



23rd 
NADCA
ANNUAL MEETING & EXPOSITION

EXHIBITOR PROSPECTUS

MARCH 19-22, 2012 | PUERTO RICO | RIO MAR BEACH RESORT & SPA



23rd NADCA

ANNUAL MEETING & EXPOSITION

March 19-22, 2012 | Puerto Rico

OPPORTUNITIES TO PROMOTE YOUR COMPANY

- Meet the most active and successful members of the HVAC Inspection, Maintenance and Restoration Industry —NADCA members!
- Most attendees are owners of successful HVAC maintenance and restoration businesses. The event also attracts IAQ professionals, mechanical contractors, and more.
- Millions of dollars are spent each year by NADCA members and related industry professionals—get your company name and products in front of these potential customers by purchasing space at NADCA's 2012 Annual Meeting & Exposition.
- Opportunities to meet with Latin American companies!

The National Air Duct Cleaners Association's (NADCA's) Annual Meeting & Exposition represents the most productive and efficient opportunity for HVAC system cleaning buyers and sellers to connect—all in one place, all at one time. Annual Meeting attendees include the decision makers for our industry, and they play a central role in the purchasing process for their companies. The Exhibit Hall at NADCA's Annual Meeting serves as the conference's hub, featuring lunch, product demonstrations and a welcoming reception. This means vendors will have many opportunities to connect and discuss products and services with potential clients.



As the main event in the global HVAC Inspection, Maintenance and Restoration Industry, NADCA's 2012 Annual Meeting & Exposition is a the best opportunity to expand your sales and brand. We hope you will join us in Puerto Rico for this cutting-edge event.

NADCA's 2012 Annual Meeting & Exposition is one event you cannot afford to miss. Register today!



LATIN AMERICA: NEW CLIENTS & NEW MARKETS

The Annual Meeting and Exhibition is the perfect opportunity to meet and connect with potential customers. In preparation for 2012, NADCA is working to attract a new base of members from Puerto Rico and throughout Latin America. As an exhibitor, you will have an opportunity to meet these mechanical contractors, engineers and other business professionals who want to invest in the HVAC cleaning industry. Simply put, the 2012 Annual Meeting & Exposition presents a truly unique opportunity to establish your company's presence with the emerging Latin American HVAC cleaning market.

Shipping to Puerto Rico isn't as hard as you think! See enclosed inserts for valuable shipping information.



NADCA Golf Tournament Monday, March 19, 2012

8:00 am – 2:00 pm
\$195 per person

Invite your clients to play in your foursome and have fun! The NADCA Golf Tournament gives you the opportunity to combine business with pleasure. Golfers of all skill levels are invited to play and get acquainted with other NADCA members. Rental clubs are available for \$55 per set and rental shoes \$15 per pair. Please email your foursome or pairing request to meetings@nadca.com. Otherwise, NADCA staff will be pleased to handle your pairing. If you would like to play golf, you should plan to set up your booth by Sunday, March 18.



Old San Juan Tour Wednesday, March 21, 2012

2:00 pm – 8:00 pm
\$60 per person

Explore the beautiful Old San Juan—cobblestone streets and colorful buildings dating back to the 16 and 17th century. Tour San Cristobal and el Capitolio, one of the oldest fortification system, which began in 1539 and still stands today. Old San Juan offers an abundance of shops, open air cafes, restaurants and tree-shaded plazas to relax and enjoy the sites.

No passport needed to travel to Puerto Rico because it is a US territory!



SPONSORSHIP OPPORTUNITIES

Sponsorship is an excellent way for your company to make a positive statement about its commitment to and support of the HVAC Inspection, Maintenance and Restoration Industry. As a sponsor, your company name will be prominently displayed at all meeting venues, i.e. receptions, membership meetings, lunches, the exposition, and breaks. Additionally, your company name and logo will be prominently placed on the NADCA Web site, published in *DucTales* magazine, and will appear in the conference program.

You can also provide attendees with giveaways that will be placed in their tote bags at registration. Special name badges and ribbons will also be issued to sponsors.

SPONSORSHIP LEVELS & FEES

Show your support of the 23rd Annual Meeting & Exposition by securing your place of distinction in the NADCA organization as a sponsor. Your support will help make the meeting more successful and affordable for all attendees.



