

Symposium 2016



9-13 May 2016

Register at www.navalhelicopterassn.org



Norfolk Sheraton Waterside Hotel



Naval Helicopter Association, Inc.
Post Office Box 180578
Coronado CA 92178-0578
(619) 435-7139
Website: www.navalhelicopterassn.org



10 February 2016

To: NHA Corporate Sponsors and Exhibitors

Re: 2016 NHA Symposium

The **2016 Naval Helicopter Association (NHA) Symposium** will be held at the **Sheraton Norfolk Waterside Hotel** in Norfolk, Virginia, from 9-13 May 2016. The theme is **“The Future of Vertical Lift.”** We are looking forward to another outstanding event. This year’s Symposium offers many opportunities for your company to be represented as a leader in the military helicopter community. Exhibit set-up is scheduled to start at 10:00 am on Monday, 9 May and the scheduled tear-down can commence at 5:00 p.m. on Thursday, 12 May.

Enclosed is an **Exhibit Layout** and **Space Registration Form**. Please contact me directly concerning your space location, booth size and sponsorship desires. **Payment in full is due NLT 4 March 2016 to insure your space is reserved.** NHA will be producing a **Symposium Program** and will list all the exhibitors so we need your registration information and payment on time to ensure we have your company included. Please note the exhibit hall hours of operation on the attached SOE. Please plan your booth manning accordingly. To provide you additional exposure, the hall will be open Tuesday evening until midnight 10 May 2016 in conjunction with the Casino Night activities.

To ensure your company information is included in the Rotor Review Magazine, Symposium Program and Telephone App we need a copy of your current company logo artwork and a valid link to your website. This information should be sent directly to Mr. George Hopson at navalhelicopterassn@gmail.com **NLT 4 March 2016**.

Individual Registration and payment for the Symposium events can be accomplished online starting on 1 Feb 2016 at www.navalhelicopterassn.org.

I strongly urge all symposium attendees to stay at the **Sheraton Norfolk Waterside Hotel**. Overflow will be at the Norfolk Waterside Marriott Hotel. **Hotel reservations** may be made directly with the Sheraton Hotel by calling (757)-622-6664, please mention that you are with **NHA** or register via the NHA website at www.navalhelicopterassn.org.

If you have any questions or need further information/assistance, please don’t hesitate to call our office at 619-435-7139. I look forward to seeing you in Norfolk in May 2016, if not sooner.

Sincerely,

Bill Personius

CAPTAIN, USN (Ret)

Executive Director

executivedirector@navalhelicopterassn.org



NHA Symposium
 May 9–13, 2016
 Sheraton Waterside Hotel
 Norfolk, VA
 Exhibitor Application Form
 Return Completed Copy to NHA



Authorized Representative:

Name: _____

Company: _____

Mailing Address: _____

Street

Apt

City

State

Zip

Cell Phone: _____ Work Phone: _____

Email: _____

Booth Space Request:

8' by 10' Booth Rate

Booth Rate	Number of Booths	Booth Total
\$2200		\$

Please call the office to see which spaces are still available. 619-435-7139

Requested Space #(s) preferences: _____

(Please list a few options)

Event Sponsorship:

Please see the Event Sponsorship information form in this packet and list all desired sponsorships below.

1. _____ Amount: \$ _____

2. _____ Amount: \$ _____

3. _____ Amount: \$ _____

4. _____ Amount: \$ _____

Event Sponsorship Total: \$ _____

Booth Purchase or Event Sponsorship Recognition:

Your company's name, logo, and website link information will be listed in the 2016 NHA Symposium Program, 2016 Symposium Issue of the Rotor Review Magazine, on the NHA Website **and** on the NHA telephone APP as part of your Booth Purchase and or Event Sponsorship. Please send a high-resolution file NLT 4 March 2016 of your logo and link to your website to navalhelicopterassn@gmail.com.



NHA Symposium
May 9–13, 2016
Sheraton Waterside Hotel
Norfolk, VA
 Advertising Application Form
Return Completed Copy to NHA



Advertising Point of Contact:

Name: _____

Company Name: _____

Mailing Address: _____

Street

Unit/Bldg

City

State

Zip

Cell Phone: _____ Work Phone: _____

Email: _____

Ad Details: (please mark the box next to your selection)

Full Color	Select	1 X	Select	4X
Full Page		\$1000		\$4000
2/3 Page		\$750		\$3000
1/2 Page		\$500		\$2000
1/3 Page		\$300		\$1200
1/4 Page		\$250		\$1000

