

# Texas EMS Conference Rules and Regulations

## Opening Statement

The event is produced by Texas EMS Conference to provide a marketplace for emergency medical services and related services products, vehicles, equipment and services and to facilitate the exchange of information about new products or services.

### Agreement

Each exhibitor agrees to abide by these rules and regulations. Any and all matters or questions not specifically covered by the rules and regulations shall be subject solely to the decision of Texas EMS Conference. The dates and hours of operation of the event are determined by show management who reserves the right to change the dates of operation and the hours of operation for the event. Exhibitors will be notified of any changes but are strongly encouraged to check [TexasEMSConference.com](http://TexasEMSConference.com) for the latest information. Registration information is also available under the "Exhibitor" section of TexasEMSConference.com.

### Definitions

"Event" means Texas EMS Conference, which includes the exhibition, conference, general sessions and other show management-produced related programs. Event is owned, produced and managed by Sladek Conference Services, Inc. "Show management" means, collectively, Sladek Conference Services, Inc. and Texas EMS Conference. "Exhibitor" means the company or person that applied for exhibit space rental and agreed to enter into this contract upon acceptance by show management in the manner stated below. "Facility" means the location or locations at which the "event" is being held.

The exhibit space application, these exhibitor rules & regulations, the exhibit display regulations and the exhibitor services manual are hereinafter referred to as the "Agreement" and constitute the agreement between show management and the exhibitor.

### Limitations of Liability

Exhibitor agrees, on its own behalf and on behalf of its employees and agents, to receive event and organizer related information via phone, facsimile, mail and e-mail from show management and its associated contractors. Exhibitor waives any right or option, on its own behalf and on behalf of its employees and agents, to opt out of any of these forms of communication until the conclusion of the contracted event.

The signer of the exhibit space application shall be the official representative of the exhibitor or shall have the authority to act on behalf of the exhibitor. It is the exhibitor's responsibility to inform show management if contact information changes to ensure the timely distribution of exhibition information to the responsible person within exhibitor's organization. This person shall be authorized to enter into service contracts as may be necessary and for which the exhibitor is responsible. This person will receive all official correspondence from the organizer and be responsible for communicating all information to appropriate individuals.

### ADA

Each exhibitor shall have the sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any other laws and regulations on disabilities or accessibility. Exhibitors agree to comply with all laws and regulations that apply to their exhibit space. The exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify show management, the convention facility and the official contractors against any claims, damages or loss, including attorney's fees and costs, arising out of or related to any alleged ADA violation. Necessary compliance efforts may differ with the nature of the exhibit so exhibitors should consult their own attorney regarding these requirements. The exhibitor may also contact the ADA Information line at +1(800) 514.0301 or visit its Web site at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

### Admission Policies

Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.

In the interest of safety and injury prevention, children under 16 years of age will not be permitted on the exhibition floor during installation and dismantling of exhibits.

Exhibitors are permitted access to the exhibit hall one hour before and one-half hour after posted official show hours. If admittance to the exhibit hall is otherwise necessary, it is granted solely at the discretion of show management and exhibitors must be accompanied by show management personnel.

## **Events**

Only individuals registered and badged may attend conference events. Guests of registrants must register to attend conference sessions and luncheons, and to enter the exhibit hall.

## **Hotel Reservation and Cancellation Policies**

Show management has negotiated special hotel rates for attendees of the event. Exhibitor may secure its hotel reservation through the individual hotels. If exhibitor needs to cancel its hotel reservation, please contact hotel.

## **Pre-Registered Attendees**

Registration materials will be released only to the individual whose name appears on the badge. Photo identification (government issued photo ID) will be required. Business cards are not an acceptable form of identification to retrieve a pre-registered badge.

## **Character of Exhibit**

Acceptance and execution of a space application does not carry show management's endorsement of the products or services of that exhibitor.

Product comparisons or information using product or written materials of companies other than the contracted exhibitor are prohibited.