GOLD
\$3,000

Sponsorship opportunities include Annual Meeting bags, lanyards, meals, breaks and more. A sponsorship form is enclosed. Contact Sara Wiltshire at NADCA Headquarters to discuss the many sponsorship possibilities, meetings@nadca.com.



SILVER
\$1,500

REACH YOUR AUDIENCE

Your Key to the HVAC Industry

As the only organization geared specifically to the HVAC inspection, maintenance and restoration industry, NADCA is uniquely positioned to directly connect vendors and buyers. No other organization is able to offer the focused, comprehensive marketing opportunities that are available through NADCA.

Get Access to a Large Pool of Members

With 1,000 member companies from 30 countries, NADCA is the principal organization representing the \$4 billion HVAC cleaning and restoration industry.



COMPLETE SCHEDULE OF EVENTS

The registration brochure will be mailed in early December, 2011. In the meantime to help you plan your activities, below is a basic outline of the program:

EXHIBITOR SCHEDULE

Sunday, March 18, 2012

12:00 pm – 5:00 pm Exhibitor Set-up
5:00 pm – 7:00 pm Registration

Monday, March 19, 2012

7:00 am – 7:00 pm Registration
8:00 am – 2:00 pm NADCA Golf Tournament
8:00 am – 3:00 pm Exhibitor Set-up
8:00 am – 5:00 pm Pre-Conference Sessions
4:00 pm – 7:00 pm Exhibit Hall Opens with Welcoming Reception

Tuesday, March 20, 2012

7:00 am – 5:00 pm Registration
7:00 am – 8:00 am Breakfast Buffet with Exhibitors
8:00 am – 5:00 pm Conference Sessions
11:30 am – 2:00 pm Exhibit Hall Open
Lunch in Exhibit Hall
Product Demonstrations
5:00 pm - 8:00 pm Poolside Reception

Wednesday, March 21, 2012

7:00 am – 5:00 pm Registration
7:00 am – 8:00 am Breakfast Buffet with Exhibitors
8:00 am – 11:30 am Conference Sessions
11:30 am – 1:30 pm Exhibit Hall Open
Lunch in Exhibit Hall
Product Demonstrations
1:30 pm – 6:00 pm Exhibitor Tear Down
2:00 pm – 8:00 pm Old San Juan Tour

Exhibits will be held in Rio Mar Ballroom and it is carpeted.

PERSONNEL REGISTRATION

Each booth rental includes two (2) complimentary full registrations with a maximum of four. Any additional booth personnel are \$150 per person.

EXHIBIT SPACE RENTAL FEES

	Early Bird Pricing (by 1/6/2012)	Regular Pricing
NADCA Member Rates		
• 10' x 10' Booths	\$995	\$1,395
• 10' x 20' Booths	\$1,595	\$1,995
• 10' x 30' Booths	\$1,995	\$2,495
Non-Member Rates		
• 10' x 10' Booths	\$1,845	\$2,445
• 10' x 20' Booths	\$2,445	\$2,845
• 10' x 30' Booths	\$2,845	\$3,245



EXHIBITORS HIGHLIGHTED AT GENERAL SESSIONS

One more way to spread the word about your business!

For the 2012 Annual Meeting & Exposition, NADCA is asking that each exhibitor create a high resolution PDF to promote their company, products and services. These advertisements will be used as “commercials” and will flash on the large screens located in each of the general sessions (much like the promotions you see at the movie theater while waiting for the feature to begin). These advertisements will be compiled in alphabetical order by the name of the company. This is a simple way to spark interest among attendees for your products and services. When attendees realize you have the exact tools they need, they have more incentive to speak with you in the exhibit hall.

If you are interested in submitting a high resolution advertisement for the NADCA 2012 Annual Meeting & Exposition, please read below.

- Each PDF must be high resolution and in full color. NADCA encourages you to use sharp photographs and select keywords to represent your company.
- The deadline for this opportunity is **Friday, March 2, 2012.**
- Please e-mail a high resolution PDF file to: publications@nadca.com.
- Or send a high resolution PDF on disc to:
NADCA Headquarters, 1518 K St. NW,
Ste. 503, Washington, D.C. 20005.

EXHIBITORS RECEIVE THE FOLLOWING BENEFITS:



Access to educational sessions, meal functions, and receptions.



-Listing on NADCA's Web site and in *DucTales*.



Post-meeting attendee list.



