

August 17, 2017

To: NMEDA Conference Exhibitors
Re: NMEDA Exhibitor Registration Now Open for 2018!

Hello All,

I hope the summer has treated you well. I am excited to announce that the NMEDA Annual Conference exhibitor registration is officially open for 2018! We've been hard at work on a complete re-vamp of the floorplan (attached) and many other conference improvements to bring more value to you, our partners.

We at NMEDA understand that educating our members on your newest product and service offerings is of the utmost importance to you, so we wanted to make sure we got this information to you as soon as it was ready. We look forward to seeing you all in Daytona Beach, Florida in 2018!

A few things to know:

- The brand-new floor plan for 2018 is attached for you.
- Our premium spaces do go quickly so please send in your Booth Selection form ASAP. *
- A minimum payment of 50% of the total booth fee must be received by NMEDA within five business days of the initial request. If payment is not received on time, your requested space will be released and may be secured by another exhibitor.
- Please mail or scan and email the attached booth selection form. Unfortunately, space may not be reserved by verbal request.
- Booth space assignments will be made starting on August 23rd and a letter confirming your space assignment will be sent to you.

Additionally, please be sure to complete the company information section, including the product lines your company represents as you would like it listed in the Exhibitory Directory within the Program Book. I look forward to hearing from you soon and to an outstanding conference in 2018.

I would also like to introduce Trevor Jennings, our brand-new Director of Partner Relations. Trevor came on board with NMEDA on July 29, 2017 and I believe a few of you had the chance to meet him at the ADED conference that weekend. Trevor has been developing a few new ideas for our exhibitors and sponsors; in the coming months, he will be reaching out to each of you to introduce himself and to discuss opportunities for the 2018 show.

Thank you all again and please feel free to reach out with any questions you may have.

*When two or more companies request the same space, the assignments will be made based on the number of years the company has exhibited at the conference as well as the previous sponsorship levels of the company. In case of a tie, priority of position will be based on the date the contract was received by NMEDA with higher priority going to those contracts received first. If the contracts are received on the same date, priority will be determined based on payment date.



BOOTH SELECTION FORM

Company: _____ Phone: (_____) _____
 Address: _____ Website: _____
 City: _____ State/Prov/Country: _____ Zip/Postal Code: _____
 Exhibit Contact: _____ Email: _____
 Product Line: _____

Exhibit Booth Fees

Based on the enclosed floor plan, please indicate the number(s) of the booth(s) you prefer.

Every effort will be made to accommodate your first choice. If two or more companies request the same space, assignment will be made based on the number of years the company has exhibited at the NMEDA conference and previous sponsorship.

Each booth is 10' x 10'.

Choice: #1 _____ #3 _____
 #2 _____ #4 _____

How many vehicles will you display? _____

Fees: \$1,095 per booth (NMEDA member)
 \$1,950 per booth (non-member)

Discounts: 3 - 11 booths (10%)
 12 + booths (20%)

_____ x _____ - _____ = _____
 # Booths Fee Discount Total

Rules for Booth Selection

Vehicle displays require a minimum 10' x 20' space (2 booths). Booths cannot be transferred to another company. Two companies cannot share a single booth.

Cancellation Clause

Cancellation of all or a portion of any exhibit space must be made in writing. The cancellation fee will be 50% of your total booth cost should a cancellation of the booth(s) occur between December 15, 2017 and January 15, 2018.

There will be no refunds after January 15, 2018.

I, the undersigned, have read and understand the conditions of exhibiting at NMEDA's Annual Conference.

 Signature Date

No booth selection will be accepted without payment.

Card Total: _____ Card Type: VISA: _____ M/C: _____ AMEX: _____
 Card #: _____ V-Code: _____ Exp. Date: _____
 Company and/or Name on Card: _____ / _____
 Billing Address: _____
 Authorizing Signature: _____



EXHIBITOR REGISTRATION FORM

Company: _____ Phone: (_____) _____
 Address: _____
 City: _____ State/Prov/Country: _____ Zip/Postal Code: _____
 Exhibit Contact: _____ Email: _____

ONE blue badge is provided for each 10' x 10' booth; it provides entry to ALL conference functions **including** the banquet. Exhibit badges permit an individual to work in the exhibit booth, attend meals in the exhibit hall and the Thursday night banquet.

