

## **GENERAL INFORMATION RULES AND REGULATIONS – 2025 AG AVIATION EXPO**

**1. CONVENTION SPONSORSHIP/MANAGEMENT** – The Exposition is produced by and is property of the National Agricultural Aviation Association, herein after referred to as NAAA. NAAA and its Convention Committee will provide all convention management functions and establish all convention policies. By purchasing exhibit space, you acknowledge and agree to follow the NAAA General Information and Regulations including any facility or union rules covered by NAAA’s contract with the exhibition facility.

**2. WHAT MAY BE EXHIBITED** – The NAAA Exposition is designed for display and demonstration of products, machinery, equipment, and other items related to the purposes of NAAA. The acceptance or rejection of any company or product for exhibit space does not constitute or imply endorsement of or judgment about the merit of the company or its products(s) or service(s).

**3. BOOTH ITEMS INCLUDED** – The rental fee for inline exhibit space includes four (4) booth personnel badges per 10x10 space and aircraft space, 8' high backwall drape, 3' high side rail drape in show colors, one wastebasket and one booth ID sign with the company's name and booth number. Island booths will receive the same sign.

**4. CANCELLATION/WITHDRAWAL** – An exhibitor may cancel/withdraw from the show under the following conditions and restrictions: Exhibitor shall give NAAA written notice of intention to cancel/withdraw all or part of contracted exhibit space. Prior to Sept. 18, 2025, the cancellation fee of 25% of the total booth rental will be retained by NAAA. After Sept. 18, 2025, no refund will be made.

**5. FAULT OF OCCUPANCY** – Any exhibitor failing to occupy reserved space by 10 a.m. on November 18, 2025 shall forfeit the space without reimbursement. Exhibitors arriving after this time must contact NAAA show management to determine if space is available and, if so, to schedule their move-in. Late arriving exhibitors may be given booth space other than their original contracted space at the discretion of Show Management. Late exhibitors may be requested to wait until after show hours to move-in for the next day's session.

**6. UNOCCUPIED SPACE** - NAAA shall have the right to use any cancelled or space unoccupied as of 10 a.m. on November 18, 2025 to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. NAAA assumes no responsibility for having included the name of defaulting exhibitor, or description of his products, in the convention program, brochures, news releases, or other materials.

**7. EQUIPMENT DISPLAYS** – Only equipment designated in the booth sales purchase will be permitted in the exhibit area. Exhibitor's circulars, giveaways or other advertising matter of any type or description may only be distributed from the exhibitor's own booth.

**8. SUBLETTING OF SPACE** – Exhibitor agrees not to assign, advertise, or offer for sale goods or services other than those manufactured or sold by the company in the regular course of business. **Sharing of booth space by two or more companies is not permitted.** All booth personnel badges are required to have the same company name; city and state can be different.

**9. ARRANGEMENTS OF EXHIBITS** - No exhibit or advertising material may extend beyond the space allotted to the exhibitor. No products, equipment, or booth construction may be placed so as to exclude the view of neighboring exhibits from visitors passing through the aisles, as determined by NAAA Show Management. End-cap booths cannot block the inline view of booths behind them ([see end cap rules](#)).

No part of the exhibit or other materials may be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might damage, mar, or deface the exhibit area premises, booth equipment, or furnishings.

No exhibitor shall serve beverages or food from his booth that competes in any way with the food and beverage service of the Reno-Sparks Convention Center, which shall have the sole authority to give approval for the service of food or beverage. The exhibitor will be responsible for payment of fees/charges imposed by the Reno-Sparks Convention Center for the distribution of such food/beverages.

**10. EXHIBITOR CONDUCT & MARKETING RESTRICTIONS** – Exhibitors are not permitted to walk around the trade show floor, aisles, or common areas to solicit attendees or actively draw them to their booth space. All promotional activities, demonstrations, and attendee engagement must occur within the designated booth area. Exhibitors must refrain from disruptive or aggressive marketing tactics that may disturb other exhibitors or attendees. Violation of this policy may result in removal from the event or other penalties as determined by the event organizers.

**11. OUTSIDE EXHIBITS AND ACTIVITIES** – Exhibitor agrees, subject to expulsion of his/her exhibit from the convention, not to take advantage of the convention to exhibit products or to promote or otherwise exploit his company, product, or product name(s) outside the premises of the Reno-Sparks Convention Center or within the city of Reno, NV during the period of the convention. He also agrees not to entertain visitors during NAAA Ag Aviation Expo Programs or exhibit hours in a rented function room or facility or to otherwise induce visitors away from any NAAA-sponsored activities.

**12. BUILDING OCCUPANCY** – In case the premises of the Reno-Sparks Convention Center shall be destroyed or damaged, or if the convention fails to take place as scheduled, or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency, or by NAAA Show Management, or for any other reason, this contract may be terminated by NAAA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NAAA shall be the return to each exhibitor of his space payment, less his pro-rata share of all costs and expenses incurred and committed by NAAA.

