



National Collegiate EMS Foundation

32nd Annual Conference and Exhibition

February 21-23, 2025

Wyndham Grand Hotel
600 Commonwealth Street
Pittsburgh, PA 15222

EXHIBITOR REGISTRATION FORM

- ❖ Exhibits will be open Saturday, February 22nd from 7:15am to 5:00pm in a foyer or other high-traffic area ensuring maximal exposure to approximately 1100 attendees from over 100 colleges and universities across North America (Exhibit area will open for setup at 6:30am on Saturday, February 22nd).
- ❖ Space is available for \$500.00
 - Includes: Complimentary Conference registration and Continuing Education for two exhibitors, 8' by 8' floor space with 6' table, and two chairs.
 - If more than two exhibitors will be present, the prevailing conference registration rate will be charged per additional person.
- ❖ To reserve space for your company/organization please complete this form and return to sponsor@ncemsf.org, then submit payment either online (<https://www.ncemsf.org/sponsor-payment>) or via check to the address below.

NCEMSF reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibit or exhibitor, not approved by NCEMSF and/or the host facility to permit only such matter and conduct as they may approve. This reservation covers persons, things, conduct, printed material, advertisements, souvenirs, and emblems, and all else which affects the conference and/or its participants.

The Exhibitor indemnifies and agrees to hold harmless the sponsoring and operating organization, NATIONAL COLLEGIATE EMERGENCY MEDICAL SERVICES FOUNDATION (NCEMSF), its members, officers, directors, and employees against any or all damages to property or personal injury or loss caused by the Exhibitor or his agents, representatives, employees, or any other persons.

The Exhibitor assumes complete responsibility and liability for all injury to any and all persons or property or in any way connected with the Exhibitor's display caused by the Exhibitor, his agents, representatives, employees, or any other persons.

By signing this Exhibition Form/Contract, I/we acknowledge receipt and acceptance of the entire contract including the Exhibition Contract Terms and Conditions (attached) and agree to abide by its contents. This contract is not binding upon NCEMSF until it has been duly accepted and signed by its authorized representative.

EXHIBITOR (Applicant) Information and Attestation – PLEASE TYPE OR PRINT LEGIBLY:

Corporation/Organization Name	Phone Number	Fax Number
Name of Administrative Representative	Title of Administrative Representative	
Address	City	State Zip
E-mail address (all correspondence will be sent to this address)	Website address	
Signature	Date	

Make Checks Payable to:
Mail check to:

NCEMSF
NCEMSF
PO Box 93
West Sand Lake, NY 12196-0093

Please specify any particular setup requests, including electrical, A/V and/or internet:

You will be contacted should additional charges apply to help accommodate your request.

For more information please contact:

(877) NCEMSF-1; Ext. 107
sponsor@ncemsf.org or confinfo@ncemsf.org
www.NCEMSF.org

Please make a copy of the entire contract for your records

Accepted by: _____ Date: _____



National Collegiate EMS Foundation

2025 Exhibition Contract Terms and Conditions

TERMS AND CONDITIONS

The Exhibitor agrees to these Terms and Conditions as stated for the National Collegiate EMS Foundation 32nd Annual Conference and Exhibition at the Pittsburgh Wyndham Grand Hotel.

PART I - EXHIBIT PACKAGE

These Terms and Conditions are appended to the Exhibitor Registration Form and NCEMSF Sponsorship Information as references to the agreed upon provisions and benefits. If additional services are desired (i.e. electrical power, computer/phone lines, internet access or additional furniture) they must be noted on the signed Registration Form and Contract. These services are ordered directly from and priced by the host facility and, where applicable, may incur additional charges.

Payment must accompany signed contract to reserve space. Payment will be accepted by check payable to NCEMSF. Returned checks are subject to a \$50.00 service charge.

All cancellations must be emailed to sponsor@ncemsf.org. Cancellations sent prior to 30 days of the conference will be eligible for a 100% refund. Any cancellations received within 30 days of the event will not be eligible for a refund. Cancellations by phone will not be accepted.