The HVAC Inspection, Maintenance
and Restoration Association



NATIONAL AIR DUCT CLEANERS ASSOCIATION

1518 K Street, NW, Suite 503

Washington, DC 20005

T: (202) 737-2926 | F: (202) 347-8847

www.nadca.com

HOTEL INFORMATION

NADCA's 2012 Annual Meeting & Exposition will be held at:



Wyndham Rio Mar Beach Resort

6000 Rio Mar Boulevard

Rio Grande, PR 00745

(787)-888-6000

www.wyndhamriomar.com

Come and experience the Wyndham Rio Mar's reputation for being one of the best beach resorts in Puerto Rico. The 500 acre property sits in between the Atlantic Ocean and the El Yunque Caribbean National Forest near Old San Juan. Along with its fabulous ocean views, the Wyndham Rio Mar offers two championship golf courses, tennis courts, water sports rentals, an in-house full service casino and various restaurants. For those that just want to lounge, there are two swimming pools and a 20,000 square foot sun deck.

Dine at Shimas, a Feng Shui dining experience that offers a blend of Latin-Asian and sushi or at Marbella for a casual experience. For something more formal, stop by Palio for Italian cuisine or The Grille Room to get an Argentinean flavor. Beachgoers can get frozen drinks outside at the Tiki Bar & Grill. In your free time, head to the spa and take one of 25 different therapies offered. Browse the gift shop of that special souvenir of your time at the Wyndham Rio Mar.

HOTEL RESERVATIONS

Reservations can be made by contacting the Wyndham Rio Mar directly at (787) 888-6000, toll free (866) 624-7926. When making your room reservations, please be sure to identify yourself as attending the NADCA 2012 Annual Meeting & Exposition to receive the discounted group rate. Reservations can also be made online at <https://resweb.passkey.com/go/nadca>

- **\$199 single/double** (NOTE: The resort fee has been waived.)

Please note that the hotel reservations cut-off date is Monday, February 24, 2012. Reservations after that date will be taken only if rooms are available and will be at the prevailing rate.

AIRPORT TRANSPORTATION

Fly into Luis Munoz Marin International Airport (SJU). Round trip airport transportation to/from the Wyndham Rio Mar Beach Resort is provided by Dragonfly Adventures. Reservations must be made in advance. The cost per person is \$65 round trip. Porter fees are not included. Please complete the enclosed form and return to Dragonfly by February 28, 2012. The hotel is approximately 45 minutes from the airport.

Arrivals: Upon your arrival to the airport, proceed to the baggage claim area and look for a Dragonfly representative wearing a black uniform holding a Wyndham Rio Mar Sign.

Departures: Please stop by the Tour & Travel desk to confirm your departure time and receive your boarding pass. Without this pass, you will not be allowed to board the shuttle. The recommended time of departure is typically (3) three hours prior to your flight departure time.

Dear NADCA Vendors and Exhibitors,

Fun in the sun is the theme this year at the 2012 NADCA Annual Meeting at the beautiful Wyndham Rio Mar resort. Kick back on the beach and join your fellow members in the tropics. It's a great chance to relax and beat the cold winter up North.

In addition to a fabulous location, the 2012 Annual Meeting and Exposition offers a tropical venue, a fabulous program and the chance to meet, talk and commiserate with other members. But we need our suppliers and exhibitors to get involved. **You** are one reason we hold an Annual Meeting & Exposition – so new and old members can view your products and services.

Being in Puerto Rico offers you an opportunity to meet HVAC professionals from Latin America. To attract them we are offering a Spanish program as well as simultaneous translation of some of the general session topics. This is the perfect chance to meet new faces.

When reading the enclosed brochure, be sure to pay attention to the pricing for exhibiting at this the 2012 show! NADCA's Annual Meeting committee and the members of the Board of Directors have decided to keep booth prices low and affordable. Check it out!

This is the year and the place to be in front of your consumers – that is, if you would like to talk to an audience of more than 400 potential buyers. NADCA members are growing, diversifying, and taking a bigger market share every day. We need your support and products to continue this growth.

I look forward to seeing you in Puerto Rico, whether it's on the exhibit floor, the beach or by the pool. NADCA is the leading force in the HVAC industry, not only in the US but internationally.

Be part of the best! See you in Puerto Rico.

A handwritten signature in black ink, appearing to read "Matt Mongiello". The signature is stylized and cursive.

