



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

TABLETOP DISPLAY FORM

TABLETOP COMPANY INFORMATION (To be completed by applicant. Please type or print legibly.)

POC		Company		
Street Address		City	State	Zip
Country	Phone		Fax	
Email				

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 whether you will need an electrical hook-up: Yes No

Deadline to sign-up is March 20, 2020.

DISPLAY INCLUDES: Two complimentary conference registrations in addition to company name, logo, and a 50-word description in the conference program.

DISPLAY REQUIREMENTS: All displays must be of the simple tabletop/pop-up style standards. Space per pop-up display shall not exceed 10 ft. wide by 6 ft. deep. Space per tabletop 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 ft. by 6 ft. draped folding table and chair will be provided for each display space. No other props or set-ups (pipe & drape, plants, etc.) will be utilized.

SET-UP, DISPLAY HOURS, AND BREAKDOWN:

Monday, March 30

1:00 – 4:30 pm: Set-up time
 Tabletop displays manned and open during opening networking reception.

Tuesday, March 31

Tabletop displays manned and open during breakfast, morning break, lunch, afternoon break, and evening reception.

Wednesday, April 1

Tabletop displays manned and open during breakfast and morning break.
 Tabletop display breakdown must be completed by 11:30 am.

Please note: There will not be security provided for the tabletops; do not leave valuables unattended.

QUESTIONS? CONTACT:

Tiffany Milnor
 Meeting Planner
 tmilnor@NDIA.org
 (703) 247-2558

RETURN FORM TO:

NDIA - Event #0650
 2101 Wilson Blvd Ste 700
 Arlington, VA 22201
 Or via email to
 tmilnor@NDIA.org

PAYMENT OPTIONS

Check VISA MasterCard American Express
 (Checks Payable to NDIA - Event #0650) 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 TABLETOP

Space is awarded on a first-come, first-served basis. Return this form, payment in full, your company logo, and a 50-word company description to secure your display space! Form must be returned by March 20, 2020.

LIMITATION OF LIABILITY: (A) Neither the management of the host facility nor Organizer shall be liable for the damage, loss, or destruction of 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 that 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 notion 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 that is used, directly or indirectly, by the Exhibitor.

The Exhibitor hereby agrees to indemnify, defend, and hold harmless Organizer 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 those 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(s), 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 that 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.