



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	
E-mail				

### COST: select one

\$2,500 NDIA Corporate Member

\$2,800 Non-NDIA Corporate Member

Deadline for sign-up is **Friday, September 6, 2024**

**DISPLAY INCLUDES:** One (1) complimentary conference registration for table top personnel, a discounted rate for one (1) additional tabletop personnel, company name, logo and 100-word description listed in conference mobile app. Please note: there will not be security provided for the table tops, do not leave valuables unattended. Electrical orders to be placed separately, form will be shared upon commitment.

**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 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.

### SET-UP, DISPLAY HOURS AND BREAKDOWN:

#### Monday, October 28, 2024

1:00 pm - 5:00 pm - Set-up time.

Please note: there will not be security provided for the table tops, do not leave valuables unattended at any time.

#### Tuesday, October 29, 2024

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

#### Wednesday, October 30, 2024

Table top displays manned and open during breakfast, morning break, lunch, afternoon breaks.

#### Thursday, October 31, 2024

Table top displays manned and open during breakfast, morning break, lunch, afternoon breaks. Table top display breakdown must not begin before 3:30pm and must be completed by 5:30pm.

### SHIPPING:

Packages may be shipped the week of your event. All exhibitors shipping items to and from Hilton Norfolk The Main are required to submit the credit card authorization form included in the exhibitor form. Please ensure that the credit card form includes the name of the on-site package recipient and booth name/company. Any items that are delivered for your booth will be handled by The Main's Shipping/Receiving Department and billed to the corresponding credit card. The Main banquet team will coordinate the receiving and delivery to your exhibit booth upon arrival. Please provide tracking information so the hotel team can be best prepared for receiving.

**REGISTRATION INSTRUCTIONS:** Once signed contract is returned, registration instructions will be shared including a discount code to use.

### QUESTIONS, CONTACT:

**Allison H. Carpenter**  
 Senior Director, Exhibits &  
 Sponsorships  
 ahcarpenter@NDIA.org  
 (703) 247-7325

### RETURN FORM TO:

NDIA - Event #5870  
 2101 Wilson Blvd Ste 700  
 Arlington, VA 22201  
 Or via email to  
 ahcarpenter@NDIA.org

### PAYMENT OPTIONS

Check                      VISA                      MasterCard                      American Express  
 (Checks Payable to NDIA - Event #5870)                      If paying by credit card, you may return by fax to (703) 522-1885.

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

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

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 company description to secure your display space! Form must be returned no later than September 6, 2024

**EXHIBITOR RULES & REGULATIONS:** The following rules and regulations are part of the Exhibit contract, and each Exhibitor and any attendees affiliated with the 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 National Defense Industrial Association (NDIA), or through its affiliates. The Exhibitor, and any attendees affiliated with the Exhibitor, are required to adhere to any NDIA guidelines implemented for attendee safety, to include any new regulations as it pertains to the COVID-19 pandemic or other circumstance that may affect the Organizers ability to produce the Event.

**ORGANIZER:** “Organizer” as used herein shall mean the sponsoring organization or association or its officers, agents or employees acting for it, in the management of the exhibit. In this instance, Organizer shall be the National Defense Industrial Association (NDIA).

**EXHIBIT ELIGIBILITY / CHARACTER OF EXHIBIT, EXHIBITOR, SPONSOR, SUPPORTER:** 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. Organizer reserves the right to determine the eligibility of any company or product for inclusion. Organizer reserves the right to cancel exhibit space, sponsorship agreement, sponsored item, private meeting room or Event. Organizer’s Code of Conduct applies to all persons affiliated with an Exhibitor to include third party vendors. Code of Conduct and Harassment Policy can be viewed here.