Ad Specifications/Special Requests: _____

2016 Issues:

Issue	Spring/Symposium #132	Summer #133	Fall #134	Winter #135
Release Date	April 2016	July 2016	October 2016	January 2017
Ad Submission Deadline	March 17	May 19	August 18	November 17

Advertising Total: \$ _____

Start Issue # _____

Check: (Payable to NHA) ****Credit Card:** MC/ VISA/ AMEX/ DISC (circle one)

Credit card #: _____ - _____ - _____ - _____

CCV: _____ **Expiration Date:** _____ **Billing Zip Code:** _____

Signature _____ **Date** _____

****Those opting to use a credit card will be charged a 3% processing fee.**

*Contact MR. George Hopson at navalhelicopterassn@gmail.com or 619-435-7139 for advertisement submission specifications.



NHA Symposium
May 9-13, 2016
Sheraton Waterside Hotel
Norfolk, VA



Exhibitor Application Form

Return Completed Copy to NHA

Exhibit Personnel

Five Symposium Registration Fees (\$75 value) are included with your booth space. Please list the individuals who will be working at your exhibit/booth or will be needing exhibit hall access. Badges will be generated based on the names provided below and may be picked up at the Symposium Registration Booth.

Personnel can NOT be registered without complete information (name, cell phone and email address).

Company: _____

	First Name	Last Name	Cell Phone	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Additional registrations can be purchased on the NHA website. Participation at ticketed Symposium events requires individual membership, online registration and payment. Please direct personnel to the NHA website to register for events www.navalhelicopterassn.org. Once you have completed and returned your exhibitor package, you will be provided 5 discount codes to be used on the NHA website to waive your registration fee. **You must be a current NHA member to attend NHA Members Events.**

Payment Information:

Booth Total		\$
Event Sponsorship Total		\$
Magazine Ad Total		\$
Total Payment Due		\$

Check: (Payable to NHA) ****Credit Card:** MC/ VISA/ AMEX/ DISC (circle one)

Credit card #: _____ - _____ - _____ - _____

CCV: _____ Expiration Date: _____ Billing Zip Code: _____

****Those opting to use a credit card will be charged a 3% processing fee.**

Send your completed packet to:
executivedirector@navalhelicopterassn.org

Or mail to:
 Naval Helicopter Association
 PO Box 180578
 Coronado, CA 92178-0578



2016 NHA Symposium
9-13 May
Sheraton Norfolk Waterside
Norfolk, Virginia



Exhibit Information and Regulations

Installation/Dismantling

Exhibit set-up begins at **10:00 on Monday, 9 May**. Tear-down starts at 5:00 p.m., **Thursday, 12 May**.

Reservations

Space reservations may be made by calling the NHA office upon receipt of this package and confirmed via credit card payment. All other necessary paperwork must be received NLT the following business day to confirm your reservation. Booth confirmation can also be made via payments mailed to our office along with the appropriate paperwork.

Booth Assignments

Booth space assignments will be made in accordance with the order reservations are received, number of booths ordered and level of event sponsorship pledged.

Authorized Representatives

Each exhibitor must name one individual as its **sole** authorized representative who will assume responsibility for their exhibit, exhibit personnel, paperwork and payment.

Exhibit Dimensions

All booths are 8' by 10', except as noted. All exhibits must fit within allocated dimensions. You can contact Global Experience Specialists (GES) at 1-800-475-2098 for your shipping and booth set-up requirements.

Costs

A. Exhibit Space: \$2,200.00 per booth.

B. Power, Telephone and Internet: Must be arranged via the Hotel Director of Convention Services, Mrs. Amy Lee at 757-640-2755, email alee@norfolksheraton.com. **See attached form.**

Cancellation & Refunds

In the event of cancellation by an exhibitor, NHA shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: A partial refund of 50% up to 1 April 2016. No further refunds after 1 April 2016. NHA must receive written notification of the cancellation by registered or certified mail. The date the cancellation notice is received by NHA will determine the above assessment charges. In the event of a full or partial cancellation of space by an exhibitor, NHA reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

Symposium Contacts

A. Booth Reservations, Sponsorships, Bill Personius, NHA, (619) 435-7139, executivedirector@navalhelicopterassn.org

B. Membership, Hotel and Event Reservations: Leanne Dehner, NHA 619-435-7139, membership@navalhelicopterassn.org

C. Program/Magazine Advertising: George Hopson, NHA, (619) 435-7139, navalhelicopterassn@gmail.com

D. Convention Services: GES Global Experience Specialists, Mr. Jim Letchworth (562) 370-1589, jletchworth@ges.com

E. Sheraton Norfolk Waterside: Reservations: 757-622-6664, **Mention you are part of NHA!**

F. Register via the NHA website www.navalhelicopterassn.org.



Event Sponsorship Opportunities



As one of the very few military helicopter shows in the world, NHA draws aviation professionals to learn, network -- and to do business every year. Seventy percent of all NHA Membership is Active Duty Naval (USN, USMC and USCG) Aviators.