PART II - SET-UP

Nothing may be affixed, nailed, or otherwise attached to walls, floors, doors, ceiling, etc. in such a manner as to deface or destroy said property. All space is leased and subject to these restrictions. Violations of these rules will void the Terms and Conditions and the Exhibitor will be held liable for any damages from such violations. The Exhibitor is entirely responsible for the space allotted to the Exhibitor and agrees to indemnify NCEMSF, as provided in Part VIII, for any damage to the floor, walls, or equipment used in connection with the space allotted to the Exhibitor, except for reasonable wear and tear. Payment of any damages described in this Part II shall be made directly to the host facility.

Space materials such as tables, chairs, drapes, etc. are the property of the host facility or their contractor(s). Unauthorized use, damage, and/or theft of said materials may result in legal action and immediate dismissal without refund of conference and exhibition registration fees.

In order to allow for an unobstructed view of all exhibits, exhibitors are not be permitted to extend the height of backdrops, side curtains, or extend exhibits into aisles. The erection, assembly, dismantling, packing, and unpacking of displays must either be done by employees or representatives of the Exhibitor. Exhibitors are directly responsible for assembling any necessary display equipment or placing any materials out for display.

Set-up times are outlined in the exhibitor contract. Tear down is one hour after closing of the exhibit area. Exhibitors are expected to abide by the stated set-up/tear-down times unless permission is received by a representative of NCEMSF.

ALL EXHIBITS MUST BE AVAILABLE FOR INSPECTION BY THE START OF DISPLAY HOURS unless prior permission is obtained. Exhibitors will be required to remove all packing cases and debris of any kind from the exhibit space prior to the time of opening and to keep all supplies and stock off the aisle. All aisle space belongs to NCEMSF and all activities of the Exhibitor must be confined to the space and privilege allotted to the Exhibitor.

If you must send materials (postage paid) to the host facility prior to the conference, please contact NCEMSF for instructions. Please note that the host facility will only accept shipment of materials 48 hours or less in advance of the conference.

PART III - DISPLAY HOURS

Display hours are Saturday, February 22, 2025 from 7:15am to 5:00pm.

PART IV - REMOVAL

Each and every article of exhibition and all boxes, crates, packing material, and debris of whatever nature used in connection with the exhibit must be removed from the exhibit area within one hour of the close of exhibit area. It is agreed that in the event of the Exhibitor's failure to vacate said premises as here provided, unless permission in writing is first obtained, NCMSF representatives may and are hereby authorized and made the agent of the Exhibitor to remove the exhibit and all material of whatever nature, at the Exhibitor's risk and expense, and the Exhibitor shall reimburse NCMSF for expenses thus incurred.

EXHIBITORS WHO REMOVE EXHIBITS PRIOR TO THE END OF THE EXHIBITION WITHOUT PERMISSION WILL BE CHARGED A \$250 BREACH OF CONTRACT PENALTY.

Arrangements to ship booth materials must be made with the host facility prior to the Exhibitor's departure.

PART V - ALLOCATION OF SPACE

NCMSF reserves the absolute right to assign all exhibit spaces after receipt of the signed Exhibition Registration Form/Contract and payment in full so as to best meet the needs of all the exhibitors.

An additional factor considered in assignment of space is need for special requirements. After the exhibit space location has been assigned, there will not be any changes.

NCMSF and/or the host facility reserve the right to refuse any person, company, or product line from participating in the conference as an exhibitor.

PART VI - EXHIBIT SECURITY

Exhibitors will be responsible, at all times, for their merchandise and property. Exhibit area will be located in a public area in the host facility. If additional security is required, contact NCMSF.

PART VII - ATMOSPHERE

Any exhibit, or part of an exhibit, or any exhibitor or employee which, or who, in the opinion of NCMSF, is not keeping with the character of the exhibition is prohibited. This reservation covers persons; things; conduct; signs; printed material; souvenirs; catalogues; noisy exhibits; odor producing exhibits; exhibits displaying bad, lewd, immoral taste, or of questionable nature, or demoralizing tendency, and all matters which affect the character or constitution of the conference and exhibition.

Exhibitors are urged to request approval in advance from a representative of NCMSF for any item that may contain questionable features or violate any provision of this Part VII.

THE RIGHT IS RESERVED BY AND IS EXPRESSLY GRANTED TO NCMSF REPRESENTATIVES TO REMOVE FROM ANY EXHIBITION SPACE AND FROM THE BUILDING, WITH OR WITHOUT NOTICE, ANY ARTICLE OR PERSON OR EXHIBITOR WHICH, OR WHO, IN ITS OPINION IS NOT IN KEEPING WITH THE CHARACTER OF THE EXHIBITION OR IS IN VIOLATION OF ANY PROVISION OF THIS CONTRACT.

