

Rules & Regulations

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the National Association of Locum Tenens Organizations® (NALTO), the show sponsor.

2. **Exhibit Space Description:** Packages include one 6' table, two chairs, an ID sign, and one representative name badge. All additional Exhibitor representatives will be charged \$250.00 each to attend. Up to two additional Exhibitor Representatives may register. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit on one table, you will be required to purchase a second table or forego use of the oversized Exhibit Unit. As per NALTO Rules, all additional charges incurred including, but not limited to, electrical or internet services and shipping are at the Exhibiting Company's expense.

3. **Space Assignment:** Table locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate successful traffic flow.

4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that NALTO incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse NALTO for any such additional expenses. It is imperative that booths be properly manned during the posted hours. Booths are subject to modification prior to the Fall Fly-In to adapt to necessary changes in Fall Fly-In session times; however, all exhibitors will receive adequate notice should this be necessary.

5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the Fall Fly-In as posted. This agreement is for the rental of the exhibit space only. NALTO has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Fall Fly-In, (2) the number of Fall Fly-In attendees who will visit any of the exhibits, or (3) whether or not any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.

6. **Unoccupied Space:** NALTO reserves the right, should any rented tables remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and NALTO shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of the Association.

7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, NALTO must be notified in writing for refunds to be made. There will be a \$100.00 administrative fee assessed for all cancellations received by August 1, 2025. No refunds will be issued for cancellations received after August 1, 2025.

8. **Food Service:** NALTO exhibit package includes tickets for one representative at all social events held during the Fall Fly-In.

9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. The Association reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of the

Association is detrimental to or distracts from the general order of the exhibits.

10. **Fire and Safety Regulations:** To comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times.

11. **Indemnification and Limitation of Liability:** Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless NALTO, the Hotel, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.

12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.

13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and is the responsibility of the Exhibitor.

14. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of the Association.

15. **Prizes:** We request each exhibitor donate a gift or money to be used as a door prize valued at \$50.00 or more (i.e., gift baskets, books, etc.). Your company will be acknowledged as the provider of that door prize. This has proven to strongly enhance attendance during the breaks in the Exhibit Hall.

16. **Use of NALTO Materials:** By signing this contract, exhibitor agrees not to use the name, image, service/trademarks or confidential and/or strategic information of NALTO, its Affiliates or their resources or property in connection with any commercial or other interest or activity not associated with NALTO and its Affiliates.

17. **Right of Refusal:** NALTO reserves the right, in its sole and absolute discretion, to refuse exhibit space to any applicant, or to revoke the right to display and to eject from the exhibit hall (or any other area over which NALTO exercises control), any person, business, exhibit or other exhibitor property.

18. **CAN-SPAM Privacy Laws:** In compliance with CAN-SPAM privacy laws set forth by the Federal Trade Commission, NALTO is required to give attendees the CHOICE to "opt-out" of the attendee list during the registration process. Those individuals who choose to opt-out are not included in any Fall Fly-In attendee listings.

19. **Exhibitor Sales Policy:** To maintain the integrity and focus of our nonprofit association's conference, onsite retail sales are strictly prohibited for all exhibitors. Exhibitors may showcase and demonstrate their products or services; however, any transactions or sales must be conducted outside the conference venue. This policy ensures that the event remains centered on education, networking, and collaboration. Violations of this policy may result in removal from the conference and potential future participation restrictions.