

Once booth space is reserved via exhibits.iitsec.org webpage, exhibitor is in agreement with all rules and regulations set forth in paragraph's below.

Organizer : The word "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 National Training & Simulation Association (NTSA), an affiliate of National Defense Industrial Association (NDIA).

Payment Information : All payments must be made in US Dollars, per rates listed on I/ITSEC Exhibits website. In the event a credit card is not used for full payment of an online booth purchase, a check for the full amount must be received by NTSA within 10 days of reserving space, after August 5, 2016 checks must be received within 5 days. Please note if you elect to pay fees by check, your company name will not be advertised until payment is received by NTSA. Failure to submit payments by deadlines given will result in immediate forfeiture of assigned space. Once forfeiture occurs, you will be required to resubmit this application, with payment in full and reassigned exhibit space.

Cancellation/Refund Information: ALL CANCELLATIONS must be submitted in writing to the Director of Exhibits. A refund of 50% of total booth fee will be issued if received prior to August 5, 2016, less a 10% admin fee. **Cancellations submitted after August 5, 2016 will not receive a refund and money may not be applied to future tradeshows** . Reduction in booth size is considered a cancellation and above fees will apply for the value of the space returned to NTSA. NTSA also reserves the right to relocate any exhibitors booth that requests a space reduction. In addition, those companies that cancel or downsize after August 5, 2016 whether through acquisition (applies to acquiring company as well) or otherwise will also lose priority booth selection privileges for the following year at I/ITSEC, and full payment will be expected at time of booth reservation.

Exhibit Eligibility/Character of Exhibit : The Organizer reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit. The character of all exhibits is subject to the approval of Organizer. Organizer reserves the right to refuse contacts that do not meet I/ITSEC standards and to curtail exhibits or parts thereof that do not appropriately reflect the character of the meeting. This reservation applies to persons, conduct, and articles of merchandise, printed matter, souvenirs, catalogs and any other items, without limitations, that affect the character of the exhibit or meeting. Exhibits are restricted to products and services related to the professional nature of I/ITSEC.

Booth Assignments: Booth assignments are at the sole discretion of the NTSA Director of Exhibits. If noted on contract that you do not want to be located near a competitor, this means that at least two 10' aisles will be between the competing companies. All efforts will be made to accommodate these requests, but NTSA cannot guarantee that a company will not be near a competitor.

Floor Plan: NTSA reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.

Limitation of Liability : LIMITATION OF LIABILITY: (A) Neither the management of the host facility nor NTSA/NDIA 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 his sole risk. Neither the management of the host facility, NTSA/NDIA nor any of their agents, 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 NTSA/NDIA 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 NTSA/NDIA, the host facility, their officers, employees, and agents against all claims, losses and damages to persons, property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas. (D) Exhibitor acknowledges that NTSA/NDIA does

not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.

Changes & Force Majeure

The Exhibition date and hours are as indicated on show related website and material. NTSA reserves the right to change the Exhibition date or hours for any or no reason whatsoever. In such event, NTSA shall attempt to notify exhibitor as much in advance as reasonably possible. NTSA shall not be liable hereunder and shall be excused for performance for any failure or delay in the performance of its obligations on account of: Acts of God (e.g., earthquake, fire, flood, tornado, etc.), Acts of government (e.g., war, embargo, travel restrictions, etc.), Acts of man (e.g., terrorism, strike, etc.) or any other acts or omissions beyond the reasonable control of NTSA

Age Restrictions: Ages twelve through fifteen are allowed on the floor *during exhibit hours only* and only with a parent or chaperone; children under twelve 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 16 will be allowed access to the exhibit hall during set up/removal periods.

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

Insurance : Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

Selling on 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 showfloor and no monies will be returned for booth fees.

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 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.

Island Booths : No pipe and drape will be provided for island booths. **The maximum height limit for island booths is 22' (6.70m) including signage.** This regulation is in effect where the ceiling height of the OCCC will permit. All booths must comply with the OCCC rules on the height restrictions at their specific location on the floor. [Island Rules](#)

Split Island Booths : Pipe and drape will be provided for split island booths. **The maximum height limit for split island booths is 16' (4.88m) including signage.** This regulation is in effect where the ceiling height of the OCCC will permit. All booths must comply with the OCCC rules on the height restrictions at their specific location on the floor. [Split Island Rules](#)

