

ASSOCIATION OF CLINICIANS FOR THE UNDERSERVED

Exhibitor/Sponsor Terms and Conditions

These contract terms and conditions are a part of the Association of Clinicians for the Underserved (ACU) 2024 Sponsors and Exhibitors Contract for exhibiting. Please provide a copy of these Terms and Conditions 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 tabletop assignments. All sponsorship and promotional opportunities are on a first come, first served basis.

SPONSORSHIP/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 astarling@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.

TABLETOP EXHIBITS: Each exhibitor will receive one 6-ft. draped table, two chairs, a one-line identification sign bearing the exhibitor company name and company information published in the conference program. One full conference registration is included with a tabletop exhibit. *Additional exhibit booth personnel may be registered at \$400.00 each.*

INSTALLATION AND DISMANTLING:

Exhibitor Move-In & Set up is Sunday, August 4th, 3:00pm-6:00pm.
Exhibitor Move-Out is Tuesday, August 6th, 2:00pm-5:00pm

SHIPPING: Exhibitor is responsible for all shipping costs and hotel package fees. All exhibit materials should be shipped to the Marriott Marquis scheduled to arrive no more than 48 hours prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Shipments should be labeled as follows:

ATTENTION: [Recipient]

Group Name: ACU 2024 Conference

Group Arrival Date: August 4, 2024

The Westin Washington, DC Downtown

Receiving Department

999 9TH STREET NORTHWEST, Washington, DC 20001

Number of Boxes:

For return shipments, packages must have a completed carrier air bill affixed to each package. All package pickups must be scheduled by calling the carrier.

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 tabletop, 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 Marriott Marquis 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 Marriott Marquis 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 10:30am, Monday, August 5, 2024 will be forfeited by the exhibitor. This space may be resold, reassigned or used by the conference 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 cost of the tabletop.

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.

PAYMENTS can be made online at the conference website or by check mailed to ACU.

MAKE CHECKS PAYABLE TO:
Association of Clinicians for the Underserved

MAIL CHECKS TO:
ACU 2024 Exhibits,
1575 I Street NW, Suite 300
Washington, DC 20005

For more information on exhibiting or sponsoring the ACU Annual Conference, contact: [Narine Hovnanian, ACU Conference Planner](mailto:Narine.Hovnanian@acuconferenceplanner.com) at nhovnanian@clinicians.org.