Exhibitor contact. Leave blank if the same.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 3: Advertising Order**

Quantity/ Frequency	Description	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Ad Materials Due Date:** \_\_\_\_\_

**Acceptable File Formats:** \_\_\_\_\_

# Advertising Application and Contract

**SECTION 4: Charges & Payment Information**

Total amount due: \_\_\_\_\_

I would like to pay by credit card. NCSL will email you a secure link.

I will mail a check (Check can be made payable to National Conference of State Legislatures)

**Mail:**

Sales – National Conference of State Legislatures  
7700 East First Place  
Denver, CO 80230  
**NCSL TAX ID: 84-0772595**

**SECTION 5: Signature**

I understand, and agree to abide by, the official regulations on the reverse side of the contract.

\_\_\_\_\_

*Note: All applications must be signed to confirm ad reservation.*

**Return ad materials and completed**

**contract to: Email: [sales@ncsl.org](mailto:sales@ncsl.org)**

Please note: An advertisement is not confirmed until NCSL management has received a signed copy of this form and payment.

## OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Association," and letters "NCSL" herein refer to the National Conference of State Legislatures acting through its officers, employees or agents in the management of the Exhibition.

- 1. Exhibition Sponsorship and Objectives**—The NCSL Exhibition is produced by and is the property of the National Conference of State Legislatures, herein referred to as NCSL. The Exhibition is a practical, education adjunct to the professional meetings held during the NCSL Legislative Summit. The Exhibition is meant to supplement the professional meetings by providing state legislators and staff with the various types of products, services and information available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of NCSL members. NCSL reserves the right to refuse space to any applicant which, in the opinion of the Association, is unlikely to contribute to the overall objectives of the Legislative Summit.
- 2. Exhibitor Representative Responsibilities**—Each exhibitor must name at least one person to be the official representative and responsible party. The official representative will receive all relevant materials relating to the Exhibition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NCSL and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition.
- 3. Contract for Space**—This application for exhibit space, the notices of space assignment by NCSL and the full payment of rental charges, together constitute a contract for a right to use the space. Applications should be filed promptly and must be accompanied by a 100% payment per booth upon signing of this contract. Should you cancel before June 3, 2022, 50% of your payment will be refunded. No refund will be provided for any cancellation received after June 3, 2022. Should 100% payment not be received within 30 days upon receipt of contract, NCSL reserves the right to cancel and/or reassign space and no monies will be refunded.
- 4. Arrangements of Exhibits**—All booths must have carpet or flooring. If Exhibitor has not ordered or provided flooring by one hour prior to the end of exhibitor move-in, NCSL will force order carpet from show decorator and Exhibitor agrees to pay for all charges incurred. All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard booth equipment provided to the exhibitor by the Management will consist of an 8-foot-high drape backwall and 3-foot-high side drape dividers. A) Standard In-Line Booth: one or more standard booth units in a straight line. Height: Exhibit Fixtures, components and identification signs will be permitted to a maximum of 8 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the booth (no closer than 5 feet to the aisle line). B) Perimeter Booth: Exhibit booth located on the outer perimeter of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining booth must be confined to the back half of the booth (no closer than 5 feet to the aisle line). C) Island Booth: one or more display levels with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16 feet. Depth: Full use of the floor plan is permitted; however, the exhibit must remain accessible from all sides.
- 5. Installation & Dismantle**—Exhibits may be installed per the schedule provided in the exhibit service kit. Exhibitors may not dismantle or disturb their exhibits until after the official closing. No warning will be given, and failure to observe this rule will result in a loss of priority points for the year. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by the time noted in the exhibitor service kit.
- 6. Registration of Exhibitor Personnel**—Each exhibiting organization is entitled to three exhibitor floor pass registrations per 10' x 10' exhibit space assigned. Additional floor passes may be purchased for \$250 each (Please note: Two additional passes are the maximum allowed for purchase per 10' by 10' exhibit space). Exhibitors may also purchase full conference registrations for an additional fee. Use of these registrations is restricted to booth personnel only. All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours and move-out. Security guards will be checking for badge identification for all exhibit representatives.
- 7. Unclaimed Space**—Any space unclaimed two hours prior to show opening may be reassigned without refund of rental paid; Management will not be liable for any incurred expenses.
- 8. Union Labor**—Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to exhibitors.
- 9. Care of Buildings**—Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by him or his agent. Animals are not allowed in the convention center unless it is a service animal.
- 10. Use of Exhibit Space**—No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by them in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibition hall.
- 11. Sound Devices and Noise Level**—The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered. The Management reserves the right to restrict exhibits that, because of noise, methods of operation, or for any reason become objectionable.
- 12. Entertainment**—The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at regular NCSL meetings or induce visitors away from the Exhibition. The exhibitor must clear with Management any intended group functions.
- 13. Circulation and Solicitation**—Distribution by the exhibitor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All aisle space belongs to NCSL. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor. Penalty of the loss of exhibitor priority points for the year will be instituted.
- 14. Direct Selling**—Management does not allow direct selling or on-location transactions by any exhibitor.
- 15. General Restrictions**—(A) The Management reserves the right to prohibit or evict without refund any exhibit or person that in the opinion of the Management may detract from the general character of the Exhibition or who interferes in any way with another exhibiting organization or their exhibit staff. (B) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies, or outside their purchased booth space.
- 16. Location of Exhibits**—The Management reserves the right to alter the location of exhibits or booths shown on the official floor plans as it deems advisable, and in the interest of the Exhibition; however, no change of location will be made without notification to the exhibitor affected by such changes.
- 17. Contractor Services**—Complete information, instructions and schedules or prices regarding shipping, drayage, labor, electrical, furniture, carpet, etc., are included in the exhibitor service manual. Exhibitors that intend to use non-NCSL designated contractors for installation and dismantling or other services must complete an intent to use non-official contractor form, included in the exhibitor service manual, 30 days in advance of move-in. Non-official contractors must order labor from the official service contractor. All outside contractors must comply with NCSL exhibition rules and regulations, and provide a certificate of insurance for liability and workers' compensation, and report to the exhibitor registration counter for a pass before entering the exhibit hall.
- 18. Fair Employment**—The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, or ancestry. It is the policy of NCSL that all parties doing business with the Association adhere to the principles of and take reasonable affirmative action to ensure positive progress in Equal Opportunity Employment.
- 19. Liability and Insurance**—The Management will employ reputable guards and will take reasonable precautions to safeguard the exhibit; however, the Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Exhibitors must have workers' compensation insurance in place. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify the Management against, and hold it harmless from, negligence of the exhibitor in connection with exhibitor's use of display space.
- 20. Fire Regulations**—All material used in the exhibit booths must be made of flame-proof materials and conform to all fire department regulations. Exhibitors planning to display gasoline or diesel powered vehicles must comply with all city and state fire codes and applicable permit requirements. If the exhibitor neglects or violates these regulations, or otherwise incurs fire hazards, the Management may cancel, without refund, all or such part of the exhibit that may be irregular.
- 21. Failure to Open Exhibition**—In case the premises of the Colorado Convention Center shall be destroyed or damaged, or if the NCSL Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by NCSL. In the event of such termination, the exhibitor waives all damages and claims for damages and agrees that the sole liability of NCSL shall be to return to each exhibitor his space payments, less his pro rata share of all costs and expenses incurred and committed by NCSL.
- 22. Regulations and Contract**—These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and NCSL. All matters and questions not covered by these regulations are subject to the decisions of the Management.

