

## ASTMH Exhibit Rules and Regulations

**ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of ASTMH and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Society. In the event of such restriction or eviction, ASTMH is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. ASTMH will attempt to honor all requests for exhibit space. Notwithstanding the above, ASTMH reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

**PAYMENT:** Full payment is required when reserving a booth online.

**CANCELLATION POLICY:** Exhibitors who cancel prior to September 8, 2023 will be refunded 50% booth fee. No refunds will be granted after September 8, 2023.

**CANCELLATION OF MEETING AND EXHIBITION:** If ASTMH should be prevented from holding the exhibition by reason of any cause beyond its control (such as but not limited to damage to buildings, riots, labor disputes, acts of government, or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ASTMH has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

**DEADLINE:** Exhibitors who reserve a booth after September 8, 2023 will not be included in the Program Book and Pocket Guide due to our print deadline. Late exhibitors will only be listed on signage throughout the hotel.

**OFFICIAL CONTRACTOR:** All decorating and exhibit furniture will be handled by the official contractor, GES. The exhibitor services kit outlines prices and instructions for securing additional items for your exhibit, shipping, material handling, etc. The exhibitor services kit will be available a few months prior to the conference.

### EXHIBITOR SCHEDULE:

*Schedule times subject to change*

#### Wednesday, October 18

Set Up | 9:00 a.m. – 5:00 p.m.

Opening Reception | 7:00 p.m. – 9:30 a.m.

#### Thursday, October 19

Morning Coffee Break | 9:30 a.m. – 10:30 a.m.

Lunch | 11:00 a.m. – 12:30 p.m.

Afternoon Coffee Break | 2:30 p.m. – 3:00 p.m.

#### Friday, October 20

Morning Coffee Break | 9:30 a.m. – 10:30 a.m.

Lunch | Noon – 1:30 p.m.

Afternoon Coffee Break | 3:30 p.m. – 4:30 p.m.

**FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management. If the exhibit is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

**CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No sidewall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Nothing shall be displayed higher than the back wall of the booth (8 feet high). No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted.

Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days before the Exhibition, and must receive written approval from Exhibit Management.

**RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of ASTMH. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs, and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

**FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flame retardant. Each exhibitor must have a certificate showing that display material has been treated by a flameproofing compound approved by the appropriate city agency. All packing and decorating material must be flame retardant. Merchandise must not be packed in paper, straw, or excelsior. Any merchandise packed in inflammable material cannot be brought into the show.

Booths must be cleaned of combustible rubbish daily. All electrical equipment must be U.L. approved and must meet the requirements established by the local City Code. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits applied to each exhibitor will be strictly enforced and are part of the exhibit contract.

**SECURITY:** Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small displays and personal items are secure before leaving the display – even temporarily.

**INSURANCE:** All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance (no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate) and worker's compensation insurance as required by the venue. A certificate of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name the following as additional insured as respects to liability as per written contract: ASTMH, the venue and its employees and agents, and all of the mentioned entities' successors and assigns.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend ASTMH, the venue, and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of ASTMH, the venue and its employees and agents. In addition, the exhibitor acknowledges that ASTMH and the venue do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

**COMPLIANCE:** The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance pertinent laws, ordinances, regulations, and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

**RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability, for losses, damages and claims arising out of injury or damages to displays, equipment, and other property brought upon the venues premises, and shall indemnify, defend, and hold harmless ASTMH, the venue, its owners, affiliated companies, agents, servants and employees from any such losses, damages and claims. The exhibitor agrees to hold harmless the venue, and its employees and agents, from any losses, claims, and expenses (including attorney's fees) arising from damage to property or injury to exhibitors, because of exhibitor's use of the exhibition facilities.

**UNIONS AND CONTRACTORS:** The union contract rules and regulations all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and material handling within the show. Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by Exhibit Management. Only the Official contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Management.

**ALCOHOLIC BEVERAGES:** Serving of alcoholic beverages in the Exhibition is strictly prohibited.

**CONFLICTING EVENTS:** Exhibitors attending the ASTMH 2023 Annual Meeting will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the ASTMH Annual Meeting. Exhibitors should review the meeting program for potential conflicts before scheduling their events.

**COPYRIGHTED MUSIC:** The exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in the exhibitor's booth space during the show.

**PHOTOGRAPHY:** The exhibitor authorizes that photos may be taken of all exhibit personnel and exhibit booth to be used for Society purposes.