



NFCA Coaches Clinic Exhibitor Guidelines

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1. **Coaches Clinic Notification and Application Timeline:** The annual NFCA Coaches Clinic application process opens in the Fall and will remain open until the space is full. The number of tables available at each location is dependent on the size of the Exhibit space and will vary from hotel to hotel. Table space is subject to availability and priority is given to NFCA Official Sponsors/Partners. All other companies are placed in accordance with the NFCA Loyalty Rankings Program, then on a first-come, first-served basis via submitted, time-stamped applications. For information on how to become an NFCA Official Sponsor/Partner or how to participate in the Loyalty Rankings Program, contact Executive Director, Carol Bruggeman carol@nfca.org or call (502) 409-4600.
2. **Exhibitor Rules and Regulations**
 - 2.1. **Exhibit Space Rental**
 - 2.1.1. **Description of Rental Space:** This contract is for the use of one (1) 6' or 8' table (depending on hotel inventory) and two (2) chairs. An additional table may be purchased for an extra fee. Additional chairs are available upon request through the hotel on-site.
 - 2.1.2. **Furnishings:** Any additional furniture, accessories, signs, etc. are the sole responsibility of the Exhibitor.
 - 2.1.3. **Electricity/Power/Internet:** Electricity, power and/or internet are the sole responsibility of the Exhibitor. Some hotels provide electricity, power and/or internet free of charge and some do not. All forms and information surrounding electricity, power and internet will be sent by the NFCA staff to all registered companies for each NFCA Coaches Clinic. It is the sole responsibility of the Exhibitor to submit the required forms and payment by each hotel's deadline.
 - 2.2. **Cancellation**
 - 2.2.1. **Cancellation of Contract:** For cancellations occurring 14+ days prior to the start of the registered clinic, a full refund will be processed less a \$75 administrative fee. For cancellations occurring 8-13 days prior to the start of the registered clinic, a one-half refund will be processed. No refunds will be given for cancellations occurring 7 days prior to the start of the registered clinic. However, payment may be transferred to a later clinic in the same clinic season per space availability. No payment may be transferred to a clinic in future clinic seasons. Cancellations and requests to transfer to a same-season clinic must be submitted in writing to Executive Director, Carol Bruggeman



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at carol@nfca.org. The NFCA will confirm the cancellation or the transfer. Either digital correspondence or traceable mail will be accepted. Digital time stamps on submitted correspondence will be controlling.

- 2.2.2. Failure to Occupy Space: Space not occupied by the close of the Exhibit installation period will be forfeited by the Exhibitor and this space may be resold, reassigned, or used by the NFCA. No refund will be given, as stated in 2.2.1.
- 2.2.3. Cancellation of Show: In the event of fire, strikes or other Acts of God or force majeure including risks of communicable disease that renders the Exhibitor area unfit or unavailable for use or causes the Exhibit Show to be cancelled prior to the opening date of such event, this contract and submitted application will not be binding and payments on account will be awarded a full refund less a \$75 administrative fee.

2.3. Construction, Installation, & Use of Exhibit Facilities

- 2.3.1. Acceptability of the Exhibits: All exhibits shall be used to serve the interest of the Coaches Clinic attendees and shall be operated in a way that will not detract from other Exhibitors, the Exhibit Show or the Clinic as a whole. The NFCA reserves the right to require the immediate withdrawal or modification of any exhibit. In the event of such restriction or eviction, the NFCA is not liable for any refund of rental fees or any other Exhibitor-related expense. Exhibitors must comply with all federal, state and local laws as well as all hotel policies.
- 2.3.2. Restrictions on Use of Space: Booth placement will be coordinated by the on-site NFCA staff. Once placement is made by the on-site NFCA staff, tables cannot be moved. Location priority will be given to Official Sponsors/Partners followed by company ranking in NFCA Loyalty Rankings, then by the time stamp on submissions. Credentials will be pre-placed on the exhibitor's respective booth at each clinic and are not to be moved without approval of the on-site NFCA staff. No Exhibitor shall sublet, assign or share any part of their allocated space. Failure to comply with the Restrictions on Use of Space Guidelines may result in the immediate removal of the company that is not listed or paid through the NFCA and a ban from the current clinic season's remaining and all of the following season's Clinics. The paying company who sublet, shared, or assigned the space will also be banned from any of this clinic season's remaining and all of the following season's Clinics. In the event of such ban, the



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NFCA is not liable for any refund of rental fees or any other Exhibitor related expense. Solicitations, product or demonstrations by Exhibitors must be confined within the bounds of their own respective booths. As a reminder, these Clinic spaces are 6' or 8' table-top set-ups, not 10'x10' booth spaces available at the National Convention. Aisle space shall not be used for exhibit purposes, display of signage, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any public space or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound amplification devices is not allowed.