Loud noises such as sirens, bells, horns, radios, pagers, and other disruptions will not be permitted in order to maintain a quiet, relaxed, and business-like atmosphere. However, noises resulting from the normal and reasonable demonstration of products are acceptable.

SMOKING IS NOT PERMITTED DURING ANY CONFERENCE FUNCTIONS OR WITHIN THE CONFINES OF THE HOST FACILITY.

PART VIII - LIABILITY

It is specifically promised, understood, and agreed between the parties that NCMSF will not be liable in any way to the Exhibitor for injury or damage by any cause whatsoever, including an Act of God, fire, theft, and national or state emergency. It is further agreed that the Exhibitor agrees to carry worker's compensation insurance coverage for all exhibitor's employees, if necessary by statute, and further agrees to accept all liability for any injury sustained by the public in the space leased by the Exhibitor and further agrees to indemnify NCMSF from any actions or claims, causes of actions and suits resulting from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of or in any way connected with the exercise by Exhibitor of the privileges here granted. Insurance, if desired by the Exhibitor, must be obtained at its own cost and expense.

PART IX - RULES AND REGULATIONS

The Exhibitor agrees that NCEMSF representatives shall have the right to make such rules and regulations, or changes in floor plans, arrangement of space, etc. as necessary. NCEMSF representatives shall have final determination and enforcement of rules, regulations, and conditions. EXHIBITORS ARE NOT ALLOWED TO DISPENSE FOOD AND/OR DRINK ITEMS AT THEIR BOOTH UNLESS AGREED UPON BY NCEMSF WITHIN 30 DAYS OF THE CONFERENCE'S COMMENCEMENT. All food and/or beverages present at the exhibit area must be purchased at the host facility.

PART X - PROMOTIONAL PHOTOGRAPHY

NCEMSF reserves the right to take and use any pictures, video, or recordings of any part or whole exhibit and exhibit staff as promotional material for future events.

PART XI - ASSIGNMENT/TRANSFER

It is mutually agreed that this contract and the privileges granted here, or any part of this contract cannot be assigned, sublet or otherwise disposed of, without the written consent of NCEMSF.

PART XII - VARIANCES

It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties, and that verbal understandings or agreements not incorporated here and no alterations or variations of the terms of this agreement, unless made in writing and signed by the parties, shall be binding on any of the parties.

The exhibitor acknowledges, in the event of terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, that rescheduling of this event may occur as near to the original dates as possible, and all agree to coordinate any event changes to minimize financial loss of both NCEMSF and the exhibitor.

PART XIII - VIOLATIONS

The violation of any part of the terms and agreements hereof shall, at the election of NCEMSF, cause the whole amount of the cost of the contract to become due and work a revocation and forfeiture of all rights and privileges herein granted to the Exhibitor, and in the event of such breach by the Exhibitor and such election by NCEMSF, and all dues paid or contracted to be paid under this contract shall become the property of NCEMSF as liquidated damages for such breach. In addition, NCEMSF shall have the right to pursue any action with regard to its legal rights.

Failure of NCEMSF to insist in any one or more instances upon the observance and/or performance of any of these rules and regulations shall not constitute a waiver of any subsequent breach of such terms of the contract.

PART XIV - GOVERNING LAWS

The privilege here granted shall be conducted and privileges exercised in strict conformity with all the applicable federal, state, and local laws now existing or as the same may be amended from time to time; and without infringement upon the rights and privileges of others. Exhibitors will not handle or sell any commodity or transact any business upon and within the premises except that which is here expressly stipulated and contracted. Exhibits shall be conducted and the privileges exercised in strict conformity with the rules and regulations governing NCEMSF annual conference and exhibition, now existing or as the same may be amended from time to time. This contract permits the use of exhibit space for exhibit purposes only.

PART XV - EQUAL EMPLOYMENT OPPORTUNITY

NCEMSF maintains a policy of equal employment opportunity for all volunteers and employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, ancestry, sex, sexual orientation, national origin, age, marital status, disability or citizenship, as well as other classifications protected by applicable state or local laws. Our equal employment opportunity philosophy applies to all aspects of employment and contractual agreements.