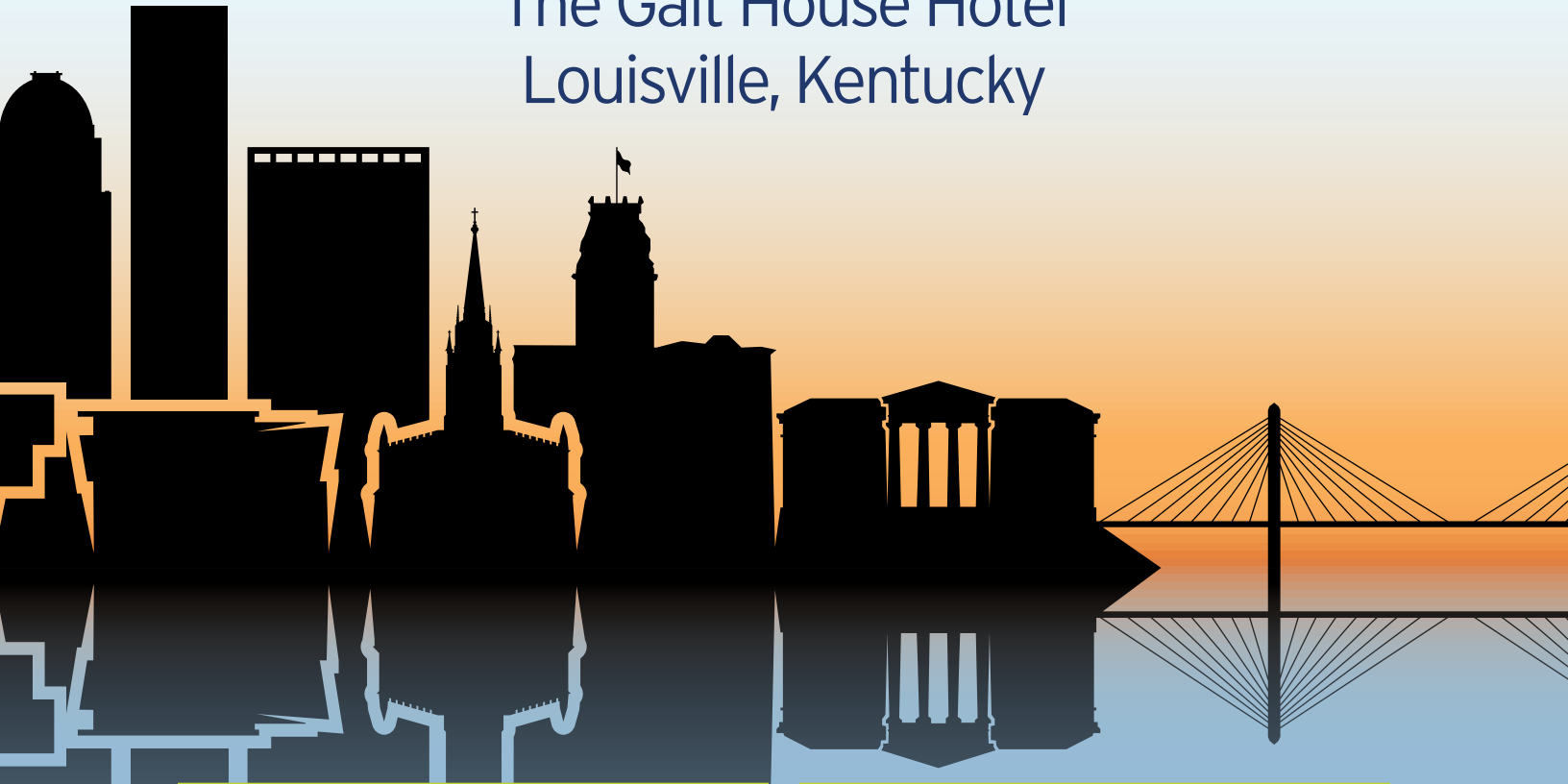




Thursday, August 1, 2024 - Saturday, August 3, 2024

The Galt House Hotel
Louisville, Kentucky



Join professionals in the court reporting, captioning, and legal videography fields at the 2024 NCRA Conference & Expo.

The annual NCRA Conference & Expo is the flagship NCRA networking event of the year. Members, firm owners, and other industry professionals gather to exhibit, present, learn, and network.

Take advantage of this impressive gathering to showcase your products, services, and support of the industry to this captive audience by becoming a 2024 NCRA Conference & Expo sponsor or exhibitor!

With the right sponsorship opportunity, your company can showcase your tremendous leadership and market your brand in front of these highly regarded professionals.

Sponsor and Exhibitor Deliverables

Upon Signature	50% deposit due on exhibitor / sponsorship package
Apr. 4, 2024	Conference Registration opens; Hyatt hotel rate in effect, and payment due in full and exhibitor / sponsorship payment due in full
June 7, 2024	Last chance to sponsor to ensure inclusion in on-site signage
July 8, 2024	Hotel reservation cutoff

Once a contract is signed and all booths are chosen, additional information will be sent in the Exhibitor Information Packet.

Hotel Registration

Take advantage of guest room discounts at the The Galt House Louisville! Sponsors and exhibitors can take advantage of the NCRA group rate to get the best available room rates. Last day for room reservations at the group rate is July 8, 2024.

To make a reservation please [click here](#).
 Or call 800-843-4258 and reference group code 072224CRT.

