



**NOMA Conference 2008**  
**Exhibitors Contract & Regulations**

October 2-4, 2008 Washington, DC

**EVOLVE: Expanding Our Horizons**

This application is due by July 1, 2008

A key component of the conference is the Exhibit Hall, which features numerous exhibitors. Here Architect firms and allied professional companies gather information and ideas to take back to their colleagues. As an exhibitor you will be able to reach hundreds of professionals coming from communities across the United States. The conference attendees represent a wide range of architect fields that include building, landscape, design, private firms, federal, state and local government officials, land-use planners, museum and historic site administrators, and downtown revitalization and economic development officials. We invite you to join us. Please complete the Exhibit Hall Contract and return it by the deadline of July 1, 2008. Contracts will be confirmed by September 1, 2008.

SCHEDULE:		
Date	Activity	Time
October 3 <sup>rd</sup>	Exhibitor Set-Up	8:00am – 2:30 pm
October 3 <sup>rd</sup>	Exhibit Hall Open	3:00 pm – 5:00 pm
October 4 <sup>th</sup>	Exhibit Hall Open	9:00 am – 12:00pm
October 4 <sup>th</sup>	Exhibitor Dismantle	12:30pm

KEY DATES:	
July 1, 2008	Exhibit Hall Application Form Deadline
August 1, 2008	Notification sent to exhibitors to confirm contract
September 1, 2008	Booth numbers and floor plan sent to exhibitors
September 15, 2008	Submit names of booth staff

**Connect with the Architect and Allied Professional Community!**

Past Exhibit Hall participants included these prestigious organizations:

- Anderson Windows
- Anodyne Designs
- Benjamin Moore
- Centria Disney
- EPIC Metals Corp
- Gate Precast
- Gensler
- Hamilton Anderson
- HOK
- Jones Lang
- KI
- MVE
- Marvin Windows
- Merrill Lynch
- NCARB
- Sheldon Laboratory Equipment
- Special-Lite
- Tradesources
- Tremco
- USG
- Victoria Kaplan
- Walt Disney Imagineering

## **Exhibit Hall Location**

Hyatt Regency Hotel on Capitol Hill  
400 New Jersey Avenue, NW  
Washington, DC 20001  
1 (800) 233-1234

## **Display Areas**

Each Exhibit Hall display area is an 8'x10' booth, which includes a 6' draped table for table-top displays, two chairs, a wastebasket, and an identification signage. These spaces can also be rented without a table for larger pop-up displays.

## **Exposition Service Contractor/Equipment Rental**

The exposition service contractor will assist you with freight, electrical requirements, audiovisual equipment needs, additional furnishing for your booth, and signs. Exhibitor service kits, distributed by the service contractor, will contain forms ordering these items. Shipping instructions will be included in the exhibitor service kit. Boxes shipped to the contractor will be delivered to the Exhibit hall at the Hyatt Regency Hotel prior to your October 3 set-up time. Return shipping arrangements can also be made with the contractor. *NOMA conference staff will not be responsible for materials shipped by exhibitors.*

## **Booth Assignments**

Booth numbers will be assigned [date]. A small booth identification sign will be on the backdrop of your booth. Switching booth assignments is prohibited. Every effort will be made to make booth assignments as requested: booths will be assigned on a first-come, first serve basis.

## **Registration For the Conference**

One complimentary full registration and badges will be provided for each booth rental.

## **Housing For Washington, DC**

You will receive a conference Preliminary Program after [date]. Please refer to the Hotel Information for further details on making your Hotel reservations. You may also access the form at this by using conference website: <http://www.noma.net>

## **Sponsorship Opportunities**

As a nonprofit organization the National Organization for Minority Architects (NOMA) relies on generous donations and contributions to help support its mission. The NOMA conference is one of the primary industry services that NOMA provides for its members. Although registration fees cover the general costs of the conference, NOMA looks to sponsors for assistance with costs such as special programming or refreshments breaks in the exhibit area. To learn more about convention sponsorship opportunities please call 202-868-2780 or contact [conference@noma.net](mailto:conference@noma.net)

## **Security**

Security service will be provided during closed hours only. Every reasonable precaution will be taken to protect property. All merchandise should be secured to the extent possible in the display booth. Small or easily portable objects of value should be properly secured or removed after exhibition hours and placed in safekeeping.



