



**MARKET RULES AND REGULATIONS**  
**MARCH 3-5, 2018 Room Exhibitors**  
**MARCH 3-6, 2018 Booth Exhibitors**

We look forward to seeing you at the show in March! It's important for participants to familiarize themselves with the following rules and regulations you agreed to abide by when you signed your application for the NMA show. Fines and extra charges will be assessed if you don't observe some of them.

1. The Northwest Market Association (herein called NMA) will hold its Fall 2018 Market at the Embassy Suites by Hilton Portland Washington Square in Tigard, Oregon.

**SHOW SCHEDULE**

- \* Friday, March 2, 2018 - Set-Up for Booths - 9a-8p
  - \* Friday, March 2, 2018 - Check-In/Set-Up for Suites - 3-8p
  - \* Saturday, March 3, 2018 - 9a - 6p, Show Hours (Suites and Booths)
  - \* Sunday, March 4, 2018 - 9a - 6p, Show Hours (Suites and Booths)
  - \* Sunday, March 4, 2018 - 6:01p, Check-Out for Two-Day SHOE ONLY Exhibitors
  - \* Monday, March 5, 2018 - Show Hours:  
9a - 4p, Show Hours for Suite Exhibitors / 9a - 6p, Show Hours for Booth Exhibitors
  - \* Monday, March 5, 2018 - 4:01p, Check-Out for Three-Day Exhibitors
  - \* Tuesday, March 6, 2018 - Show Hours: 9a - 4p, Booths only
  - \* Tuesday, March 6, 2018 - 4:01 - 8p, Check-out for Booth Exhibitors
2. **Rooms must be occupied by a sales rep during ALL official show hours. THERE WILL BE A \$100.00 FINE FOR UNATTENDED ROOMS DURING THE SHOW.**
  3. All exhibitors **MUST** check in at the EXHIBITORS SERVICE DESK on Friday, March 2, 2018, between 9a - 8p. Pick up your name badges and other show information at this desk.
  4. **Two-day exhibitors** (for shoes only) show on Saturday and Sunday and move out after 6:00p, Sunday, March 4, 2018. You may also stay until check-out on Monday, March 5, 2018. If you stay beyond the established check-out time, you will be charged for an extra room night. **Three-day exhibitors** show Saturday, Sunday and Monday and move out after 4:00p on Monday, March 5, 2018. You must check out by noon on Tuesday, March 6, 2018 or you will be charged for another day! **Booth exhibitors** show Saturday, Sunday, Monday and Tuesday and must be out of the ballroom by 8p on Tuesday, March 6, 2018.
  5. Schedule of fees:
    - \* Late fee, \$100.00 (if not paid in full by deadline – no exceptions except new exhibitors)
    - \* Declined credit card or any bank service fee plus \$25.00
    - \* Invoices not paid within 30 days of receipt, \$25.00 for each month
    - \* Early tear down, \$500.00
    - \* Unattended suites or booths at show, \$100.00 for each occurrence
    - \* Not registering additional sales reps in suites or booths, up to \$1,000.00

6. **Any exhibitor who begins tear down early, without prior consent of the NMA President or Executive Director, will be penalized \$500. Each and every individual along with the line MUST remain open until the official closing time.**
7. Cancellation or request for change of space assignment is permitted within fourteen (14) days following the show deadline. Cancellation of space thereafter or failure to be at the Market (NO SHOW) will cost the exhibitor 100 percent of his/her market and space fees. There are no refunds of registration (exhibitor show) fees and annual dues.
8. No exhibitor is allowed to assign, sublet or apportion the whole or any part of space neither allotted him/her nor exhibit therein any other goods than those manufactured and sold in the regular course of business by the exhibitor unless permission is granted in writing by the Executive Director.
9. **The individual applying for exhibit space is responsible for any registering additional sales reps in said space and for the payment of a show fee for each sales rep exhibitor in the booth or suite. Should NMA find someone who has not registered, the individual who applied for the exhibit space must appear at the next scheduled Board meeting and be subject to a fine up to \$1,000.00.**
10. The serving of alcohol is not permitted in rooms during official market hours.
11. Noise level from any demonstration or sound system is to be kept to a minimum. NMA reserves the right to determine at which point sound constitutes interference with others and must be discontinued.
12. Each exhibitor shall assume responsibility for damage to the Embassy Suites and shall indemnify accidents or injuries to exhibitors, their agents or employees. The exhibitor assumes responsibility for any accident, injury, or property damage to any person viewing his/her exhibit where such accident, injury, or property damage is caused by the negligence of the exhibitor, his agents or employees.
13. All merchandise, trade fixtures, equipment and property of any kind which may be on the licensed premises of the Embassy Suites shall be at the sole risk and hazard of the exhibitor. The exhibitor is urged to insure all property on display at the Embassy Suites. Should any of the exhibitor's property be lost, stolen, destroyed or damaged, no part of such loss or damage is to be charged to or borne by the Association or the Embassy Suites. We reserve the right to require proof of insurance from each exhibitor.
14. All exhibitors must display their official NMA sign in the hallway. This is an NMA Board and hotel requirement. Banners may be hung SAFELY on the balcony railing with zip ties. Banners can be on floors three and higher (maximum banner height four feet).
15. No product displays or suite furniture shall be placed in the hallways. This is a hotel policy and will be strictly enforced!
16. Any exhibitor who is a no show is responsible for full payment of rooms at the Embassy Suites. Contact the Executive Director if you have an emergency.

**THANK YOU FOR YOUR CONSIDERATION – AND  
THANK YOU FOR BEING AT THE SHOW!**