Cancellation policy:

One-night room charge plus tax cancellation fee if canceled 30 days or less prior to your arrival

Sponsorship Opportunities

Whichever opportunity you choose to sponsor, Conference attendees from across the nation will recognize your company's commitment to promoting excellence in the court reporting, captioning, and legal videography professions. Pricing to vary depending on opportunities for co-sponsorship OR sole sponsorship.

Leaders Sponsorship Opportunities - \$7,500-\$10,000

- Member Recognition Gala
- Student Luncheon **SOLD**
- Welcome Reception
- Badges Sponsor
- Lanyard Sponsor **SOLD**

Influencers Sponsorship Opportunities - \$5,000-\$7,499

- Mobile App
- Premier Session and Keynote
- Student Breakfast and Welcome
- Awards Luncheon

Supporters Sponsorship Opportunities - \$2,500-\$4,999

- Snack Break
- National Speed and Realtime Contest
- Firm Owners Focus

**Exhibitors receive a
10 percent discount
on the purchase of
any sponsorship!**

Included in each Sponsorship Opportunity:

Leaders Sponsorship Opportunities - \$7,500-\$10,000

Member Recognition Gala

This is the last networking event of the Conference and is a wonderful night of dinner, drinks, dancing, and celebration of the NCRA membership.

Sponsorship includes:

- ✓ Step-and-repeat style banner featuring the gala sponsor's logo, located at the event entry for photo opportunities
- ✓ Opportunity to speak before the audience
- ✓ Receive either one Full Conference Registration or two passes to the Gala
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Student Luncheon **SOLD**

This is an excellent opportunity for your company to network with student attendees.

Sponsorship includes:

- ✓ Three-minute speaking opportunity
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Welcome Reception

This event marks the first networking opportunity open to all attendees of the Conference and is the first event many will attend.

Sponsorship includes:

- ✓ Opportunity to make brief remarks at the mic
- ✓ Receive either one Full Conference Registration or two passes to the Welcome Reception
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Badges

Imagine your company logo or name appearing on every Conference attendee's badge and lanyard for the duration of the event.

Sponsorship includes:

- ✓ Logo printed on badges
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Lanyards **SOLD**

Imagine your company logo or name appearing on every Conference attendee's badge and lanyard for the duration of the event.

Sponsorship includes:

- ✓ Logo or name printed on lanyards
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

**Exhibitors receive a
10 percent discount
on the purchase of
any sponsorship!**

Influencers Sponsorship Opportunities - \$5,000-\$7,499

Mobile App

The mobile app is the information guide for the Conference's attendees and is accessed constantly during the Conference.

Sponsorship includes:

- ✓ Logo or name front and center every time attendees open their mobile app
- ✓ Recognition on Conference signage and NCRA website

Premier Session and Keynote

One of the highest-attended events of the Conference, it includes the installation of the new NCRA Board of Directors, the presentation of NCRA's Distinguished Service Award, and the keynote speech.

Sponsorship includes:

- ✓ Special seating for four
- ✓ Opportunity to make brief remarks at the mic
- ✓ Opportunity for a 30-second sponsor-supplied video to be shown as attendees are seated
- ✓ Recognition as the sponsor from the stage
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Student Breakfast and Welcome

Welcome students to Conference! This is an excellent opportunity for your company to start building brand awareness with student attendees.

Sponsorship includes:

- ✓ Networking with student attendees
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Awards Luncheon

This signature event celebrates the winners and qualifiers of the National Speed and Realtime Contests and student scholarship recipients, as well as updates from NCRA and NCRF.

Sponsorship includes:

- ✓ Opportunity to make brief remarks at the mic
- ✓ Opportunity for a 30-second sponsor-supplied video to be shown as attendees are seated
- ✓ Receive one Full Conference Registration or two tickets to the Awards Luncheon
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

**Exhibitors receive a
10 percent discount
on the purchase of
any sponsorship!**

Supporters Sponsorship Opportunities - \$2,500-\$4,999

Snack Break

Your company can provide the pick-me-up that will get attendees through the day.

Sponsorship includes:

- ✓ Signage at the snack station
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

National Speed and Realtime Contests

These prestigious Contests are steeped with tradition, with many prominent court reporters and captioners competing for bragging rights and the opportunity to add Speed or Realtime Contest winner or qualifier to their résumés, websites, and more.

Sponsorship includes:

- ✓ Name listed as the sponsor in NCRA press releases
- ✓ Possible exposure through media coverage
- ✓ Recognition on Conference signage, NCRA website, and Conference mobile app

Firm Owners Focus

New this year! Based on the popular Firm Owners Business Summit, this full-day event is specifically geared toward owners and managers of firms with sessions on finances, building your business, and more.

- ✓ Opportunity to make brief remarks at the mic during lunch
- ✓ Opportunity for marketing materials to be placed on the lunch tables
- ✓ Receive one Firm Owners Focus Registration
- ✓ Recognition on Conference signage, NCRA website, Conference mobile app, and on signage in session room

Advertising Opportunities!

NEW for 2024! - NCRA Conference & Expo Website - Box Ads!

