



***EXHIBITOR  
TERMS & CONDITIONS***

# ***POLICIES & NOTES***

## **EXHIBITOR BOOTH SELECTION**

Booths will be assigned by NAA Staff based on availability of exhibitors' listed selections. If a booth space is requested by more than one exhibitor, a choosing order will be established with all the following considered:

- Number of booths purchased (contingency purchases are not allowed)
- Financial support, in terms of sponsorship/advertising, shown to NAA since July 1, 2023 to date of assignment
- Years company has exhibited at Conference & Show

## **NOTICES**

Your exhibitor contract will not be processed without payment. Anyone paying by credit card may pay via the online registration form. If you choose to pay with a check, the check payment must be received within 30 days of the date the NAA receives the contract.

Security provided by the facility is limited. The trade show floor will be locked from 6 p.m. - 6 a.m. and access will not be granted during this timeframe. Additional security for individual exhibitors is NOT provided by the NAA. It is recommended that exhibitors contract for additional security.

Exhibit space includes electrical and WIFI.

See exhibitor service packet for complete information regarding GEMS' regulations.

See [conferenceandshow.com](http://conferenceandshow.com) for the official terms and conditions of the 75th International Auctioneers Conference & Show.

## **CONFERENCE & SHOW ATTENDANCE POLICY**

All exhibitors are required to wear the current-year name badge to gain access or attend any Conference & Show programs or events, such as, all education classes, seminars, meetings, and the Trade Show social events. Entrance without the appropriate badge will not be permitted.

Exhibitors will receive two complimentary badges per booth. Additional badges can be purchased for \$180/each (see Exhibitor Contract for rules and restrictions).

# ***POLICIES & NOTES***

By registering and attending Conference & Show, you consent to being videotaped or photographed and understand that those materials may be used in future NAA promotion.

## **CONFERENCE CODE OF CONDUCT**

NAA seeks to provide a conference environment in which all participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. Conference participants seek to learn, network, and have fun. Please do so responsibly and with respect for the right of others to do likewise. Some behaviors are, therefore, specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening any participant, including speakers, NAA Staff, hotel staff or vendor affiliates (verbally or physically).

NAA does not tolerate harassment in any form, including, but not limited to, talks, parties, Twitter, Facebook, and other online social media. Conference participants violating these rules may be sanctioned or expelled from the Conference without a refund, at the discretion of the Conference organizers.

All attendees, speakers, exhibitors, sponsors, volunteers, and guests at our conference are required to agree with the following code of conduct. By attending Conference & Show, you agree to follow these rules at Conference and at Conference-related social events.

## **PRIVATE MEETING ROOM POLICY**

To support its mission and vision, the National Auctioneers Association may make accommodations for sponsors and/or exhibitors if a special meeting space is requested during Conference & Show. Space is available only to trade show exhibitors and conference sponsors if there is availability during the requested time frame. For more information, contact Adam Kenne at (913) 563-5421 or [akenne@auctioneers.org](mailto:akenne@auctioneers.org).

# ***POLICIES & NOTES***

## **EXHIBITOR MOVE-IN**

**Monday, July 22, 2024**

- 8 am - 6 pm

**Tuesday, July 23, 2024**

- 8 am - 11 am

## **EXHIBITOR MOVE-OUT**

**Friday, July 26, 2024**

- 7 am - 11 am

No dismantling on Thursday to allow time for attendees to exit the trade show floor safely. This will be strictly enforced. Any company that moves out in advance will incur a \$500 early move-out fine that will be directly billed to exhibitor. If early move-out is needed due to special circumstances, exhibitor must coordinate with the NAA's Trade Show Manager prior to moving out. Approval for early move-out is not guaranteed.

**QUESTIONS? CONTACT JENNIFER VOSSMAN AT  
JVOSSMAN@AUCTIONEERS.ORG OR 913-563-5432**