



Company Name: _____

Address _____

City _____ State _____ Country _____ Zip _____

Telephone _____ Fax _____

Website URL _____

Exhibiting Company Name:
(if different than above) _____

Address _____

City _____ State _____ Country _____ Zip _____

Telephone _____ Fax _____

Website URL _____

Show Guide Listing – Please provide a 50-word company description to be published in conference media. This description may describe your company, products and or services. Email this information to info@ncsli.org.

Exhibitor Contact Name: _____

Address _____

City _____ State _____ Country _____ Zip _____

Telephone _____ Fax _____ Email _____

Marketing Contact Name: _____

Address _____

City _____ State _____ Country _____ Zip _____

Telephone _____ Fax _____ Email _____

Would you like to receive information on Conference Sponsorships? Yes No



Each Exhibit Booth Purchase includes: One (1) 10' x 10' booth space, pipe and drapery, exhibitor 7"x44" identification sign with name and booth number, promoted on the ncsli.org website, continental breakfast and breaks on Tuesday, Wednesday and entrance into Monday evening *Exhibitor Welcome Reception*. One (1) full conference registration which includes: access to the Technical Program (Tutorial Program sold separately). Two (2) exhibitor staff registrations include access to exhibit hall only.

2019 PRICING

Booth Selection Options & Priority

Location		Member	Non-Member	
Premium	10' X 10'	\$ 2,495	\$ 2,995	1. _____ & _____ & _____ & _____
Prime	10' X 10'	\$ 2,395	\$ 2,895	2. _____ & _____ & _____ & _____
Standard	10' X 10'	\$ 2,295	\$ 2,795	3. _____ & _____ & _____ & _____

Payment Policy: Please review the Exhibitor Contract Terms and Conditions for complete payment policy.

Contracts received before December 31, 2018:

50% deposit is due January 31, 2019 with the balance due to March 1, 2019.
 Late fee of \$400 per booth space for all payments received after March 1, 2019.

Contracts received from March 1, 2019 - May 1, 2019:

Full payment is due within 30 days of date on signed contract. No refunds
 Late fee of \$400 per booth space for all payments 30 days past due

Contracts received after May 1, 2019:

Full payment is due with the signed contract. No refunds.

Cancellation Policy: Please review the Exhibitor Contract Terms and Conditions for complete cancellation policy.

Prior to December 31, 2018: Full refund of prepayments.

Prior to March 1, 2019: 50% of contracted obligation is due.

After March 1, 2019: All contractual obligations are due. No refund of prepayments and/or full payments.

Payment Information:

Total Amount \$ _____

Check Enclosed PO Number _____ VISA MasterCard American Express Discover

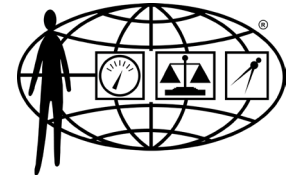
Card No. _____

Expiration Date _____ Security Code _____

Name on Card: _____

I understand and agree to abide by the NCSL International Exhibitor Contract Terms and Conditions.

Signature _____ Date _____



INSURANCE WAIVER AND RELEASE

THIS WAIVER AND RELEASE is made by

("Exhibiting Company") in favor of National Conference of Standards Laboratories (dba, NCSL International), a Colorado non-profit corporation ("the Conference").

INTENT

- (1) **THIS WAIVER AND RELEASE MUST BE PROVIDED TO THE CONFERENCE BY AN EXHIBITOR WHO, AFTER MAKING REASONABLE ATTEMPTS, IS NOT ABLE TO PROVIDE THE CONFERENCE WITH A CERTIFICATE OF INSURANCE AS DESCRIBED IN NCSL INTERNATIONAL TERMS AND CONDITIONS CONTRACT.**
- (2) **AS SIGNATORY TO THIS WAIVER AND RELEASE, EXHIBITOR ASSUMES ALL RESPONSIBILITY FOR AND RELEASES THE CONFERENCE FROM ALL CLAIMS AS DESCRIBED BELOW ARISING FROM THE EXHIBITOR'S PARTICIPATION IN NCSL INTERNATIONAL DURING THE TERM OF THE EVENT AUGUST 26-28, 2019.**