**LIMITATION OF LIABILITY:** (A) The Exhibitor, and any attendees affiliated with the Exhibitor, assume full risk when registering for the Event and acknowledge the contagious nature of COVID-19 and other illnesses, and voluntarily assume the risk by attending the Event. (B) 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. (C) 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. (D) 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. (E) 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 and/or hours for any or no reason whatsoever. In such event, Organizer shall notify

Exhibitor as much in advance as reasonably possible. The performance of this Agreement by either party is subject to called strikes; wildcat strikes; acts of God (including fire, flood, earthquake, storm, hurricane, tornado, or other natural disaster); other acts over which neither party has control (to include but not limited to circumstances such as acts of war, disease, epidemic, pandemic, quarantine); government sanction, executive order, rules, acts, actions, decisions, or regulations, or denial or cancellation of license (to include but not limited to government decisions, orders and actions blocking, limiting or restricting attendance); threats of terrorism (including bomb threats); civil disturbance or disorder; violent demonstrations; unavailability of transportation facilities consistent with those available at the time of the Agreement; electrical black-out, or any other circumstance over which neither party has control, making it inadvisable, impossible, illegal, or commercially impractical for either party to perform materially their respective obligations under this Agreement. Impossibility of performance shall mean the inability to conduct the program as originally contracted.

**CANCELLATION & REDUCTION OF SPACE:** All cancellations or reduction of space requests must be in writing. There is a 100% penalty fee on all cancelled and/or reduced exhibit space. Organizer reserves the right to relocate any exhibitor booth that requests space reductions. All cancellations or reduction of space include the forfeiture of exhibitor badges that were originally allocated with the booth space. Fees are non-transferable. Should Organizer cancel the event, exhibit space will be refunded, less a \$200 administrative fee, no matter the circumstances. Any transaction fees (i.e. banking fees) will be at the Exhibitors expense for payment and/or refunds.

**AGE RESTRICTIONS:** Persons ages twelve (12) and older are allowed on the exhibit hall floor during open exhibit hours only and only with a parent or chaperone. Children under twelve (12) will not be granted access at any time. Youth must remain with their chaperone and students will be required to provide student ID. Absolutely no one under the age of eighteen (18) will be allowed access to the exhibit hall during set up/ tear down periods.

**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; enforcement is the responsibility of the Exhibitor, please check with your internal security officer on these matters.

**FLOOR PLAN:** The Organizer reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space and/or spacing requirements based on state or federal guidelines.

**INSURANCE:** Exhibitor must obtain insurance policies covering its exhibit materials at the event. Exhibitor must also maintain fire, theft, and personal liability insurance for the duration of the event (to include move-in and move-out dates). All coverage is at each Exhibitors own expense. All Exhibitors are required to keep a copy of their COI in the exhibit space throughout the duration of the event.

**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.

**USE OF SPACE:** Demonstrations must be contained within the booth space. If booth visitors/spectators overflow into the aisles or adjacent booths, or otherwise impede normal traffic flow, Show Management has the right to limit, discontinue or move the demonstration area causing the problem. Show Management reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity must be within the confines of the exhibitor’s booth. Demonstrations and distribution of products, promotional materials or brochures outside contracted booth space is strictly prohibited. Show Management reserves the right to remove any promotional materials distributed outside of designated booth area and/ or ask individuals distributing the materials to vacate the premise.

**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, Show Management 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.

**PHOTOGRAPHING & FILMING OF EXHIBITS:** Each Exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videographer, is expressly prohibited. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer/videographer to photograph or film the exhibit from outside the perimeter of the booth.

**EXHIBITOR REPRESENTATIVES’ RESPONSIBILITY:** Each Exhibitor must name at least one person to be its representative in connection with installation, operation and removal of exhibit. Such Representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

**FOOD & BEVERAGE:** The Organizer must approve requests for any distribution of food and beverages. Please refer to the Exhibitor Service Manual for sampling or additional guidelines.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the time specified in the Exhibitor Service Manual prior to show opening, is considered to be forfeited and may be resold, reassigned or repurposed without notice or refund. Please notify Organizer of your intentions if you plan to arrive later than the time specified.

**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.

**SELLING ON THE TRADESHOW FLOOR:** No cash and carry sale of goods as in a retail setting is permitted from an exhibit booth or in the exhibit facility. Exhibiting companies found participating in this action will be removed from the show floor and no monies will be returned for booth fees and/or other services purchased.

**SECURITY:** The Organizer will employ reputable guards during the course of the Exhibition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. The Organizer nor the owners

or leasers of the exhibit premises will assume any responsibility for Exhibitors’ personal property. The Exhibitor is responsible for insuring its property against loss and theft (see INSURANCE). Forms for individual security will be provided in the Exhibitor Service Manual.

**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 event 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.

**TEAR DOWN:** No displays are to be dismantled prior to the end of the event. All exhibits must remain in place and staffed during the published hours of such tradeshow/meeting.

**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.