Digital Box Ad Benefits include:

- ✓ Hyperlinked ad to YOUR designated landing page
- ✓ Featured in up to three (3) rotating ads as part of the display!
- ✓ Placement running through the Conference Date - August 1-3, 2024!
- ✓ Garner specific metrics after the first 30 days so that you're able to track your impressions and clicks!
- ✓ Pricing: \$750

**Exhibitors receive a
10 percent discount
on the purchase of
any sponsorship!**

Conference Exhibitor Level Opportunity

\$2,250

Additional booths at \$1,650 each

Exhibit booth:

Enjoy a standard 8' x 10' booth to showcase your company or organization in the Expo Hall!

Your exhibit booth includes:

- ★ Two booth staff registrations (One additional booth staff registration per 8' x 10' booth may be purchased at a cost of \$200)
- ★ Breakfast on Friday and Saturday in the Expo Hall with a 15-minute early opening for exhibitors
- ★ Welcome Reception held in Expo Hall on Thursday evening
- ★ Coffee breaks held in Expo Hall with a new one-hour break added
- ★ Your primary logo and company description on the 2024 NCRA Conference & Expo Mobile App
- ★ Company recognized on event signage and screens
- ★ Recognition on the NCRA website and in social media
- ★ Marketing insert - Highlight giveaways or drawings to get attendees to visit your booth
- \$200 value

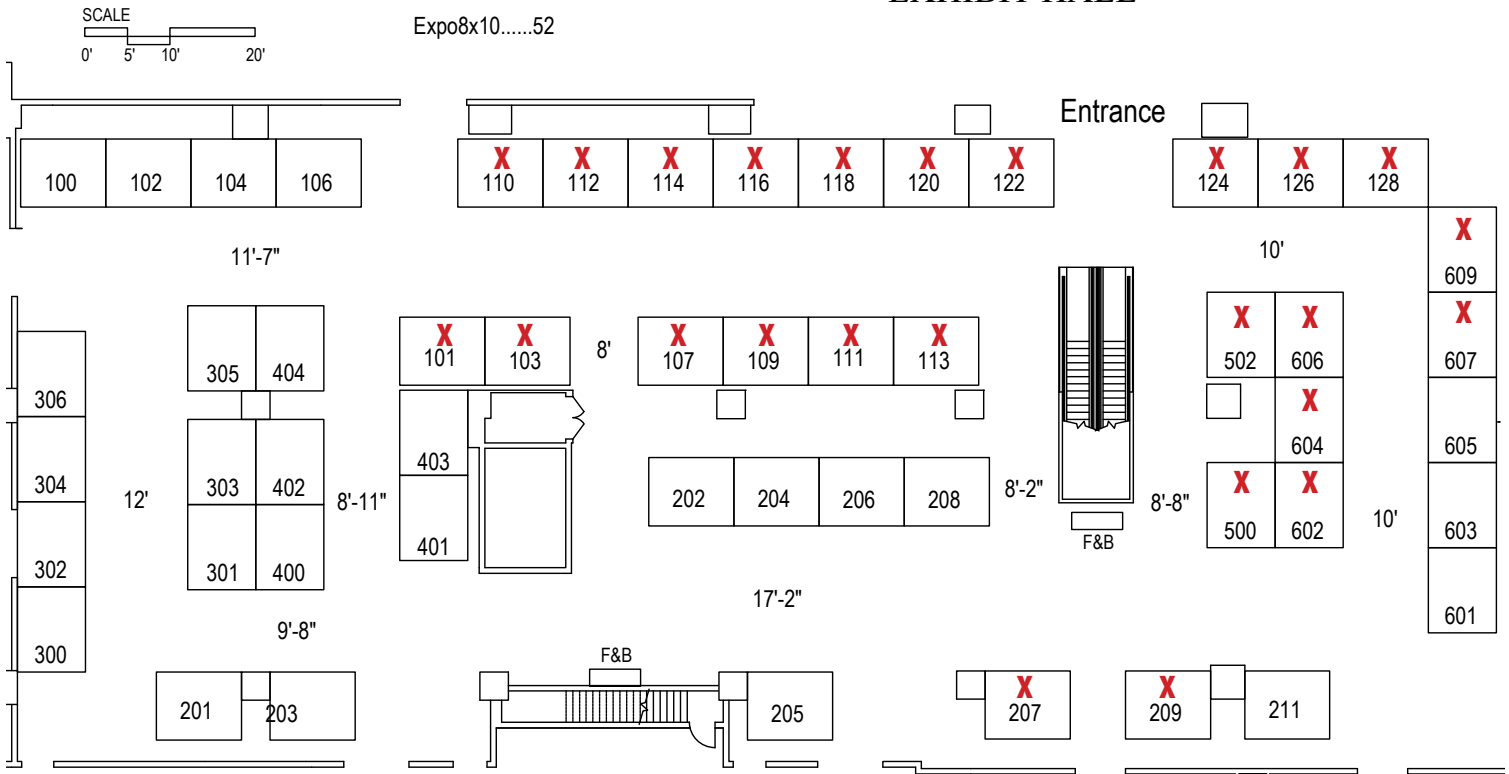
NCRA Mobile App Exhibitor & Sponsor Recognition Opportunities to include:

- ★ Header Image (960 x 540px) - .png or .jpeg, less 1 MB OR Vimeo / YouTube Video (specs to follow)
 - If providing a video, please provide a thumbnail image (960 x 540px)
- ★ Custom Ad - .png or .jpeg, less than 200 KB
 - (300 x 250px)
- ★ Contact Information - phone, mailing and email address
- ★ Company Description
- ★ Company Logo - (600 x 160px); no heavier than 200 KB
- ★ Attendees can "message" you directly - via email or in-app!
- ★ Social Media Links - Facebook, LinkedIn, Twitter (X), and YouTube (no Instagram)
 - Marketing Resources / PDFs
 - Lead Generation

