

Thank you for exhibiting at NDRN 2024!

All exhibits and exhibitors are subject to the following regulations and schedules.

Before the conference

Exhibitors must send the names of individuals staffing tables and details about setup requirements, if different than what is provided, to david.card@ndrn.org by May 10th. Individuals staffing tables must also register for the conference by May 10th.

Upon Arrival

Exhibitors must check in at the registration desk when they arrive and pick up exhibitor badges. Exhibitors are required to wear badges during the set-up and staffing of exhibit booths.

Set-Up & Removal

The exhibit area will be available for set-up on Monday, June 3 at 8am. NDRN will provide a skirted table, 2 chairs, and an electrical power strip. If an exhibitor requires an alternative set-up, such as a pop-up display, please contact David Card at 202-408-9514 Ext. 122 or david.card@ndrn.org.

All exhibits must be completely removed by 1:00pm on Thursday, June 6, but removal must not start before 10:30am.

Exhibit space is limited and will be assigned on a first come, first-served basis according to dates of receipt of application and full payment. Exhibit space will be assigned to reflect a balance among all exhibit categories.

Dates & Hours

Exhibitor representatives are required to be present at exhibit tables from 8:00am - 5:00pm.

Use of Space

All product and service demonstrations and distribution of promotional materials must be confined to the Exhibitor's area. Exhibits requiring the use of audio devices must be operated so that the noise resulting from such operation will not disturb adjacent exhibitors and their patrons.

Shipping

Shipping Information will be made available upon request.

Direct Selling

In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.

Security

The exhibit area cannot be closed off during the evening hours. Any storage and security arrangements are the responsibility of the exhibitor.

Liability

Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend and keep the National Disability Rights Network (NDRN) and the Crystal Gateway Marriott forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor. The exhibitor shall, at all times, protect, indemnify, save and defend and keep harmless NDRN and the Crystal Gateway Marriott against and from any and all loss, cost, damage, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or part thereof. NDRN is not responsible for the performance of products, services or materials advertised or exhibited.

Cancellation

If it is necessary for an exhibitor to withdraw from the annual conference, the exhibitor must notify NDRN in writing. REFUNDS will be made according to the following schedule: Fifty percent (50%) of exhibit fee if cancellation notice is received by May 10 and zero percent (0%) of exhibit fee if cancellation notice is received after that date. In the event that fire, strike or other circumstances beyond the control of NDRN cause the exhibit to be cancelled, full refund of exhibit fees will be made.

Forfeiture / Non-Attendance

Space not occupied by the close of the exhibit installation period, as specified, will be forfeited by the exhibitor and the space may be resold, re-assigned or used by NDRN without refund, unless prior approval is obtained in writing from NDRN. When exhibit material is on hand, NDRN reserves the right to assign labor to set up any display that is not in the process of being erected by 10:00 a.m. the day exhibits open and the exhibitor will be liable for all charges incurred.

Deadline

Applications and payment for exhibit space MUST be made no later than May 3 to be assured consideration. NDRN reserves the right to accept or reject any and all applications.

Logos/Advertisers

Please send your logo or preferred method for receiving recognition on conference websites and signage to david.card@ndrn.org.

Contact David Card at 202-408-9514 Ext. 122 or david.card@ndrn.org if you have any questions.