

# NACCHO360 TERMS AND CONDITIONS

## SHOW MANAGEMENT

The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Kentucky International Convention Center in Louisville, Kentucky policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and any amendments or additions in conformance with the preceding sentence.

## ASSIGNMENT OF BOOTH SPACE

Booths will be assigned on a first-come, first-served basis, giving priority to NACCHO's Affiliate Business Partners. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth reservations for the 2026 NACCHO360 will be made in our software, MapYourShow. The exhibitor fully understands that submission of the Exhibitor Space Application and Contract in the MapYourShow portal becomes a binding contract, and the exhibitor is subject to the terms and regulations set forth by NACCHO as listed therein, designated by the Kentucky International Convention Center, and Exhibitor Services Manual. In addition, NACCHO reserves the right to reject an application that, in its judgment, is inappropriate for NACCHO360.

## HEALTH & SAFETY

By participating in the 2026 NACCHO360, each sponsor and exhibitor agrees to adhere to NACCHO's health and safety guidelines and to communicate this requirement to their representatives attending the 2026 NACCHO360. Please monitor the [2026 NACCHO360 website](#) for the latest information.

## INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the booth installation before the Show opening and for its removal after the show's conclusion. Under no circumstances will the addition or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation and dismantling must occur only during the installation and dismantle times designated in the Exhibitor Services Manual. Any booth display or materials not dismantled or picked up by said time and date will be shipped at the exhibitor's expense by a carrier selected by the official drayage contractor. No one under 18 will be permitted on the exhibit floor during installation, open show hours, or dismantle hours.

## FAILURE TO OCCUPY SPACE

Exhibitors will forfeit space not occupied by the time designated in the Exhibitor Services Manual, and the space may be resold, reassigned, or used by the management without refund.

## RATES, DEPOSITS AND REFUNDS

Space will be rented at the rates listed on the official Exhibitor Space Application and Contract. No application will be processed without 50% of the total fee for booth space submitted with application and the balance due by May 15, 2026, in U.S. funds. A standard-size booth will be 10' x 10', having an 8' high back draping and 3' high side wall draping. A 7" x 44" booth sign bearing your company's name and booth number will also be provided. For cancellations received in writing by May 15, 2026, you will receive a refund less a \$500 administrative fee. No refund will be made if a cancellation notice is received after May 15, 2026. No transfer of fees will be made to other registration fees or NACCHO meetings. In the event of a default by the exhibitor, as outlined in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved.

## CANCELLATION AND POSTPONEMENT OF CONFERENCE

If a fire, strike, or other circumstances beyond the control of the management cause the exhibit to be canceled, a full refund of the exhibit rental fees will be made, which is the limit and extent of NACCHO's liability for such cancellation. NACCHO assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is canceled or abbreviated because of terrorist activity. All cancellation requests must be submitted in writing to the 2026 NACCHO360 Exhibits Manager. If the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NACCHO or its agents, the Exposition may be canceled or moved to another appropriate location at the sole discretion of NACCHO. NACCHO shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising under cause or causes not reasonably within the control of NACCHO. Causes for such action beyond the control of NACCHO shall include but are not limited to: fire, casualty, flood, epidemic or pandemic, 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 Kentucky International Convention Center of Louisville, Kentucky, municipal, state or federal laws, or act of God. Should NACCHO terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising from there. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NACCHO 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 NACCHO through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later. If the 2026 NACCHO360 transitions to a virtual conference only, exhibitors could receive a full refund or transfer to a virtual booth.

## ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth and require changes be made, where necessary, at the exhibitor's expense.

## BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Service Manual. The Exhibitor Service Manual describes the type and arrangement of exhibit space, and the standard equipment Show Management provides for booth construction. All booth spaces must be arranged and constructed following the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Service Manual guidelines or the provisions set forth herein will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of people watching demonstrations and other promotional activities. Linear booths may not exceed 8' in height; island booths are restricted to 12' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

## SUBLEASING OF SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of the space allocated to others. They may not display goods or services other than those manufactured or regularly distributed by them.

## CONDUCT

All exhibits will serve the interest of the 2026 NACCHO360 attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of the 2026 NACCHO360. Management reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. Using sideshow tactics or other undignified methods considered by NACCHO to be objectionable is expressly prohibited in the exhibition area and any meeting room. Appropriate business attire is required for all exhibit participants.

## EXHIBITOR PERSONNEL

All exhibitors must wear official 2026 NACCHO360 name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall one hour before the show opening each day. All exhibitors and attendees must leave the floor within one hour after the show closes each day. Exhibitors are not allowed to schedule appointments with attendees in their booth during non-show hours. Exhibitors needing to work during non-show hours must obtain permission from Show Management to enter the exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Service Manual. Distribution of advertising materials and souvenirs must be limited to the exhibitor's booth. Canvassing or distributing advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

## SELLING OF MERCHANDISE

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center. Skincare items, lotions, TENS Units, jewelry, cell phone chargers, or other items do not maintain the professional environment of the NACCHO trade show floor and will be denied exhibit space. If you are found after vetting your company to be a retailer of these types of products, your booth fees will be refunded, and you will be removed from the floor.