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1. Each space will include one 6' draped table, two side chairs, one wastebasket and an identification sign. Additional furniture and signs may be ordered through the expositions service contractor.
2. The **National Organization of Minority Architects (NOMA)** cannot guarantee that organization exhibiting similar products or services or that an organization's competitor(s) will not be located nearby or in an adjoining booth.
3. **NOMA** reserves the right to prohibit any display deemed not suitable or not interest to conference attendees.
4. **NOMA** reserves the right to change the floor plan without notice on order to comply with fire and safety regulations, or to provide a more satisfactory, attractive, and successful show.
5. Exhibitors required arranging displays so as not to obstruct the general view of other displays, adjoining ones. Displays may NOT exceed the 4' high slide draping, or 8' high freestanding space displays. No part of the exhibitor equipment may exceed a height of 4' in the front half of the booth. All display must remain in the confines of their own display space. Partitions or booth dividers, other than those provided by **NOMA**, will not be permitted without specific prior approval from **NOMA**.
6. The aisles, passageways, and overhead spaces will remain strictly under control of **NOMA**. **NOMA** will permit no signs, decorations, banners, advertising matter, or special displays in those areas.
7. Retail sales by exhibitors are limited to five (5) items from their normal sales stock. Unlimited promotional materials, such as brochures and samples may are given away. **NOMA** publications may not be sold in other organizations' booth. **NOMA** assumes no liability for cash or merchandise left on tables or in exhibit spaces.
8. Exhibit booths must remain open and cannot be dismantled until after the exhibit closes on Saturday. Exhibit hours are posted in marketing materials and in the conference final program. Conference attendees schedule their time according to posted event hours.

### **Liability**

Neither **NOMA**, nor the Hyatt Regency Hotel will be responsible for the damage that may occur to the exhibitor, during, or after the period covered by the exhibitor contract. All personal property of the exhibitor shall remain the exhibitor's sole risk. The exhibitor, upon signing the Exhibitor Application and Contract, expressly releases **NOMA** and the Hyatt Regency Hotel from any claims for loss, damage or injury to any person or any property. The exhibitor will hold the **NOMA** and the Hyatt Regency Hotel harmless from any claims for loss, damage, or injury to any person and/or any property.

### **Termination for Cause**

In applying for exhibiting space, exhibitor agrees to comply with the terms of the Exhibit Hall Rules and Regulations. Failure to abide by the terms will constitute default by the exhibitor. **NOMA** may, through its authorized representative, terminate its agreement with any exhibitor found to be in default. In the case of such termination, exhibit fees will not be refunded to the exhibitor but will be retained by the **NOMA** to cover rental cost and other expenses attributable to the defaulted agreement. The **NOMA** will not be responsible for the incidental or consequential costs or expenses incurred by the exhibitor due to termination for a cause.

### **Fire & Safety Codes**

The exhibitor is responsible for knowledge of any compliance with all fire and safety codes established by they exhibit facility. Booth decorations must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements and to the National Electrical Code Safety Rules. If inspections indicate that an exhibitor's expense all or such part of the exhibit as may be not in compliance.

### **Cancellations**

Cancellations must be in writing to the attention of NOMA Conference 2008. Representatives canceling spaces after August 31, 2008 are not relieved of the obligation of paying the full rental fee for the space. **NOMA** reserves the right to release such space.

PRIOR TO	June 30	100% refund (less \$25 admin fee per booth space)
BETWEEN	July 24- August 31	50% refund (less \$25 admin fee per booth space)
AFTER	August 31	NO REFUND

The **NOMA** assumes no liability for the fulfillment of the lease contract if it is unable to make the space available due to partial or total destruction of the premise by fire, earthquake, flood, and act of God or of the public enemy, strikes, action under authority of law or any other cause beyond the control of the **NOMA**. **NOMA** expressly disclaims any and all other claims of damages by exhibitors due to any cancellation. **NOMA** will, however reimburse exhibitors for any amount paid, less legitimate expense incurred by the **NOMA** reason of the lease contract.