If you would like to get your company's name in front of an audience of highly qualified military aviation professionals, then NHA can help. Becoming a NHA Sponsor puts your name in front of your peers as an industry leader. This year we have a variety of opportunities to fit any budget. Advertising in NHA publications will get your message out before, during, and after the show.

As a non-profit organization NHA exists through the generosity of our corporate sponsors. These are but a few of the opportunities that are available for sponsorship at the 2016 Symposium to get your name in front of our membership. If you have other ideas or would like to sponsor something that you do not see here, please contact the NHA office and speak to the Executive Director, Bill Personius at 619-435-7139. Items in **GREEN** Text are **SOLD** and proposed events/awards are in **RED** Text **that still need/require sponsorship**.

All symposium sponsorships will include prominent event signage with your company name and logo. Additionally your logo and website address will be listed in the Symposium Program, in the Symposium Edition of the Rotor Review Magazine, on the NHA Website at www.navalhelicopterassn.org and on the NHA Telephone App.

NHA Symposium Sponsorship Opportunities

NHA HS Sundown Ceremony/Symposium Welcome Reception	SOLD	\$6,000.00
Morning Coffee and Pastries for 3 Days		
Tuesday	SOLD	\$4,000.00
Wednesday	SOLD	\$3,000.00
Thursday	AVAILABLE	\$3,000.00
Coffee Cups	SOLD	\$2,000.00
Flag Officer Panel Beverages/Snacks	SOLD	\$3,500.00
Luncheon for Attendees for 3 Days		
Tuesday	SOLD	\$10,125.00
Taco Tuesday		
Wednesday	SOLD	\$7,000.00
Salisbury Steak		
Thursday	SOLD	\$8,500.00
Awards Ceremony/Spaghetti w/Meat Sause		
Parking Vouchers/Validation	SOLD	\$6,000.00
Members Reunion	SOLD	\$27,600.00
Co-Sponsored Event		
Tides Game	SOLD	\$17,500.00
VIP Luncheon	SOLD	\$5,000.00

Casino Night (can be a co-sponsored event) **AVAILABLE \$10,000.00**
 Your Company Sponsors the food and drinks for the event
 Your Company's Logo Prominently displayed at the Event
 Your Company announced as the Event Premier or Co-Sponsor of the event when the prizes are awarded
 Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor/Co-Sponsor.
 All Exhibiting Organizations/Sponsors will be encouraged to participate by donating a desirable prize of value appropriate for the event.
 All Exhibitors and Sponsors are welcome to participate.

Spouses Luncheon **AVAILABLE \$3,000.00**
 Your Company helps Sponsor the food and drinks for the event
 Your Company's Logo Prominently displayed at the Event
 Your Company announced as the Event Premier/Co-Sponsor when the Guest Speaker is announced
 Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor.

Community Reunion Admin/Social Rooms in the Hotel (2 available) **AVAILABLE \$2,000.00**
 Sponsor an Admin Room for Reunion Guests for 4 Nights
 Your Company helps Sponsor the food and drinks in the room
 Your Company's Logo Prominently Displayed in the room as the sponsor
 Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor/Co-Sponsor.

Symposium Patches **AVAILABLE \$3,000.00**
 Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor.

5K Run (100) **AVAILABLE \$2,000.00**
ADS T-Shirts **SOLD**
 Sponsor Race-bibs, water, fruit and race T-Shirts
 Your Company's Logo on the T-Shirt
 Your website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor.

Aircrew Competition (100) **AVAILABLE \$2,000.00**
ADS T-SHIRTS **SOLD**

O'Connor Brewing Outing **AVAILABLE \$5,000.00**
Can be a Co-Sponsored Event
 Your Company helps Sponsor the food and drinks for the event
 Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor/Co-Sponsor.