## **SOUND DEVICES, LIGHTING, AND OTHER PRESENTATION DEVICES**

Public address, sound-producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management reserves the right to restrict glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

## **HANDOUT MATERIALS**

Promotional giveaways and exhibitor prize raffles will be permitted. All materials and prizes must have prior approval by NACCHO. All hand-out materials are expected to be professional. NACCHO reserves the right to disallow any material they believe inappropriate. Send samples to the 2026 NACCHO360 Exhibits Manager. No helium balloons or adhesive-backed decals are to be used or given away.

## **SOLICITATION OF EXHIBITORS**

No persons in the exhibit hall will be permitted to solicit advertising or other exhibit space without the express written permission of NACCHO.

## **FIRE, SAFETY, AND HEALTH**

The exhibitor is responsible for compliance with local, city, and state ordinances and fire, safety, and health regulations. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

## **LABOR**

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific applicable regulations may be obtained from the official contractor. The official contractor can arrange displays, painters, carpenters, electricians, and other skilled labor at established rates. Labor order forms will be included in the Exhibitor Service Manual.

## **STORAGE**

The exhibitor should arrange with the contracted decorator to store packing boxes and crates during the exhibition. NACCHO assumes no responsibility for damage or loss of packing boxes or crates.

## **FOOD AND BEVERAGE**

Exhibitor distribution of food and beverages for consumption in the building is prohibited except with written permission from Show Management. All requests must be submitted in writing. If an exhibiting company wishes to host food and beverages in their booth, they must be purchased through the Kentucky International Convention Center Catering Department.

## **LIABILITY AND SECURITY**

NACCHO makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for safeguarding their goods, materials, equipment, and display at all times. NACCHO will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident, or other causes.

NACCHO will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arising from, or be in any way connected with their use or occupation of display space. Exhibitors will indemnify and hold harmless against such claims. Exhibitor shall be fully responsible for paying for any damages to property owned by the Convention Center, its owners, or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Convention Center, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from or arising from or out of its use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or because of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees who arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Convention Center, or any part thereof. The Exhibitor understands that the Convention Center does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc., due to exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any governmental authority and the contracted facility. The exhibitor will pay and save NACCHO, its Board, members, staff, and representatives, the city of Louisville, KY, and the Kentucky International Convention Center of Louisville, Kentucky harmless from any damages, loss, or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Kentucky International Convention Center or property adjacent thereto occasioned by any act, neglect or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense

defend and protect NACCHO, the city of Louisville, Kentucky and Kentucky International Convention Center against any such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees, which shall comply with the laws of Louisville, KY; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective during all move in, show, and move out dates. Such insurance shall include NACCHO, its officers, directors, agents, and Kentucky International Convention Center as additional insureds. Such insurance shall cover any damage or injury to any persons arising out of such person's attendance at the exhibitor's exhibit during the term of the 2026 NACCHO360; (c) Other Insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its protection.

## **TRADEMARKS**

NACCHO will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Kentucky International Convention Center logo, design, trademark, trade name, patent, copyrighted work, or symbol must be approved in writing by the Kentucky International Convention Center marketing department.

## **PHOTOGRAPHING OF EXHIBITS**

Each exhibitor controls the space it has rented and may prevent those considered its competitors from gaining access to or photographing its exhibit. Taking of pictures other than by the official photographer is expressly prohibited during setup, dismantling, and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the exhibitor may grant permission to have its exhibit photographed or an audio presentation taped during exhibit hours. No exhibitor shall deny any reasonable request for permission to photograph the exhibit from outside the booth's perimeter.

## **LIST PUBLICATION**

The list of 2026 NACCHO360 exhibitors, in whole or in part, shall not be published other than in the 2026 NACCHO360 website and NACCHO official publications or mobile app.

## **USE OF FACILITY**

NACCHO controls all public function spaces in the Kentucky International Convention Center of Louisville, Kentucky. No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing equipment or product presentations to registered attendees or guests at the 2026 NACCHO360 or NACCHO by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 1) is expressly prohibited. Exhibitors may not use the areas in the convention center or contracted NACCHO hotel(s) to distribute literature, gifts, etc. to attendees.

## **VIOLATIONS**

Violation of any of these Rules and Regulations by the exhibitor or their employees or agents shall, at the option of NACCHO, forfeit the exhibitor's right to occupy space, and such exhibitor shall forfeit to NACCHO all monies paid or due. Upon evidence of a violation, NACCHO may take possession of the space occupied by the exhibitor and remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that NACCHO may incur thereby.

## **SEVERABILITY**

All agreements and covenants contained herein are severable. If any of them shall be held invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

## **CONTACT**

For questions or more information, please contact:

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