No exhibitor shall exhibit, or permit to be exhibited, in the space allotted to him any goods or services other than those specified in the space application when approved by show management. Any additions to the products and services to be displayed must receive the written consent of show management.

## **Exhibitor Eligibility/Requirements**

All exhibits and related demonstrations and presentations shall serve the interests of Texas Emergency Medical Services. Show management reserves the right to accept or decline, in its sole and absolute discretion, an application for exhibit space and to determine the eligibility of any exhibitor for inclusion in the event. Space applications will be accepted or declined based upon availability of exhibit space, the proposed products and/or services of the exhibitor and other criteria established by show management. Show management reserves the right to determine eligibility of exhibitor for inclusion in the show prior to, or after, execution of the agreement. If an application is not accepted by show management, any deposit will be returned to the applicant.

Show management reserves the right to remove or prohibit any exhibit in whole, or in part, or any exhibitor or representatives that in its opinion are not, or whose conduct is not, in keeping with the character and purpose of the trade show.

Show management reserves the right to decline an exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of show management, exhibitor shall in any respect be deemed unsuitable or offensive to other individuals. This reservation includes, but is not limited to, personnel attire and conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other items, without limitation, which affect the character of the exhibition, the event or show management.

## **Badge Rules**

The following apply to all exhibitor personnel:

Official show management badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours. Exhibitor is responsible for ensuring badges are provided only to the company's personnel or

authorized representatives required in the function of the exhibit space. Exhibitor will be responsible for securing badges for any hired personnel, including celebrities, temporary staff, entertainment staff, etc. Exhibitor badges may not be ordered for, or transferred to, attendees or non-employees. False certification of any individual as an exhibitor's representative, misuse of exhibitor's badges or any other method or device used to assist unauthorized personnel to gain admittance into the exhibit hall is prohibited. Stick-on novelty items are not permitted to obstruct visibility of the badge. Badges will only be released to the person whose name appears on the badge.

### **Official Show Directory**

Exhibitor information will be published as part of the official event directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives, and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

### **Exhibitor Listings**

Each exhibitor is responsible for truthfully and accurately entering data into and maintaining the exhibitor listing. Show management shall not be responsible for any delays or outages in the display of such listing or any inaccuracies in the exhibitor listing.

Show management reserves the right to remove any exhibitor listing for failure to comply with any or all terms or guidelines set forth in the manual or the exhibit space contract. Show management reserves the right to remove data or text from any exhibitor listing that it deems inappropriate or that exceeds the maximum number of characters allowed for company description.

### **Paging/Announcements**

Show management reserves the right to determine when and what type of announcements over the public address (PA) system will be permitted. Show management announcements during show hours will be limited. Exhibitor announcements over the PA system are prohibited.

### **Security**

Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors must carry insurance for covering loss or damage to their exhibit material.

Security service will be provided 24 hours per day in the exhibit area. Exhibitors understand and agree that neither Texas EMS Conference nor the owners, lessors or managers of the property serving as the exhibit center can or will be responsible for the safety of the exhibits, exhibitors or their employees against robbery, burglary, theft, loss or damage to property by fire or any other cause; nor be responsible for injury of any type to any person. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.

### **Staffing of Booth**

The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of show management. There is a \$500 penalty for early dismantling which must be paid before the exhibitor may select space for future shows. Exhibitors should make travel and staffing arrangements accordingly.

Exhibition space must be fully operational and staffed during published exhibition hours. Unstaffed exhibits, undecorated exhibits, including early breakdown, will be assessed a penalty of 50 percent of the total rental fee, which must be paid before future space purchase is accepted.

### **Professionalism**

Each exhibitor is expected to act in a professional and courteous manner and to respect the rights of fellow exhibitors. Handling display samples, literature or taking photographs of another exhibitor's display may be done only with the permission of that exhibitor.

Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors

### **Use of Event Name, Logo and Artwork**

The event name, logo and artwork are trademarks and property of show management. However, show management does grant permission to exhibitors and advertisers to use the event name and/or logo in an approved and appropriate manner in conjunction with their advertisements and other materials promoting that exhibitor's or advertiser's participation at the event. Show management reserves the right to deny any request, or any use of the event name, logo and artwork that it finds to be inappropriate, offensive or not in the best interests of the event.

### **Cancellation and Refunds**

If by reason of fire, hurricane, disaster or other acts of God, war, terrorism, government regulations, strikes, civil disorder, curtailment of transportation facilities or another cause or condition beyond the control of show management, the facility becomes unavailable or reduces the space available, exhibitor hereby authorizes show management to assign to exhibitor, in lieu of the space described herein, such space, regardless of size or location, in such other building as show management may be able to procure for the holding of such exhibition, regardless of the location thereof. Exhibitor shall use and occupy such substituted space at the same rent and under the same terms and conditions as are set forth in the contract, and show management shall not be liable to exhibitor for any loss or damage suffered by exhibitor by reason of such unavoidable postponement and relocation of the event.

If the event is cancelled because of reasons beyond the control of show management, space fees or deposits already made will be returned to exhibitors on a pro rata basis, after all related event expenses incurred by show management, through the date of cancellation, have been met and such refund shall be accepted by exhibitor in full settlement of all loss or damage suffered by exhibitor.

Show management has the absolute right to cancel the contract if exhibitor fails at any time to comply with any of the terms, provisions or conditions of the contract. Such cancellation shall be without liability on the part of show management, and in the event of cancellation, show management shall retain all payments made by exhibitor for exhibit space. Show management has the right to cancel the contract if exhibitor becomes insolvent.

All cancellations must be received in writing.

### **Downsizing**

If an exhibitor downsizes, it may be required to move to a new booth location. Notification dates and percentages of penalty fees for reduction of exhibit space are the same as for canceling exhibit space. Penalty fees are assessed on the amount of the reduced space.

### **Exhibit Space Selection and Assignment**

Exhibitors can select their exhibit space from the spaces available. Providing all rules and regulations are followed, exhibit space assignments will be made on a first come, first-served basis.

Show management reserves the right to set aside premium exhibit space as part of sponsorship packages offered to exhibitors.

### **Move-In and Move-Out**

Texas EMS Conference and the official show contractor will maintain control and have priority at the loading areas at all times.

## **Relocation of Exhibits**

Texas EMS Conference reserves the right to alter locations of booths or vehicle spaces as shown on the official floor plan and retains absolute discretion and authority in the placement of all trade displays.

## **Forced Setting of Exhibits**

All displays must be in place and display material, cartons and refuse removed from the aisles by Sunday, November 22, 2020 at 10:00 a.m.

Late Installation: If installation of any exhibit has not started by Sunday, November 22, 2020 at 9:00 a.m. and no arrangements for move-in have been made, show management may arrange to erect the exhibit and exhibitor will be billed for, and agrees to pay for, all charges incurred. Show management shall not be liable for damages that may occur during the exhibit move-in.

## **Forfeiture-Space Abandonment**

Unless arrangements are made prior to the event, any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours forfeits its right to the exhibit space. The forfeited space may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.

## **Violations**

Any violation by exhibitor of any of the terms and conditions herein shall subject exhibitor to cancellation of the agreement to occupy exhibit space and to forfeiture of any monies paid on account thereof. Upon due notice of such cancellation, show management shall have the right to take possession of exhibitor's space, remove all persons and properties of exhibitor and hold exhibitor accountable for all risks and expenses incurred in such removal.

## **Payments**

All fees owed by the exhibitor for any reason not fully paid within 30 days of exhibitor registration will result in the loss of space assignment. No display or exhibit materials will be released to the exhibit area unless all fees are paid in full. The exhibitor who fails to make payments when due shall automatically forfeit any rights, privileges and claims of any nature the exhibitor has, or may have, including any payments previously made.

