



RISE TO THE
challenge!
*Winning Approaches on
Adapting to Change*

**Exhibitor and
Sponsor
Prospectus**

JOIN US IN SAVANNAH!

Exhibit, sponsor, and spend time with successful owners of court reporting, captioning, and legal videography firms and businesses at the 2021 NCRA Business Summit.

NOVEMBER 19–21, 2021

HYATT REGENCY SAVANNAH

2 West Bay Street, Savannah, Ga. 31401



**For Firm Owners and
Their Leadership Teams**

[NCRA.org/BusinessSummit](https://ncra.org/BusinessSummit)

[#NCRASummit21](https://twitter.com/NCRASummit21)

EXHIBITOR **\$2,000**

Exhibit your company, products, and services - *Attendees will be able to visit with exhibitors during the breakfasts, networking breaks, and after the final learning session of the day.*

- Tabletop exhibit space includes: Six-foot exhibit table with tablecloth, two chairs, one small wastebasket, and one ID sign with company name and table number
- Food and non-alcoholic drinks at breakfast, social events, and breaks (Includes one person; \$350 per additional person)
- Two-minute mic time presentation to attendees
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event

Electricity and additional needs are sold separately and directly through J&S Audio Visual. Contact Dan Baer at 912-721-4585 or danb@jsav.com.

SPONSORSHIPS

Opening or Closing Reception Sponsors **\$3,500 each**

Be one of the sponsors for the Opening or Closing Receptions

- Reception tabletop signs with reception sponsors listed
- Reception entry sign with all sponsors' logos
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event
- Two-minute mic time presentation to attendees at the reception

Breakfast Sponsors **\$2,000 each**

Be one of the sponsors for the Breakfasts for both days

- Tabletop signs with breakfast sponsors listed
- Entry sign with all sponsors' logos
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event
- Two-minute mic time presentation to attendees at the breakfast

Break Sponsors **\$1,000 each**

Be one of the sponsors for the Breaks

- Tabletop signs with break sponsors listed
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event

SOLD

Opening Reception Signature Drink Sponsor **\$750**

Be the only sponsor for the Signature Drink

- Reception tabletop signs with reception sponsors listed
- Reception entry sign with all sponsors' logos
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event

SOLD

Antibacterial Wipes Sponsor **\$600**

Be the only sponsor for the Antibacterial Wipes

- Company information imprinted on item
- Logo and company description in event app
- Logo and company description on NCRA event website
- Logo on scrolling PowerPoint at event

SOLD

DEADLINES

Tuesday, Sept. 14	Registration opens; Hyatt block rates in effect
Friday, Oct. 15	Last day to reserve exhibitor space or sponsorship
Wednesday, Oct. 27	Hyatt room block rates close
Thursday, Oct. 28	Company description and logo due
Tuesday, Nov. 16	Earliest shipments may arrive at hotel
Friday, Nov. 19	Table setup, 2 to 5 p.m.

EXHIBITOR SHIPPING FEES

Package handling prices for affiliate and exhibitors are as follows:

- \$7.50 for each incoming package
- \$7.50 for each outgoing package
- \$100.00 per 100 pounds for each incoming pallet
- \$100.00 per 100 pounds for each outgoing pallet

SHIPPING OF PACKAGES

The Hyatt Regency Savannah will only accept prepaid packages. The hotel will refuse any packages delivered C.O.D., and the hotel will make no notification to the shipper. Due to lack of storage space, all packages should be sent to arrive no more than three (3) days prior to November 19. In order to ensure that boxes are delivered to the right person on a timely basis, please instruct the deliverer to ship with the following information:

Hyatt Regency Savannah

Guest name
2 West Bay Street
Savannah, GA 31401

Group name

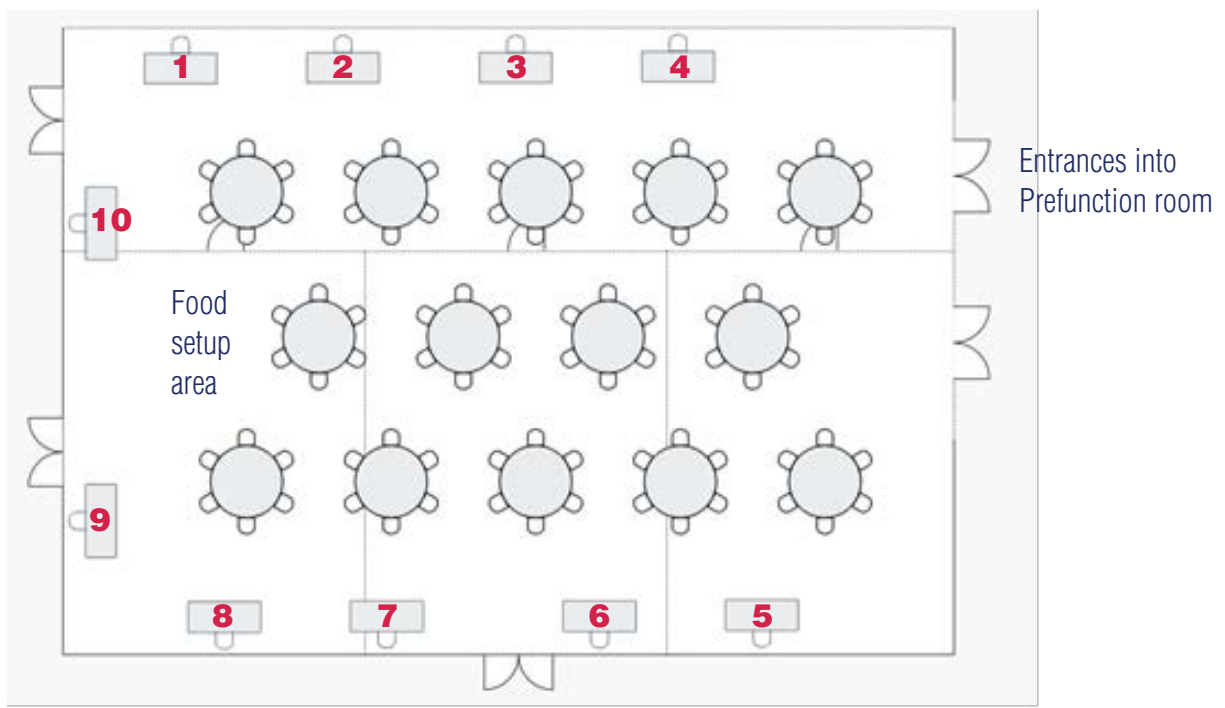
It is the group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hyatt Regency Savannah accepts no liability for lost, stolen, or damaged goods.

