

# NERCOMP 2023 Rules and Regulations

These Rules and Regulations apply to and are made part of the EDUCAUSE NERCOMP 2023 Terms and Conditions (“Contract”) entered into by EDUCAUSE and the Exhibitor named therein (“Exhibitor”) with respect to NERCOMP 2023 to be held in Providence, RI, March 27-29, at the Rhode Island Convention Center, (the “Conference Facility”). Exhibitor agrees to abide by all the Rules and Regulations as provided in this document and to any additional rules and or guidelines specific to the Conference Facility that may be provided in the Exhibitor Kit or otherwise provided by EDUCAUSE.

Should an Exhibitor have any question regarding the interpretation of a Rule or Regulation, it is the responsibility of the Exhibitor to contact EDUCAUSE to raise the question and establish clarity and understanding of the rule. Questions may be directed to EDUCAUSE Corporate department at 720-406-6773, or [corp@educause.edu](mailto:corp@educause.edu).

## Exhibit Display Rules

### Booth Space Furnishings and Configuration

The basic booth space is a uniform-style inline (linear) exhibition booth 8' deep and 10' wide, with an 8'-high back wall and 3'-high side pipe and drape, one 6' table, two chairs, one wastebasket, and a 7" x 44" one-line identification sign. Exhibition displays must not obstruct the view of the adjacent booths. All Exhibitors should follow the booth configuration rules outlined below.

All exhibitors are responsible for ensuring that their booths meet all the NERCOMP 2023 Booth Exhibit Specifications.

- All exhibits must conform to and enhance the professional and educational atmosphere of the meeting.
- Maximum height for booths is 8' in the back half of the booth and 4' in the front half of the booth. **Note: free-standing banners taller than 4' must be displayed in the back half of the booth.**
- All displays must be entirely contained within the exhibit booth dimensions, including tables, chairs, signs, etc.
- Overflow from booths into the aisles is prohibited. Do not over-furnish or overstaff your booth.
- The use of helium balloons and/or lighter-than-air objects is prohibited.
- The exhibit hall is carpeted; carpet orders are not required.
- Storage behind back drape, pop-up structures, and under draped tables is prohibited. Storing a limited supply of literature or product appropriately within the booth area is okay if items do not impede access to utility services, create a safety problem, or look unsightly.
- No catering orders are allowed in booths.
- Pop-up structures should be positioned to minimize visibility of unfinished backs.
- Masking drape, ordered by show management, will be required for all unfinished booths, at the exhibitor's expense.
- Promotional materials including but not limited to flyers, circulars, and souvenirs, as well as models, mascots, and robots, must be distributed or remain within the confines of assigned booth space.

### Staffing of Exhibits during Show Hours

Exhibition booths must be staffed during show hours, and no Exhibitor will be permitted to pack, remove, or otherwise dismantle its booth prior to the close of the show. EDUCAUSE reserves the right to exclude any Exhibitors who breach this provision from participation in future EDUCAUSE exhibitions.

## Inline (Linear) Booth

**Definition:** Inline Booths are generally arranged in a straight line; they have at least one adjacent neighbor on either side of the booth, leaving only one side exposed to an aisle.

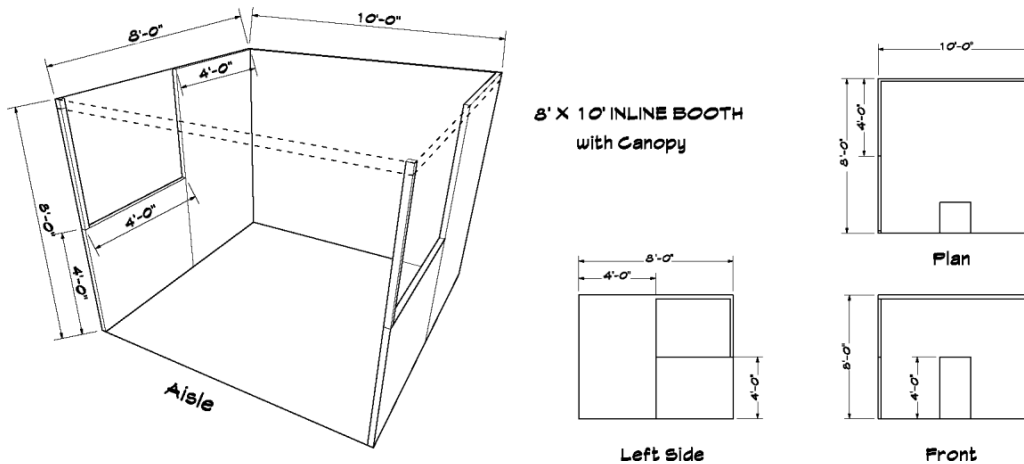
Inline booths at NERCOMP 2023 are 10' wide and 8' deep. No exhibit construction or signage may exceed 8' in overall height. **The maximum height of 8' is permitted on the back 4' section; a maximum height of 4' is permitted in the front 4' section.** Please reference the diagram of allowable configurations.