Print names to Receive a Blue Badge: (One complimentary badge per 10' x 10' booth, each additional is \$200.)
 Please check the box if you will be attending the Thursday night banquet (included w/ badge).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Additional tickets are available for individuals or guests attending the banquet ONLY. The cost is \$75.00 per person. **List names below:**

1. _____ Check here if any attendee has dietary restrictions.
2. _____ List restrictions: _____
3. _____

Payment Totals:

Exhibit Badges __ @ \$200 = _____
 # Banquet ONLY __ @ \$75 = _____
TOTAL = _____

Payments accepted by check or credit card.

Card Total: _____ Card Type: VISA: _____ M/C: _____ AMEX: _____
 Card #: _____ V-Code: _____ Exp. Date: _____
 Company and/or Name on Card: _____ / _____
 Billing Address: _____
 Authorizing Signature: _____

Enclose a check or complete the credit card charge information for any additional fees. Cancellation of all or a portion of any exhibit space must be made in writing. The cancellation fee will be 50% of your total booth cost should a cancellation of the booth(s) occur between December 15, 2017 and January 15, 2018. **There will be no refunds after January 15, 2018.** Cancellation of additional names at \$200 will be refunded prior to January 15, 2018. No refunds will be made after that date. **All changes or cancellations must be made in writing to NMEDA.**



2018 NMEDA Annual Conference
Daytona Beach, Florida

EXHIBITOR INFORMATION

Thank you for your support of the NMEDA annual conference. It is the continual participation of the exhibitors that has increased the scope of the conference to what it is today. In 1994 there were 30 exhibit spaces, today there are over 250. The following information is provided to make your company's conference experience as valuable and rewarding as possible.

Hotel Information: Please mention you are with the NMEDA group when making reservations.

Hilton Daytona Beach Ocean Walk Village
100 North Atlantic Avenue
Daytona Beach, FL 32118
Phone: 386-254-8200 or 1-800-HILTONS

The online hotel registration link is posted on www.nmedaannualconference.com.

The room rate is \$174.00 single or double plus prevailing taxes and fees.

Registration: Exhibitor Registration will be open at the Ocean Center, Tuesday, March 6, from 8:00 am – 9:00 pm. Please obtain your registration packet, which includes your badge, prior to entering the exhibit hall. Exhibitors are provided with one complimentary registration (blue badge) for each 10'x10' booth.

A blue badge gives you entry into every conference function from Tuesday evening through Thursday (workshops, reception, all meals, breaks, and the banquet). The ADED pre-conference workshops are not included with your complimentary registration.

Additional personnel working in the exhibit booth can purchase an exhibitor badge for \$200.00 per person. An exhibitor badge permits you to attend all breaks and meals, including the banquet. You must register using the form provided with this kit. **Do not register exhibitor booth personnel online as it will charge at the full attendee rate.**

Security: NMEDA provides security in the exhibit hall during hours of show operation from exhibit set-up on Tuesday through teardown on Thursday. The Ocean Center is secured each night and reopens at 7:00 a.m. each day that NMEDA leases the facility. **No after-hours work may be performed in the exhibit hall.**

Shipping Your Vehicle(s) to the Conference: The NMEDA staff is not permitted to accept delivery of vehicles or packages on behalf of any exhibitor. You must make arrangements to have a representative from your company available to receive vehicles or packages, or make arrangements to ship in care of Shepard Exposition Services or a local dealer.

Show Decorator: Shepard Exposition Services (SES) is providing decorating services for the exhibits. In November a packet from SES will be e-mailed to all exhibitors. If you would like a copy of the packet faxed or mailed to you, or if you do not receive your packet, please contact Marilyn at 800.833.0427 or Shepard at 407-888-9669 or Orlando@Shepardes.com.

