

# NMSA 2019 Annual Meeting Exhibitor Information (updated on 4.26.19)

## Description

NMSA represents the marine cargo handling industry in the United States in safety and health matters arising from various statutes, including the Occupational Safety and Health Act (OSH Act). In addition to U.S. regional steamship associations, NMSA membership includes Canadian steamship associations subject to Canadian health and safety laws.

The network of member associations in the U.S. and Canada and representatives of their member companies will again be attending the NMSA Annual Meeting to discuss and share safety information, policies, equipment, and techniques.

The theme for the NMSA 2019 Annual Meeting is *“Workforce Involvement in Health and Safety: Transform Your Culture Through Innovation”*

## Overview

**Date:** Wednesday, June 26 – Friday, June 28, 2019

**Location:** Le Westin Montréal Hotel  
270, Saint-Antoine Ouest  
Montréal, Québec H2Y 0A3, Canada  
Website: [Westin Montreal](#)

For Room reservations click here: [NMSA Hotel Room Reservation](#)

**Projected Attendance:** 100 - 125

### Exhibit Hours

Set up: Wednesday, June 26 (time TBD)

Breakdown: Friday, June 28 @ noon

Exhibiting: Thursday @ 7 am through Friday @ noon

### Attendee Profile

Attendees include safety professionals and upper level management who are employed by either NMSA steamship association members or by companies that are members of the individual associations. Attendees are instrumental in decision-making when it comes to purchasing safety equipment used in cargo handling and PPE for the workers.

### Why Become an Exhibitor?

As an Exhibitor at the NMSA 2019 Annual Meeting, your company will have direct, face-to-face interaction with decision-makers from across North America. You have the opportunity to:

- Produce high quality leads
- Reach a targeted audience
- Network with decision-makers and influencers

### All exhibitors will receive:

- 6 ft. black spandex and 2 chairs

- One (1) complimentary conference registration – any additional registration is at the fee of \$300/person
- Complimentary pre-show and post-show attendee mailing list
- Sponsor logo and link to sponsor's webpage on the NMSA's website
- Sponsor logo on NMSA produced promotional signage displayed at the conference
- Basic electrical and wireless internet – this includes access to power outlet. Anything beyond these basic needs will be the Exhibitor's sole responsibility to organize with the hotel and will be paid by the Exhibitor.

As an Exhibitor you are invited to attend the meeting on Thursday and Friday, and the evening events on Wednesday and Thursday.

Costs including, but not limited to, travel, accommodations, set-up, breakdown, power, stanchions, easels, internet, power, shipping, handling, drayage, storage, etc., **are the sole responsibility of the exhibitor**. NMSA is not responsible for any damage or loss of your items.

#### **Exhibitor Exposure**

- Name and logo on event program
- Name and logo on main meeting signage (individual Exhibitor signage provided by exhibitor)
- Times specifically built into the meeting schedule to meet with attendees (e.g., morning and afternoon breaks)

#### **Exhibitor Fees**

- **\$3,000.00 Exhibitor Fee (Prior exhibitors)** - entitles one exhibitor representative to attend all meals including the Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast
- **\$1,500.00 Exhibitor Fee (First-time exhibitors)** - entitles one exhibitor representative to attend all meals including the Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast
- **Additional Exhibitor representative @ \$300.00 per person (Prior and First-time exhibitors)** - entitles representative to the same privileges as the Exhibitor Fee

**Your table number and location will be provided to you by May 22, 2019 by email.**

#### **Additional Electrical Needs are handled by Freeman AV**

1. You must be precise concerning your electrical needs. The hotel must know how many outlets, how many ampere and voltage is needed.
2. All electrical requests must be done in advance – 2 weeks minimum before the conference start date.
3. The Hotel can supply a maximum of 208 volt outlet - 3 phase, current rating (Amps) but not in the foyer - should this be required, an electrician will be scheduled and additional cost will apply for the exhibitor
4. 110 volt outlet (standard outlet)
5. It is possible to rent an electric elevator cart for set-up or dismantle.