PREAMBLES

- (1) NCSL International is the sponsor, organizer and manager of a trade show and exposition of NCSL International Workshop & Symposium commonly referred to as NCSL International to be held from August 26 through August 28, 2019 in the Huntington Convention Center of Cleveland, Cleveland, OH (the "Event").
- (2) NCSLI has entered into a contract with exhibitor whereby exhibitor will lease space from NCSL International for a booth at the Event. The term of the agreement is from August 26-28, 2019.
- (3) All capitalized terms not otherwise defined herein shall have the meaning given those terms in the contract Terms and Conditions.

CONDITIONS

- (1) Waiver and Release: The exhibitor assumes all responsibility for and all risk of any damage or injury whether to property or person, including death that may occur to the exhibitor, its employees, agents, licensees, or invitees at or in connection with the Event. The exhibitor further releases the NCSL International and its officers, directors, employees and agents from all claims, demands, rights or causes of actions, present or future, known, anticipated or unanticipated, resulting from or arising out of or incident to the exhibitor's use of any facilities at the Huntington Convention Center of Cleveland, Cleveland, OH or as result of or incident to the Event.
- (2) Miscellaneous: This Waiver and Release is in addition to and not by way of limitation of any term, covenant, condition or indemnification in the Terms and Conditions Contract. Exhibitor understands and acknowledges that exhibitor may be waiving important legal rights by its execution of this form and exhibitor acknowledges that it has had an opportunity to review this form with counsel of its choice. The person executing this Waiver and Release on behalf of the exhibitor hereby confirms that he or she is authorized to do so.

REPRESENTATIVE:

Name: _____ Title: _____
Company: _____ Date: _____



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1. Contract

This contract, properly executed by the Applicant (exhibitor) and NCSL International shall upon acceptance and notification of booth assignment by NCSL International, constitute a valid binding contract.

2. Show Management

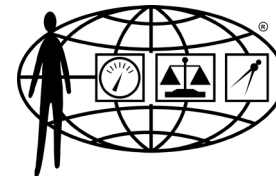
The exhibition is organized and managed by the NCSL International. Any matters not covered in these terms and conditions are subject to the interpretations of the NCSL International Vice President of Conference Management, and all exhibitors must abide by their decisions. Exhibitors must comply with the Huntington Convention Center of Cleveland, Cleveland, OH, facilities policies and procedures. The Show management shall have full power to interpret, amend, and enforce these terms and conditions, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing terms and conditions and by any amendments or additions thereto in conformance with the preceding sentence.

Reservations for space shall only be valid if the exhibitor maintains the payment schedule stipulated on page 2. After the contract and payment in full is received by NCSL International, the space and location may not be changed, transferred or cancelled without a written request and subsequent concurrence by NCSL International.

3. Installation and Dismantle of Exhibits

Show Management reserves the right to fix the time for the installation of a booth prior to the show opening, and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit is permitted during show hours. All booths must remain intact until the closure of the show. Installations must occur only during the installation times designated in the Service Kit. All booths must be properly installed no later than the time determined by Show Management for the final inspection of the exhibit hall by Show Management. Dismantling of the exhibit may not begin until after the start of the dismantle time determined by Show Management, and must be completed by the end of the dismantle time as determined by Show Management. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. Exhibitors are expected to make travel arrangements in accordance with the installation and dismantle schedule set up by Show Management. (If erection of any exhibit has not started by a set time determined by Show Management, NCSL International shall order the exhibit to be erected and the exhibitor billed for all charges incurred).

Each exhibitor will complete arrangements for removal of his or her material from the Huntington Convention Center of Cleveland, Cleveland, OH, facilities in accordance with the instructions provided in the Service Kit. All material must be packed and ready for shipment by the time determined by Show Management. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor.



No one under the age of 18 will be permitted on the exhibit floor during set-up and dismantle.

4. Failure to Occupy Space

Space not occupied by the time determined by Show Management, will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

5. Dates and Hours of Installation and Dismantling

Huntington Convention Center of Cleveland exhibit hall will be available for booth installation is from 8:00 a.m. to 5:00 p.m., Monday, August 26, 2019. All exhibitors are required to delay dismantling of their booth until 5:30 p.m. on Wednesday, August 28, 2019 with completion before August 29, 1:00 p.m.