Exhibit Hall Location

Ocean Center
101 North Atlantic Drive
Daytona Beach, FL 32118
Phone: 800-858-6444

Exhibit Hall Set-Up: The exhibit hall will be available for set up on Tuesday, **March 6th** as follows:

- **Vehicle Move In:** 8 a.m. – 10:30 a.m. All vehicles will move in during this time only on a “first come, first served” basis. No exceptions will be made. Shepard Exhibition Services must spot all vehicles in and out of the hall. When all vehicles are in place Shepard will set up the rest of the booth spaces, place booth signage, and deliver any freight shipped by exhibitors.
- **Exhibit Set Up by All Exhibitors** - 12:00 p.m. – 5:00 p.m. – All exhibits must be set up by 5:00 p.m. so the decorator can finish laying the aisle carpet and clean the hall.

Requirements for Vehicles in the Exhibit Hall: The following safety regulations must be adhered to by all vehicles on display in the exhibit hall:

Keys: **Shepard Expositions Services requires that all companies displaying vehicles must turn in a copy of their keys for each vehicle on display to Shepard before leaving the exhibit hall during set-up time.** The Fire Marshall may want to verify that your vehicle will not start.

- Your keys will be tagged and given to Security to hold. At the conclusion of the exhibit time a Shepard Exposition Services representative will hand the keys back to the exhibitors in sections starting with those in the exhibit areas closest to the exit(s).

Fuel Tanks: Fuel in the fuel tanks shall not exceed $\frac{1}{4}$ of the tank capacity or five (5) gallons, whichever is less.

- All fuel tanks fill caps shall be self sealing or taped in an approved manner to prevent the escape of vapors.
- The ‘hot lead” battery cable shall be removed from the main battery while the vehicle is on display in the building. The disconnected battery cable shall be taped to prevent a short.
- If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- Clear plastic coating must be placed underneath each vehicle in carpeted areas.
- It may be necessary to move or relocate a vehicle before or during a show.

Ocean Center Regulations:

- The use of propane, flammable bottled gas, liquid/gel fuels or open flame is prohibited with the building.
- Any other type of pressurized tank, cylinder or vessel must be properly secured to prevent damage to it.
- Helium users are responsible for the safe removal of all helium filled balloons, novelties, or vehicles from the building at the end of the event.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to any portion of the facility.
- No holes may be drilled, cored or punched in the building.
- No painting of signs, displays or other objects is permitted in the building.
- No adhesive-backed (stick-in) decals or similar items (except nametags) may be distributed or used in the building.
- Any vehicle on display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than $\frac{1}{4}$ of a tank of fuel.
- No sample food and/or beverage products may be distributed by exposition sponsoring organizations and/or their exhibitors except upon written authorization for Ocean Center Management.
- No one may bring food or beverage into the Ocean Center at any time.
- The Ocean Center recommends the use of residue resistant carpet tape. All tape and its residue must be removed from floor and disposed of immediately after the show.
- All electrical extension cords must be three wire UL listed and IL approved. Two wire electrical cords and zip cord is prohibited.

- Freight deliveries will not be accepted by the Ocean Center. Ask Shepard Exposition Services for proper drayage instructions.
- Parking on the loading docks, except for loading and unloading, is prohibited. Violator's vehicle(s) will be towed at owner's expense.

Exhibit Height: The Board of Directors determined that booth height may not exceed 8' and cannot obstruct the view of or interfere with traffic to other exhibits unless you submit a floor plan of your booth and receive prior approval from show management.

Exhibit Hours: The exhibit hall is open to all conference participants during the following times based on the current tentative schedule.

Tuesday	March 6	7:30 p.m. – 9:00 p.m.	Opening Reception
Wednesday	March 7	10:30 a.m. – 2:30 p.m.	
Thursday	March 8	9:00 a.m. – 11:30 a.m.	