**For information on costs for any power needs and other additional requirements at the hotel, please email Carole Brunelle at [cbrunelle@westinmontreal.com](mailto:cbrunelle@westinmontreal.com)**

#### **Shipment Information**

The following pieces of information must appear on each box that is sent to the hotel so there is no loss or confusion.

- NMSA 2019
- Name of the company and/or exhibitor.
- Date of the event: June 26-28, 2019
- Name of the room where the merchandise must be delivered.
- Booth number in the case of an exhibit.
- Hotel Contact: Carole Brunelle

-Hotel address: Le Westin Montréal, 270 St-Antoine West, Montreal, Quebec H2Y 0A3

**Any materials sent to the Hotel may arrive no earlier than by 2 days in advance – this hotel has very limited storage space and will refuse any items that need to be stored longer than 2 days.** Hotel will charge a handling and storage fee from \$2.00 per box/item and \$100 per pallet.

If your shipment is heavy (more than 25 pounds) or has large dimensions, please contact the Convention Service Manager - [cbrunelle@westinmontreal.com](mailto:cbrunelle@westinmontreal.com)

Please note that access is limited to 1 truck at the time and trucks of 53 feet (16 meters) length cannot back up in the receiving area. Maximum size is 30'.

\*\* HOTEL DOES NOT HAVE A DOCK, or any necessary equipment like a tailgate or ramp for the unloading, and a jigger handling; transportation of the equipment in the hotel are not the responsibility of hotel. Freeman Expo can organize the handling of your equipment at a cost, so please contact them at 514-868-6666 or email [andre.levert@freemanco.com](mailto:andre.levert@freemanco.com) \*\*

**For any inquiries please contact:**

Joanna Engstrom  
Interel  
Senior Meetings Manager  
Tel: 202-288-8771  
Email: [Joanna.engstrom@interelgroup.com](mailto:Joanna.engstrom@interelgroup.com)

For more information regarding NMSA, please visit [NMSA Website](#)

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**Annual Meeting Exhibitor Rules and Procedures**

These Exhibitor Rules & Procedures are a part of the NMSA 2019 Annual Meeting Exhibitor Registration and should be read carefully before completing the application process. By submitting the Exhibitor Registration, the exhibitor agrees to abide by these rules and procedures. After completing the Exhibitor Registration and Payment Form, please forward these rules and procedures to the person(s) in charge of your participation at the NMSA 2019 Annual Meeting.

**1. NATURE OF EXHIBITION**

The NMSA 2019 Annual Meeting objective is to provide education and networking opportunities for safety professionals and suppliers of safety-related products and services in the marine cargo handling industry.

**2. ELIGIBILITY**

The exhibit area is open to exhibitors whose products and services are directly related to safety in the marine cargo handling industry. NMSA reserves the right to reject applications for exhibit space of those exhibitors whose displays of goods and services do not conform to the above. NMSA reserves the right to remove, at exhibitor's expense, any merchandise deemed by NMSA as not suitable for display at the NMSA 2019 Annual Meeting.

**3. BOOTH SPACE RENTALS**

Exhibit space will be charged at the applicable rate in accordance with the registration form. No space will be assigned without full payment of all amounts owed NMSA. Checks should be made payable to the National Maritime Safety Association and should be mailed with the Payment Form for exhibit space to the address on the registration form.

**4. ASSIGNMENT OF SPACE**

Exhibit space will not be assigned without full payment. All exhibit spaces are available on a first-come basis.

## **5. CANCELLATION OR REDUCTION OF EXHIBITOR PARTICIPATION**

Cancellation of exhibitor participation must be emailed in **writing** to Joanna Engstrom at [Joanna.engstrom@interelgroup.com](mailto:Joanna.engstrom@interelgroup.com).

It is the exhibitor's responsibility to confirm receipt of any requested changes.

Penalties will be assessed in accordance with the following schedule. Written cancellation received:

- On or before May 31, 2019 will be assessed a penalty equal to 50% of total fees;
- After May 31, 2019 will be assessed a penalty equal to 100% of total fees and all contracted options must be paid in full. **THERE IS NO EXCEPTION.**

NMSA reserves the right to reassign the cancelled or reduced participation option without obligation to the exhibitor. Any space not claimed and occupied and for which no special arrangements have been made prior to Wednesday, June 26, 2019, may be resold or assigned by NMSA without obligation on the part of NMSA for any refund whatsoever.

