



WHITE PLAINS REGIONAL FORUM

JUNE 22, 2022 | WHITE PLAINS, NY

GENERAL EXHIBITOR RULES

Review the rules that apply to all White Plains Regional Forum exhibitors.

Each exhibit area also has specific rules for those exhibitors. Exhibitors must comply with these general exhibitor rules, the rules specific rules of the indoor or outdoor exhibit space, and the White Plains Regional Forum Exhibitor Contract Terms & Conditions.

ACCOMMODATIONS FOR ATTENDEES WITH DISABILITIES

NBAA will provide reasonable accommodations to individuals with disabilities who make their situations known to NBAA personnel. Reasonable accommodations are those that do not create an undue hardship on NBAA, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

For safety reasons, only officially-approved vehicles are permitted to operate within the exhibit halls at the Westchester County Airport (HPN) . Individuals with disabilities who wish to use power-driven mobility devices at the White Plains Regional Forum must contact NBAA at exhibits@nbaa.org for approval. It is the policy of NBAA that these vehicles be specifically used for handicapped individuals and exhibit the stability required to operate around exhibits and aircraft.

Only trained service animals with proper supervision are permitted at the White Plains Regional Forum

BADGE REGISTRATION

Exhibitor badges are required for exhibitor access to the show. . Exhibitors may use their badge allotment for exhibit staff, exhibitor guests and EACs as they choose.

Badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Exhibitors will receive an allotment of complimentary badges based on the following:

BADGE ALLOCATION	NUMBER OF BADGES
Premium Exhibit Space Exhibitor	35 complimentary exhibitor badges
Standard Exhibit Space Exhibitor	25 complimentary exhibitor badges
Aircraft Display Exhibitor	25 complimentary badges per aircraft, up to a maximum of 75 badges
Ground Equipment	25 complimentary badges

NOTE: NBAA has partnered with CompuSystems for event registration in 2022. CompuSystems will provide a username and password to each exhibitor contact. Bulk registration via uploaded lists and individual registration will be allowed for booth staff or booth guests (attendees).

- Each registration must have a unique email address to process correctly. All registrations will remain in pending status until each individual has submitted an individual event waiver, emailed to the unique email address provided. Event badges will not print onsite without completing a waiver, requiring the individual to complete their registration in person at the full-service counter. As an exhibitor contact, you will have access to a list of those waivers not completed before the event to follow up with those individuals.
- Exhibitors may purchase additional exhibitor badges for customers, guests or staff at the reduced rate of \$55 per badge.
- All badges will be held for onsite pickup. No badges will be mailed in advance of the event.
- If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC) or third-party contractor during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear setup and teardown security wristbands.
- Co-exhibitors are not allotted badges and should arrange with their primary exhibitor to obtain badges.
- Exhibitor badges allow access onto the show at 7 a.m. daily. Attendee badges allow access only during show hours. Exhibitors should not schedule meetings in their booths with attendees without exhibitor badges before or after show hours.

BAGCHECK

Bag check is available on the show day Wednesday, June 22. This service is complimentary

CHILDREN

NBAA Regional Forums are business events. Exhibitors are requested to advise their salespeople and customers that children under 12 are never permitted at the Regional Forum – under any circumstances. Children ages 12 to 17 may access the show during official exhibit hours only provided that they register, pay appropriate fees and are accompanied by an adult at all times. Children between the ages of 12 to 17 will not be permitted in exhibit areas during installation and teardown.

CO-EXHIBITORS/COMPANIES SHARING EXHIBIT SPACE

Some companies will share the exhibit space of a primary exhibitor as a co-exhibitor. A co-exhibitor is defined as:

- Any company whose name is included on the exhibit space
- Any company that has staff working at the exhibit space during official show hours
- Any company whose marketing materials are distributed from the exhibit space
- Any company whose products/services are marketed from the exhibit space
- Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

All co-exhibiting companies at the 2022 NBAA White Plains Regional Forum are required to register and pay the \$600 co-exhibitor registration fee.

Failure to advise NBAA of co-exhibitors in advance – including displaying the advertising of another company's products or services – may result in a minimum additional charge of \$3,610 per company, per booth and a minimum of \$3,610 per company, per aircraft display space.

If you have any Co-exhibitors participating with you at the White Plains Regional forum, please email exhibits@nbaa.org to provide us with their information.

DEMONSTRATIONS

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate exhibit and aircraft display space size.

