

# 2025 NNAF CONVENTION & TRADE SHOW RULES & REGULATIONS

## MOVE IN & MOVE OUT

Move in begins at 8 a.m. on Thursday, Oct. 9, 2025, and must be completed by 11 a.m. the same day. Move out begins no earlier than 3:30 p.m. on Friday, Oct. 10, 2025, and must be completed by 5 p.m. the same day. Non-compliant exhibitors risk being prohibited from exhibiting at future NNAF events.

## EXHIBIT SPECS

The exhibit hall is carpeted. Exhibit Booths are 10' x 8' and include an 8' back wall, 3' side walls, one 6' draped table, two chairs, a wastebasket, signage and complimentary WiFi. Display-only tables include a 6' draped table, one chair, a wastebasket and complimentary WiFi. Additional furnishings, labor, freight handling and other needs can be coordinated by contacting Kristi at [kristi@nna.org](mailto:kristi@nna.org). Display tables will be assigned on a space available basis. The final floor plan may be adjusted at NNAF's discretion. We will attempt to separate competitors but cannot guarantee it.

## RESTRICTIONS

Exhibit materials and equipment must be contained within the parameters of the assigned space, unless approved in advance. Pop-ups and other material that does not fit on the 6' table (or directly behind it), backdrops and signage larger than 2'x3' are not allowed. A representative of the exhibiting company must be present in the exhibit hall at all times during the posted exhibit hours to ensure booth materials are secure. Advertising material or signs of organizations other than registered exhibitors is prohibited.

## TERMINATIONS, CANCELLATIONS AND CHANGE OF VENUE

In the event that the premises in which the NNAF Convention and Trade Show is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NNAF or its agents, the Convention and/or Trade Show may be canceled, postponed or moved to another appropriate location, at the sole discretion of NNAF. NNAF shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NNAF. Causes for such action beyond the control of NNAF shall include, but are not limited to, fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by Hilton Minneapolis, municipal, state or federal laws, or other acts of God. Should NNAF terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising thereof. In the event of event termination or cancellation, refunds of paid deposits and booth fees shall be made to exhibitors at the sole discretion of NNAF and in any case, will not exceed the amount of each exhibitor's paid fee, less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NNAF through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## CANCELLATION BY NNAF

NNAF reserves the right to cancel a contract at its discretion at any time. In the event of a cancellation by NNAF after the event's stated cancellation deadline, the vendor will be refunded paid deposits and booth fees, less any direct costs incurred by NNAF as a result of the vendor's reservation. Vendors agree to observe all federal, state

and local laws, including but not limited to sales and licensing fees and nondiscrimination and sexual harassment policies. Failure to observe applicable laws will be grounds for removal from NNAF's venues without jeopardy to NNAF, its members and other vendors. Under no circumstances will firearms be permitted at an NNAF venue or event.

## CANCELLATION BY EXHIBITOR

In the event of cancellation by an exhibitor, NNAF shall assess a fee as follows:

- Cancellations received through June 30 — \$100
  - Cancellations received after July 1 — 50% of registration fee
- No refunds will be accommodated after Sept. 1; however, registration fees can be redirected to advertising before the end of 2025. If a Convention Package is cancelled prior to July 1, exhibitor is responsible for the rate card (1x rate) cost of all individual ad/promotion elements already published on exhibitor's behalf. No Convention Packages may be cancelled or refunded after July 1.

## USE OF DISPLAY SPACE

In the event the exhibitor fails to install their booth within the time limit set for opening, NNAF shall have the right to take possession of said space and will not refund any portion of the exhibit fee. No exhibitor shall assign, sublet or share the space assigned without the consent of NNAF. Nothing except carpet-on-carpet shall be pasted, tacked, nailed or otherwise attached to walls, door, floor, or other parts of the facility or furniture contained at the Hilton Minneapolis. Carpet-on-carpet must be attached with carpet tape. Public hallways, corridors, lobbies, etc., are not to be used when transporting freight, equipment, etc. At no time are facility main entrances to be used. At all times service and/or freight elevators are to be used. Use of passenger elevators for transporting equipment, materials, etc., is not permitted. All rules and regulations as dictated by the Fire Marshal of the City of Minneapolis, Minnesota, and any applicable state authority, e.g., State Fire Marshal's offices, are to be adhered to.

## LIABILITY

The exhibitor agrees to make no claims against NNAF, its employees or Hilton Minneapolis for loss, theft, damage to goods, or injury to himself, his employees, or NNAF attendees while in the exhibition area, nor any consequential damage to his/her business for failure to provide space for the exhibitor or the failure to hold the NNAF Annual Convention and Trade Show as scheduled. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save NNAF and Hilton Minneapolis from claims, losses and damages to persons or property, governmental charges for fines and attorney's fees related to the use of the exhibition premises or part thereof. In addition, Exhibitor acknowledges that neither NNAF, nor Hilton Minneapolis, maintain insurance covering Exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property insurance covering such losses by exhibitor. The above-cited regulations as well as all conditions stated in the NNAF Exhibitor Prospectus and Exhibit Application/Contract become a part of the contract between the exhibitor and the National Newspaper Association Foundation.

**"The NNA Convention and Trade Show is on the short list of shows that we MUST attend each year. Not only do we meet decision makers, the discussions and panels help us to keep up with what our customers are thinking about."**

*Thad Swiderski, eType Services*