## **6. SUBLETTING OF EXHIBIT AND PROHIBITED USES**

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them, nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not part of their regular products, or which are not compatible with NMSA without a written request and approval from NMSA. NMSA reserves the right to terminate any portion of the exhibit that is not in accordance with these rules without prior approval.

## **7. REMOVAL OF EXHIBITS**

All exhibits will close and be dismantled and removed no later than noon on Friday, June 28, 2019. If the exhibits are not removed by this time, NMSA has the right to remove exhibits and charge the expense to the Exhibitor.

## **8. INSURANCE AND LIABILITY**

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the actions or omissions of the exhibitors or its employees, agents, contractors or invitees and shall indemnify, release, and hold harmless NMSA, the hotel, their employees, agents, and contractors from any and all such losses, damages, and claims, including attorneys' fees.

## **9. BOOTH CONSTRUCTION/DESIGN/LAYOUT**

Exhibitor booths may not have enclosed sides or fronts and must not obstruct the view of other booths in the same row from the sides.

## **10. PROHIBITION OF SELLING PRODUCTS AND TAKING ORDERS FOR SHOW DELIVERY AND LITERATURE DISTRIBUTION**

NMSA provides exhibit space for exhibitors to display and demonstrate products on the basis of their potential informational and commercial value and not for the purpose of direct commerce. Sales transactions involving the exchange of product for payment are prohibited. In addition, an Exhibitor may only distribute literature in his booth or in areas approved by NMSA.

## **11. SPECIAL VISUAL AND AUDIO EFFECTS**

Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of NMSA, they do not interfere with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

## **12. USE OF SPACE — GENERAL**

All marketing activities of each Exhibitor must be confined to the Exhibitor's allotted exhibit space. Demonstrations at exhibits must be designed to take place and keep the audience within the existing exhibit space to allow free access in aisles. Samples, catalogs, pamphlets, publications, etc., may be distributed by Exhibitors only from their own booth space. NMSA reserves the right to exclude any giveaways. Sideshow tactics, or other undignified methods considered by NMSA to be objectionable, are expressly prohibited in the exhibit area. Demonstrations using live models are subject to the approval of NMSA. Drawings, raffles, lotteries or contests must be submitted in writing by Exhibitor for NMSA approval, and they are subject to rules and procedures of the hotel, local ordinances, state laws, and any other applicable jurisdiction or entity.

Additionally, drawings, prizes and awards may not occur during the NMSA 2019 Annual Meeting, without securing that option and scheduling a drawing time with NMSA. Requests for approval of such activities must

be submitted to and approved by NMSA one week prior to the exhibition date. NMSA further reserves the right to prohibit any exhibits, giveaways, or actions by exhibitors which it deems obscene, offensive, or otherwise inappropriate.

**13. FIRE REGULATIONS**

Fire regulations prohibit the use of paper, crepe paper, corrugated paper or cardboard or any other highly combustible or flammable material for decoration of exhibitors' booths. All materials used in the exhibit must be of a non-flammable nature. Electric signs and equipment must be wired to meet the specifications of local fire authorities. Fire extinguishers on walls or on the floor or elsewhere may not be removed or obstructed in any manner.

**14. GENERAL**

All materials and questions not covered by these NMSA 2019 Annual Meeting Rules and Procedures are subject to the discretion of NMSA. NMSA may amend these procedures at any time, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original procedures. In the event of an amendment or additions to these procedures, written notice will be given by NMSA to such Exhibitors as may be affected by them. NMSA reserves the right to restrict exhibits which become objectionable in the opinion of NMSA. This includes persons, things, conduct, printed matter or anything of a character which is objectionable. All matters and questions not covered by these rules and procedures are subject to the decision of NMSA. Any exhibitor not abiding by the NMSA 2019 Annual Meeting Rules & Procedures set forth herein will lose the privilege of exhibiting. The NMSA 2019 Annual Meeting Rules & Procedures set forth herein will be enforced.

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