

**2025 Spring Congress – Exhibit Hall Contract Regulations**  
Embassy Suites Kingston Plantation | Myrtle Beach, South Carolina  
Friday & Saturday, May 30 & 31, 2025

**1. Application**

- a. This application for space, along with full payment and formal notice of exhibits and exhibitors are subject to the following regulations:
  - i. Applications are processed and assignments made in order received.
  - ii. Booths rent for prices stipulated on Exhibitor Booth Application.

**2. Arrangements**

- a. Exhibits must be arranged so as not to obstruct the general view or hide exhibits of others. The standard equipment provided for the exhibit hall include pipe, curtains, one standard table, two chairs and a sign with the company name listed. Carpeting is provided throughout the entire exhibit area.

**3. Installation and Dismantle**

- a. Installation of Exhibits
  - i. Friday, May 30, 2025 | 8:00 AM – 4:00 PM
- b. Exhibit Hall Hours
  - i. Friday, May 30, 2025 | 5:00 PM – 7:00 PM
  - ii. Saturday, May 31, 2025 | 7:00 AM – 2:00 PM
- c. Dismantle
  - i. Saturday, May 31, 2025 | 2:00 PM – 6:00 PM
- d. Show management reserves the right to adjust time for installation of booth space prior to the show opening and for removal after conclusion of show.
- e. Installation of all exhibits must be fully completed by show opening.
- f. The exhibitor agrees to not dismantle, pack or move any part of the exhibit until the close of the exhibit hall.
- g. Materials must be crated and packed for shipment by 6:00 PM on the final day of the exhibit hall.
- h. All deliveries should be coordinated through Convention Makers, Inc.

**4. Booth Placement Policy**

- a. Each exhibiting company can select their top three booth choices based on the exhibit hall floor plan. NCOS will make every effort to place you at one of your top choices. Booth assignments are given on a first come, first served basis, after the Partners are placed. NCOS will make every effort to keep competing companies away from each other.

**5. Building and Equipment**

- a. Exhibitors and their representatives/guests shall not abuse or deface the walls or floors of the building, booth, equipment or furnishings in the booth. The exhibitor will be held liable for any damage.

**6. Conditions**

- a. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted.
- b. No exhibitor is permitted to show goods or services other than those manufactured or provided by their company.
- c. Exhibits related to employment of practice opportunities for non-profit organizations, government entities or education institutions may be accepted.
- d. Non-exhibiting companies are not permitted in the exhibit hall, unless otherwise agreed upon by NCOS.
- e. Non-exhibiting companies and their representatives are not permitted to show or market goods or services in any other part of the hotel property from Sunday, May 25, 2025 through Sunday, June 1, 2025.
- f. Should the NCOS fail to hold the exhibit hall as herein provided, or to furnish to exhibitor the space herein described, it shall promptly refund to exhibitor all sums paid hereunder, and such refund shall be accepted by exhibitor.

## **7. Safety Codes**

- a. The exhibitor assumes full responsibility for complying with city and hotel regulations concerning fire, safety and health.
- b. It is understood that all exhibit material shall be flameproof and that bottled gas or any other type of flame will not be permitted.
- c. All electrical displays and equipment must be wired in accordance with requirements.

## **8. Restrictions**

- a. The NCOS reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, become objectionable.
- b. Exhibits which in the opinion of the NCOS detract from the general character of the exhibit as a whole will be prohibited.
- c. In the event of an eviction, the NCOS is not liable for any refunds.

## **9. Solicitation**

- a. All administrations and interviews must be conducted within assigned booth space.
- b. All exhibit printed materials, souvenirs and other articles must be distributed within assigned booth space. Exhibitors are not permitted to distribute printed materials, souvenirs or other articles in or around the registration area, education sessions or exhibit hall entrance(s).
- c. Food and beverages, giveaways, and other promotional techniques may be utilized with prior authorization from the NCOS.
- d. If hospitality suites are desired, they are the sole responsibility of the exhibitor.
- e. Hospitality suites may not be open at any time during education sessions, exhibit hall hours or other NCOS events.

## **10. Liability**

- a. Show management shall lock exhibit hall doors after the show closes Friday evening until the show reopens Saturday morning.
- b. Name badges must be worn at all times to ensure authorized entry into exhibit hall.
- c. Neither the NCOS nor the Embassy Suites Kingston Plantation will be liable for loss or damage to property of the exhibitor or exhibitor representatives from theft, fire, accident, loss in transit or other causes.
- d. Exhibitor shall assume all liability for damage to exposition facility by reason of this exhibit and shall indemnify the NCOS and the hotel of all liability which might ensue by reason of his or her exhibit or presence at the congress.
- e. Exhibit acknowledges that neither Show Management, or the Embassy Suites Kingston Plantation maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor, at his or her expense, to obtain business, interruption and property damage insurances insuring any losses by exhibitor.

## **11. Admission**

- a. The exhibitor badges allotted to each exhibiting company are for exhibitor reps who are working in the booth, not for any other registration category.
- b. Exhibit admission is by official badge only. Exhibitors are required to wear the official name badge at all times.
- c. Exhibitors or any other person not wearing and unable to produce the official name badge upon request will be asked to leave the exhibit hall.
- d. Three registration badges are included in the exhibit booth cost for each booth space rented.
- e. Additional badges must be purchased in advance or on-site at the rate of \$175 per badge. Only official representatives of exhibiting companies are permitted to wear an exhibitor badge.

## **12. Electrical**

- a. Exhibitor shall pay all charges for electrical services. Arrangements for special electrical services must be made at least one week prior to the start of the Exhibit Hall.
- b. The form for ordering electrical services may be found at [www.nceyes.org/exhibitor-information](http://www.nceyes.org/exhibitor-information).

## **13. Shipping**

- a. All shipments must be shipped to Convention Makers, Inc. which is the holding company for shipments for the show.
- b. Once the show concludes, it is the responsibility of the exhibitor to confirm shipping arrangements with Convention Makers, Inc.
- c. Shipment forms may be found at [www.nceyes.org/exhibitor-information](http://www.nceyes.org/exhibitor-information).

**14. Registration**

- a. Registration per booth includes three name badges, company identification sign, one draped table, pleated skirt on three sides, two chairs, company name in the program, and reception functions in the exhibit hall.
- b. The NCOS reserves the right to alter the layout of the booth space in the exhibit hall as necessary.

**15. CE Attendance**

- a. OD Representatives from exhibiting companies, including NCOS Partner companies, must complete the registration process and pay the full OD CE registration fee in order to attend any continuing education sessions. Non-OD Representatives from exhibiting companies are permitted to attend one General Session per Congress Event at no additional cost.

**16. No Shows**

- a. No show exhibiting companies will be responsible for the entire booth fee. Furthermore, no shows may be prohibited from exhibiting at future NCOS events.

**17. Cancellations**

- a. Cancellations received by the 15th of the month, two months prior to the meeting will be entitled to a full refund. Cancellations received by the 15th of the month, one month prior to the meeting will be entitled to a 50% refund. Cancellations received after this time frame will not be entitled to a refund. Exact dates will be included on each meeting's registration page.

**18. Regulations**

- a. The regulations are a part of the contract between the exhibitor and the NCOS formulated in the best interest of the exhibitor for each booth space rented. Points not covered in this contract are subject to the decision of the NCOS.