Show management is willing to mediate but shall have no obligation to resolve any dispute between official show service contractors and an exhibitor over fees and charges.

## **Relocation of Space Policies**

Requests for relocation of exhibit space must be in writing. Show management will try to accommodate location change requests on a case by case basis.

## **Sharing of Exhibit Space**

For a fee of \$750 a company may share a booth with another company only if the second company is a subsidiary or distribution partner. Booth space must be 20'x10' or larger.

## **Additional Rules & Regulations/Amendments/Authority of Show Management**

Show management reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Show management shall have the final determination, interpretation, and enforcement of all rules, regulations, and conditions governing exhibitors. All matters and questions not specifically covered by the agreement are subject to the decision of show management and those decisions will be final.

## **Applicable Law Clause**

The agreement shall be governed by and construed in accordance with the laws of the State of Texas without regard to conflict of laws, rules, policies, or principles. If legal action is required to enforce this agreement, the prevailing party is entitled to recover reasonable attorney fees, costs of court and any other expenses incurred in enforcing the agreement.

## **Application for Space/Execution of Contract – Non Endorsement**

Registrations for rental of exhibit space shall be subject to the approval of show management, which reserves the right to reject applications for space with or without cause if in the best interest of the event. Registrations will be accepted or declined based on availability of exhibit space and the proposed products and/or services of the exhibitor. An exhibitor's products and/or services must relate to the needs of the industry.

The individual submitting (either written or electronic signatures) on behalf of the exhibitor represents and warrants that he/she is authorized to do so.

Upon acknowledgement of acceptance of the written/electronic registration by show management, the application shall be a legally binding contract between the exhibitor and show management. It is understood and agreed that any changes or modifications to the application in terms of exhibit size, location, configuration or cancelation by the exhibitor, following the initial submission, shall be considered accepted and approved by show management if written notification is provided by exhibitor to, and received by, show management.

## **Exhibitor Liability Insurance Requirement**

Provide Show Management a certificate of commercial liability insurance in the following amounts insuring against all claims, suits and demands for personal injury or property damage occurring in or on the exhibitor's booth or space or caused by any act or omission of the exhibitor, its agents or employees:

Commercial General Liability Insurance, Including Personal Injury Liability, Independent Contractors Liability and Contractual Liability with limits of liability for bodily injury (including death) and property damage of not less than One Million Dollars (\$1,000,000), with an aggregate of not less than Two Million Dollars (\$2,000,000). All insurance policies shall include the following:

- 1) The term of insurance is for the duration of Texas EMS Conference, which includes the period from the right of access to set-up through the period allowed for removal of property;
- 2) All policies shall include a Waiver of Subrogation (Right of Recovery) in favor of the City of Fort Worth.
- 3) The terms "Owner", "City" or City of Fort Worth shall include all authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of the City and the individual members, employees and agents thereof in their official capacities and/or while acting on behalf of the City of Fort Worth.; and
- 4) Sladek Conference Services, Inc., Texas EMS Conference, Texas Exposition Services and the City of Fort Worth, shall be endorsed as an "Additional Insured" to all policies except Employers Liability coverage.
- 5) Automobile Liability Insurance shall provide coverage on any automobile, including and defined as automobiles owned, hired and non-owned with a One Million Dollar (\$1,000,000) combined single limit per accident or \$250,000 Property Damage and \$500,000 Bodily Injury per person, per occurrence.
- 6) All policies shall be written by an insurer with an A:-VIII or better rating by the most current version of the A. M. Best Key Rating Guide or with such other financially sound insurance carriers acceptable to the City.

The certificate must name Sladek Conference Services, Inc., Texas EMS Conference, Texas Exposition Services, and the City of Fort Worth as an additional insured.