Matt Mongiello
President

NADCA: The HVAC Inspection, Maintenance and Restoration Association



2012 NADCA ANNUAL MEETING & EXPOSITION
 March 19-22, 2012 | Wyndham Rio Mar Beach Resort
EXHIBITOR REGISTRATION FORM
Early-Bird Deadline: Friday, January 6, 2012



Company Name _____

Main Exhibit Contact _____ Email Address _____

Address _____

City/State/Zip _____ Country _____

(_____) - _____ (_____) - _____

Phone Number _____ Fax Number _____ Website _____

EXHIBIT SPACE RENTAL

	# Booths	Early-Bird (before 1/6/12)	Regular Rate (after 1/6/12)	Total
EXHIBIT SPACE RENTAL FEES – NADCA Member Rates				
10' x 10' Booth Space		\$ 995	\$ 1,395	\$
10' x 20' Booth Space		\$ 1,595	\$ 1,995	\$
10' x 30' Booth Space		\$ 1,995	\$ 2,495	\$
EXHIBIT SPACE RENTAL FEES – Non-Member Rates				
10' x 10' Booth Space		\$ 1,845	\$ 2,245	\$
10' x 20' Booth Space		\$ 2,445	\$ 2,845	\$
10' x 30' Booth Space		\$ 2,845	\$ 3,245	\$
Total # Booths			Exhibit Rental Space Subtotal	\$

EXHIBITOR PERSONNEL REGISTRATION (please attach another sheet for additional personnel)

Full Names	Complimentary Registration	Add'l Booth Personnel	Old San Juan Tour	Golf Tournament	Total Per Person
(1)	<input type="checkbox"/> (2 per booth)		<input type="checkbox"/> \$60	<input type="checkbox"/> \$195 ____hdcp ____rent clubs	\$
(2)	<input type="checkbox"/>		<input type="checkbox"/> \$60	<input type="checkbox"/> \$195 ____hdcp ____rent clubs	\$
(3)	<input type="checkbox"/>	<input type="checkbox"/> \$150	<input type="checkbox"/> \$60	<input type="checkbox"/> \$195 ____hdcp ____rent clubs	\$
(4)	<input type="checkbox"/>	<input type="checkbox"/> \$150	<input type="checkbox"/> \$60	<input type="checkbox"/> \$195 ____hdcp ____rent clubs	\$
<i>Each booth rental includes 2 complimentary personnel registrations with a maximum of 4 per company .</i>				Exhibitor Personnel Subtotal	
				Exhibitor Rental Space Subtotal	
				GRAND TOTAL	\$

Exhibit Location Preferences (booth #)

1st Choice- _____

2nd Choice- _____

3rd Choice- _____

Instructions: Please complete and return this application with full payment (\$U.S.) to NADCA by Friday, January 6, 2012. Booth assignments will be made after this date. Applications sent after deadline will be assigned on a first come, first serve basis. Cancellations must be received in writing by Friday, March 2, 2012. A \$75 processing fee will be charged.

Exhibitor Agreement - We agree to abide by all Terms and Conditions as published in the Exhibit Contract. All Exhibitors are required to sign this Contract.

x _____
 Signature Date

PAYMENT INFORMATION (All payments must be issued in U.S. funds.)

Check Enclosed Visa MasterCard American Express

Card Number _____ Exp. Date _____

Name of Cardholder _____ x _____
 Signature



WYNDHAM RIO MAR BEACH RESORT & SPA
Airport Transportation Form
Group Name: NADCA
March 19-22, 2012

- Cost per person: \$65 round trip.
- Please submit this form by **Tuesday, February 28, 2012**.
- Return this form to Dragonfly via fax (787) 888-6620 or email joelle@dragonflyadventurespr.com.
- Dragonfly will respond to all inquiries within 72 hours. Please note that your reservation is not confirmed until you receive an email confirmation. Please be sure to check your Junk Mail folder.
- For any flight changes or major delays, please call (787) 637-8579.
- Upon your arrival, all guests will be greeted in the baggage claim area by Dragonfly Adventures staff with a sign reading Wyndham Rio Mar. They will then direct guests to the correct baggage claim belt and waiting shuttle.
- Charges will be applied to the credit card supplied on this form. There will be no refund for unused services or services cancelled less than 48 hours prior to arrival date.
- **For your departure, please pick up a departure voucher at the Tour & Travel Desk 24 hours prior to check out and present when boarding the vehicle.**