Expo Hall

The Galt House Hotel

EXHIBIT HALL



X = SOLD booths

NCRA Exhibitor and Sponsor Rules and Regulations

The NCRA Exhibitor and Sponsor Rules and Regulations stated here constitute a bona fide part of the contract for exhibit space. NCRA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the event. NCRA's decisions and interpretations shall be accepted as final in all cases. If a vendor is discharged by NCRA staff due to a vendor's inappropriate conduct or noncompliance with the exhibit contract, there is no refund nor reinstatement. It is the responsibility of the exhibiting company to be fully familiar with these NCRA Exhibitor and Sponsor Rules and Regulations and to see that all company representatives attending the event are familiar with them. All use of the term "Exhibitor" shall equally apply to NCRA sponsors.

NCRA will include in the attendance rules that are part of the signed application that attendees and vendors are not allowed to promote or sell AI/ASR products and will be excused without refund if they do. Promotion of these methods is contrary to our mission, and NCRA rejects both their advertising and a request for convention booth space. Staff will be alerted of this occurrence to flag any requests for convention next year. The proper steps are being considered to bar promotion of competing technologies at future NCRA events. Note: Four slots below need to have the exhibitor's initials and date. By so doing, this confirms he or she will abide by all event rules and regulations.

1. Staffing of exhibit and exhibitor conduct and professionalism

In keeping with the business-like atmosphere of the exhibition, all booth personnel shall wear acceptable business attire or corporate identity uniforms. Exhibitor personnel shall not be permitted to solicit business or promote products and services in aisles, at food stations, or in booths other than their own. The distribution of business cards, invitations, samples, catalogs, pamphlets, souvenirs, publications, etc. is permitted only within the exhibitor's space. Throwing or distribution of souvenirs and literature or shouting or making any unnecessary loud noises, whether by human or mechanical means, to attract attention is not permitted. All aisle space belongs to NCRA; no exhibits, signage, or advertising material shall be allowed to extend beyond the booth space. Placement of literature, boxes, and/or other promotional items around the hall is strictly prohibited. No person, company, or organization not having contracted with NCRA for the occupancy of booth space will be permitted to display or demonstrate its products/services or distribute promotional materials in the exhibit area, public areas of the conference facility, or in hospitality suites. Any infringement of this rule will result in the prompt

removal of the offending persons and/or promotional materials from the exhibit area and/or conference facility. Exhibitors may not deface or otherwise obstruct the logo or branding materials, or events sponsored by other companies throughout the conference, i.e., signs, badge holders, conference bags, etc. Each exhibitor is required to keep at least one attendant in its booth during all event hours.

2. Exhibit area layout/location

Exhibitors should refer to the official floor plan for details about the specific location and layout of the exhibit area. All measurements shown on the floor plans are as accurate as possible, but they are not guaranteed; NCRA reserves the right to make modifications to meet the needs of exhibitors or the event.

3. Attendance

NCRA makes no representations or warranties with respect to the demographic nature and/or volume of exhibitors and/or attendees at any particular location at the event.

4. Exhibitor eligibility

NCRA reserves the right to determine the eligibility of prospective exhibitors for inclusion at its event. Eligibility will be determined following receipt of an exhibit space contract and prior to booth assignment. Acceptance of this contract should in no way be construed as an endorsement by NCRA of either an exhibiting company or its products or services.

5. Exhibit space contract and payment

Contracts for exhibit space must be signed and submitted along with the required payment before a space will be assigned. By signing the exhibit contract, each exhibitor warrants and agrees to accept, understand, and abide by NCRA's rules and regulations. NCRA expects high levels of customer service for its members and from those companies and individuals who participate in NCRA events. High levels of member complaints and/or negative feedback about a vendor may prevent NCRA from accepting future contracts from that vendor. In this vein, NCRA has final authority to refuse potential vendors, sponsors, and exhibitors. If a company does not occupy and exhibit in the designated space at the opening of the event, then NCRA shall have the right to use the exhibit space in such a manner as it may deem in the event's best interest; this does not relieve the exhibitor's obligation of paying the full rental fee.

6. Confirmation and booth assignment

Upon acceptance of the exhibit contract and assignment of space, the primary contact on the form will receive a confirmation email providing

a booth assignment and other conference details. Returning NCRA exhibitors have the first choice of booth space until Friday, January 12, 2024. Contracts for space from new companies will be honored on a first-come, first-served basis after space assignments for the returning exhibitors have been completed. Every effort is made to accommodate an exhibitor's requested booth location, but we cannot guarantee that companies will receive one of their preferred choices. Space is limited and will sell out early. When submitting a contract, exhibitors have the opportunity to list organizations they wish to avoid so that booths are not placed near their competitors. Every effort will be made to accommodate these requests, but no guarantees can be made. NCRA reserves the right to alter an exhibitor's assigned location and/or revise the floor plan at any time in its sole discretion if deemed in the best interests of the event. Before exercising its discretion, NCRA will consult with the exhibitor. NCRA's determination on assignment of exhibit space is to be binding for all parties. Exhibitors may not change the on-site booth location once assigned.

