



NATIONAL GENEALOGICAL SOCIETY

3108 COLUMBIA PIKE, SUITE 300  
ARLINGTON, VA 22204-4370

703-525-0050 800-473-0060  
FAX 703-525-0052

## *Official Exhibiting Regulations*

### **1. GENERAL EXHIBITING INFORMATION**

Exhibiting firms will be limited to those providing services, products, or publications that meet the professional and practical needs of genealogists. The National Genealogical Society (hereafter known as NGS) reserves the right to require any exhibitor to remove an exhibit or any part of an exhibit that, in the sole judgment of NGS, is misleading or deceptive, unprofessional, in poor taste, unsuitable, or not in keeping with the character and objectives of the conference and NGS. Franchise operators are responsible for compliance with their company policies. All exhibitors must comply with the requirements of the hotel or convention center in which the exhibit area is housed.

### **2. ASSIGNMENT OF SPACE.**

#### **ONLINE:**

Exhibitors should choose a booth space online and pay at that time with credit card information. Confirmation of the booth selection will be sent by NGS after the reservation is made. This is highly recommended to secure the booth space wanted.

#### **MAIL-IN/CHECK PAYMENTS:**

Exhibitors wishing to pay for their booth space by check should print the booth reservation form and indicate their first, second, and third choices for a booth; then mail the form and check to NGS. *Booth space will not be assigned for mail-in requests until payment is received.* NGS will advise exhibitors of the booths available at the time the form and payment are received. The Official Exhibiting Regulations form must also be signed and returned to NGS at the time the mail-in request is sent. The agreement and full payment must be received by NGS before the booth sale is considered final.

NGS reserves the right of final decision and the right to amend floor plans or relocate exhibits at its discretion.

### **3. PAYMENT FOR SPACE.**

Rate per booth is as follows:

*Businesses:* \$270

*Societies:* \$210

FOR GENERATIONS PAST, PRESENT, AND FUTURE  
WWW.NGSGENEALOGY.ORG

No refund for exhibit space will be made after 1 February 2012. All cancellations made after that date will receive no refund whatsoever. All exhibitor cancellations prior to 1 February 2012 will be assessed a \$50 administration charge.

#### **4. CANCELLATION OF EXHIBITOR SPACE.**

To cancel a booth/booths, written notice—with no exceptions—must be mailed (postmarked) before 1 February 2012 to National Genealogical Society; 3108 Columbia Pike, Suite 300; Arlington, VA 22204, or faxed before 1 February 2012 to NGS at 703-525-0052. Cancellations will not be accepted by electronic mail (e-mail) or by telephone. An administrative fee of \$50 per booth will be charged for all cancellations up until 1 February 2012. If an exhibitor's space is cancelled by NGS for any reason, a full refund will be given to the exhibiting company. If an exhibitor is unable to attend the conference, notification should be given to NGS as soon as possible prior to the opening of the show.

#### **5. SUB-LEASING/SHARING EXHIBIT SPACE.**

Sub-leasing and sharing of exhibit space is strictly prohibited unless prior written approval has been given by NGS. The exhibiting booth name/company on the show floor should be the same as the name/company reservation made for a booth online or by mail through NGS.

#### **6. GENERAL EXHIBITOR GUIDELINES.**

##### **USE OF NGS NAME/LOGO.**

The NGS name, logo, or conference logo may not be used in any advertisement, promotional material, or mailings without the express written permission of NGS.

##### **ENDORSEMENTS.**

Exhibiting at an NGS conference does not constitute an endorsement of any service or product by NGS.

#### **7. EXHIBIT HALL HOURS.**

Exhibit Hall hours are set as follows:

Tuesday, 8 May: Set-up for Exhibitors: 10:00 a.m.–5:00 p.m.

Wednesday, 9 May: Set-up for Exhibitors: 7:30 – 9:30 a.m.

Wednesday, 9 May, 9:30 a.m.–5:30 p.m.

Thursday, 10 May, 9:00 a.m.–5:30 p.m.

Friday, 11 May, 9:00 a.m.–5:30 p.m.

Saturday, 12 May, 9:00 a.m.–3:00 p.m.

Saturday 12 May, Exhibitor move-out: 3:00–8:00 p.m.

NGS reserves the right to modify exhibit hall hours of opening at any time. Exhibitors have the right to withdraw with no penalty for any modification that reduces or adds more than ten percent to the total exhibit time. If an exhibitor wishes to withdraw and

obtain a full refund of exhibitor fees paid, a request for refund must be made within one week of e-mail notification from NGS of a change to the exhibiting hours that exceed the above limits.

