



MARKET RULES AND REGULATIONS FALL 2023

MARCH 4-7, 2023, FOR SUITES AND BALLROOMS
MARCH 7, 2023, FOR BALLROOMS ONLY

Two-Day Show Suites: 9a - 6p Saturday, Sunday / 9a - 4p Monday

Three-Day Suites: 9a - 6p Saturday, Sunday / 9a - 4p Monday

Ballrooms: 9a - 6p Saturday, Sunday, Monday / 9a - 4p Tuesday

We look forward to seeing you at the show in March! It's important for participants to familiarize themselves with the following rules and regulations you agreed to abide by when you signed your application for the Northwest Market show. Fines and extra charges will be assessed if you don't observe them. And, we thank you for your cooperation. It is what makes our show the best on the West Coast.

1. The Northwest Market Association (herein called NMA) will hold its **FALL 2023** Market at the Embassy Suites by Hilton Portland Washington Square in Tigard, Oregon.

2. All exhibitors **MUST** check in at the NMA EXHIBITORS SERVICE DESK on Friday, March 3, 2023, between 9a-8p. Pick up your name badges, signs if ordered, and other show information at this time.

3. SHOW SCHEDULE

Showroom suites and booths must be occupied by a sales rep during ALL official show hours.

Please check-in at the NMA Exhibitor Desk by 8p for your show packet, badges and signs. And to say HELLO!

TWO-DAY SHOE EXHIBITORS

Friday, March 3, 2023	
Exhibitor check-in and set up	3-8p
Saturday, March 4, 2023	
Show hours	9a-6p
Sunday, March 5, 2023	
Show hours	9a-4p
Exhibitor move-out	4:01p
Monday, March 6, 2023	
Exhibitor move-out	Until hotel's check-out time

THREE-DAY SUITE EXHIBITORS

Friday, March 3, 2023	
Exhibitor check-in and set up	3-8p
Saturday, March 4, 2023	
Show hours	9a-6p
Sunday, March 5, 2023	
Show hours	9a-6p
Monday, March 6, 2023	
Show hours	9a-4p
Exhibitor move-out	4:01p
Tuesday, March 7, 2023	
Exhibitor move-out	Until hotel's check-out time

FOUR-DAY BOOTH EXHIBITORS

Friday, March 3, 2023	
Exhibitor check-in and set up	9a-8p
Saturday, March 4, 2023	
Show hours	9a-6p
Sunday, March 5, 2023	
Show hours	9a-6p
Monday, March 6, 2023	
Show hours	9a-6p
Tuesday, March 7, 2023	
Show hours	9a-4p
Exhibitor move-out	4:01-8p

4. SCHEDULE OF FEES

- * Late fee, **\$100** (if not paid in full by deadline – no exceptions except new exhibitors).
- * Fee to change your online directory listing is **\$50**. If changes/corrections are found in time, they will appear in the printed book or supplement. **Note:** We do not re-upload the Exhibitor Show Book.
- * Early tear down, **\$500**.
- * Should you need to cancel your suite space, it must be done 30 days prior to the show. Otherwise, the hotel will charge you for your suite.
- * Showroom suites and booths must be occupied by a sales rep during ALL official show hours. Unattended suites or booths at show, **\$100** for each occurrence.
- * Not registering additional sales reps in suites or booths, up to **\$1,000**.

5. Any exhibitor who begins tear down early, without prior consent of the NMA President or Executive Director, will be penalized **\$500**. Each and every individual along with the line **MUST** remain open until the official closing time.
6. Cancellation or request for change of space assignment is permitted within five (5) days following the show deadline. It is not always possible to change your space assignment based on a number of show variables. Cancellation of space thereafter or failure to be at the show (NO SHOW) will cost the exhibitor 100 percent of his/her market and space fees. There are no refunds of registration (exhibitor show) fees and annual dues.
7. No exhibitor is allowed to assign, sublet or apportion the whole or any part of space neither allotted him/her nor exhibit therein any other goods than those manufactured and sold in the regular course of business by the exhibitor unless permission is granted in writing by the Executive Director.
8. The individual applying for exhibit space is responsible for any registering additional sales reps in said space and for the payment of a show fee for each sales rep exhibitor in the booth or suite. Should NMA find someone who has not registered, the individual who applied for the exhibit space must appear at the next scheduled Board meeting and be subject to a fine up to **\$1,000**.
9. The serving of alcohol is not permitted in suites or booths during official market hours.
10. Noise level from any demonstration or sound system is to be kept to a minimum. NMA reserves the right to determine at which point sound constitutes interference with others and must be discontinued.
11. Each exhibitor shall assume responsibility for damage to the Embassy Suites and shall indemnify accidents or injuries to exhibitors, their agents or employees. The exhibitor assumes responsibility for any accident, injury, or property damage to any person viewing his/her exhibit where such accident, injury, or property damage is caused by the negligence of the exhibitor, his agents or employees.
12. All merchandise, trade fixtures, equipment and property of any kind which may be on the licensed premises of the Embassy Suites shall be at the sole risk and hazard of the exhibitor. The exhibitor is urged to insure all property on display at the Embassy Suites. Should any of the exhibitor's property be lost, stolen, destroyed or damaged, no part of such loss or damage is to be charged to or borne by the Association or the Embassy Suites. We reserve the right to require proof of insurance from each exhibitor.
13. All exhibitors must display their official NMA sign in the hallway. This is an NMA Board and hotel requirement. Banners may be hung **SAFELY** on the balcony railing with zip ties. Refer to the Exhibitor Handbook for details.
14. No product displays or suite furniture shall be placed in the hallways. This is a hotel policy and will be strictly enforced!
15. Any exhibitor who is a no show is responsible for full payment of their suite(s) at the Embassy Suites. Contact the Executive Director if you have an emergency.

**THANK YOU FOR YOUR CONSIDERATION – AND
THANK YOU FOR BEING AT THE SHOW!**