Exhibit Tear Down: Tear down will begin immediately after closing on Thursday. **No early teardown is permitted. A company representative must be present in your booth during all hours of exhibit operation from Tuesday through Thursday. Failure to comply with this will result in your company not being permitted to exhibit at future NMEDA conferences.**

Other:

- **Each vehicle must be properly labeled with required compliance labels.**
- **Untested or prototype products/vehicles must be labeled as such.**

Audio Visual Displays in the Exhibit Hall: Audio visual displays must be approved by Show Management prior to the conference and may not interfere with other booths or extend into the aisles. Exhibit height should not interfere with traffic to other exhibitors. Exhibitors with audible electric devices, sound video or motion pictures, or other exhibits or devices, which might prove objectionable to other exhibitors, may be asked to accept booth assignments that diminish reasonable objections.

Food/Beverage: For your catering needs please contact Spectra at 386.254.4550 for catering at the Ocean Center and MaryClaire Pendergast, Director of Convention Services, at 386.254.8016 or mpendergast@daytonahilton.com for events you want to schedule at the Hilton Hotel.

Attendee List: An attendee list will be e-mailed to your company after the conference.

Reminders for 2018:

- **Sharing of booth space is not permitted in a 10x10 booth.**
- **Parking or vehicle displays in front of the Ocean Center during convention hours is not permitted.**
- **Any use of the Ocean Center parking spaces for display or product demonstration must be approved by NMEDA.**
- **Meetings or seminars during exhibit hours or workshop hours are not permitted.**

Thank you for your support of NMEDA and we look forward to seeing you in Daytona Beach in March. If you have any questions, please contact NMEDA at 800.833.0427.

Marilyn Myers
 Meetings and Conferences Manager
 Marilyn.myers@nmeda.org



NATIONAL MOBILITY EQUIPMENT DEALERS ASSOCIATION EXHIBIT RULES

The terms and conditions included in the 2018 Exhibitor Booth Selection Form (Agreement) are required of all Exhibitors in the NMEDA Annual Conference, March 6-8, 2018, at the Ocean Center, Daytona Beach, Florida.

1. General: All matters and questions not covered by the Agreement are subject to the decision of Show Management.

2. Application: Applications for rental of exhibit space shall be subject to the approval of Show Management. Show Management reserves the right to reject applications for space with or without cause if in the best interest of the Show. Upon acceptance of the Contract for 2018 NMEDA Exhibit Space by Show Management in writing, it shall be a legally binding agreement between the exhibitor and Show Management.

3. Rates and Payment: To qualify for the member rate, the exhibitor must be a NMEDA member in good standing from the time of submission of the Exhibitor Registration Form through the conclusion of the show. **Exhibitor shall submit with the Exhibitor Registration Form 50% of their total exhibit space fees to confirm reservation of space.** Checks must be made payable to NMEDA and mailed to 3327 W. Bearss Ave., Tampa, FL, 33618. Credit card information may be faxed to NMEDA at (813) 962-8970. *Payment in USD only.*

4. Eligibility: Eligibility is generally limited to persons or firms who provide products and services to the adaptive equipment industry. Applicants who have not previously exhibited may be required to submit the nature of their business and the scope of items to be exhibited. Show Management reserves the right to reject any application to exhibit.

5. Space Assignment: Preference of space assignment will be given to previous exhibitors based on the number of years your company has exhibited with NMEDA and previous sponsorship. Space will not be assigned until your deposit is received. Consideration will be given to exhibitors wishing to avoid assignment of exhibit space adjacent to competitors. Show Management shall have the right, in its sole discretion, to change your space assignment after acceptance of this agreement if it is deemed to be in the best interest of the Show. Any reassignment will be to an exhibit space of equal size to your original

space and you will be notified of your newly assigned space.

6. Subletting Space: Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have representatives from other than its own firm in the exhibit space without the written consent of Show Management.