## **Hold Harmless Agreement and Indemnification**

Exhibitor hereby agrees to indemnify, defend and hold harmless show management to the same extent that show management may be obliged to indemnify the owner of the building and other related entities as lessee or licensee of the exhibit hall or space. If there are any inconsistencies between show management's lease or license for the exhibit hall or space and this agreement, the terms of the lease or license shall govern. If there are additional rules, regulations or terms or conditions that show management must comply with under its lease or license, to the extent they may be applicable to the exhibitor's booth, those additional rules, etc. are hereby incorporated herein by reference and the exhibitor agrees to comply with them.

## **Licensing/Permits**

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. Exhibitors are liable for and shall indemnify and hold show management, its directors, officers, employees and agents, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, its agents or employees, of any patent, copyright, trademark or other mark, trade secret rights or privileges.

Exhibitors or their agents shall not display or offer for sale any counterfeit product, nor shall they display, offer for sale, or advertise any products which bear the name, logo, mark, symbol, or other indicia of origin of an organization or entity for which a licensing program exists, unless such display has been authorized by the respective license holder and/or its licensing agent. In the event that show management believes that an exhibitor has violated the licensing agreement, show management shall be entitled to request removal of the unauthorized product. In the event that show management is found liable for any licensing or infringement violation that arises from or relates to an exhibitor's actions, that exhibitor agrees to indemnify show management.

## **Limitation of Damages/Waiver of Liability and Subrogation**

By its participation, the exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the facility and shall indemnify and hold harmless show management and the facility their agents, servants, and employees from any and all such losses, damages and claims. The exhibitor acknowledges that show management and the facility 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.

## **Aisles**

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle.

## **Displays**

Texas EMS Conference will abide by IAEE's Guidelines for Display Rules and Regulations with one exception: no end-cap booths will be permitted.

## **Rejected Displays**

Texas EMS Conference reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or representatives, with or without giving cause. Liability shall not exceed the return to the exhibitor of the booth space rental fee.

## **Demonstrations**

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

## **Exhibitor Appointed Contractor (EACs)**

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and which may require access to exhibitor's booth space any time during installation, event dates or dismantling. The EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.

EAC must provide Show Management a certificate of public liability insurance in an amount not less than one million (\$1,000,000) dollars for each occurrence, with an aggregate of not less than two million dollars (\$2,000,000) insuring against all claims, suits and demands for personal injury or property damage occurring in or on the exhibitor's booth or space or caused by any act or omission of the exhibitor, its agents or employees. The certificate must name Sladek Conference Services, Inc., Texas EMS Conference, Texas Department of State Health Services, Texas Exposition Services, and the City of Fort Worth, its officials, employees, agents and officers as an additional insured.

### **Fire Protection/Fire Marshal Requirements**

All fire, safety and building regulations of the Fort Worth Convention Center must be strictly followed.

### **Floor Covering/Carpets/Carpet Requirements**

All aisles of the exhibit hall will be carpeted. Carpet within exhibit spaces is optional, and may be supplied either by the general service contractor or the exhibitor.

### **Building Regulations**

Exhibitors must abide by all the rules and regulations of the host convention center. Food samples are not allowed in the exhibit hall. It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.

### **Exhibitor Liability**

Exhibitors are responsible for damage they cause to the building, floors, walls, columns, furnished booth equipment or to other exhibitor's property.

### **Photography/Video Recording/Cameras/Videos**

Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management.

Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.

Conference sessions may not be photographed or video/audio recorded without written consent of show management.

### **Exhibitor Theft, Loss, or Damage**

Texas EMS Conference is not responsible for any loss, theft, or damage to exhibitors, displays or property. Don't leave valuables unattended during show hours. Please plan to cover tables with sheets or tarps and to secure small items for safe keeping after hours.

### **Display Material Removal**

Exhibitors are responsible for the removal of all materials at the end of the show. Material left on the exhibit floor after the show is over will be considered trash and will not be stored.