7. Subletting space

No exhibitor may assign, sublet, or apportion its space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his or her business, nor permit any agent or any exhibiting company to solicit business in his or her space. If special circumstances warrant an exception, permission must be obtained in writing from NCRA, which reserves the right to render final judgment.

8. Space reduction

Space reduction requests must be in writing. A fee of \$500 will be charged on any space reductions requested until 60 days prior to the event. Exhibitors will be responsible for the entire cost of the originally assigned exhibit space, regardless of any space reductions, if requests are made on or after 60 days prior to the event.

9. Conference & Expo exhibit booth package

Each 8' x 10' exhibit booth includes an 8' high backdrop and 3' high side drape in show colors, one six-foot skirted table, two chairs, one wastebasket, and one ID sign with company name and booth number. **All additional requirements, including power strips, internet access, phone lines, an**

audio/visual equipment, must be ordered directly through the hotel. NCRA will send the necessary forms and information prior to the event to the signer of the contract.

10. Carpet

NOTE: The 2024 Expo Hall is carpeted at no cost to exhibitors. Exhibitors have the option of working with the specified NCRA vendor to install carpet for branding purposes, at the exhibitor's expense.

11. Installation/dismantle

Booths must be completely installed at least two hours prior to the opening of the event. NCRA reserves the right to reassign any space not installed at that time. Full payment must be made and processed in advance of exhibitor on-site move-in. Any exhibitor who fails to make full payment waives all rights in and to the use of assigned space. Boxes, storage crates, and trash will be moved from the exhibitor's space to maintain a professional appearance. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the exhibit area hours. Disposal of trash, empty boxes, etc. must take place during non-peak hours of the event. Exhibitors may not dispose of trash and other items in the exhibit area aisles. Aisle space belongs to NCRA. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition. Any infraction of this rule may jeopardize the exhibitor's participation in future NCRA events. The installation and dismantling of displays may be done by full-time exhibitor personnel, the official decorator/general service contractor, or an exhibitor-appointed contractor. Exhibitors who plan to have an exhibitor-appointed contractor other than the official decorator/general service contractor install or dismantle their exhibits must abide by the rules provided in the exhibitor service kit.

Please note: Children under the age of 18 are strictly prohibited from the exhibit area during booth installation and dismantle.

12. Exhibit staff admissions

NCRA will have sole control over all admissions of persons into the exhibit area. All exhibit staff must be bona fide company representatives, and all must be registered and wearing official conference identification badges at all times in the exhibit area.

13. Outside activities

Exhibitors agree not to exhibit or showcase products and services outside the exhibit area during the event. The exhibitor also agrees not to extend invitations; hold or host meetings, seminars, workshops, receptions, or hospitality events; or otherwise encourage the absence of attendees from the exhibit area, seminars and workshops, competitions, and/or business meetings during the hours of the event or official conference activities. The exhibitor agrees to notify NCRA of any meetings or hospitality events that take place during the conference, even after conference events have ended.

14. Meeting space/suite rental

All requests for meeting rooms, hotel suites, and special event space within the official conference

hotel(s) must be approved by NCRA. If interested in acquiring a suite or meeting room during the conference, exhibitors should contact ConferenceDirect via email at mary.quigg@conferencedirect.com or michael.quigg@conferencedirect.com. There may be a charge for meeting/function space rental. Exhibitors agree not to publicize meetings, receptions, and/or suite hours, etc. during exhibit hours except from the exhibitor's assigned booth.

15. Official decorator/general service contractor services

NCRA will have an official decorator/general service contractor for each of its events. All exhibitors will be required to use this contractor for services. The service contractor will send each confirmed exhibitor an exhibitor service kit containing all of the necessary forms for ordering carpet, booth furnishings, plants, decorations, electricity, phone lines, internet connections, signage, etc. The exhibitor service kit also contains information on shipping, drayage, and labor union regulations. The exhibitor shall provide only the material and equipment that is owned and is to be used in the exhibit space. All other items used in the booth are to be provided through arrangements with the official service contractor. Charges and payment for services provided by the general service contractor to the exhibitor is the sole responsibility of the exhibitor. Exhibitors shall indemnify and hold NCRA harmless from any liability arising from installation, servicing, and/or dismantling of any ordered services.

16. Material handling

Exhibitors may hand carry only what they can manage by themselves (one person) in one trip, using no equipment. The use or rental of dollies, flat trucks, and other mechanical equipment is not permitted. The official decorator/general service contractor will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand carry items.

17. Storage

Exhibitors must make arrangements with the official decorator/general service contractor or the hotel if there is no official decorator/general service contractor for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. Nothing may be stored behind booths. All packing containers, wrapping material, carrying cases, etc. must be stored off the exhibit floor.

18. Character of exhibits

Exhibits are subject to the approval of NCRA. NCRA reserves the right to prohibit any exhibitor from displaying or distributing literature and/or promotional materials which it deems offensive. NCRA also reserves the right to control, prohibit, or physically remove any or all parts of any exhibit that, in NCRA's opinion, is not suitable, in keeping with the policies of the Association or the character of the event, or which, because of liability, noise, methods of operation, or other reasons, becomes objectionable. Displays must not include items, services, or food and

beverage similar to those provided as part of NCRA's sponsorship program. Distribution of alcoholic beverages (opened or unopened) in the exhibit area or conference facility by an exhibitor, sponsor, or conference attendee is strictly prohibited. Balloons may not be included in any exhibit display and may not be distributed. The use of demonstrators, gimmicks, mimes, magicians, robots, Segways, scooters, etc. in aisles is prohibited. Use of these attractions within the assigned booth space must have prior approval from NCRA. Exhibit staff, special characters, and/or entertainers are not allowed to perform, distribute giveaway items, or direct attendees to an exhibitor's booth. If for any reason an exhibit and/or its contents and/or the exhibitor are deemed objectionable by NCRA, the exhibitor will be required to remove or correct the situation or to leave the exhibit area. In the event such a restriction is enforced, NCRA will not be liable for refund of exhibit space rental fees, exhibit equipment rental fees, or any other fees.