**Note:** When three or more Inline Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space that is within 8' of an adjoining booth.

A Corner Booth is an Inline Booth exposed to aisles on two sides. The same rules for Inline's apply for Corner Booths.

**Hanging Signage:** Hanging ceiling signs are *not* permitted in the NERCOMP Exhibit Hall.

### Allowable Configurations and Height Restrictions:



## Exhibitor Conduct

### Registration, Badges, and Cancellations

Payment for the full amount of the registration fee must be made by the first day of the conference. If you have an outstanding balance you will be required to provide payment onsite. You must wear your conference badge to be admitted to sessions and activities.

Cancellation of your conference registration does not mean cancellation of your hotel reservation. You must cancel each separately. **Registrations and hotel reservations cancelled after certain dates are subject to processing or other fees.**

Registration cancellations received on or before **February 13** are entitled to a full refund. If you cancel after **February 13**, no refund will be issued. Your credit card used as a guarantee will be charged the balance due without prior notification.

## **Code of Conduct**

EDUCAUSE seeks to create safe and inclusive environments for all individuals to network, learn, and share. As a community we do not tolerate discrimination, abuse, or harassment of any kind by anyone at our events. Prohibited behaviors include, but are not limited to, harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status; sexual harassment, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact; and disorderly or disruptive actions in sessions, the exhibit hall, or in other conference venues. EDUCAUSE reserves the right at its sole discretion to expel anyone, without refund, whose conduct is not in keeping with these expectations.

**If you feel threatened or at risk of physical harm** or are involved in or witness an emergency situation, please immediately dial 9-1-1 and ask for help from staff/on-site security. If you feel you have been subject to harassment, please contact an EDUCAUSE staff member.

## **Event Age Restriction**

To ensure an environment appropriate for professional learning, for safety and liability reasons, and to reserve session space for paid attendees, children are not allowed at EDUCAUSE events. During all active operating hours of the EDUCAUSE event, no one under 16 years of age will be permitted to attend sessions, visit the exhibit hall (if one is offered—including move-in and move-out times) or enter the conference venue unless (1) that person is a presenter and registered participant, and (2) is accompanied by an adult chaperone. Strollers or infant carriers (worn or carried) are not permitted at any time in the exhibit hall or in event sessions. EDUCAUSE reserves the right to request proof of age from anyone at any time and to revoke a badge or deny attendance of any registered participants who are under 16.

## **Recording, Streaming, and Photography**

Common courtesy dictates that attendees must obtain any presenter's permission to post, record, or stream their session or activity in any medium or social media channel (including, but not limited to, Instagram, Twitter, SnapChat, Periscope, Facebook, and YouTube). Recording/streaming for commercial purposes is allowed only with prior written permission from both EDUCAUSE and the presenter(s). EDUCAUSE reserves the right to ask any participant to move within or to leave a session venue if their use of technology is disruptive to presenters or other participants.

Please Note: By attending the conference, you are agreeing to allow images, audio, and video of you recorded on site by EDUCAUSE personnel to be used for educational and promotional purposes. Please contact [info@educause.edu](mailto:info@educause.edu) with questions.

## **Gratuities and Gifts**

Giveaways and drawings are permitted at EDUCAUSE events. Conference attendees are responsible for assuring they are in compliance with their institution's guidelines for accepting gifts.

## **Liability**

Event attendees voluntarily assume all risk and danger of personal injury and all hazards arising from, or related in any way to, the meeting, whether occurring prior to, during, or after the meeting.