## OFFICIAL SPONSORSHIP REGULATIONS – LEARNING HUB

1. Sponsorship and Objectives—The NCSL Exhibition is produced by and is the property of the National Conference of State Legislatures, herein referred to as the Organization. Organization reserves the right at its absolute discretion, and at any time, to cancel any sponsorship order or reject or remove any sponsorship at Organization’s sole discretion. To participate in the Learning Hub, the organization must be exhibiting at the NCSL Summit.
2. Sponsor Representative Responsibilities—Each sponsor must name at least one person to be the official on-site representative, if applicable, and responsible party. The official representative will receive all relevant materials relating to the Sponsorship. That representative shall be authorized to enter such contracts as may be necessary for fulfillment of obligations to NCSL and to other contractors and subcontractors.
3. Union Labor—Sponsors are required to observe all union contracts in effect among show management, official contractors, facilities and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to exhibitors.
4. Care of Buildings—Sponsors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings in the booth. The sponsor will be held liable for any such damage caused by him or his agent.
5. Restrictions on Sponsor’s Ability to Cancel Sponsorship—Orders for all sponsorships cancelled more than 120 days prior to sponsorship date are subject to paying 50% of net price. No refunds will be provided after the 120-day cut-off. ALL cancellations must be submitted in writing to sales@nctl.org.
6. Sponsorship Positioning at Organization’s Discretion—Sponsorships containing restrictions or specifying positions, promotions, or other requirements may be accepted but such restrictions or specifications are at Organization’s sole discretion.
7. Responsibility for Payment—Sponsor and its Agency, if applicable, each agrees to be jointly liable for the payment of all bills and charges incurred for each sponsorship placed on Sponsor’s behalf. Payment is due at the terms outlined in the invoice which is sent to Sponsor or Agency once the contract is signed.
8. Provided with Contracted Space:
  - Promotion in conference app
  - Podium, podium microphone, head table with three chairs and AV
  - Theatre style seating for attendees.
9. Learning Hub Sponsor to Provide:
  - Presentation title and 35-word presentation description for inclusion in Summit app
  - Presentation for review by NCSL two weeks prior to NCSL Summit
  - Logo - The logo should not exceed 600px in width or height
  - File format is JPEG, JPG, PNG, or GIF.
  - 72 dpi image, RGB mode. No transparency, border, or shadow.
  - High resolution image
  - Logo due June 17, 2023

## OFFICIAL ADVERTISING REGULATIONS – MOBILE APP LOGO

1. Advertising and Objectives—The NCSL Exhibition is produced by and is the property of the National Conference of State Legislatures, herein referred to as the Organization. Organization reserves the right at its absolute discretion, and at any time, to cancel any advertising order or reject or remove any advertisement at Organization’s sole discretion.
2. Advertiser Representative Responsibilities—Each advertiser must name at least one person to be the official representative, if applicable, and responsible party. The official representative will receive all relevant materials relating to the Advertisement. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NCSL and to other contractors and subcontractors.
3. Restrictions on Advertiser’s Ability to Cancel Advertisement—Orders for all advertisements cancelled more than 120 days prior to event date are subject to paying 50% of net price. No refunds will be provided after the 120-day cut-off. ALL cancellations must be submitted in writing to [sales@ncsl.org](mailto:sales@ncsl.org)
4. Advertiser Positioning at Organization’s Discretion—Advertisements containing restrictions or specifying positions, promotions, or other requirements may be accepted but such restrictions or specifications are at Organization’s sole discretion.
5. Responsibility for Payment—Advertiser and its Agency, if applicable, each agrees to be jointly liable for the payment of all bills and charges incurred for each advertisement placed on Advertiser’s behalf. Payment is due at the terms outlined in the invoice which is sent to Advertiser or Agency once the contract is signed.
6. Logo Specs:
  - The logo should not exceed 600px in width or height
  - File format is JPEG, JPG, PNG, or GIF.
  - 72 dpi image, RGB mode. No transparency, border, or shadow.
  - High resolution image
  - Logo due June 17, 2023

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