19. Arrangement of exhibits

All exhibits must be arranged so that they do not project beyond the space allotted or obstruct the view of, hide, or interfere with other exhibits. NCRA will have sole decision-making authority to determine degree of obstruction. Peninsula booths must consist of at least two sets of back-to-back booths (four booths total). Booth rental pricing for islands may vary. In-line booths are 8' x 10' linear booths or multiples thereof arranged in a straight line. The back-wall construction, display, and signage for any booth cannot exceed more than 8' in height. Material extending into the exhibit area by more than 3' from the back wall cannot exceed 3' in height. No partitions other than the side rails will be allowed, unless specifically approved by NCRA. Boxes and crates may not be stored behind an exhibit display if they cause the display to protrude in front of other displays within the same aisle. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. NCRA may (at the exhibitor's expense) direct revisions of any exhibit that does not comply with the above guidelines.

20. Noise and sound

Exhibitors are strictly prohibited from operating noise-creating devices such as bells, horns, or amplifying systems, which interfere with other displays. Equipment will only be permitted if tuned to conversational level and is not objectionable to neighboring exhibitors. Each exhibiting company must have the opportunity to meet and talk with buyers unimpeded by excess noise from another exhibitor. NCRA reserves the right to determine the acceptable sound level for working exhibits.

21. Care of property

Exhibitors are liable for any damage caused by fastening signs, displays, or other fixtures to the building floors, pillars, walls, or standard booth equipment. The use of thumbtacks, tape, nails, screws, bolts, tools, or

materials that could mark the floors or walls is prohibited. Any damage to the hotel or conference facility property caused by an exhibitor or its employees or agents must be paid for by the exhibitor causing such damage.

22. Performances of music/copyrights

No copyrighted music, if published via ASCAP or BMI, may be played in the exhibit area at any time during the hours of the event. This applies whether the music is live or recorded. Unpublished original music, such as used in promotional video/audio tapes, is not subject to this rule. Exhibitors must advise NCRA if they plan such performances.

23. Americans with Disabilities Act

Exhibitors must be in full compliance with the Americans with Disabilities Act.

24. Union rules and regulations

Please refer to the exhibitor service kit (provided with confirmation) for information regarding union rules and regulations.

25. Fire regulations

All exhibits must conform to the fire laws, health regulations, electrical codes, and other local, state, and federal laws and regulations. All materials are subject to the inspection of the local fire department, and its regulations shall govern. All materials and decorations used in the exhibit area must be flameproof, non-combustible, and fire resistant. Crepe paper, corrugated paper, and/or flammable fluids or substances are prohibited. All packing materials such as excelsior, cardboard cartons, etc. must be removed from the booth prior to the opening of the event. Exhibit materials may not be stored in the area behind the assigned booth. Hazardous chemicals and materials, including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables, poisons, and toxins, are prohibited inside the building. Volatile or flammable fluids or substances, prohibited by city fire department or insurance authorities, are not permitted. Any exhibits or parts thereof found not to be safe or fireproof will be ordered dismantled.

26. Security

Personnel will be stationed at the entrance of the exhibit area during the official exhibit hours. Security will be provided to guard exhibits at night, beginning the first day of setup and continuing each night through the completion of the event. NCRA undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor; its officials, agents, or employees; or the protection of the property used in connection with the exhibit from theft, loss, injury, or damage of any kind. The exhibit area is never completely secure; do not leave valuable items within easy reach at any time. Never leave valuables (computers, briefcases, audio/visual equipment, raffle items, software, tools, etc.) unattended. NCRA strongly encourages exhibitors to carry insurance covering any loss or damage to their exhibit materials during the event.

27. Conformity with exhibit area lease

The contract for exhibit space and these rules and regulations are subject to NCRA's agreement with the exhibit area, and in the event of any conflict between

the rights and obligations of the exhibitor under the contract or these rules and regulations and the agreement with the exhibit area, the latter shall prevail.

28. Indemnification/hold harmless clause

The exhibitor agrees to indemnify, hold harmless, and defend NCRA, the hotel(s), and the conference host city and their respective members, officers, directors, managers, subsidiaries, affiliates, agents, and employees (indemnities) from and against any and all (without limitation) liabilities, damages, actions, losses, claims, and expenses on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the exhibitor or its employees, agents, contractors, patrons, and invitees. The exhibitor hereby waives each and every claim that arises, or may arise, in its favor against any one or more of the indemnities for any and all losses of damage covered by valid and collectible insurance.