6. Dates and Hours of Exhibiting

Huntington Convention Center of Cleveland exhibit hall hours will be: Monday, August 26, 2019 from 6:00 p.m. until 8:00 p.m., during the Reception. Tuesday, August 27 and Wednesday, August 28, 2019 from 7:30 a.m. until 5:30 p.m.

7. Waiver and Release

Compliance with the NCSL International Waiver and Release form is required. This form must be sent into the NCSL International office with the signed exhibitor contract.

8. Assignment of Space

NCSL International Priority Points System: Exhibitors accumulate points for the booth selection process for the annual conference and exhibition. This priority point system allows companies with the highest accumulation of points to have priority in selecting a booth for the following year's show. For example, companies that earn the most points will have the first opportunity to sign up for booth space for the show in 2019.

How the Priority Points System Works: Points are earned by exhibiting companies and the ranking of total point accumulation determines the order in which booths are selected for the following year's show. Points may be earned until June 11, 2018 based on various participation levels (see below). After June 11, 2018 companies may continue to accumulate points, but those points will be allocated to the following year's booth selection process and will not factor into booth selection for 2019.



9. Accumulating Points Exhibiting

1 point for every 10'x10' of exhibit space

Sponsorship

2 points for Silver Level sponsorship

4 points for Gold Level sponsorship

6 points for Platinum Level sponsorship

8 points for Diamond Level sponsorship

Advertising

2 points for every ½ page advertisement in *Metrologist Magazine*

4 points for every full page advertisement in *Metrologist Magazine*

2 points for every ½ page advertisement in *NCSLI Measure*

4 points for every full page advertisement in *NCSLI Measure*

Penalties and Deductions in Points

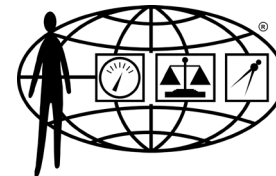
-5 points if the booths balance due is not received by terms on page 5.

10. Exhibit Booth Rates and Services

	Member*	Non-Member
Premium booth	\$ 2,475	\$ 2,975
Prime booth	\$ 2,375	\$ 2,875
Standard booths	\$ 2,275	\$ 2,775

* Member Organizations Only (Individual professional and Student memberships do not qualify).

Booth height may not exceed 13' without pre-approval from NCSL International Show Management.



11. Each Exhibit Booth Purchase includes

One 10' x 10' booth space, pipe and drapery, 7" x 44" identification sign with exhibitor name and booth number, continental breakfast on Tuesday, Wednesday, Thursday and entrance into Monday evenings *Exhibitor Welcome Reception*.

- One full conference registration which includes: access to the Technical Program (Tutorial Program sold separately) luncheon pass for Tuesday and Wednesday.
- Two exhibitor staff registrations include access to exhibit hall only. Luncheon tickets are available for purchase. Additional exhibitor staff registrations are available for purchase.

A mailing list and phone numbers of the attendees will be emailed to the main contact after the conference. The attendee email address and fax numbers will not be issued out due to the federal CAN-SPAM Act of 2003.

Note: Additional full conference registrations may be purchased at the posted NCSL International Member or Non-Member rates.

12. Exhibitor's Personnel

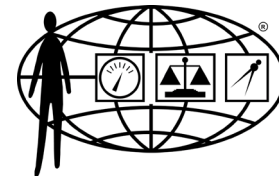
Exhibitor Staff Only badges will be made available to the official company representative for distribution to exhibitor personnel (2 per booth space). The official NCSL International badge must be worn whenever a representative is in the exhibit hall. All personnel representing the exhibitor or his/her agents on the exhibit floor during installation and dismantling must be properly identified. Booths should be manned by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

13. Arrangement of Exhibits

Any portion of the exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The NCSL International Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening.

If necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc., at the exhibitor's expense.

Janitorial services will be provided for common use areas. NCSL International will provide Security from Monday through Thursday. If cleaning for an individual booth is desired, this must be contracted with Drayage Services.



