



NHMA's 85th Annual Conference and Exhibition

SPONSOR AND EXHIBITOR CONTRACT

Terms and Conditions

1) Contract

This contract becomes binding upon execution by the sponsor or exhibitor and its employees, and the New Hampshire Municipal Association (NHMA).

2) Exhibit Booth Assignment

Booth locations will be assigned at the sole discretion of the NHMA. Priority booth placement will be given to sponsors. NHMA will try to accommodate the exhibitor's preference of location, if possible. Layout may be changed depending on the final number of exhibitors. NHMA reserves the exclusive right based on its sole discretion to determine who will be permitted to use exhibit space and what space will be assigned to exhibitors.

3) Exhibit Booth Specifications

Exhibit booth spaces depicted on the exhibit area layout are not drawn to scale. Booths are laid out in approximately 8' (depth) x 10' (width) sections with one 6-foot table and two chairs. If additional exhibit spaces are required to accommodate demand for space, they will be added at the NHMA's discretion. Exhibitors may purchase additional booth furnishings and special services from the NHMA's exposition service, Capital Convention Contractors, who will contact each exhibitor prior to the show with a show service kit that features information and additional exhibit offerings, only if a signed contract has been submitted.

4) Installation and Removal of Exhibit Booth

Exhibitor Move-In

Tuesday, October 27th, 2026

4:00 p.m.–7:00 p.m.

or

Wednesday, October 28th, 2026

7:00 a.m.–9:30 a.m.

Exhibitor Move-Out

Thursday, October 29th, 2026

2:45 p.m.–5:00 p.m.

NOTE: No exhibitor will be allowed to break down an exhibit booth until the close of the show at 2:45 p.m. on Thursday. Any exhibitor who willfully dismantles a booth prior to closing time will be subject to a \$500.00 penalty at NHMA's discretion. Any material and/or setups left behind shall not be the responsibility of the NHMA or The Manchester Downtown Hotel and neither shall be held responsible for lost, stolen or damaged property.

5) Use of Booth Space

Exhibitors shall reflect their company's highest standards of professionalism while maintaining and staffing their booths. Exhibit booths must be staffed when the Exhibit Hall is officially open to attendees. No exhibitor shall assign, sublet, or share booth space. An exhibitor who sublets or shares booth space in violation of these terms agrees to pay the NHMA an amount equal to the exhibit booth cost for each of the additional exhibitors with whom the exhibitor shares space.

6) Booth Storage

For safety and compliance with fire regulations, storage of boxes, equipment, or other materials behind or around your booth is not permitted. All items must be kept within the designated booth space or stored in approved areas.

7) Unoccupied Booth Space

The NHMA reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space.

8) Use of Organization Name

Except to identify its participation in the show, exhibitor agrees not to use the NHMA's name or logo in correspondence, publications, announcements or other written, visual, or audio materials without obtaining in advance the express written approval of the NHMA. The exhibitor also understands that with acceptance of the Exhibitor Contract, the NHMA in no way implies endorsement of the vendor's products, equipment and/or services.

9) Payments

All exhibitor booths MUST be paid in advance of the show; no booth will be assigned unless payment has been received. No refunds for exhibitor booth space will be made.

10) Shipments and Deliveries

The Manchester Downtown Hotel is unable to receive or store exhibitor booths and materials prior to the show. If you need to ship your exhibit prior to the Conference, you will need to contact Capital Convention Contractors at 877.335.3700. A storage and delivery fee will be assessed when an exhibitor does not have a pre-arranged service. This payment is due and payable to The Manchester Downtown Hotel prior to release of your packages.

11) Damage to Property

- a) Nothing shall be nailed, stapled, taped, or otherwise affixed to walls, floors or any part of the building without permission from The Manchester Downtown Hotel.
- b) No gasoline, kerosene, acetylene or other flammable or explosive substances will be permitted in the building.
- c) All pertinent fire codes, laws, ordinances, and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed.
- d) Exhibitors agree not to sell, serve, or give away any wine, beer, ale, liquor, or other intoxicants in the exhibit area. A violation of this agreement will entitle The Manchester Downtown Hotel to close the exhibitor's display for the duration of the show.

12) Insurance and Liability

The Manchester Downtown Hotel and the NHMA will not be responsible for the safety of exhibits, exhibitors or their employees against robbery, or damage by fire, accident or any other cause or injury of any character to any person or article. In all cases, exhibitors wishing to insure their goods must do so at their own expense. The exhibitor should pack small and valuable exhibit material away at night. Should any loss or theft occur, the cooperation of the exhibitor is requested to report it immediately to The Manchester Downtown Hotel and the NHMA. The exhibitor agrees to assume responsibility for damages to persons or property arising out of the use of the exhibit center space by the exhibitor due to its fault or fault attributable to it and shall hold harmless The Manchester Downtown Hotel and the NHMA for any claim so arising.

13) Exhibition Sales Policy

To comply with IRS regulations regarding trade shows, it is necessary to request that you abide by the following clause: “The purpose of the NHMA Annual Conference is to provide an educational and informational experience for our delegates. To comply with IRS Ruling 75-716, sales may not be made, nor are orders executed by exhibitors at any of the conference facilities. This does NOT prohibit selling in the sense of discussing your product or services with delegates; it merely states that the sale cannot be consummated, or an order made firm at the conference.”

14) Conference Event Conflict Policy

To maintain the integrity of the NHMA Annual Conference and ensure a positive experience for all attendees, exhibitors and sponsors are asked not to schedule private events that conflict with official conference programming. This includes exhibitor receptions, presentations, or other gatherings held during scheduled conference sessions, meals, or networking events. Any external events intended for conference attendees should be scheduled **outside of official conference hours**. Failure to comply with this policy may affect future participation in NHMA events.

15) Highest Standards of Professionalism

Exhibitors/sponsors shall reflect their company’s highest standards of professionalism while maintaining and staffing their booths. Exhibitors/sponsors shall treat all attendees, NHMA staff, facility staff, and others participating in the NHMA conference with respect and courtesy and avoid behavior that could constitute harassment, discrimination, or intimidation of NHMA staff, attendees, other exhibitors, facility staff, or anyone else involved in the conference. Exhibit booths must be staffed at all times that the Exhibit Hall is officially open to attendees. Any such behavior that NHMA deems to violate this provision will be grounds for removal from the conference and/or a prohibition on future participation in NHMA events.

16) Character of Exhibit

NHMA reserves the right to decline or prohibit any exhibit, part of an exhibit, or prohibit or restrict any activity or conduct within the virtual exhibit area which in the opinion of NHMA is not suitable or appropriate or is detrimental to NHMA, its members, or other exhibitors.

17) Food at Exhibit

In the best interest of the health and welfare of your guests and in compliance with law, we cannot allow you to bring in any food or beverages for use/consumption in the function rooms, nor can we allow food prepared for banquet consumption to be removed from the function rooms. Individually wrapped candies and mints are permitted.

18) Cancellation of Conference by NHMA

If the NHMA is prevented from holding the annual conference for whatever reason in NHMA’s sole and absolute discretion, NHMA may terminate this contract at any time prior to the conference by giving written notice to exhibitor/sponsor.