#### **8. LIABILITY.**

Neither NGS nor its agents or representatives are responsible for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Under no circumstances will NGS be liable for lost profits or other incidental or consequential damages. NGS shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in the exhibitor's booth is deemed to be the invitee or licensee of the exhibitor, rather than the invitee or licensee of NGS. NGS shall not be liable for any injury whatsoever to the property of the exhibitor or to invitees or guests of the exhibitor. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the conference and exhibit facility. The exhibitor assumes full responsibility and liability for the action of its agents, employees, or independent contractors, whether acting within or without the scope of their authority resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors, whether acting within or without the scope of authority.

#### **9. SECURITY.**

NGS will provide security during the hours that the exhibit area is closed, including overnight, and will exercise reasonable care for the protection of the exhibitor's materials. However, NGS assumes no responsibility for theft, loss, or damage during the duration of the conference. In all cases, exhibitors wishing to insure their goods must do so at their own expense.

#### **10. RESPONSIBILITY OF THE EXHIBITOR:**

**MOVE-IN/MOVE-OUT.** NGS has employed Valley Exposition Services (hereafter known as Valley Expo) for the handling of materials into and out of the show site. Valley Expo will receive your shipment at the advanced warehouse, deliver the freight to your booth, store your empty containers during the run of the event, and load you out of the show once you are packed and ready to go on Saturday, 12 May. Shipping information for the advanced warehouse and show site are detailed in the Valley Expo exhibitor information. If an exhibiting company is not in place in the exhibit hall by 9:30 a.m. on the opening day of the exhibit hall (Wednesday, 9 May 2012), NGS reserves the right to re-sell the exhibit booth or allocate the exhibit booth space to other exhibiting companies, unless prior permission for a late arrival has been granted.

#### **11. SHIPPING AND FREIGHT.**

##### **ADVANCE SHIPMENTS:**

Exhibitors should send advance shipments through **Valley Expo Services.**

Valley Expo & Displays will accept freight at the following address between 04/17/2012 and 05/02/2012:

Exhibiting Company Name  
Booth Number  
**NGS Family History Conference**  
YRC Transportation  
c/o Valley Expo & Displays  
9991 Commerce Park Drive  
Cincinnati, OH 45246

**TO SEND FREIGHT DIRECTLY TO SHOW SITE:**

Exhibiting Company Name  
Booth Number  
**NGS Family History Conference**  
c/o Valley Expo & Displays  
Duke Energy Center Hall A  
525 Elm Street  
Cincinnati, OH 45202

Do not send shipments in advance of 05/08/2012 to the show site. The facility has no means of storage, and will refuse the shipment prior to that date.

**12. BOOTH SET-UP.**

The Duke Energy Center is an open shop venue; therefore exhibitors may set up their exhibit booths using their own employees. Valley Expo will be available to assist you (at a charge) should you need their assistance.

**13. OCCUPANCY OF SPACE.**

It is the responsibility of the exhibiting company to adequately staff its exhibit booth during the opening hours of the exhibit hall.

**14. EARLY DEPARTURES.**

Exhibits may *not* be dismantled prior to the close of the show at 3:00 p.m. on Saturday, 12 May. Early departures from the exhibit hall are prohibited, as these are disruptive to both attendees and other exhibitors. Early departures will be approved only in the case of emergency, and must be approved by the Conference Manager. Late arrivals must be approved by NGS prior to the conference commencement.

**15. LIABILITY.**

The exhibitor is responsible for damage to his/her leased space. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, etc., in such a

manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device that would damage or mar them.

#### **16. EXHIBITS.**

Exhibits must be self-contained within the assigned booth area. Chairs, furniture, or exhibit material shall not be placed outside the booth area or set up to block any exits. Exhibitor's decorations may not obstruct other displays or project into aisles. Balloons are not permitted. A bulletin board will be provided near the entrance of the exhibit hall for the purpose of announcing events conducted by individual exhibitors (e.g., author book signings, raffles, or special presentations in the booth).

#### **17. STORAGE OF PACKING MATERIALS.**

Exhibitors are not allowed to store empty boxes and/or crates in their exhibit booths during the show hours. Empty boxes and crates should be discarded, or arrangements should be made for the storage of these with the decorating company.

#### **18. RULES AND REGULATIONS.**

Exhibitors shall abide by those rules and regulations that NGS may promulgate regarding the conduct of exhibitors at the NGS conference. Exhibitors shall conduct themselves in a professional and ethical manner at all times during the conference. Exhibitor acknowledges that materials displayed at booths of other exhibitors at the conference are for the use of said other exhibitors and conference attendees only, and exhibitors shall not obtain any such materials from another exhibitor's booth without the prior consent of the other exhibitor.

