



2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 522-1820 • (703) 522-4601 Fax • NDIA.org

## TABLE-TOP DISPLAY FORM

### TABLE-TOP COMPANY INFORMATION (To be completed by applicant. Please type or print legibly.)

POC		Company		
Street Address		City	State	Zip
Country	Phone		Fax	
E-mail				

**COST:** \$2,000 Member rate \$2,500 Non-member rate  
 Includes two complimentary conference registrations. Any additional display personnel must register as attendees and pay the attendee fee.

Please indicate if you will need an electrical hook-up for an additional \$30:  
 Yes No

**Deadline for sign-up is July 12, 2019**

**DISPLAY INCLUDES:** Two complimentary conference registrations; company name, logo, and a 200-word description in conference program.

**DISPLAY REQUIREMENTS:** All displays must be of the simple table-top/pop-up style standards. Space per pop-up display shall not exceed 10 ft. wide by 6 ft. deep. Space per table-top display shall not exceed 6 ft. wide. Minimal hardware to be utilized (computer systems for demonstrations are OK). No formal decorating company is involved. Companies must bring their own displays and plan to do their own set-up. Standard 2.5 x 6 ft. draped folding table and chair will be provided for each display space. No other props or setups (pipe & drape, plants, etc.) will be utilized.

**REGISTRATION INSTRUCTIONS:** Upon completion of this form, the National Defense Industrial Association (NDIA) will register the individual listed as the POC. If the individual who will attend the conference is different than the listed POC, please contact Meredith Mangas at mmangas@ndia.org to substitute attendee(s).

**RULES & REGULATIONS:** The following rules and regulations are part of the Exhibitor's contract and each Exhibitor shall be bound by such rules and regulations set forth herein and by any such amendments or additional rules and regulations which may be established by the NDIA, or through its affiliates.

**ORGANIZER:** "Organizer" as used herein shall mean the sponsoring organization, association or institute or its officers, agents or employees acting for it, in the management of the exhibit. In this instance, Organizer shall be the NDIA.

**EXHIBIT ELIGIBILITY/CHARACTER OF EXHIBIT:** The Organizer reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit space. The character of all exhibits is subject to the approval of Organizer. Organizer reserves the right to refuse inclusion in the exhibit space, at its discretion, of any Exhibitor that does not meet Organizer/Meeting standards, and to curtail exhibits or parts thereof that do not appropriately reflect the character of the meeting. This right of refusal applies to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other items, without limitation, that effect the character of the exhibit or meeting. Exhibits are restricted to products and services related to the professional nature of each individual Organizer meeting.

**QUESTIONS, CONTACT:**

**Meredith Mangas**  
*Associate Director, Meetings*  
 mmangas@ndia.org  
 (703) 247-9467

**RETURN FORM TO:**

NDIA - Event #9MD4  
 2101 Wilson Blvd, Ste 700  
 Arlington, VA 22201  
 Or via email to  
 rdespot@ndia.org

**PAYMENT OPTIONS**

Check VISA MasterCard American Express  
 (Checks Payable to NDIA - Event #9MD4) If paying by credit card, you may return by fax to (703) 522-1885.

Name on the Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PURCHASE A TABLE-TOP**

Space is awarded on a first-come, first-served basis. Return this form, payment in full, your company logo, and a 200-word company description to secure your display space! **Form must be returned by July 12, 2019.**

**LIMITATION OF LIABILITY:** (A) Neither the management of the host facility nor Organizer shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitor shall lease booth(s) at its sole risk. Neither the management of the host facility, Organizer, nor any of their agents, officers, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees. (B) The Exhibitor shall be liable to the host facility and/or Organizer for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the Exhibitor. (C) Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless Organizer, the host facility, their officers, employees, and agents against all claims, losses and damages to persons or property, governmental charges or fines, including attorney's fees, arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas. (D) Exhibitor acknowledges that Organizer does not maintain and is not responsible for obtaining any insurance on behalf of Exhibitor. Exhibitor shall obtain its own insurance coverage, sufficient to insure against any possible liability.

**CHANGES & FORCE MAJEURE:** The Exhibition date and hours are as indicated on show-related website and material. Organizer reserves the right to change the Exhibition date or hours for any or no reason whatsoever. In such event, Organizer shall notify Exhibitor as much in advance as reasonably possible. Organizer shall not be liable hereunder and shall be excused for any failure or delay in the performance of its obligations due to: Acts of God (e.g., earthquake, fire, flood, tornado, etc.), Acts of government (e.g., war, embargo, travel restrictions, curtailment of transportation facilities, etc.), Acts of man (e.g., terrorism, strike, civil disorder, etc.) or any other circumstance over which Organizer has no control, making it impossible, illegal, or impractical to conduct the meeting and provide the exhibit facility as originally agreed upon.