7. Exhibit Materials: All exhibit materials, including decorations, exhibit display, motion picture projectors and apparatus must conform to fire regulations and electrical codes of the convention center and/or hotel. Exhibits should be constructed so that nothing appears higher than 8 feet from the floor and should not project beyond the space allotted. They should not obstruct the view of or interfere with, traffic to other exhibits. Exhibitors with audible electric devices, microphones, sound video or motion pictures, or other exhibits or devices, which might prove objectionable to other exhibitors, may be asked to accept booth assignments that diminish reasonable objections

8. Operation and Conduct: Show management reserves the right to regulate and/or restrict exhibits to suitable methods of operation and display of materials. If for any reason Show Management deems an exhibit and/or its contents objectionable, the exhibit shall be subject to removal at exhibitor's expense. This reservation includes persons, things, conduct, non-payment of additional fees, printed matter, signs, or any item of poor character, which in the judgment of Show Management is detrimental to the Show. In the event that such a restriction is enforced, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its' sole discretion. Exhibitor hereby waives any right and all claims, actions or demands for damages, costs and expenses, including legal fees, against the Ocean Center, Show Management, its directors, officers, agents, employees and/or servants for such restriction or removal.

9. Outside Exhibits/Hospitality Suites: By executing this Agreement, Exhibitors agree that their entire exhibit and display will be confined to the exhibit hall and the booth space assigned. This prohibits Exhibitors from displaying products or services and/or other advertising material in areas outside their booth space such as, but not limited to, parking lots and hotel lobbies. Exhibitors also agree not to operate hospitality suites during hours the

Show is open or educational sessions are being held.

10. Solicitation: Show Management will not permit any on-premise solicitation at the conference by anyone, including non-paying dealers, manufacturers or Exhibitors.

11. Violations of Rules and Regulations: Violations of these rules and regulations as well as those of the convention center will afford Show Management the right to execute one or more of the following remedies: a) The Exhibitor may be prohibited from exhibiting at the current year's Show and will forfeit all booth payments. b) **The Exhibitor may be prohibited from exhibiting at any or all Shows.**

12. Cancellations and Default: Cancellation of all or a portion of any exhibit space must be made in writing. Cancellation fee will be 50% of your booth cost should a cancellation of the booth(s) occur between December 3, 2016 and January 1, 2018. There will be no refunds after January 1, 2018. Any Exhibitor failing to occupy by 12:00 p.m. of February 14, 2018 any space contracted for, but not canceled, is obligated for the full cost of the space and is not entitled to any refund. Show Management shall have the right to use said space to suit its own convenience, including selling the space to another Exhibitor without any rebate or allowance to the defaulting Exhibitor, and without incurring any obligation of any kind to said Exhibitor.

13. Waiver of Liability: NMEDA acts for Exhibitors and their representatives in the capacity of agent, not as principal. NMEDA assumes no liability for any act of omission or commission in connection with this agency. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Ocean Center, their owners or managers that result from any act of omission of Exhibitors. **Exhibitor assumes responsibility and agrees to indemnify and defend the National Mobility**

I understand that NMEDA takes no position on nor assumes any responsibility for the quality of the products or for the accuracy or content of any statements made, or contained in or on any materials or products exhibited by an exhibitor at NMEDA's conference.

I certify that I am an authorized agent of this company and therefore I agree to abide by all of the rules and regulations set forth by NMEDA. It is my responsibility to ensure that all representatives of my organization exhibiting at NMEDA have read and understood these rules and regulations.

Signature: _____ Company: _____ Date: _____

Send with completed contract and payment to:

NMEDA
3327 W. Bearss Ave.
Tampa, FL 33618
Fax: 813-962-8970 E-mail: marilyn.myers@nmeda.org

Equipment Dealers Association and the Ocean Center, and their respective employees and agents against any claims or expenses arising out of the use of the Ocean Center premises. The Exhibitor understands that neither the National Mobility Equipment Dealers Association nor the Ocean Center maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.

14. NMEDA adheres to the IAEE Guidelines for Display Rules and Regulations for exhibit hall set up.

15. NMEDA staff will not accept delivery of any vehicles/equipment/products.

16. No booth may be dismantled until closing of the show on the final day. Exhibitors must have a company representatives present in their booth through the entire show. No early teardown is permitted. Failure to comply will result in your company not being able to exhibit at future NMEDA conferences.

17. All vehicles must have required compliance labels. Untested or prototype vehicles must be labeled as such.

18. Non-compliant products will be allowed only within assigned and designated space with appropriate signage.

19. Meetings or seminars during exhibit and workshop hours will not be permitted.