



2025 NHSC RULES AND REGULATIONS

1. The Organizer

The National Homeland Security Association, Inc. "NHSA" is the official and only "Organizer" of the annual National Homeland Security Conference "NHSC" 2025 "NHSC2025." The Organizer has the right to adjust content, times, and dates at any time.

2. Standard Booth Description and Height Restrictions

- Definition: One or more standard units in a straight line.
- Depth: All display textures over 4 feet height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space which is within 5 feet of the backline.
- Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size of his exhibit. Exhibitors with larger space (30 lineal feet or more) should also be able to effectively use as much of the total floor space as possible, if they do not interfere with the rights of others. The limitation on display fixtures over 4 feet and within 10 lineal feet of a neighboring exhibit is intended to accomplish both aims.
- Additional booth sizes are available upon request.

3. Set-up and Removal of Exhibits

- Exhibit set-up and removal must take place at **specified times**. If you have questions, please contact conference staff at conference.info@nationalhomelandsecurity.org.
- Booth installation will not be permitted after the show opens, unless with written approval. Exhibits must be removed from the venue at a specified time. **Exhibitors may not remove, dismantle, or begin to pack materials/displays until given consent to do so.**

4. Exhibition Tentative Hours

- At least one (1) company representative **must be present in the booth at all times** during exhibition hours.
- Please note that times are subject to change at the discretion of the Organizer, the NHSA. **The below schedule is tentative.**

EXHIBITOR MOVE-IN

Monday, August 25, 2025

- ❖ 8:00 AM - 5:00 PM

SHOW SCHEDULE

Tuesday, August 26, 2025

- ❖ 9:00 AM - 7:00 PM (lunch, breaks - AM/PM, and reception)

Wednesday, August 27, 2025

- ❖ 9:00 AM - 3:00 PM (lunch and breaks - AM/PM)

EXHIBITOR MOVE-OUT

5. Proper Use of Exhibit Space

- Exhibitors **may not reassign, sublet, or allow other companies to use the whole or a part of the space** assigned by the NHSA. Exhibitors may not display or advertise any goods or services not manufactured, distributed, or otherwise provided by the exhibiting company during the normal course of business. All displays, demonstrations, sales activities, etc., must be contained within the reserved booth space. Exhibitors may not impede traffic through the aisles.
- Only those companies exhibiting or sponsoring with NHSA can promote their products or services and only in their assigned space.
- The NHSA policy firmly restricts representatives or organizations that have not been assigned an official exhibit booth space from soliciting business and from distributing promotional materials of any type inside or outside of the Venue, Exhibition Area or Conference Spaces or any other areas. Those caught doing so will be immediately asked to leave. The NHSA status as a nonprofit organization precludes direct sales of any goods from the exhibit floor. Attendees may place orders with exhibitors for goods or services. The use of audio visual, sound, virtual reality, drone, or other special effects equipment may not obstruct or otherwise interfere with adjacent booths and must be pre-approved in writing by the NHSA.

6. Official Contractor/Decorator, Shipping and Services

An exhibitor service kit will be available to registered exhibitors, which will provide complete instructions, shipping information, and cost of available services and venue guidelines. Rental furniture, special booth decorations, signs, labor, audio visual, food/beverage, electrical and janitorial services can be ordered in advance at prevailing rates. All exhibitor services must be ordered through the NHSA official service contractor.

7. Limitation of Liability

The NHSA shall not in any manner or for any cause be held liable or responsible to any Attendee, Exhibitor, Sponsor, Temporary Staff or any person for any injury or damage to any person, business, or property in any related to or arising in connection with NHSA's annual National Homeland Security Conference and Exhibition. Each Exhibitor agrees to indemnify and to hold harmless NHSA and its directors, officers, employees, and agents (the Indemnified Parties) against all claims, liabilities, losses, and expenses incurred or asserted against the Indemnified Parties which are caused by any act or omission of the Exhibitor, or which occurs within the leased Exhibit Space by the Exhibitor or arises in connection with the activities of the Exhibitor regarding the NHSC2025.

8. Force Majeure

Neither party shall be liable to the other in the event its failure to perform its obligations under the terms of the Agreement results from: (a) compliance with any law, ruling, order, regulation or order of any court or government decision or action of competent jurisdiction; (b) acts of God or other circumstances beyond the reasonable control of the parties; (c) acts or omissions of the other party; (d) fires, strikes, embargoes, war, acts of domestic terrorism, civil insurrection or riot; (e) a weather event or curtailment of transportation facilities preventing or unreasonably delaying [at least 25% of attendees and guests from attending the Conference, or (f) other emergency beyond the party's control making it inadvisable, illegal or impossible to hold the Conference or which materially affects a party's ability to perform its obligations here under. Any

delay resulting from any of said causes shall extend performance accordingly or excuse performance, in whole or part, as may be reasonable under the circumstances. The terminating party shall endeavor to give notice of termination to the other party as soon as reasonably practicable to minimize the impact of termination. In the event of a termination because of a Force Majeure as defined above, neither party will have any liability to the other party hereunder.