Golf Tournament **SOLD \$6,000.00**
Beverage Cart Sponsor
Beverage/Lunch Cooler Bag Sponsor

Hole in One Sponsor (Multiple Available) **AVAILABLE \$500.00**
 Your Company's Name (signage) on the hole that is sponsored.
 FLIR has one

Sports BBQ/Lunch **SOLD \$3,000.00**

Symposium Program **AVAILABLE \$2,000.00**

Symposium Awards Program **SOLD \$2,000.00**

Symposium Telephone App **SOLD \$2,500.00**

SWAG for the Symposium

First 750 People to Register! (To include all vendors)

750 Water Bottles - with your name/logo as a sponsor

750 Zebra Pen - with your name/logo as a sponsor

750 Tote Bags - with your name/logo as a sponsor

750 Neo Skin Journals - with your name/logo as a sponsor

200 Symposium T-Shirts - with your name/logo as a sponsor

For All SWAG - Your Company's Logo and website address will be listed in the Symposium Program, on the NHA Website and on the NHA Telephone App as the Sponsor.

SOLD	\$2,500.00
AVAILABLE	\$2,000.00
SOLD	\$3,000.00
AVAILABLE	\$3,500.00
AVAILABLE	\$2,000.00

Symposium Video

Can be a Co-Sponsored

First used at the 2014 Symposium, this capability allowed the entire Navy Helicopter Community worldwide to view the Symposium and watch some of key events and highlights, including the Flag Panel and Captains of Industry discussions.

This video stays on our website for 6 months following the Symposium and much of the Navy Senior Leadership watches this video if they cannot actually attend the event.

Your Company logo and website address will be featured in these videos

Your Company logo and website will be listed in the Symposium Program,

on the NHA Website and on the NHA Telephone App as the Sponsor/Co-Sponsor.

AVAILABLE \$5,500.00

Awards

NHA Symposium Awards Ceremony - General Dynamics NASSCO

SOLD

The military helicopter community to include the Navy, Marine Corps, and Coast Guard will gather once again to recognize those individuals and organizations that have made outstanding contributions to their services and NHA. As the NHA Awards Sponsor, you will link your company's name to this long-standing, prestigious NHA event.

- The NHA Pilot of the Year Winner and his/her guest will sit with you and the Chairman of NHA (retired two Star Admiral) at this table.
- Recognition in the program and signage at the event.
- Your Company Rep will have lunch with the Pilot of the Year and his or her guest
- Your Company Rep will go on stage and present this most prestigious Pilot of the Year Award with your company logo flashed on the screen during the presentation.

Needs a Sponsor

Life Long Service to NHA Award

AVAILABLE \$1,000.00

NHA's Most Prestigious AWARD!!

This award is presented to an individual chosen by the NHA Board of Directors for most significant life-long contributions to vertical lift aircraft and/or operations.

Needs a Sponsor

AVAILABLE \$3,000.00

Max Beep Awards

Given to the squadrons that achieve an 85% NHA Membership rate for the campaign.

This award includes a plaque for the squadron and a gift for the Ready Room to include \$5.00 discount coupon for each squadron member for future NHA National or Region Events that achieves this goal.

All Award Sponsorships receive the following:

Recognition at the Awards Ceremony - Your Company Rep will go on stage and present the award while your company logo is flashed on the screen.

Recognition in the Awards Program

Recognition in the Symposium Edition of the Rotor Review Magazine

Recognition on the NHA Website

Recognition on the NHA Symposium Telephone App

Awards (continued)

Pilot of the Year – Rolls Royce	SOLD
Shipboard Pilot of the Year - Raytheon	SOLD
Aircrewman of the Year (Deployed)	SOLD
Fleet Instructor Pilot of the Year	SOLD
Sponsored by Sikorsky Aircraft	
Rescue Swimmer of the Year	SOLD
L-3 Crestview Aerospace	
RADM Steve Tomaszeski Squadron Commanding Officer of the Year	SOLD
Sponsored by GE Aviation	
Service to NHA Award	SOLD
Sponsored by Lockheed Martin	
Aircrew of the Year (Non-Deployed)	SOLD
Sponsored by Lockheed Martin	
Maintenance Officer of the Year	SOLD
Sponsored by BAE Systems	
Maintenance Chief Petty Officer of the Year	SOLD
Sponsored by BAE Systems	
Best Scribe Award	SOLD
Sponsored by Stuyvesant Family	
Admiral Jimmy Thatch Award Winner	SOLD
Sponsored by Lockheed Martin	
Captain Arnold Jay Isbell Trophy	SOLD
Sponsored by Lockheed Martin	
Mark Starr Pioneer Award	SOLD
Sponsored by NHA Historical Society	
Oldest Helix Award	SOLD
Sponsored by NHAHS	
Outstanding Achievement in Helicopter Aviation	SOLD
Sponsored by the Association of Naval Aviation (ANA)	
Aviation Squadron Battle Efficiency Winners	SOLD
Sponsored by CNAP	
Training Command Instructor Pilot of the Year	SOLD
Sponsored by L3 Communications/Vertex Logistics Solutions	
Instructor Aircrewman of the Year	SOLD
Sponsored by CAE	

