

2017 APS Annual Meeting Exhibit Rules & Regulations

Exhibit Space Contract: Please read Exhibit Rules and Regulations prior to signing contract. Signature of the Liaison Official on the contract will constitute agreement of the Exhibitor to comply with these policies. APS reserves the right to rearrange the floor plan and/or relocate any exhibit. The APS Exhibit Manager has the right to enforce any and all portions of the rules and regulations.

Exhibit Space Includes the following:

- 10' x 10' or 10' x 20' space
- 8' back wall pipe and drape with 3' side pipe and drape
- Identification company name sign
- (1) **FREE** meeting registration for each 10' x 10' space

Application/Contract Must Include:

- Full name and address of organization
- Name, address, phone, and e-mail of Liaison Official
- Payment in full to guarantee exhibit space reservation

Exposition Display Regulations/Stand Specifications:

- For 10' x 10' and 10' x 20' booths, no sidewalls or counters may exceed 48" in height, except in the back 1/3 of the booth. Backgrounds and display material are limited to 8' in height and must not protrude from the back wall more than 48". Each exposition booth will consist of 3' side drape and 8' back drape.
- No exposition booth may span an aisle by roofing or floor covering. Exposed or unfinished sides of Exhibit Booth background must be draped to present an attractive appearance. The decorator, with the approval of the Society, will provide draping deemed necessary and charge the exhibitor accordingly. The aisles are the property of all exhibitors. Space must be left within each exhibit area to absorb the viewers.

Finalization of Space Reservation: Contracts for Exhibit space are subject to the approval of APS. APS reserves the right to offer or refuse space rental to potential Exhibitors. Priority booth assignments will be given to companies who submit their application/contract, with payment, by April 14, 2017. First Choice preferences will be given to companies based on number of years exhibiting, and on advertising and sponsorship dollars spent.

Cancellation: Cancellation by an Exhibitor must be made in writing and sent to A. Fassano & Company on or before April 14, 2017, to receive a refund minus a \$200 processing fee. No refunds will be given for cancellations received after April 14, 2017. In the event the exhibit is cancelled by APS for any reason, the liability of APS shall be limited to a refund of all monies paid by the exhibitor as exhibit rental fee to APS as of the date of cancellation.

Liability: Although security personnel are appointed, neither APS, the Facility, nor the decorator or their agents assume responsibility for any loss or damage to booths, equipment, or personal belongings on-site. By acceptance of the contract, Exhibitor releases the APS and its agents from any and all liability.

Hold Harmless: The exhibitor agrees to defend, indemnify, and hold harmless APS, their management, partners, owners, agents, or employees from any and all claims, liabilities, and losses; for injury to persons (including death); or damage and/or loss to property arising in connection with exhibit space and rental.

Insurance: Insurance on all Exhibits is the responsibility of the Exhibitor. Neither APS nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Exhibitor's space. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others. **NEW** - Each exhibitor must supply APS with a current comprehensive public liability certificate of insurance with combined single limits of \$1 million bodily injury and property damage and/or \$1 million general aggregate with a \$1 million per occurrence limit, naming as additional insured the American Phytopathology Society, A. Fassano & Co., SER Exposition Services and the Tampa Convention Center, and all of the Directors, Members, Officers, Agents and Employees of each of the above. Please send the certificate by July 14, 2017 to A. Fassano & Company, 461 Route 168, Unit A, Turnersville, NJ 08012 or fax to 856-232-2312 or via email to debra_maines@AFassanoCo.com. Please contact if you need a sample.

Exhibitor Services Kit: The online Exhibitor Services Kit (ESK) will be emailed approximately 8-10 weeks prior to the event. The ESK will include the final exposition schedule and instructions and information pertinent to the rental or purchase of booth furnishings, carpet, audio-visual equipment, electrical service, janitorial service, set-up, and tear-down. The decorator's ESK will also include shipping and drayage information. **Space must be carpeted if the exhibit hall is not carpeted. Carpet must be ordered from the Decorator.**

Shipping: All freight charges must be prepaid. Since the Facility does not have capabilities to receive display materials or the accommodations to store empty shipping crates, the Exhibit Decorator will serve as the official drayage contractor. Information on consignment and bill of lading will accompany the decorator's ESK. Any and all property shipped to/from the hotel, convention center, or drayage firm by the exhibitor is the sole responsibility of the exhibitor.