Name of Guest: _____

Address: _____

Work Phone: _____ Fax: _____

Mobile Phone: _____

Email: _____

Arrival Flight Information: (Luis Munoz Marin International Airport - SJU)

Date: _____ Airline & Flight Number: _____

Arrival time: _____ **Number** of guests: _____

Departure Flight Information:

Date: _____ Airline & Flight Number: _____

Departure time: _____ **Number** of guests: _____

Payment AMEX VISA MASTER CARD

of Guests x \$65.00 = _____

Credit Card #: _____ Exp. Date: _____

Signature: _____ Card Verification: _____

EXHIBIT CONTRACT: TERMS AND CONDITIONS

The following terms and conditions are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate efficiently without undue influence from other exhibitors. Any request for exceptions to these regulations must be made in writing to NADCA Headquarters at least 60 days in advance of the show.

1. Cost of exhibit space: If payment is received by Friday, January 6, 2012, the cost of exhibit space for NADCA Associate Members is \$995 per 10' X 10' booth, \$1,595 per 10' x 20' booth, \$1,995 per 10' x 30' booth. Booth fees for NADCA Associate Members after Friday, January 6, 2012 are \$1,395 per 10' X 10' booth, \$1,995 per 10' x 20' booth, \$2,495 per 10' x 30' booth. Booth fees include two Exhibitor Full Registrations with a maximum of four per company as described below.

For non-members, if payment is received by Friday, January 6, 2012, the cost for exhibit space is \$1,845 per 10' x 10' booth, \$2,445 per 10' x 20' booth, \$2,845 per 10' x 30' booth. Booth fees for non-members after Friday, January 6, 2012 are \$2,245 per 10' X 10' booth, \$2,845 per 10' x 20' booth, \$3,245 per 10' x 30' booth. Booth fees include two Exhibitor Full Registrations with a maximum of four per company as described below.

NADCA offers two types of registrations for exhibitors. "Complimentary Exhibitor Full Registration" includes the Annual Meeting sessions, all exhibit hall functions and all meal functions including the poolside reception. Exhibitor Registration does NOT include any pre-conference seminars, exams or optional events, i.e., the golf tournament.

"Booth Personnel Registration" is available to personnel from any exhibiting company at a cost of \$150/person and is designed for exhibitor personnel who are working the booth and do NOT wish to attend the sessions. Booth Personnel Registration includes meal functions held in the exhibit hall only.

2. Payment of Exhibit Space: Exhibitor Registration Form(s) must be accompanied by full payment either by credit card, or check (made payable to NADCA). Booth space will not be assigned under any circumstances unless accompanied by full payment.

3. Booth Assignments: For all contracts and payments received by Friday, January 6, 2012, space will be assigned based on each company's number of priority points. Contracts and payments received after Friday, January 6, 2012 will be assigned based on a first-come first-serve basis. NADCA reserves the right to make such changes to the floor plan of booths as may be deemed necessary and to revise the floor plan from time to time to accommodate those changes. NADCA reserves the right to locate and/or relocate the exhibitor's assigned space. No reservations will be accepted by phone, fax or email. NADCA reserves the right to exercise its sole discretion in the acceptance or refusal of applications.

4. Priority Points: Booth assignments are made based on a priority point system. Priority points are awarded as follows: a.)1 point for each booth purchased each year; b.)Points are accumulated each year and added to the company's total each year. No points are ever deleted or dropped off.

If companies have the same number of points, the tie breaker is based on the number of booths purchased, then by the membership start/join date. To take advantage of the priority point system, the applications along with full payment must be received by Friday, January 6, 2012. All contracts received after the Friday, January 6, 2012 deadline date will be assigned on a first-come, first-serve basis regardless of priority points.

5. Cancellation: Exhibitors may cancel space reservations subject to the following conditions: (A) Cancellations must be submitted in writing by Friday, March 2, 2012. (B) Exhibitors canceling after Friday, March 2, 2012 will be responsible for payment of all invoiced fees. (C) No refunds will be made after Friday, March 2, 2012. (D) All cancellations are subject to a \$75 processing fee. (E) NADCA reserves the right to resell contracted space if the exhibitor fails to occupy the contracted space by at least three hours in advance of show opening.

