By completing the registration the following Terms and Conditions will be honored. All exhibitions shall relate to the activities of NTTC and its members and shall not detract from the general character of the Conference.

**ASSIGNMENT OF SPACE** – Exhibit space is available on a first-come, first-served basis. Exhibit space shall not be confirmed until the payment has been paid online with the application and the certificate of insurance is received by TTAP. The number of booths which an exhibitor may rent shall be limited only by exhibition hall space requirement.

**CANCELLATION DEADLINES** - A refund, less $200, will be made if cancellation notice is received in writing by October 14, 2011. Any exhibitor who cancels the contracted booth(s) after October 14, 2011 will forego any refund of the balance paid. Further, no refund shall be made to any exhibitor who fails, for any reason, to occupy the space reserved.

**STANDARD EXHIBIT AREA (BOOTH)** - Each exhibit area (booth) shall consist of a space of 10’ wide by 10’ deep and shall contain one draped table, two chairs and a booth sign. Decorum and good taste as well as safety and structural integrity shall be adhered to by the exhibitor. No exhibitor shall erect any walls, partitions, paintings, decorations, or other types of obstructions which would be outside of their contracted space. All booth equipment, furniture and carpeting must be confined to the measured limits of the booth.

**ADHESIVES** – No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No decoration, poster, sign or similar items shall be posted on, tacked on, nailed, screwed or otherwise attached to any column, wall, floor or any other part of the exhibition hall building or furniture.

**ADDITIONAL FURNITURE/ELECTRIC** – Additional furniture (tables, chairs, etc.) and electricity will be available to exhibitors at an extra charge. Please forward any such requests to the decorator after receipt of packet in October. The cost for such additional services shall be at the sole expense of the exhibitor.

**EXHIBITOR’S BADGES** - The exhibit booth fee includes one Annual Conference registration that permits entry to all Annual Conference events. The badge must be worn at all times. Sponsorship at Platinum and Gold Levels increases the number of registrations. See Exhibitor Brochure for details.

**REGISTRATION** - By completing the exhibitor registration form, there is no need to complete an annual conference registration form. This will serve as your annual conference registration form. Any updates to representatives attending the conference should be provided to TTAP at Colorado State University – 970-491-1007.

**EXHIBIT SET-UP AND TEAR-DOWN SCHEDULE** - All exhibits must be set up prior to the exhibit hall opening at the designated times and cannot be torn down prior to the designated time.

**SECURITY** - Security personnel shall be provided at the loading docks for large equipment. A sweep of the exhibit hall will be made at the close of the conference on Monday and Tuesday evenings. The door to the exhibit hall will be locked and reopened in the morning. However, TTAP and the hotel shall not be responsible for the loss by theft or otherwise of any property of the exhibitor and thus recommends that exhibitors remove any portable technology or other valuables from the exhibit hall overnight.
**INSURANCE** – Exhibitor shall, at their expense provide TTAP at Colorado State University proof of insurance as required. Each party agrees to obtain and keep in affect during the Event a commercial general liability insurance policy with a combined single limit for personal injury and property damage of $1,000,000.00 per occurrence and $2,000,000.00 in the aggregate. This certificate of insurance must be provided to CSU-TTAP by October 14, 2011.

**LIABILITY** - The NTTC and the facility in which exhibits are housed will not be responsible for any injury, loss, or damage that may occur to an exhibitor, the exhibitor’s employees or property, or property brought in or rented for the event or to any other person prior, during, or subsequent to the period covered by the exhibitor show.

**DAMAGE TO PROPERTY OF OTHERS** – Exhibitors agree not to injure, deface or to otherwise damage the host property of others. If such damage occurs, the exhibitor is liable to the owner of the property.

**DISTRIBUTION OF MATERIAL/SALES** - The printed advertising or other materials of the exhibitor may be distributed only from within the exhibitor’s own booth. Drawings, contests, lotteries or the sale of merchandise of any kind and description may be permitted only if pre-approved by NTTC. Promotional giveaways are permitted and encouraged. All giveaways must conform to facility guidelines and local, state and federal laws and regulations.

**ALCOHOLIC BEVERAGES** - Except as may be provided or sanctioned by NTTC as part of the general Conference, the sale, distribution and/or consumption of alcoholic beverages in the exhibit hall shall be strictly prohibited.

**ADA COMPLIANCE** - The exhibitor must be in full compliance with Title III of the Americans with Disabilities Act in all of its offerings of public information and services during the Conference.

**SHIPING INSTRUCTIONS** - Additional information and shipping instructions shall be sent to each exhibitor within six weeks of the start of the conference. All expenses related to shipping will be the sole responsibility of the exhibitor.

**PHOTO USE PERMISSION** – Any person who attends the National Tribal Transportation Conference grants explicit permission to the Conference and any supporting entities, including but not limited to Colorado State University, to use and publish his or her image or likeness, without compensation for any usual and customary business purpose, including but not limited to online or print promotions, advertisements, brochures and marketing for future conferences and programs.

**FIRE REGULATIONS** – All doors and openings must be kept clear. Exit Signs, Fire Alarms and Extinguishers must be visible at all times. Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8 tank
- Battery cables must be disconnected
- Gas cap must be locked and/or taped shut