Product demonstrations should not be placed on the aisle sides of exhibits.

Normal aisle traffic cannot be interfered with at any time.

NBAA reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

Please be mindful of other exhibitors and events that are located near your stand.

DIRECT SELLING

Direct selling on the exhibit floor is prohibited.

Canvassing or distribution of publications/marketing materials/show dailies outside of assigned exhibit space, including all booth-to-booth distribution is prohibited.

Canvassing and soliciting, except by exhibiting companies, are prohibited within 50 miles of 2022 NBAA White Plains Regional Forum. Exhibitors and persons violating this rule will be removed.

DRESS

The dress code for NBAA Regional Forums is business casual. This applies to all attendees and exhibitors, as well as to all personnel working on behalf of exhibitors in their booths.

EXHIBIT HOURS

Wednesday, June 22 – 9 a.m. to 4 p.m

FIRST AID

- First Aid is located in the NBAA Registration Area.

LOST & FOUND

- Lost & Found items will be kept at the registration office.

MEMBERSHIP

All exhibitors and co-exhibitors at the 2022 NBAA White Plains Regional Forum must be members of NBAA, current on all accounts with NBAA and paid-in-full for exhibit space to be assigned exhibit space.

MUSIC

NBAA has entered into licensing agreements with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) to allow the use of live and recorded music from the ASCAP and BMI repertoires throughout the public areas of the Westchester County Airport (HPN). Exhibitors are responsible for obtaining the appropriate licenses before the use of any work at any private function or that is not in the ASCAP or BMI repertoires.

NOISE LEVELS

Sound levels within the exhibitor's stand should not exceed 85 decibels as determined by NBAA exhibits team and must not disrupt the conduct of business of neighboring exhibits or show management events during posted exhibit hours.

Sound level violations should be reported directly to the NBAA exhibits team.

NBAA noise policy enforcement procedure is as follows:

- An exhibitor in violation of this policy will receive a verbal warning from the NBAA exhibits team.
- If a second infraction occurs, the exhibitor will receive a written warning delivered by the NBAA exhibits team.
- If the exhibitor continues to violate the policy, the electrical power for the sound producing elements will be shut down.
- Exhibitors receiving sound violation warnings may jeopardize their priority standing at future NBAA Regional Forum events.

OFFICIAL SERVICE PARTNERS

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, NBAA Management has designated Freeman and other firms listed in the Exhibitor Service Kit, as official service contractors.

NBAA management holds these firms responsible for quality service and fair prices and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges.

NBAA management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

OFFICIAL SERVICE PARTNER LOGO

Exhibitors should look for the official service partner logo on official service partner order forms before ordering service, as well as on their emails and websites to ensure they are working with a NBAA-approved service provider.



PARKING

- All parking will be remote. Complimentary shuttle buses will run every few minutes between the parking area and the event venue. The bus ride is less than 5 minutes
- The address for the remote lot is 55 New King St, West Harrison, NY 10604 which is located on the west side of the airport just off of Purchase St (RT 120)
- During set-up and teardown hours a limited number of parking spaces will be available next to the event venue. Exhibitors needing to drop items at their booth can park for **15 minutes**. The address for drop off is 136 Tower Rd, West Harrison, NY 10604. Exhibitors must follow the event signs for parking.

Rideshare Uber/LIFT

- All ride share pick-up and drop off will take place at the remote parking lot.

PETS

No pets, with the exception of service animals, will be permitted in the exhibit halls or on the aircraft display at any time.

PHOTO USE PERMISSION

Any person who attends an NBAA event grants permission to NBAA, its employees and agents to record his or her images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purpose of NBAA, including advertisements for NBAA and its programs.

SMOKING

NBAA Regional Forums are non-smoking events. Smoking is strictly prohibited. This includes electronic cigarettes as well as vaping.

STAFFING

Exhibit and aircraft display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 7 a.m. on show day for early preparations of displays only.

Exhibits must remain staffed and in place through 4 p.m. on Wednesday, June 22.

Exhibitors are reminded not to schedule meetings with attendees at their exhibits prior to show opening on show days.

No activities, except exhibit preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours. NBAA management reserves the right to make changes to the exhibit hours schedule with advance notice.

Note: Exhibitors who dismantle their stands prior to the official show closing at 4 p.m. on Wednesday, June 22 may jeopardize their priority standing at future NBAA Regional Forum events.