29. Exhibitor insurance

NCRA requires all exhibitors and their exhibitor-appointed contractor (if applicable) to carry appropriate liability insurance against personal injury and damage to property of others for the duration of the event, including move-in/move-out dates. The certificate of insurance must provide a minimum coverage of \$1,000,000 for each occurrence with a \$1,000,000 aggregate and name NCRA and the Conference hotel(s) as additional insureds. The certificate of insurance must be provided to NCRA prior to move-in/booth installation. Should the exhibitor not carry liability insurance, NCRA reserves the right to purchase coverage on the exhibitor's behalf and at the exhibitor's expense. It is the responsibility of each exhibiting company to ensure the safety of its own exhibit materials from the time they are placed in the exhibit area until the time they are removed. The exhibiting company agrees that NCRA, the hotel, the official decorator/general service contractor, and all of their agents and/or employees will not be held responsible for any damage to or any loss or destruction of the exhibitor's property or any injuries to the exhibitor and its representatives, agents, or employees. All claims for any such damage, destruction, and/or injury are expressly waived by the exhibitor. Exhibitors are advised to obtain their own appropriate theft, fire, comprehensive general liability, property damage, automobile (including non-owned and hired vehicles), workers' compensation, and employers' liability insurance to cover their own losses and possible claims against them.

30. Exhibitor sales tax

Sales tax varies from state to state, and each conference carries different tax reporting requirements. Each exhibitor is responsible for obtaining, reporting, and paying the sales tax to the state in which the NCRA Conference & Expo is being held.

31. Cancellation by NCRA

The exhibitor's space may be canceled by NCRA for failure to make payments when due or failure to comply with NCRA regulations. NCRA will notify the exhibitor in writing if the Association cancels the space. Should NCRA cancel an exhibit or cancel or

reschedule the entire event for any reason, the exhibit space contract will terminate, and the exhibitor will waive any claim for damages. NCRA's liability shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by NCRA for the exhibit. If, for any reason, the location of the event is changed, no refund will be made, but NCRA must be able to assign exhibitors space in lieu of original space.

32. 2024 NCRA Conference & Expo exhibitor cancellation and refund policy

NCRA hopes every exhibitor who registers for our 2024 Conference will be able to attend; however, NCRA understands there could be extenuating circumstances.

The 2024 NCRA Conference & Expo exhibitor cancellation and refund policy will be as follows:

A. Exhibitor registration canceled on or **before Monday, January 22, 2024**, is fully refundable.

B. Exhibitor registration canceled **between Tuesday, January 23, to Monday, March 4, 2024**, is refundable but subject to a \$250 administrative fee.

C. Registrants canceling **after Tuesday, March 5, 2024**, will not receive a refund. The refund and cancellation policy will not be waived.

D. If NCRA must cancel the conference due to unforeseen circumstances, NCRA will refund the full exhibit fee to the exhibitor. However, NCRA does not assume responsibility for additional costs, charges, or expenses; to include, charges made for travel and lodging.

33. Other matters

All matters and questions not covered by the contract for exhibit space or these rules and regulations are subject to the decision of NCRA.

34. NCRA Code of Professional Ethics

The exhibitor agrees to abide by the NCRA Code of Professional Ethics if applicable to the exhibitor's business. For information about the NCRA Code of Professional Ethics, please visit [NCRA.org/Ethics](https://www.ncra.org/Ethics).

35. NCRA Sponsor logo policy

On occasion, NCRA may opt to use a sponsor's logo in print, online, or in collateral materials. Please keep in mind that, due to size restraints on various NCRA collateral pieces, only official sponsor logos will be accepted for print and online marketing materials related to NCRA events (Conference & Expo, Boot Camp, other meetings, and special events), or for publication in NCRA editorial. Logos that include company descriptions, taglines, extended text, or

August 1-3, 2024

The Galt House Hotel

140 N. Fourth Street, Louisville, KY 40202

MEETING AND EVENT CODE OF CONDUCT

PERSONAL ACTIONS SUPPORTING THE COLLECTIVE WELL-BEING

A code of conduct is a collection of rules and regulations that include what is and is not acceptable for expected behavior. The National Court Reporters Association offers the guidelines below outlining steps that can be implemented to provide as safe an environment as possible when meeting in person. Responsibility is shared equally among event organizers, the event venues, the event exhibitors, and the event attendees – all have a role to play. Based on our common set of beliefs in the value of live event experiences we know to be true, as stakeholders we all have a role to play in the mitigation of risk. The code of conduct below is meant to serve as a reminder and inspiration to know that if we all collectively respect the significance of this contribution, we are by definition advocating for the well-being of our fellow global citizens and our industry. NCRA may ask you to leave without refund for violating the below Meeting and Event Code of Conduct.

CODE OF CONDUCT

Event attire

Business casual attire is appropriate for all Conference activities. Certain networking events, like the Member Recognition Gala, may have an event theme and a costume or themed-attire is acceptable.

Event behavior

All event participants are expected to act in an appropriate manner given the nature of the activity and treat other participants respectfully.

Event participants

All participants, which includes attendees, speakers, volunteers, exhibitors, sponsors, students, and others, are limited to people 18 years and older. Children under the age of 18 are strictly prohibited to attend any Conference events, including, but not limited to, classroom sessions, Expo Hall, and all networking events (Membership Gala, Awards Luncheon, Welcome Reception). Any special requests should be emailed to meetings@ncra.org.

EVENT HEALTH SAFETY

Before leaving home

- Follow relevant guidance provided by [the Center for Disease Control and Prevention \(CDC\)](#) or your local health authority.
- Adhere to government issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Visit [The Galt House Hotel](#) for more information on the health and safety precautions that Hyatt Regency Houston Downtown has in place.
- Stay home if you feel sick.