#### **19. EXHIBIT HALL.**

The Exhibit Hall is located at the Duke Energy Convention Center, Exhibit Hall A

#### **20. BOOTHS.**

Back and side draping, booth identification sign (7 inches x 44 inches two-line black on white), one 8-foot skirted table (8 feet long, 2 feet wide, and 30 inches tall), wastebasket, and two chairs per basic 10 x 10 foot booth will be provided to the exhibitor. Additional booth furnishings may be obtained at the exhibitor's expense from the official decorator, Valley Expo.

#### **21. PROFESSIONAL DISPLAYS.**

Exhibitors are requested to provide professional displays. Whether a commercial company or a society, each exhibitor is a business and should present the business in that manner. While displays shall not be obtrusive, noisy, or otherwise objectionable, they should also have some curb appeal. Each exhibitor helps to draw customers into the hall.

#### **22. REGULATORY COMPLIANCE.**

Exhibitor shall be responsible for identifying and complying with all applicable federal,

state, and local laws, rules, and regulations, including those concerned with safety, registration and licensing, and taxation.

Vendors making sales at the NGS Conference must apply for a Transient Vendors License (form ST1T). The application fee is \$25. Sales tax will be charged based on the rate in Cincinnati at the time of the show. For any questions, please contact the state of Ohio directly. Their contact information can be found here:

[http://tax.ohio.gov/channels/global/contact\\_us.stm](http://tax.ohio.gov/channels/global/contact_us.stm)

### **23. USE OF EXHIBIT.**

Exhibitor shall not assign, sublet, or share the space allotted without the knowledge and written consent of NGS. Exhibitors must display only the goods manufactured or dealt with in their regular course of business and described in the contract. NGS reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or remove any exhibit which, in the opinion of NGS, may detract from the general character of the exposition as a whole or which consists of products or services inconsistent with the purpose of the exposition. This reservation includes persons, things, conduct, printed matter, and anything of a character that NGS determines is objectionable. In the event of such restriction or removal, NGS shall not be liable for any refunds or other exhibit expenses.

### **24. SOUND SYSTEM.**

The use of sound systems is permissible; provided they are not audible more than three feet into the aisle or into neighboring booths and that the sound is directed into the exhibitor's booth or vertically. NGS shall have absolute control over the implementation of this regulation, the extent of which is that sound systems shall not be objectionable to neighboring exhibitors.

### **25. RECORDED MUSIC.**

Use of recorded music in any fashion, including background, must be covered by a license.

### **26. EXHIBITORS' PROTECTION.**

No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area or other areas rented by NGS.

### **27. ADDITIONAL REQUIREMENTS FOR EXHIBITORS ENGAGED IN BIOLOGICAL TESTING OR SAMPLING**

Collection of human blood or other human tissue samples obtained through cutting, piercing, or other procedures considered invasive is not permitted.

An exhibitor offering testing services to members of the public shall provide each client with a written statement of its privacy policy, which shall describe the extent to which the client may control future use of the sample or data derived from it, whether or not it

is associated with a means of identifying the donor. The exhibitor shall also provide evidence of its technical qualification through at least one of the following:

Certification through the U.S. Department of Health and Human Services for performing tests of major complexity under the Clinical Laboratories Improvement Act and Title 42, Code of Federal Regulations, Part 493, or Accreditation for DNA testing by the American Society of Crime Laboratory Directors (ASCLD) Laboratory Accreditation Board, or Accreditation by the American Association of Blood Banks (AABB) Parentage Testing Committee, or Recent periodic external proficiency testing for agreement with National Institute of Standards and Technology (NIST) DNA Profiling Standards SRM 2391, or polymerase chain-reaction (PCR) tests, and SRM 2392, for mitochondrial DNA tests.

An exhibitor proposing to use samples for research purposes, either exclusively or in conjunction with services provided to individuals, shall present evidence of registration and filing of assurances with the U.S. Department of Health and Human Services (DHSS) under its rules for protection of human subjects, Title 45, Code of Federal Regulations, Part 46, and shall provide prospective subjects sufficient disclosure regarding safety, privacy, and future use of samples and data so that the subject will have a reasonable basis for informed consent.

The exhibitor shall identify any applicable regulations promulgated by OSHA, the FDA, or other cognizant Federal agencies and certify its compliance with them.

## ACCEPTANCE AGREEMENT

Signed acceptance of this page signifies that the named exhibitor agrees to abide by the terms and conditions set out in the Official Exhibiting Regulations for the NGS 2012 Family History Conference in Cincinnati, Ohio, 9–12 May 2012.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Exhibiting Company Name  
\_\_\_\_\_

Date \_\_\_\_\_

This sheet, along with the booth reservation form and payment, should be returned to:

Erin Wood

Conference Manager

National Genealogical Society

3108 Columbia Pike, Suite 300

Arlington, VA 22204-4370

Fax 703-525-0052

No booth will be reserved and considered final until this form is signed and received together with payment. Online booth reservations will complete an online agreement confirmation and do not need to return this form separately by mail.