

**OFFICIAL GENERAL CONTRACTOR:** NHRMA has appointed Conference Solutions as the official General Contractor for the NHRMA 2019 Conference & Tradeshow. All references herein to NHRMA shall mean NHRMA and Conference Solutions.

**ASSIGNMENT OF SPACE:** Assignment of space will be on a first paid, first served basis. Every effort will be made to accommodate requests for booth assignments (near or away from other companies). NHRMA reserves the right to make such changes to the floor plan of exhibit booths as may be deemed necessary.

**EXHIBIT FEES AND PAYMENT:** Applications will NOT be processed or space assigned without the required payments and signature. **All applications must be accompanied by full payment within 30 days of the order date.** Checks should be made payable to: NHRMA 2019, and mailed to: NHRMA 2019 c/o Conference Solutions | 1033 SE Main Street, Suite 4 | Portland, OR 97214  
Receipt of payment does not obligate NHRMA to accept a contract as binding. NHRMA retains the option of returning funds.

**CANCELLATION:** Cancellations of exhibit booth space must be directed in writing to: Conference Solutions, ATTN: NHRMA19 | 1033 SE Main Street, Suite 4 | Portland, OR 97214  
Refunds, less an administrative fee of 20% per booth, will be made at the discretion of NHRMA, but no refund will be given for a cancellation made within 90 days of setup day. In case of fire or any other causes beyond the control of NHRMA that prevent the show from taking place, this contract will not be binding and full refunds will be issued.

**EXHIBITS:** The Tradeshow will be carpeted comprised of 8' x 10' exhibit booths. All booths will include one 6' skirted table, two side chairs, one wastebasket and a one-line 7" x 44" identification sign.

**INSTALLATION AND DISMANTLING:** The Oregon Convention Center in Exhibit Hall A in Portland, OR.

**EXHIBITOR INSTALL:** Wednesday, October 9, 2019: 1:00 pm - 4:00 pm

**EXHIBITOR DISMANTLE:** Thursday, October 10, 2019: 3:00 pm - 5:00 pm  
Dismantling of exhibit booths may begin no earlier than 3:00 pm on Thursday and the area must be completely cleared by 5:00 pm that same day.

**SHIPPING:** The Decorator that NHRMA selects will provide to each Exhibitor, approximately 45 days prior to the show opening, an Exhibitor Kit that provides complete information with shipping instructions and forms for all services needed during the installation, show period and removal of exhibit booths. Exhibitors needing information prior to receiving the official Exhibitor Kit should contact the General Contractor directly at 503.244.4294 ext. 1003.

**EXHIBITOR REGISTRATION:** Participation in the Tradeshow for up to two representatives, plus meals, is included with each exhibit booth. All booth representatives must be registered. Additional exhibitor name badges may be purchased. Exhibitors may also purchase a full conference registration and/or admission to the evening event(s) separately.

**USE OF SPACE:** Exhibitors shall not assign, share or sublet any space without written consent of NHRMA. Care must be taken that no display extends more than 8' above the floor or interferes with the view of other Exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

**FOOD & BEVERAGE POLICY:** No food or beverage may be brought from an outside source. If you wish to serve anything from your booth, please contact the NHRMA Conference Planner to discuss what arrangements, if any, can be made through the Oregon Convention Center.

**LIABILITY:** NHRMA and the Convention Center will not be held responsible for the safety of Exhibitor's property from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold NHRMA and the Convention Center and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those operating under the Exhibitor.  
Further, Exhibitors shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitee which arises from or out of or by reason of said Exhibitor's occupancy and use of the Tradeshow premises or a part thereof.

**SAFETY REGULATIONS:** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings and other materials must comply with fire department regulations.

**SECURITY (INSIDE AND OUTSIDE):** The Tradeshow is being held in Exhibit Hall A and security will be provided when the Tradeshow closes on the evening of Wednesday, October 9 until the Tradeshow reopens on the morning of Thursday, October 10. However, neither NHRMA nor the Oregon Convention Center can be held responsible for any lost, damaged or stolen exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials. NHRMA and the Convention Center recommend removing valuable materials when not at your booth.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the Exhibitor. This space may be resold, reassigned or used by the Tradeshow Manager.

**SHOW CANCELLATION:** If the Conference or Tradeshow is cancelled due to circumstances beyond the control of NHRMA, NHRMA will not be held liable for any expenses incurred by the Exhibitor beyond the rental cost of the booth space.

**SELECTION OF EXHIBITORS:** Only firms and organizations whose services and products are appropriately related to the purpose of NHRMA shall be permitted to exhibit. NHRMA reserves the right to decline or prohibit any exhibit which in its sole judgment is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.