On-site during the event

- Follow guidance from the local health authority for everyday preventive actions to help prevent the spread of communicable diseases including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60 percent alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
 - REMINDER: While hotel staff will be responsible for cleaning public spaces, you may want to be vigilant about cleaning and disinfecting your personal items, such as your smart phone, glasses, and any other items you frequently touch and may put down on a surface. Regular household cleaning sprays or wipes are recommended.
- Agree to have your temperature taken before entering the meeting/ event venue, if required by the event venue.
- Agree to wear a mask or facial covering, if required by the event venue.
- Adhere to social distance protocols put in place by the event venue and respect others' personal space.
- Go to the event first aid office (or equivalent) at any time if you feel unwell or are experiencing flu-like symptoms.

ASSUMPTION OF RISK AND WAIVER OF LIABILITY

Attending this event may come with risks related to exposure to COVID-19 and other communicable diseases. All attendees voluntarily assume all risks related to exposure to COVID-19 and other communicable diseases, and waive any claims against NCRA should they become sick. All attendees should review and follow any rules, regulations, or mandates put in place by federal, state, or local authorities and follow any safety conditions or protocols put in place by the hotel or NCRA.

All attendees also may be required to sign NCRA's Communicable Diseases In-Person Meetings Event Policy that will be finalized shortly before the Conference begins. All safety requirements are subject to change.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THIS MEETING AND EVENT CODE OF CONDUCT:

 SIGNATURE OF REGISTRANT

 DATE

RESERVATIONS AND PAYMENT INFORMATION

OFFICE USE ONLY

Date received at NCRA: _____

Booth # reserved: _____



The Galt House Hotel | 140 N. Fourth Street | Louisville, KY 40202 | August 1-3, 2024

Expo Hall open August 1-3

Yes, I would like to support the 2024 NCRA Conference & Expo!

- Exhibit Booth _____

- Member Recognition Gala _____
- Student Luncheon _____
- Welcome Reception _____
- Badge Sponsorship _____
- Lanyard Sponsorship _____

- Mobile App _____
- Premier Session and Keynote _____
- Student Breakfast and Welcome _____
- Awards Luncheon _____

- Snack Break _____
- National Speed and Realtime Contests _____
- Firm Owners Focus _____

Today's Date: _____

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

URL

PRIMARY CONTACT: Information on conference updates will be emailed to the primary contact. This includes the final booth assignments and exhibit confirmation, invoice, exhibitor service kit, shipping deadlines, etc.

NAME

EMAIL

PHONE

Are you a current NCRA member? Yes No ID #: _____

Will the primary contact attend Conference? Yes No

Is this the contact for billing purposes? Yes No If no, add that info on last page.

PRODUCT/SERVICE DESCRIPTION to publish in the mobile app, part 1: Please type in below a brief description (25 words max) of your company's products and services. Keep description in paragraph form (no bullets). You may mention promotions that you plan to conduct at your booth. NCRA reserves the right to edit and revise the description as needed:

PRODUCT/SERVICE DESCRIPTION, part 2:

Email your company logo in a high resolution .jpg file to sprue@ncra.org no later than May 10, 2024.

Select booth # preferences:

EXHIBIT BOOTH	EXHIBITOR 8' x 10', inline, 80 sq. ft.	Additional 8' x 10' spaces \$1,650
1st choice booth #	#	#
2nd choice booth #	#	#
3rd choice booth #	#	#
4th choice booth #	#	#

NEXT STEPS to reserve your exhibit booth and/or sponsorship

- PROVIDE PAYMENT INFORMATION, whether paying by check or credit card
 - SIGN AND RETURN THE COMPLETED FORM WITH PAYMENT TO:
 - By email: sprue@ncra.org
 - By mail: National Court Reporters Association, Attn: Conference Finance, 12355 Sunrise Valley Dr., Suite 610, Reston, VA 20191-3484
- I understand that payment is due in full before booth reservations can be confirmed.

PAYMENT INFORMATION

A signature on this application indicates understanding of and agreement to: Comply with policies, rules, regulations, and terms and conditions herein others issued by NCRA; abide by the payment policy; and agree with NCRA rules and regulations are an integral and binding part of this contract.

Exhibitor level price **\$2,250** + additional space price \$ _____ = \$ _____

Sponsorship(s) \$ _____ (1) + \$ _____ (2) = \$ _____

- Attached is a check for a total of \$ _____ payable to NCRA (Fed. Tax ID: 36-2213239)
I understand that my exhibit and advertising assignments cannot be confirmed until my payment is received.
50% deposit is due November 1st with remainder due by April 4, 2024.
- Charge my credit card information provided below.

AUTHORIZED SIGNATURE _____
TODAY'S DATE

American Express Discover MasterCard Visa

CREDIT CARD NUMBER _____
EXPIRATION DATE _____
SECURITY CODE

CARDHOLDER NAME _____
BILLING ZIP CODE _____
CARDHOLDER SIGNATURE

OPTIONAL BILLING CONTACT INFORMATION: Complete this if billing contact *is different* from the primary contact.

COMPANY NAME _____
BILLING CONTACT NAME

ADDRESS _____
CITY

STATE _____
ZIP _____
COUNTRY

EMAIL ADDRESS _____
PHONE