14. Booth Design

Each exhibitor will be notified of the Service Kit provided on the website in May 2019. The Service Kit describes the type and arrangement of exhibit space for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Service Kit. Each exhibitor is responsible for keeping the aisles near its space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. All exhibits must be carpeted at the expense of the exhibitor. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibits with raised flooring must be ramped.

15. Contractor Services

An official contractor will provide all services in the exhibit area. Complete information, instruction and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Service Kit to be forwarded from the Show Management. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will NCSL International or the Huntington Convention Center of Cleveland facilities assume responsibility for loss or damage to goods consigned to the official contractor.

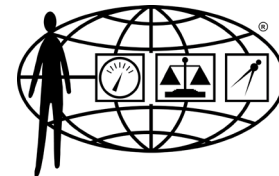
Advance shipments of exhibit materials must be made to the official contractor as specified in the Service Kit. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition, and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for the information provided in the Service Kit.

16. Sound Devices and Lighting and other Presentational Devices

Public address, sound-producing or amplifications devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. The NCSL International Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

17. Electrical Power/Furniture/Services

1. All electrical power must be ordered directly from the drayage company at their published prices.
2. Furniture and services must be ordered directly from the drayage company at their published prices.
3. Booth cleaning should be contracted with the drayage company.



18. Storage

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. NCSL International assumes no responsibility for damage or loss of packing boxes and crates.

19. Payment Schedule and Requirements

All transactions are in U.S. Dollars.

1. Contracts received before December 31, 2018
 - a. 50% deposit is due January 31, 2019 with the balance due March 1, 2019.
 - b. Late fee of \$400 per booth space for all payments received after March 1, 2019.
2. Contracts received after March 1, 2019 through May 1, 2019
 - a. Full payment is due within 30 days of date on signed contract.
 - b. No refunds.
3. Late fee of \$400 per booth space for all payments 30 days past due.
 - a. Contracts received after May 1, 2019
 - b. Full payment is due with the signed contract. No refunds.

Failure to comply with the payment schedule may result in the loss of the space selected. Exceptions must be negotiated with NCSL International Conference Management.

20. Cancellation Policy (ALL CANCELLATIONS MUST BE IN WRITING)

Any exhibitor who cancels all or part of purchased booth space

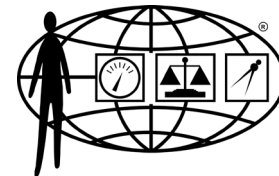
1. Prior to December 31, 2018 will receive a full refund.
2. After December 31, 2018 through March 1, 2019 will forfeit and pay NCSL International, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's booth space.
3. After March 1, 2019, will forfeit and pay NCSL International, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor's booth space.

In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Conference Management enters into a further lease for the space involved.

It is understood that NCSL International has the right to reassign or resell cancelled space regardless of fees assessed. It is also understood that the exhibitor will normally lose future exhibit privileges.

21. Demonstrations

NCSL International recognizes that this is an ideal time to show new and unannounced products to a large number of prospective customers. It is the desire of NCSL International that this type of



activity be confined to the exhibit booth in order to prevent violation of fire and safety regulations set by the Fire Marshall, and to prevent the disturbance of the neighboring exhibitors. If the demonstration cannot be accomplished in the exhibit booth, it shall be scheduled so as to avoid conflict with any NCSL International scheduled activity. Signage advertising the separate demonstration shall be displayed only within the exhibitor's booth in the NCSL International exhibit area.

22. Conduct

All exhibits will be to serve the interest of the NCSL International members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The Exhibit Manager reserves the right to request the immediate withdrawal of any exhibit that NCSL International believes to be injurious to the purpose of the NCSL International. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by the NCSL International to be objectionable are expressly prohibited in the exhibition area and in any meeting room.