### **Decorations**

Loud music/entertainment is not acceptable if it interferes with the activities of surrounding booths. Displays should not block other booths or go beyond your booth's boundaries. Lighting that spins, rotates or pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. Show management retains absolute discretion and authority in the arrangement and appearance of all trade displays. No helium balloons are allowed.

### **Vehicle & Helicopter Displays**

Vehicle spaces must contain a vehicle. Each vehicle space may be occupied by only one vehicle. Exceptions to this rule include special spaces created for multiple vehicles (see helicopter spaces below). The primary purpose of the vehicle space must be to



display either a vehicle or equipment/accessories used in the vehicle. Vehicle spaces containing a vehicle for the purpose of displaying/merchandising non-vehicle items are considered regular retail booth spaces and retail booth rates will apply. Please refer to the Exhibitor Kit and/or Facility Display Rules for specific vehicle rules and fuel restrictions. The battery must be disconnected and gas cap taped down.

Helicopter spaces must contain at least one helicopter, vehicle or trailer but is limited to two units per space.

All vehicles must conform to Texas Department of Motor Vehicles rules and regulations regarding motor vehicle events (shows and exhibitions) where marketing of motor vehicle and trailer products take place. Please go to <http://www.txdmv.gov/dealers?tab=Exhibitions-and-Shows> for instructions and forms. (Must be submitted no less than 30 days prior to conference date.)

## **Advertising**

Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such.

Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.

## **Alcohol**

Alcohol should not be served or consumed by exhibitors in their booths during the normal course of regular show hours.

## **Animals**

Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis. Animals should not be permitted as part of displays or demonstrations by exhibitors, unless in alignment with the content and business nature of the show, approved by show management and allowed by the facility. (Seeing eye/assistance animals are always welcome.) If allowed, the following criteria may be required:

A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the facility and show management as additional insured.

Animals will not be allowed to remain in the building overnight.

A trainer must accompany animals at all times.

## **Attire**

Exhibitors and attendees are required to dress and conduct themselves appropriate to and consistent with the professional and business-like purpose and climate of the show.

Personnel/models contracted to assist with demonstrations in an exhibitor's booth are required to wear appropriate attire. Show management reserves the right to make a final determination regarding what is acceptable and may remove persons from the exhibition floor that are not in compliance.

## **Behavior/Good Neighbor Policy**

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor prohibited from future events.

### **Hospitality & Networking Events by Exhibitors**

No exhibitor, or any affiliate thereof, shall conduct any off site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.

### **Intellectual Property Rights/Legal Disputes between Exhibitors**

Exhibitor warrants that it owns the rights for all intellectual property (patent, copyright, trademark, etc.) to be used by exhibitor for promotion or exhibition at the event, and agrees to defend, at exhibitor's expense, and to indemnify show management for any action brought against the show management or its directors, officers, employees or agents and any cost incurred by them arising out of any dispute concerning exhibitor's intellectual property rights. Violation by exhibitor of these rules could result in closure of exhibitor's booth and/or exclusion from participating at future events.

### **Literature Distribution/Giveaways**

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.

Only literature approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises, and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

### **Outboarding**

Any company that is not an official exhibitor that hosts an exhibit or other function at a non-official show venue is in violation of show rules and may lose the ability to exhibit at future exhibitions. Exhibiting companies are encouraged to protect their investment and report any violators to show management.

### **Raffles/Drawings and Contests**

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, hand-outs, contests, lotteries, promotional activities, entertainment, raffles and drawings.

**Sales from Exhibitor's Booths**

Retail sales are permissible on the exhibition floor.

**Smoking**

Smoking policies are determined by the facility and safety codes.

**Strolling Entertainment**

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted.

**Suitcasing**

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund. Additional penalties may be necessary and applied as warranted.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall booth location without the permission of show management are in violation of this clause and will be removed from the exhibit hall and/or premises.

**Weapons**

Unlicensed weapons are not allowed on the exhibition floor or elsewhere within the facility.