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### **13. AUDIO-VISUAL, LIGHTING & SOUND SYSTEMS –**

Exhibitors planning to use unusual effects (lights/sound equipment) are required to submit plans in advance for approval by NAAA Show Management. Show Management reserves the right to restrict the use of glaring or irregular lighting effects and/or sound systems. No use of flashing signs or lights is permitted. The use of audio-visual equipment will be permitted subject to approval by and control of NAAA Show Management. Sound movies will be permitted only if unobjectionable to nearby exhibitors. Machines that create excessive noise that makes normal conversation in neighboring booths difficult, will be restricted to periodic operation by NAAA Show Management. Exhibitor assumes responsibility for compliance with union requirements relating to projection and sound systems.

**14. DELIVERY AND REMOVAL DURING SHOW –** No delivery or removal of any portion of an exhibit (except priority mail type shipments) will be permitted during the term of the show without permission by NAAA Show Management. Tear-down of booths prior to scheduled show closing will result in the inability to purchase booth space in 2026 until after booth sales open in July 2026.

**15. SAFETY, FIRE, AND HEALTH –** Exhibiting companies, employees and agents must comply with safety, fire, and health ordinances regarding installation/operation of booth displays and equipment. All exhibit machinery and equipment must be located within booth(s) or static display areas and be protected by safety guards and fireproofing to prevent fire hazards and accidents.

**16. CARE OF BUILDING –** No exhibitor can allow any article to be brought into, nor permit any act in the exhibit area, which will increase premiums or void policies held by NAAA. No exhibitor may permit any act by its employees by which the premises shall, in any manner, be marred or defaced. Exhibitors must surrender exhibit space in the same condition as it was at the commencement of occupation. Exhibitors must place all trash and unused packing materials in designated receptacles. Compensation for any damage done to the premises by the exhibitor shall be paid to NAAA or the property owners upon written demand.

**17. INSURANCE –** NAAA Show Management and/or the Reno-Sparks Convention Center may take precautions to safeguard exhibitor's property by means of regular perimeter guard service. However, neither NAAA nor the Reno-Sparks Convention Center will be liable for damage or loss of exhibitor's property through theft, fire, accident, or other causes. Exhibitors should insure their own exhibit and display materials. NAAA will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others. Static Display equipment (aircraft) will require additional insurance coverage and details will be supplied by NAAA Show Management. NAAA recommends that each exhibitor have Exhibitor Liability Insurance that covers your company, employees and volunteers in the event that an accident or injury occurs in your booth space.

**18. LIABILITY –** In the event that the NAAA Convention Committee or NAAA Show Management shall be held liable for any event, which may result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse NAAA and hold Convention Committee and NAAA harmless from resulting liability.

**19. GENERAL –** All matters and questions not covered by these "General Information Rules and Regulations" are subject to the decision of the NAAA Show Management. "General Information Rules and Regulations" may be amended at any time by NAAA Show Management and the NAAA Convention Committee, and all amendments or additions shall be as equally binding on all parties affected as the original "General Information Rules and Regulations."

**20. ENFORCEMENT OF RULES –** NAAA Show Management and its Convention Committee have the full power of interpretation and enforcement of these rules and other points herein not covered. Exhibitors and their representatives who fail to observe the terms and conditions of this contract or who, in the opinion of NAAA Show Management, conduct themselves improperly may be dismissed from the exhibition without refund or other appeal and may be barred from future NAAA Ag Aviation Expos. The Convention Committee reserves the right to restrict the exhibitors who, due to noise or any other cause, may be objectionable or otherwise interfere with the operation of the NAAA Ag Aviation Expo. This includes persons, things, printed matter or anything that might be objectionable to the exposition as a whole.

**21. HEALTH-RELATED CANCELLATION –** In the event that NAAA is required to cancel the 2025 Ag Aviation Expo due to public officials restricting group gatherings due to health concerns related to a pandemic or epidemic, a full refund for your booth fees will be provided, or if NAAA offers a virtual convention trade show component, you may choose to participate in the virtual event and receive a refund for the difference in price between the virtual exhibition booth fee versus the in-person exhibition booth fee.

**22. HEALTH WAIVER –** By attending the NAAA Ag Aviation Expo, I agree to do my best to follow both public health and NAAA safety protocols and to not hold NAAA or NAAREF liable in the event I contract illness while traveling and attending the NAAA Ag Aviation Expo.

**23. DEFAULT –** If default is made by exhibitor in any of the covenants of this contract or any of the rules and regulations, which are expressly made a part thereof; this contract may, without notice, be terminated by NAAA Show Management or its Convention Committee. In such case, NAAA may retain all funds received as liquidated damages, and NAAA or Convention Committee may thereupon, with/without process of law, remove the exhibitor, its employees, agents or servants, and all of its articles of merchandise and other personal property from the space contracted at the Reno-Sparks Convention Center.

**24. CONTRACT LOCATION –** This contract shall be deemed to have been entered into in Virginia, USA, whose body of laws shall at all times govern the interpretation and enforcement of this contract.