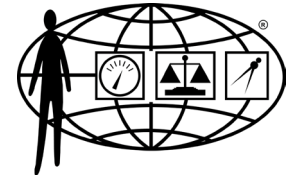
23. Acts of God

In the event that the premises in which the NCSL International conference was to be conducted shall become, at the sole discretion of the NCSL International, unfit for occupancy, or has been substantially interfered with by reason of any cause or causes not reasonably within the control of NCSL International, this agreement may be terminated by the NCSL International. For this purpose the term "cause or causes" shall include but not by way of any limitation, fire, flood, epidemic, earthquake, explosion or accident blockage, embargo, government restraints, restraints or orders of civil defense or military authorities, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, failure, impairment or lack of adequate transportation, requisition or commandeering of necessary supplies or equipment by local, state, or federal law, ordinance, rule, order or decree or regulation, legislative, executive or judicial, and whether constitutional or an act of God.

Should NCSL International terminate this agreement pursuant to the provisions of the above paragraph, the exhibitor waives any and all claims for damages and agrees that NCSL International may, after computing the total amount refundable to all exhibitors (the amount by which the total amount of fees paid by all exhibitors exceeds the total amount of NCSL International's costs and expenses in connection with the preparation for conducting the show, including reasonable reserve for claims and other contingencies), refund to the exhibitor, as and for complete settlement and discharge of all said exhibitor's claims and demands.

24. Liability and Security

NCSL International makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times.



NCSL International will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. NCSL International will not be liable for injury to exhibitors or their employees or for damage of property in their custody, owned or controlled by them, which claims for damages, injuries, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim.

The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixture, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility.

The exhibitor will pay and save NCSL International, its Board members, staff, and representatives, the city of National Harbor, harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Huntington Convention Center of Cleveland facilities or property adjacent thereto occasioned by any act, neglect or wrong doing of the exhibitor upon the premises, and the Exhibitor will, at its own cost and expense, defend and protect NCSL International, its agents or official contractors, the city of Huntington Convention Center of Cleveland, Cleveland, OH facilities against any and all such claims or demands.

25. Trademarks

NCSL International will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor.

26. Fire, Safety and Health

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth.

27. Insurance

Exhibitors and their subcontractors must provide proof that the insurance requirements are met or **THEY WILL BE DENIED ACCESS TO THE SHOW FLOOR. NCSL INTERNATIONAL WILL WITHHOLD SERVICES** from any entity that has not provided the appropriate insurance certificates or waiver.

Each exhibitor will provide NCSL International with a certificate of insurance evidencing that during the period of Monday, August 26 through Wednesday, August 28, 2019 the exhibitor will have, in full force and effect, a comprehensive general liability insurance policy also containing contractual liability insurance and covering claims of bodily injury, death and property liability arising out of the exhibitor's operations, assumed liability or use of space and center, with a combined single limit of at least \$1,000,000.00 exhibitors' insurance must provide that it is primary coverage for all risks.



If the exhibitor is unable to obtain this coverage, the exhibitor must sign and return the "WAIVER AND RELEASE." By signing this waiver, the exhibitor assumes all responsibility and releases NCSL International from all claims arising from the exhibitor's participation in the show. NCSL International highly recommends that exhibitors make every effort to obtain the general liability insurance.

EXHIBITORS WILL NOT BE PERMITTED TO USE THE SPACE UNLESS A CERTIFICATE OF INSURANCE OR A SIGNED WAIVER HAS BEEN DELIVERED TO NCSL INTERNATIONAL.

28. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinance, regulations, and codes of duly authorized local, city, state and federal governing bodies concerning fire safety and health, together with the rules and regulations of the management of the Huntington Convention Center of Cleveland facilities.

29. Labor

Rules and regulations for union labor are made by local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Service Kit.

30. Unions

It is further agreed that the exhibitor will abide by, and comply with, rules and regulations concerning local unions having agreements with the show facility and/or authorized contractors employed by NCSL International.

31. Hotel Use

Showing of equipment or product presentations to registered members or guests of NCSL International by exhibiting firms other than on the exhibit floor during the official hours is expressly prohibited. Exhibitors may not use the hotel(s) to distribute literature, gifts, etc., to attendees unless approved in writing by Show Management.

32. Violations

Violation of any rules and regulations by the exhibitor or his or her employees or agents shall at the option of NCSL International forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to NCSL International all monies paid or due.



Upon evidence of violation, NCSL International may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that NCSL International may incur thereby.

33. Severability

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.