**CANCELLATION & REDUCTION OF SPACE:** All cancellations must be in writing. There is a 100% penalty fee on all cancelled space. All cancellations include the forfeiture of exhibitor badges that were originally allocated with the space.

**ATTENDANCE:** The Organizer shall have sole control over attendance policies at all times. Organizer does not warrant or guarantee any particular results of the exhibition, nor does it guarantee a particular number of attendees or exhibitors.

**ITAR & EAR REGULATIONS:** Vendor displays are subject to the International Traffic in Arms (ITAR) and the Export Administration Regulations (EAR) and are limited to public domain information (ITAR Sec.120.11). In addition, displays, literature and discussions will NOT reference missions, operations or units. Organizer is not responsible for the enforcement of ITAR and EAR Regulations; please check with your internal security officer on these matters.

**INSURANCE:** Fire, theft and personal liability insurance, must be taken out by each Exhibitor at its own expense.

**DEFACING OF BUILDING:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to the building walls and floors or to standard booth equipment.

**SOUND DEVICES:** Sound of any kind must not be projected outside the confines of the exhibit booth. If the nature of the equipment to be displayed is such that a loud noise is part of the performance, the Director of Exhibits must be informed. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other Exhibitors. Show management reserves the right to determine the acceptable sound level in all such instances. This will be strictly enforced.

**MUSIC LICENSING:** The Exhibitor shall be responsible for securing any and all necessary licenses or consents for any performance, displays, or other uses of copyrighted works or patented inventions and use of any name, likeness, signature, voice or other impression, or other intellectual property owned by any third party which is used, directly or indirectly, by the Exhibitor.

The Exhibitor hereby agrees to indemnify, defend and hold Organizer harmless from and against any claim of liability and any incident or resulting loss, cost or damage including cost of attorney's fees) for failure to obtain these licenses or consents and/or no infringements or other violations of the intellectual property rights or the rights of privacy or publicity of any third party.

**CAMERA/RECORDING EQUIPMENT:** Unauthorized photography, video, audio and other recording devices will not be permitted in the presentation rooms and/or exhibit hall. Exhibitors are responsible for the appropriate handling of technical information presented in their space. Please review your policy documents, and that of the government agencies with whom you contract, regarding open/limited/restricted distribution and sharing limitations.

**FOREIGN EXHIBITING COMPANIES:** Each exhibiting company bringing equipment from outside the United States is responsible for ensuring that all equipment and display items have the necessary documents to meet the Rules and Regulations of Customs and procedures for admission into the country. The Organizer or its sub-contractors cannot be held responsible for any errors or omissions or be held liable by the Exhibiting Company in the event that the Authorities raise any questions regarding the Entry Forms.

**FIRE AND SAFETY LAWS:** Federal, State and City fire laws and/or safety regulations must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking is prohibited. Crowding will be restricted. Exhibits cannot block aisles and fire exits.

**COMPLIANCE WITH LAWS:** Exhibitors must comply with all laws, rules, regulations and ordinances in force.

**REJECTED DISPLAYS:** The Exhibitor agrees that its exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules set forth herein. The Organizer reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor or its representative, with or without giving cause. Liability, in the case of other than for cause, shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is in violation of pre-established rules or removed for any other stated reason, no return of rental cost shall be made.

**SIMULATED WEAPONS:** Exhibitors shall not exhibit live firearms in their exhibit space or use live firearms in any demonstration. Simulated or de-activated weapons may be exhibited but will require the necessary approval from the relevant authorities.

Compliance checks will take place before and throughout the Tradeshow/Meeting to ensure that equipment, services, documentation - and all other forms of visual promotion and display - comply with the above-mentioned conditions. If an Exhibitor is found to be in non-compliance, the Organizer will take appropriate action which may involve the removal of equipment, documentation and/or visual promotional material from the exhibit booth into safe custody. The booth may be closed immediately and the Exhibitor will have no claim for redress against the Organizer, nor will Exhibitor receive any fee refund. The Organizer reserves the right to make the final decision concerning the eligibility of exhibits and matters of compliance.

**AMERICANS WITH DISABILITIES ACT:** All exhibitors must comply with the American with Disabilities Act (ADA) and are to be as reasonably accommodating as possible to attendees with disabilities.

**AMENDMENT TO RULES:** Any and all matters or questions not specifically covered by the Rules and Regulations set forth herein, shall be subject solely to the decision of the Organizer. The Organizer may amend these rules and regulations at any time and all amendments so made shall be binding on all Exhibitors.