SPONSOR

DEADLINES

Friday, Oct. 15	Last day to reserve sponsorship
Thursday, Oct. 28	Company description and logo due

HYATT REGENCY SAVANNAH FLOOR PLAN



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. 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 apply equally to NCRA sponsors.

Exhibit area layout/location

Exhibitors should refer to the official floor plan for details about the specific location and layout of the area. All measurements shown on the floor plan 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.

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.

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 with payment 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.

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.

Confirmation and exhibit table assignment

Upon acceptance of the exhibit contract and assignment of space, the primary contact on the form will receive a confirmation email providing a table assignment and other conference details. Returning NCRA exhibitors have the first choice of table space. 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 table 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 assigned tables 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 table location once assigned.

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.

Exhibit table package

Each exhibit table space includes one six-foot table with tablecloth, two chairs, one wastebasket, and one ID sign with company name and table number. All additional requirements, including power strips, internet access, phone lines, and 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.

Installation/dismantle

Exhibit tables must be completely set up at least two hours prior to the opening of the event. NCRA reserves the right to reassign any space not set up 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 or the official decorator/general service contractor.

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

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.

Initial _____ Date _____

Staffing of exhibit and exhibitor conduct and professionalism

Each exhibitor is required to keep at least one attendant at its table during all event hours. In keeping with the business-like atmosphere of the exhibition, all exhibitor 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 table 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 table 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.

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.

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 Terpe Gentile, NCRA Director of Events, via email at meetings@ncra.org. 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 table.

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 exhibit order form for ordering lighting; audio, video, and computer equipment; and other miscellaneous items. 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 exhibit space 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.

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.

Storage

Exhibitors must make arrangements with hotel for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit tables are limited to a one-day supply. Nothing may be stored insight behind the tables. All packing containers, wrapping material, carrying cases, etc., must be stored off the exhibit floor.

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 table 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 table. 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.

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. Boxes and crates may not be stored in sight behind an exhibit table. NCRA may (at the exhibitor's expense) direct revisions of any exhibit that does not comply with the above guidelines.

Initial _____ Date _____

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 representatives who staff working exhibits.

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 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 the carelessness of an exhibitor or its employees or agents must be paid for by the exhibitor causing such damage.

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.

Americans with Disabilities Act

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

Union rules and regulations

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

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 exhibit area prior to the opening of the event. Exhibit materials may not be stored in the area behind the assigned table space. 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.

Security

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.

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.

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.

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 table 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.

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.

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.

Initial _____ Date _____

Reservations and Payment Information

YES, I want to support the 2021 NCRA Business Summit!

Exhibitor – \$2,000

Opening or Closing Reception Sponsor – \$3,500

Breakfast Sponsor – \$2,000

Break Sponsor – \$1,000

(one sold - two more available)

SOLD Opening Reception Signature Drink Sponsor – \$750

SOLD Antibacterial Wipes Sponsor – \$600

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

PHONE

URL

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

NAME

EMAIL

PHONE

Are you a current NCRA member?

Yes No ID #: _____

Will the primary contact attend the Business Summit?

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: Provide 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 table. *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 adsupport@ncra.org no later than Thursday, Oct. 28, 2021.

EXHIBITOR/SPONSOR RESERVATION, *continued*

Expo table selection is provided on a first-come, first-served basis.

1st choice table #	#
2nd choice table #	#
3rd choice table #	#
4th choice table #	#

I understand that payment is due in full before table reservations can be confirmed.

NEXT STEPS to reserve your sponsorship:

- SIGN AND RETURN THIS COMPLETED FORM WITH PAYMENT TO: adsupport@ncra.org
- Once submitted, you will receive an exhibitor/sponsor packet with table and shipping details

A signature on this application indicates understanding of and agreement to comply with all policies, rules, regulations, terms, and conditions herein, and any others issued by NCRA; willingness to abide by the payment policy; and agreement that NCRA rules and regulations, including an agreement to abide by the NCRA Advertising Policy, are an integral and binding part of this contract.

AUTHORIZED SIGNATURE

DATE

PAYMENT INFORMATION

I understand that my sponsorship, exhibit, and advertising assignments cannot be confirmed until my payment is received.

Charge my credit card information provided below.

AUTHORIZED SIGNATURE

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

EMAIL ADDRESS

PHONE

National Court Reporters Association, 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191-3484

Questions? Email adsupport@ncra.org.