



## Exhibitor Rules & Regulations

These contract Conditions, Rules and Regulations are a part of the Association of Clinicians for the Underserved (ACU) 2015 Sponsors and Exhibitor's Application and Contract for exhibit. Please provide a copy of these Rules and Regulations to the person(s) responsible for the set-up of your booth(s).

**ASSIGNMENT OF SPACE:** Assignment of space will be on a first paid, first-served basis. Every effort will be made to accommodate requests for booth assignments. All sponsorship and promotional opportunities are on a first come, first served basis. For more information, contact [conference@clinicians.org](mailto:conference@clinicians.org).

**SPONSORSHIP AND EXHIBIT FEES AND PAYMENT:** Applications will NOT be processed or space assigned without the required payments and signature. All applications must be accompanied by full payment. Receipt of payment does not obligate ACU to accept a contract as binding. ACU retains the option of returning funds.

**CANCELLATION:** Cancellations of sponsorship or exhibit space must be directed in writing to Abby Miller-Starling at [conference@clinicians.org](mailto:conference@clinicians.org). Refunds, less an administrative fee of \$500 per exhibitor, will be made at the discretion of ACU, but no refund will be given for a cancellation made within 60 days of set-up day. In case of fire or any other causes beyond the control of ACU that prevent holding the conference, this contract will not be binding.

**EXHIBIT BOOTHS:** Each exhibitor will receive one 6-foot draped table, two chairs, and a one-line identification sign bearing the exhibitor's name.

**INSTALLATION AND DISMANTLING:**

Exhibitor Move-In Sunday, May 31 - 4:00 pm to 8:00 pm

Exhibitor Move-Out Tuesday, June 2 - 3:30 pm to 4:30 pm

**SHIPPING:** ACU will mail to each exhibitor complete shipping instructions to the Hotel.

**EXHIBITOR REGISTRATION:** Name badge for one (1) booth personnel is included with each exhibit. Two (2) badges are included with each "Prime" exhibitor. Additional personnel may be registered at \$99.00 each.

**USE OF SPACE:** Exhibitors shall not assign, share, or sublet any space without written consent of ACU. Care must be taken that no display extends more than 8' above the floor or more than 8' in depth from the back wall of the booth, or interferes with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

**LIABILITY:** ACU and the Westin Alexandria Hotel will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold ACU and the Westin Alexandria Hotel and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, exhibitor shall

at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

**SAFETY REGULATION:** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings, and other materials must comply with fire department regulations.

**SECURITY (INSIDE AND OUTSIDE):** The exhibit area is being held in a hotel. Neither ACU nor the hotel can be held responsible for any exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the exhibitors. This space may be resold, reassigned or used by the exhibit manager.

**SHOW CANCELLATION:** If the conference or exhibit is canceled due to circumstances beyond the control of ACU, ACU will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.

**SELECTION OF EXHIBITORS:** Only firms and organizations whose services and products are appropriately related to the purpose of ACU shall be permitted to exhibit. ACU reserves the right to decline or prohibit any exhibit which, in its sole judgment, is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.