

NERGC 2025 Exhibit Hall Terms and Conditions

1. **ELIGIBILITY FOR EXHIBITING:** NERGC reserves the right to determine the eligibility of any company, product or service. This right may be executed at any time before or during the show.
2. **ELECTRICITY, PHONE LINE AND FURNITURE:** Your booth comes with one skirted table and two chairs. Internet access, phone and other utilities can be requested for your booth from the DoubleTree by Hilton Manchester Downtown. There will be an additional charge established by the facility. The Exhibit Hall Chair will send you the order form upon request. Additional furniture and equipment may be rented from Capital Convention Contractors, the decorator. A brochure will be forward to you by the conference decorator.
3. **CONTENTS/USAGE OF EXHIBIT SPACE:** All products/services available for sale must be detailed on the application. Exhibit space is to be used only by the exhibitor whose name appears on the contract unless changes have been approved by NERGC. All business and sales activities must be conducted within the confines of the exhibit booth. No advertising, sales, or marketing materials may be displayed or distributed in any other part of the exhibit area or conference facility. Interfering in any way with the business or table space of another exhibitor is strictly prohibited. Music or other audio/visual noise must be confined to your own exhibit space.
4. **SUBLEASING:** Subletting and sharing tables is not allowed.
5. **DISPLAYS/SIGNS:** All banners and signs must be within the specifications of the table configurations. Attaching anything to the facility walls, curtains, floor, in any way is prohibited. Any damage caused to the facility or equipment is the responsibility of the exhibitor.
6. **NAME BADGES:** All exhibitor personnel are required to have identification badges that must be worn on outer clothing at all times. Exhibitors will be furnished with badges by NERGC Exhibit Chair prior to being admitted to the Exhibit Area.
7. **EXHIBIT HOURS:** The exhibit hours are from 11:30 a.m. to 5:00 p.m. on Thursday. Friday and Saturday the exhibit hours are from 8:00 a.m. to 5:00 p.m. All booths should be staffed during exhibit hours. All exhibitors must remain in place until 5:00 p.m. on Saturday. Set-up is from 3:00 p.m. to 8:00 p.m. on Wednesday and Thursday from 7:00 a.m. on. Dismantling is from 5:00 p.m. until 8:00 p.m. on Saturday.
8. **FIRE AND SAFETY:** Exhibitors must comply with all rules, regulations and codes relating to fire and safety. There is no smoking in the exhibit area or in any part of the facilities.
9. **SECURITY:** Insurance of goods or equipment is solely the responsibility of the Exhibitor. NERGC and the DoubleTree by Hilton Manchester Downtown, are not responsible for replacement of lost or stolen goods or money.
10. **INDEMNIFICATION:** Exhibitor assumes complete responsibility and agrees to hold NERGC harmless from any and all claims, suits, liabilities, demands, damages or other costs of any kind which might result from any action or failure to act of the exhibitor or any agent, representative, personnel, etc., including but not limited to claims of damage or loss, harm or injury to the person or property of the exhibitor or any of its agents, employees or other agents.
11. **CANCELLATION:** In the event that the conference is cancelled due to strikes, fire or any other cause not within the control of NERGC, the exhibitor releases NERGC from all claims, damages, etc. which may be consequences thereof.
12. **TAXES AND STATE LAWS:** Exhibitors are responsible for all state income and sales taxes and are responsible for obtaining forms and filing in compliance with the appropriate State Laws. NERGC will supply information on tax reporting requirements to all vendors who will be selling items subject to tax.
13. **LOCATION OF EXHIBITS:** The NERGC Exhibit Hall will be held in the Armory Ballroom at the DoubleTree by Hilton Manchester Downtown in Manchester, NH.
14. **SOUND DEVICES:** The use of devices for reproduction of sound is permissible, provided they are audible not more than 2 feet into the aisle, or encroach into neighboring tables. NERGC shall have absolute control over the implementation of this regulation, the intent of which is that the sound shall not be audibly objectionable to other exhibitors in proximity.
15. **USE OF EXHIBIT SPACE:** All demonstrations or other promotional activities must be confined to your exhibit booth.

QUESTIONS: exhibithall@nergc.org

Lorraine Roberts

Janice Austin

NERGC Exhibit Hall Co-Chairs