6. Booth Construction and Dimensions: Standard Booths: Booth size is a standard 10' x 10' (10 feet wide by 10 feet deep). No side rails or counters may exceed 36 inches in height within the front 5 feet of the booth space. Backgrounds may be no taller than 8 feet and may not protrude from the back wall by more than 5 feet. The reverse side of any wing panel extending from the back wall of the display must be draped to avoid raw exposure to a neighboring booth. If the exhibitor fails to drape exposed areas, NADCA will instruct the official service contractor to drape the area and any costs incurred will be borne by the exhibitor. NADCA will supply at no charge a 7" x 44" identification sign indicating the exhibiting company name and booth number.

Please note the exhibit hall is carpeted.

Island Displays: Island displays provide additional square footage of sales area and exposure. Additionally, there are no side wall or background height restrictions. Islands must have a minimum of 40% visibility on all sides of the booth space.

7. Exhibitor Representative: Each company must identify one individual as the duly authorized representative in charge of the exhibit. This person will receive all official correspondence from NADCA referring to the exhibit and will be responsible for communicating all rules, regulations and additional information to all participating personnel from the exhibiting company. Additionally, this person should be the main contact person for the general service contractor.

8. Admission to Exhibits: NADCA shall have sole control over all admission policies at all times. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear an appropriate badge. Exhibitors or their representatives, who, in the association's opinion, conduct themselves unethically, may be dismissed from the exhibit hall without refund or appeal for redress.

For security purposes, the exhibit hall will not be open except during published hours. Exhibit personnel may enter the hall one hour prior to exhibits opening. The hall will be cleared of all exhibitors and guests 30 minutes after closing. Requests for access to the exhibit hall while closed will be considered on a case by case basis by request of the Exhibit Manager/Show Management.

9. Americans with Disabilities Act: Exhibiting companies are responsible for making booths accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold NADCA harmless from any consequences of exhibiting company's failure in this regard.

10. General Service Contractor: DESIGN GROUP INTERNATIONAL (DGI) has been selected as the general service contractor for the show. DESIGN GROUP INTERNATIONAL (DGI) will provide all services you require: drayage, carpet, furnishings, accessories, tables, draperies, spotlights, plumbing, labor to erect and dismantle your exhibits, signs, models, flowers, etc.

An exhibitor service kit will be e-mailed to all exhibiting companies 60 days in advance with order forms, rates and instructions on the services provided. Please write for any there are any special requirements. An exhibitor service desk will be available at all times during set-up, show hours and dismantling for your convenience.

11. Service Contract: All costs of shipping and handling are to be borne by the Exhibitor. DESIGN GROUP INTERNATIONAL (DGI), the general service contractor, shall handle all drayage from the loading dock to the Exhibitor's booth; remove crates and empty boxes at the close of the show; deliver packed goods to the loading dock; and load items onto transport vehicles.

12. All activities must be kept within the contracted space. No person, signs or devices will be permitted outside that space.

13. Demonstration areas must be set within the exhibit space and away from the aisle line. Aisle traffic must not be impeded by crowds gathering for demonstrations or waiting to fill forms.

14. No excessively loud audio or mechanical equipment will be permitted. The decision of NADCA's Exhibit Manager will be final in determining excessive noise levels.

15. Exhibitors planning to offer live entertainment or demonstrations in their booths will be required to obtain written authorization from NADCA. Requests for authorization must be submitted to NADCA at least 60 days in advance of the show.

16. Free samples or souvenirs may be offered to attendees, provided such items do not contribute to litter in the exhibit hall.

17. Exhibitors and their employees are not permitted to open a hospitality suite, schedule a meeting, meal function, or any other event during the official hours of the Annual Meeting & Expo.

18. No exhibitor will be permitted to commence dismantling of any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon the display prior to 1:30 p.m., Wednesday, March 21, 2012.

Failure to comply with this stipulation of the Contract will result in the exhibitor being charged an early tear-down penalty fee and may result in the exhibitor being prevented from attending/exhibiting at future NADCA shows.

19. Exhibitors shall assume and bear responsibility for compliance with and all local, city and state safety, fire and health laws, ordinances and regulations regarding the installation and operations of the exhibit.

20. At no time whatsoever will it be permissible to operate gasoline powered equipment (or other equipment that exhausts potentially harmful fumes) in the exhibit hall. Operation of ozone generating machines is also prohibited.

21. Exhibitor displays and conduct must at all times meet with the approval of NADCA. Exhibitors are responsible for maintaining professional conduct during the Annual Meeting & Expo. NADCA's Exhibit Manager reserves the right to limit the use of any equipment by an exhibitor that creates an excessive disturbance for show attendees or other exhibitors. An exhibitor's failure to comply with directives from NADCA's Exhibit Manager may result in expulsion of the Exhibitor from the show, and restriction from future NADCA shows.