- 2.3.3. Construction of Exhibits: Exhibits shall be constructed and arranged so they do not obstruct the general view, nor hide the exhibits of others. All booth displays and materials must be confined within the parameters of the designated booth space and may not extend into aisles and walkways. Signs, flags, or any other item that may obstruct views, aisles and/or walkways are prohibited. Backdrops or banners placed behind the table are permitted.

The NFCA is not responsible for any costs incurred related to Exhibit Show materials and/or booth construction that do not comply with these guidelines. The NFCA in its sole discretion will determine if displays violate any of the guidelines outlined in this document. If the NFCA finds the space is in violation, Exhibitors will be asked to rearrange the area so that it is in accordance with these guidelines. Failure to make the requested changes will result in removal from the Exhibit Show and forfeiture of payment.

- Any company with a concern about a surrounding company's set-up or construction should notify NFCA personnel on-site immediately.

- 2.3.4. Show Hours, Installation & Breakdown:

- Setup: Setup will be from 9:30am-11:30am on Friday morning.
- Friday: Attendee registration will run from 11:30am-1:00pm. The NFCA strongly suggests exhibitors be set-up and ready to go by 11:30am and stay open through the social hour at 10:30pm. The Clinic schedule is as follows:
 - 11:30am-1:00pm- Registration/Exhibit Hall Open
 - 1-2:35pm – Clinic sessions
 - 2:35-3:00pm – Exhibit Break
 - 3-5:25pm – Clinic sessions



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- 5:30-7pm – Dinner*/Exhibit Break
- 7-9pm – Clinic sessions
- 9-10:30pm – Social Hour/Exhibit Break

- Saturday: The Clinic schedule is as follows:
 - 7:15-8:00 am- Exhibit Hall open
 - 8-10:25am – Clinic sessions
 - 10:25-10:55am – Exhibit Break
 - 10:55am-12:30pm – Clinic sessions
 - 12:30pm-1:45pm – Lunch/Exhibit Break
 - 1:45-4:10pm – Clinic Sessions

- Breakdown: Exhibitors are welcome to stay until the end of the Clinic. However, most exhibitors break down after lunch on Saturday. All exhibitors must be packed up and off-property by 4:00pm on Saturday.

The Exhibitor expressly agrees to do all installation and breakdown of exhibits during the times indicated previously. Exhibits may be broken down after lunch begins on Saturday afternoon. It is the responsibility of the Exhibitors to see that all materials are delivered to the exhibit area and removed by the specific deadline. Should failure to remove the exhibit occur, additional fees may be charged to the Exhibitor and removal may be arranged by the NFCA or hotel at an additional expense for the Exhibitor.

- 2.3.5. Drayage: Advance shipments of exhibit material must be made to the hotel. More information will be sent once the Exhibitor application has been approved and payment received. Exhibitor is responsible for picking up advance shipment packages at the hotel.
- 2.3.6. Labor: Exhibitors are solely responsible for all labor personnel, for all work, before, during and after the Exhibit Show and for compliance with all local, state and federal labor regulations and hotel laws.
- 2.3.7. Fire, Safety, and Health Regulations: The Exhibitor agrees to comply with all local, city and state laws, ordinances and regulations of the owner covering fire, safety and all other matters. All decorations and booth equipment must be fireproofed, and electrical wiring must meet established safety requirements. No combustible material to include boxes shall be stored in or around the exhibit booths.
- 2.3.8. Damage to Exhibit Facilities: The Exhibitor must surrender rented space in the same condition it was at the commencement of occupation. The Exhibitor or agent shall not injure or deface the walls,



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columns or floors of the exhibit facilities, the booths, the equipment or furniture of the booth. When such damage appears, the Exhibitor shall be liable for all costs incurred to the owners of the property so damaged. The management agent reserves the right to select contractors for such repairs.

2.4. Security, Liability & Insurance

- 2.4.1. Security: The protection of the property of Exhibitors shall at all times remain the sole responsibility and custody of each Exhibitor. While not a guarantee, the NFCA will work with each hotel to provide Exhibitors with a locked room to store items overnight on Friday evening. Sometimes, this room may be the main speaking ballroom. When this is the case, any exhibitor who stored equipment in the main speaker ballroom overnight must have all items removed from the main speaker ballroom by no later than 7:15am Saturday morning.
- 2.4.2. Responsibility of the Exhibitor: The Exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the hotel property, its agents, servants and employees from any and all such losses, damages and claims. Insurance and liability are the full and sole responsibility of the Exhibitor. The NFCA bears no responsibility or liability.
- 2.4.3. Exhibit Management Responsibility: NFCA's contract with the facility supersedes the contract it has with Exhibitors.