9. Insurance

An Exhibitor acknowledges that NHTSA and the Walter E. Washington Convention Center, Washington, D.C. do not maintain insurance covering the Exhibitor's Property; and it is the sole responsibility of the Exhibitor to obtain business interruption coverage and property damage insurance covering any such property losses incurred by the Exhibitor.

10. Weapons and Explosives

Because of insurance restrictions, all weapons displayed in the exhibit hall must be rendered inoperative. This may be done by the removal of a critical component or by using trigger locks. An armorer will inspect all weapons before opening the exhibit hall. Live explosives of any type, that includes but is not limited to ammunition, smoke grenades, or other devices, are not permitted in the venue or exhibit halls under any circumstances. Be sure to check the State of Illinois law pertaining to bringing weapons into the state.

11. Payment

A booth sale requires a 100% payment that is due to the NHTSA upon signature of an agreement.

12. Cancellation/Failure to Occupy Rented Space/Downsize

An Exhibitor may cancel only by giving **written notice** to the NHTSA and complying with the terms hereof. In the event an exhibitor cancels all or part of the exhibit space contracted more than fifteen (15) days after the date of purchase, Exhibitor agrees to pay as liquidated damages the following:

If cancelling:

- **Purchase date to May 1, 2025**—Exhibitor receives 100% refund less an administrative fee of \$100.
- **May 2, 2025-June 1, 2025**—Exhibitor receives 50% refund.
- **June 2, 2025-August 25, 2025**—Exhibitor will receive no refund.

If an exhibitor fails to remit all liquidated damages on the cancelled space, the exhibitor shall not be permitted to participate in future NHTSA conferences. Payment of unused space may not be applied towards the purchase of space at the next future NHTSA conference. Subletting of space by exhibitor is prohibited.

13. No-Show Policy

Any exhibit space unoccupied by a specified date, unless other arrangements have been made in mutual writing in advance with the NHTSA, may be regarded as a "no-show." The exhibitor will be deemed to have cancelled the exhibit space contract and, as such, the exhibitors will pay as liquidated damages 100% of the total contracted space fee. All freight will be removed from the exhibitor's booth and returned to the loading dock or freight staging area at the exhibitor's expense, and the NHTSA will be free to assign the space to other exhibiting companies or utilize the space at its discretion. For specific dates and deadlines, email conference.info@nationalhomelandsecurity.org.

14. Rejection of Exhibitor or Sponsor Application

The NHSA reserves the right to cancel or refuse rental of display space or sponsorship to any person or company whose conduct or display of goods or content is, in the opinion of the conference Organizer, incompatible with the general character and objectives of the National Homeland Security Conference.

15. Compliance with the Law

The NHSA and the attendee, exhibitor, sponsor shall comply with all laws and/or ordinances of the United States and Washington, D.C. and wherever applicable, all rules and regulations of the local police and fire departments during the exhibition and during the preparation, set-up, and teardown of the exhibition.

16. Interpretation and Amendment

The NHSA as the Organizer shall have full power to interpret or amend these Rules and Regulations. The attendee, exhibitor, sponsor agrees to abide by any rules or regulations that may be adopted hereafter by the NHSA. These Rules and Regulations become a part of the contract between the attendee, exhibitor, sponsor and the NHSA. They have been formulated in the best interest of the attendee, exhibitor, and sponsor. The Organizer respectfully asks the full cooperation of the attendees, exhibitors, and sponsors in complying with these Rules and Regulations. All points not covered are subject to the decision of the NHSA.

17. Financials

All exhibiting and sponsoring companies must be in good standing the NHSA, (i.e., all outstanding invoices over 30 days for advertising, or any other item), must be paid in full before exhibiting or sponsoring companies will be allowed to set up their display.

18. Good Neighbor Policy

The NHSA requires all exhibitors to abide by the good neighbor policy. All exhibitors must consider those across the aisle and those on either side of them when their display involves line-of-sight, lights, sound, etc. Pictures or videos cannot be taken of another person's booth without their expressed permission.

19. Suit Casing

Please note that while all Conference attendees are invited to the exhibition. Any attendee who is observed to be soliciting business in the aisles or in other public spaces, in another company's booth, or in violation of the IAEE Exhibition Policy (www.iaee.com/wp-content/uploads/2016/04/ExhibitionSuitcasing.pdf) will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to the NHSA show management.

20. Promotional Activities, Contests and Giveaways

The NHSA reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity must be within the confines of the exhibitor's booth and exhibition area. Distribution of products, promotional materials or brochures outside contracted booth space is strictly prohibited. No announcements will be made of exhibitor's contests, drawings, or winners during the exposition, and it is the exhibitor's responsibility to inform the winner and to make arrangements for winner to receive the prize or giveaway. All exhibitors are expected to follow the rules of the state in which the exhibition is being held as pertains to giveaways, contests, raffles, etc.

21. Non-Compete

Anyone attending (attendee, exhibitor, or sponsor) the NHSC2025 shall not compete or take-away from the traffic flow, content, or other aspects of the NHSC. This prohibits an attendee, exhibitor, or sponsor to have affiliate events on or off site during the NHSC without written approval.