22. NADCA prohibits solicitations by non-exhibitors on the show floor or other areas where convention functions are held.

23. NADCA prohibits taking photographs of exhibitor displays without the exhibitor's permission. Likewise, exhibitors are prohibited from entering other exhibitor's booths, or examining another exhibitor's display, without permission and/or the presence of the other exhibitor.

24. NADCA does not guarantee exhibitors against loss, damage or theft of any kind. Exhibitors shall indemnify and hold harmless the National Air Duct Cleaners Association from any cause claim whatever, made by or against any person, including but not limited to claims by or against employees, agents or assigns, or by or against third parties.

25. The exhibitor assumes all responsibility for any and all loss, theft or damage to the exhibitor's displays, equipment and/or property while on the premises and hereby waives any claim or demand it may have against the facility arising from such loss, theft or damage. Exhibitors are liable for any damage caused by them or their agents to the facility.

26. An Exhibitor's Meeting will be scheduled during the Annual Meeting & Expo. Exhibiting companies are asked to participate.

27. Amendments/Enforcement: NADCA Show Management reserves the right to interpret, amend and enforce these rules and regulations. Written notice of any amendments or interpretations shall be given to exhibitors. Each exhibitor, for him/herself, the company's agents and employees, agrees to abide by the contract conditions, rules and regulations set forth herein, or by any subsequent amendments or interpretations. Show Management reserves the right to enforce compliance with these rules and regulations. If an exhibitor is in violation, Show Management may refuse to allow the exhibitor to set up and/or to continue to exhibit and may refuse to permit that exhibitor to show in future years and/or reduce exhibitor's priority points.

Exhibitor Freight Facts for Shipping Exhibition Materials to Puerto Rico

Design Group International (DGI) is the official service contractor for the NADCA Exposition, March 19-22, 2012 at the Wyndham Rio Mar Beach Resort. Below are guidelines for shipping your materials to Puerto Rico. DGI is happy to answer any additional shipping questions you may have, (787) 365-1213.

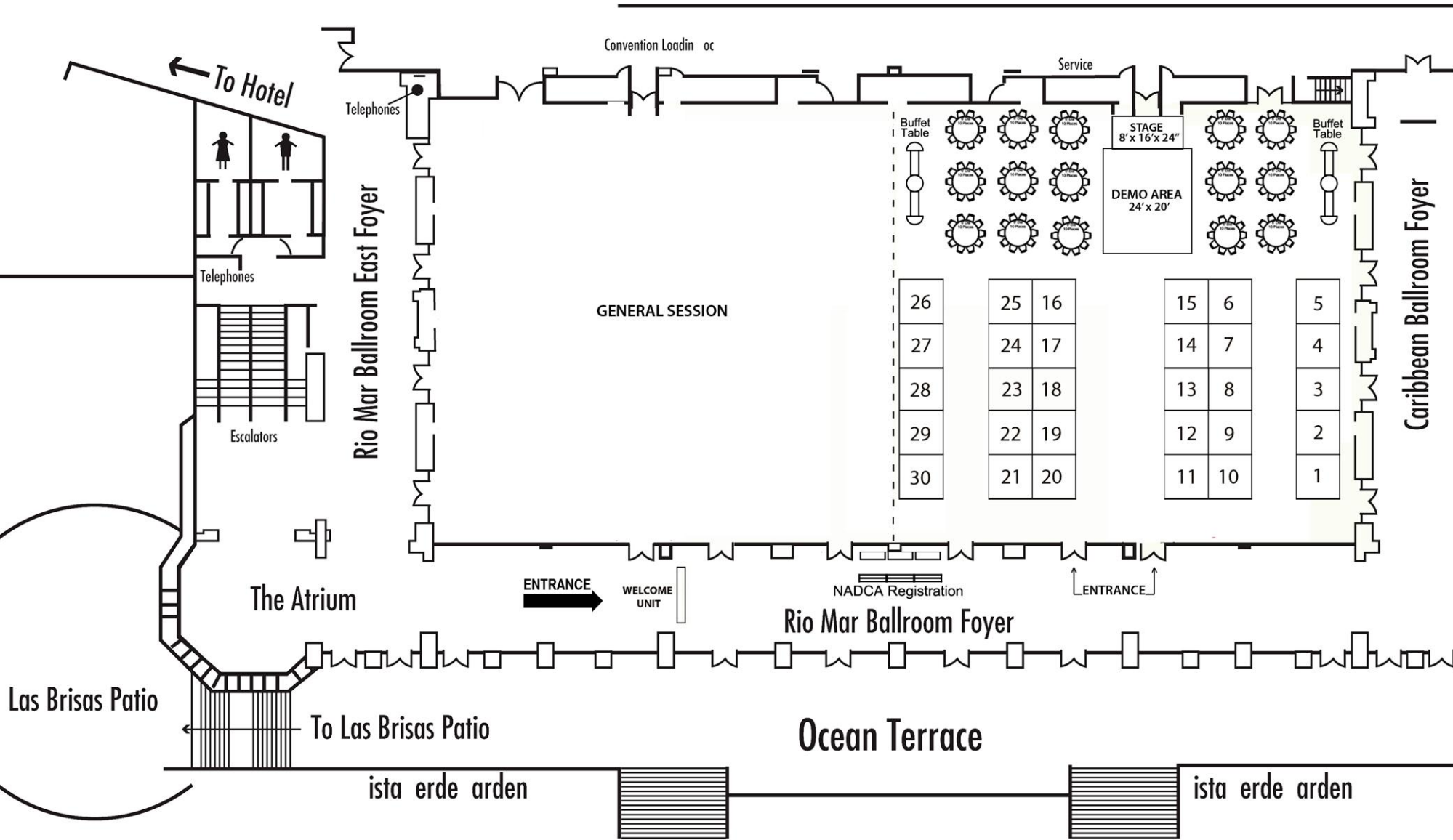
When planning your shipment, please keep the following in mind:

1. Select a carrier at least a month in advance of the show. It is important to choose an experienced freight company familiar with importing and exporting exhibition materials and knowledgeable about local procedures and tax laws.

The preferred freight carrier for DGI is Airways Freight, main contact – Tony Dawes, (800) 228-4220. Shipping information will be included in the Exhibitor Service Kits that will be emailed in January, 2012.

2. You will need the following paperwork/forms:
 - *Commercial Invoice*, an itemized listing of commodities, quantity, importation status and value of merchandise.
 - *Bill of Lading* or air way bill from carrier but filled out by you.
 - Most official carriers will ask exhibitors to complete an *Exhibit Transportation Form*. This form provides deadline dates, exhibitor information, carrier/broker information and shipment information.
3. On your Commercial Invoice, clearly indicate the status of the goods:
 - *Temporary* – all goods that will return to the U.S. (tax exempt)
 - *Permanent* – goods for sale or not returning to the U.S. (subject to tax)
 - *Giveaways* – anything that will be given away such as premiums and literature and will not return to the U.S. (not subject to tax)
4. Give your Commercial Invoice to your freight carrier at least (5) five business days prior to your shipment pick-up date. This will allow your carrier to submit documentation to the Hacienda (tax office) early which will help to expedite the tax clearance.
5. Shipping by air or ocean to Puerto Rico can take anywhere from overnight to 10 days. Upon arrival, freight needs to be cleared through the Hacienda, which can take an additional 3-5 days before delivery to the advanced warehouse or show site. Therefore, when planning your shipment, plan to allow an extra week of transit time for clearance through the Hacienda.
6. Exhibitors will most likely have to pay their carrier an Importation Fee to have their shipment documents cleared through the Hacienda.

7. Selling equipment on the show floor? A 5.5% State Tax and 1.5% Municipal Sales and Use Tax will apply to all merchandise sold at the show. Taxes apply when imported goods stay in Puerto Rico and are not re-exported within 60 days.
8. All companies planning to sell merchandise must possess a Merchant's Registration Certificate and Exemption Certificate from Puerto Rico. This is available at www.hacienda.gobierno.pr Form SC-2914.1. Allow 30 days for a license. Taxes will be collected by the official freight carrier at the end of the show, based on the declared value of the merchandise in the commercial invoice.
9. Be sure that everything marked "*temporary*" is returned to the U.S. or it will be subject to a 5.5% State Tax and 1.5% Municipal Sales and Use Tax.
10. Questions? Call Danielle Baron, DGI, (787) 365-1213 or Tony Dawes, Airways Freight, (800) 228-4220.



NADCA 2012

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