2.5. Marketing: Posting of notices and/or distribution of other materials to attendees by Exhibitors outside of assigned booth spaces is not allowed in any part of the hotels. Marketing and promotional activity should be contained to each company's allocated space. The NFCA staff reserves the right to have any Exhibitor removed from the Clinic area and to revoke current and future Exhibit Show space for any Exhibitor found violating this provision.

- 2.5.1. No company may section off, allocate, assign or share any part of their advertisements placed through NFCA platforms and channels. All advertisements should reflect, promote and/or direct all attention, sales and messaging to the company with registered booth space only.

2.6. Merchandise Sales: Exhibitors who sell merchandise from the exhibit floor must have the appropriate seller's permits and licenses. It is the sole responsibility of the Exhibitor, not the NFCA, to obtain the required permits and licenses and to properly collect and remit any sales taxes. Additionally, if required, the payment of any merchandising fees associated with the hotel



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property or other event management is the responsibility of the Exhibitor and not the NFCA.

2.7. Photography, Video & Audio Taping: Photography, video, and audio taping for a general overview of the Exhibit Show and within company booth space for company social media, website, or promotional purposes is allowed. This must be minimal in nature and not disrupt other companies or any other programming within the Exhibit Show. No full productions are allowed, including lighting or additional sound equipment. Exhibitors should not photograph, video or audio tape at booth space other than their own. If NFCA determines photography, video, or audio taping to be disruptive or inappropriate, NFCA reserves the right to remove the opportunity for photography, video or audio taping for the remainder of the show.

2.8. Food and Beverage: Allowable food to be distributed: small candy items, mints, gum, etc. in original and unopened packaging. For companies with the primary purpose of producing beverages, a small sample of the beverage is allowed. If a company does not have a primary purpose of producing beverages, absolutely no beverages of any kind are permissible.

2.9. Noise: Booth noise must be kept to such a level so as not to disturb other Exhibitors or interfere with the flow of traffic. No microphones or other sound amplification devices are allowed inside the hall.

3. Standard Pricing and Benefits:

3.1. Standard Pricing: The NFCA will offer both one table and two table rates. Sizing of tables (6' or 8') is determined by hotel inventory. Cost for one table is \$450. Cost for two tables is \$600.

3.2. Benefits:

Standard with the purchase of each table:

- (1) 6' or 8' table (depending on hotel inventory)
- (2) Chairs – additional chairs may be available upon request

Standard for each company regardless of the number of tables purchased.

4. Application/Registration Process:

4.1. How to Apply: To register for table space and to find details specific to the current year's Coaches Clinic(s), visit the [Coaches Clinic Vendor Opportunities](#) page. Registration will go live in the Fall.

4.2. Application Review and Acceptance: The NFCA reserves the full right to review all applications for table space and credentials to determine whether or not table space shall be granted and if credentials shall be issued. At any time, the NFCA can revoke table space access and credentials. Tables will be awarded to NFCA Official Sponsors and Partners



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first, then by NFC A Loyalty Rankings, and then if space remains on a first-come, first-served basis.

- 4.3. Payment: Payment must be placed at the time the online application is submitted. For any company that wishes to pay by check instead of credit card, please select 'check' from the drop-down menu under 'Payment Method' on the vendor application. Once the application is submitted, a confirmation page will appear and an automated email will be sent with information on where to remit payment. All payments must be received prior to the start of the clinic. No company may exhibit at any Clinic without having made payment-in-full.
5. Exhibit Show Credentials and Access:
 - 5.1. No company may sublet, assign or share any part of their credential allotment to any other company. As a registered company of the Exhibit Show, credentials should reflect employees of the registered company only.
 - Each company will receive four (4) complimentary Exhibit Show credentials with the purchase of any Exhibit Show table (1 or 2 tables). Additional credentials may be requested and are \$25/credential. A credential allows access to the Exhibit Show and the evening social hour. Credentials must be worn on-site at all times. All employees or those working in the Exhibit space must have a credential.
6. Replacement Credentials & Lanyards: There will be a \$25 replacement fee for a lost credential or lanyard of any type. Replacements can be obtained at the NFC A registration desk on-site. Credentials will be monitored and entry into all of the Coaches Clinic sessions and access will not be permitted without the appropriate accreditation. No sharing of lanyards is allowed. If an attendee shares a credential, he/she may be removed from the Clinic.
7. Revocation of Credentials and Removal from Exhibit Show: If an Exhibitor acts in an offensive, disorderly or unprofessional manner, as determined by NFC A staff, that Exhibitor's credentials may be revoked, and they may lose access to the current and future Exhibit Show and/or Clinic(s). In the case of credential revocation and/or removal from the Exhibit Show, no refunds will be given.