Linear/Corner Booths : Exhibit backgrounds may not exceed 8' (2.44m) in height, including signage. Hanging signage is NOT permitted in Linear or Corner Booths. The maximum height of 8' (2.44m) is allowed only in the rear half of the exhibit space, with a 4' (1.22m) height restriction imposed on all materials in the remaining forward space. Where an unfinished portion of an exhibit is exposed, the offending surface must be made presentable. Exhibit space must be carpeted, not included in exhibit space rental price. [Linear/Corner Rules](#)

Endcap/Peninsula Booths : Exhibit backgrounds of eight (8') feet are allowed only in the rear half of the booth space and within five (5') feet of the two side aisles with a four (4') foot height restriction imposed on all materials in the remaining space forward to the aisle. All exhibitors who reserve an Endcap or Peninsula will be required to sign and return an agreement, noting complete understanding of all space rules. [Endcap Rules](#) / [Peninsula Rules](#)

Booth Carpeting : Exhibit booths must have all visible floor space carpeted. Exhibitors are responsible for supplying or leasing their own carpet. If an exhibitor elects to supply their own carpet, it must be in good condition and fully cover the allotted space or the exhibitor will be required to rent carpet from the official service contractor.

Hanging Signs : Maximum height of hanging signs will be 22' from top of the sign to the floor, please submit all renderings for approval of hanging signs to NTSA Director of Exhibits no later than 60 days prior to move in of event. Installation of all hanging signs must be arranged through the Orange County Convention Center. Outside rigging companies will not be allowed access to rigging points inside the OCCC.

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, NTSA has the right to limit, discontinue or move the demonstration area causing the problem. Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth

Covered Display/Second Story Designs: For special rules regarding these set ups, please contact NTSA Director of Exhibits. Two copies of the plans must be submitted to NTSA Director of Exhibits for approval no later than 60 days prior to move in of event. There will be an additional charge of 50% of the standard booth rate per sq ft for the additional space used by the upper level. Height restriction is the same as island booths; please review the "Fire Regulations" regarding water impedance. Smoke detectors must be installed on the covered level.

Sound Devices: Sound of any kind must not be projected outside the confines of the exhibit booth. If the nature of the equipment or booth demonstration 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. Management reserves the right to determine the acceptable sound level in all instances. This will be strictly enforced.

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.

Exhibitor Representatives Responsibility : Each exhibitor must name at least one person to be his 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.

Exhibitor Appointed Contractor's (EAC): An exhibitor may employ the services of an EAC to install and dismantle their display, providing the exhibitor and the EAC comply with the show rules and regulations set forth for EAC's. Please contact NTSA Director of Exhibits for a copy of the EAC's Rules and Responsibilities. EAC's and their employees will not gain access to the exhibit hall unless they are properly registered with NTSA in advance.

Food & Beverage : The Organizers must approve requests for any distribution of food and beverages that may impede the event during exhibit hours, to include but not limited to distribution of popcorn, excessively aromatic food/beverage, inappropriate alcoholic beverages. **If you wish to have a bar at your booth location, it must be located within your booth space and not located in the aisles. Exhibitors who wish to serve popcorn will be required to order daily vacuuming through the service provider, these rules will be strictly enforced.**

Labor : Exhibitors must comply with union work rules where applicable. Union labor will be made available, but is not exclusive.

Exhibit Logistics : Detailed data, in the form of an Exhibitor Service Manual, will be mailed to each exhibitor in ample time for advance planning. The Exhibitor Service Manual will contain information regarding shipment, labor, electrical services, and rental items, exhibit hours, etc. Service order forms for all available services will be included and should be returned promptly.

Failure to Occupy Space: Space not occupied by 10:00AM, Monday morning prior to show opening, is considered to be forfeited and may be resold, reassigned or used without notice or refund. Please notify NTSA of your intentions if you plan to arrive later than Monday, 10:00AM.

Foreign/International 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 Organizers or their 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.

Sub-Leasing : Exhibitors may not assign or sublet their space to others without prior written consent of NTSA. Only one company may occupy any booth space (no sharing of space). Exhibitors may not display goods or services other than those manufactured or distributed by them.

Security : The Organizer will employ reputable guards during the course of the Exposition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. The Organizer, Exposition Management, nor the owners or lessors of the exhibit premises will assume any responsibility for exhibitors' personal property. It is suggested that the exhibitor insure his property against loss and theft. Forms for individual security will be provided in the Exhibitor Service Manual.

ITAR and 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.

Fire and Safety Laws : Federal, State and City Laws must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. *Smoking is forbidden in the Orange County Convention Center.* 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 his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The Organizer reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representative, with or without giving cause. If cause is not given, liability 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 ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

Amendment to Rules : Any and all matters or questions not specifically covered by the preceding rules and regulations 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 exhibitors equally with the foregoing rules and regulations.