Awards (continued)

Maintenance Enlisted Person of the Year
Sponsored by Breeze Eastern

SOLD

Winging/Wingers (USN, USMC and USCG)
Sponsored by AgustaWestland

SOLD

CNAL & CNAP Enlisted Aircrewman of the Year
Sponsored by USAA

SOLD



NHA Symposium 2016 Exhibitor REQUEST FORM

COMPANY & CONTACT NAME :

ADDRESS: _____

PHONE #: _____ **FAX #:** _____

BOOTH #: _____ (if known)

Dates Items will be needed _____

Telephone Line \$80.00 per line, per day + tax _____

Internet Access (Wired) \$100.00 per line + tax _____

Electrical Access \$25.00 per day + tax _____

Vendor Box Handling Fee \$7.50 per box + tax / \$150.00 Per Pallet _____

Mailing Address: NHA / (Exhibitor Name) C/O Amy Lee
777 Waterside Drive
Norfolk, VA 23510-2102

6% Tax _____

TOTAL OF CHARGES WITH 6% TAX _____

I, hereby authorize the Sheraton Norfolk Waterside Hotel to charge my credit card in the above total amount plus tax.

Type of Credit Card	Master Card Visa Amex Other _____	Account #: _____ Exp. Date: _____
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Name of Card Holder: _____

Cardholder's Signature: _____

NHA Symposium Rules for 2016

1. Purpose: The objective of NHA Symposium 2016 is to further the Naval Helicopter Association objectives by providing a forum through exhibits and presentations. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Symposium.

2. Location of Exhibits: The Symposium will be held at the Sheraton Norfolk Waterside Hotel, Norfolk, Virginia.

3. Subleasing: Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of NHA shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default: Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by NHA, and re-allocated or reassigned for such purposes or use NHA may see fit.

5. Eligibility: NHA has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition: In the event that the premises in which the Symposium is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NHA or its agents, the Symposium may be canceled or moved to another appropriate location, at the sole discretion of NHA. NHA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NHA. Causes for such action beyond the control of NHA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Sheraton Norfolk Waterside Hotel, municipal, state or federal laws, or act of God. Should NHA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NHA and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NHA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. Cancellation by Exhibitor: In the event of cancellation by an exhibitor, NHA shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: A partial refund of 50% up to 1 April 2016. No further refund after 1 April 2016. NHA must receive written notification of the cancellation by registered or certified mail. The date the cancellation notice is received by NHA will determine the above assessment charges. In the event of a full or partial cancellation of space by an exhibitor, NHA reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability: Exhibitor agrees to make no claim for any reason whatsoever against NHA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Symposium as scheduled; nor for any action or omission of NHA. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. NHA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Insurance: Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to NHA or its agent or representative upon request.

10. Union Labor: Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. Installing, Exhibiting, Dismantling: Hours and dates for installing, exhibiting, and dismantling shall be those specified by NHA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by NHA.

12. Damage to Property: Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading: Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages: The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of NHA.

- 15. Flammable Materials:** No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.
- 16. Lotteries or Contests:** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from NHA.
- 17. Noise and Odors:** Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. NHA shall have sole discretion in determining what is noisy, obstructive or objectionable.
- 18. Music:** Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency. NHA is not responsible for any licensing fees for music played in exhibitor's booth.
- 19. Obstruction of Aisles or Booths:** Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by NHA.
- 20. Booth Personnel:** Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by NHA at all times while they are in the exhibit area. NHA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.
- 21. Height and Non-Blocking Regulations:** All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by NHA. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.
- 22. Electrical Safety:** All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment. Exhibitors must contract ALL electrical requirements with the hotel.
- 23. Use of Space:** Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.
- 24. Display:** NHA shall have full authority for approval or arrangement and appearance of items displayed. NHA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to NHA for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, NHA shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.
- 25. Exhibitor Representative's Responsibility:** Exhibitor agrees to indemnify NHA, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.
- 26. Waiver of Rights:** Any rights of NHA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of NHA.
- 27. Relocation and Floor Plan Revisions:** NHA retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.
- 28. Amendment and Addition Rules:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of NHA. NHA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.
- 29. Agreement to Rules:** Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by NHA.
- 30. Food and Beverage:** All food and beverage catering service requests MUST go through and credited to the NHA Sheraton Hotel Master Account.