Labor and Safety: The decorator's ESK contains order forms for labor. APS will enforce set-up and tear-down policies to minimize interference with other meeting functions and to maximize the number and quality of the Exhibit hours. Please be familiar with these policies before signing the contract. The Exhibitor is responsible for knowledge of and compliance with all fire, safety, and union requirements as noted in the ESK.

Union Clearance: In order to conform to union rules and regulations, it may be necessary that all exhibitors use qualified union personnel for various services required for installation and dismantling of exhibits and for material handling within the show.

Exhibitor Registration and Identification: The Liaison Official will receive copies of all preliminary and program announcements to facilitate exhibit and hotel registrations. Additional program and hotel registration forms will be available upon request.

Admission: Entrance to the exhibition is by name badge only. Each company that purchases an exhibit is entitled to complimentary registration (number determined by exhibit size/type); additional registrations must be purchased; up to three at the exhibitor rate. Registration information will be sent to the Liaison Official. Exhibitors must staff their exhibits during published exhibit hours. Failure to adhere to the rules specified herein will be cause for forfeiture of space. No refunds on space will be made.

Installation of Exhibits: Any Exhibit not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the Exposition on the first day. No refuse may be placed in the aisles after the final cleaning. Please do not litter the floor in the booths or aisles after cleaning.

Dismantling: No packing or dismantling of Exhibits will be permitted prior to the published tear-down time.

Care of Building, Equipment, and Furniture: Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the building or furniture without permission from proper building authority. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, the Convention Center Manager, or their assistants. Anything necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Exhibitor. Exhibitors will be responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants. Exhibitors agree to abide by all terms and conditions of Policies and Procedures as set forth by the Exhibit Facility.

Fire Protection: All materials used in the exhibit area must be flameproof and fire resistant. All displays are subject to inspection by the Fire Marshall/Fire Prevention Bureau. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not allowed without the permission of the local Fire Marshall/Fire Prevention Bureau.

Special Effects and Presentation: Operational equipment, audio-visual and sound/attention-getting devices and effects must not interfere with the activities of the conference and other Exhibitors. APS reserves the right to determine at what point sound constitutes interference and if it must be discontinued. Professional presenters or models may conduct product and service demonstrations. Demonstrators are to be straightforward and professional in dress and manner and must avoid the use of theatrical gimmicks such as magicians, robots, pantomimists, hucksters, etc. The use or performance of live or recorded music, including but not limited to music on videotapes, by the Exhibitor for any purpose under this contract is prohibited.

Copyrights: Each Exhibitor will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted materials, devices, and/or dramatic rights used in or incorporated in the APS exhibit. Exhibitors agree to indemnify, defend, and hold harmless APS and its agents, from any claims, damages, or costs, including legal fees, which might arise from use of such material. This includes the acquiring of and compliance with A.S.C.A.P., B.M.I., licenses, and copyrights.

Conducting Exhibits: The character of all exhibits is subject to the approval of APS. The Society retains the right to refuse the applications of Exhibitors not meeting standards required or expected, as well as the right to curtail Exhibits or parts of Exhibits which reflect unfavorably upon the character of the meeting. Nonprofessional products or services are not to be displayed.

Prohibited Practices:

- Canvassing/distributing advertising materials outside the Exhibitor's own booth.
- Canvassing/distributing advertising materials at the meeting's official hotels.
- Solicitation of business, or conferences in the interest of business, except by Exhibitors.
- Operation of unprotected x-ray equipment, UV sources, or sources of ionizing radiation.
- The use of billboard advertisements and/or display of signs outside the exhibit area unless approved by the Society.
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting.
- Contests, lotteries, raffles, and games of chance are prohibited. All "giveaways" shall be of a nominal monetary value and in keeping with the nature of a scientific and professional meeting.
- Entry into another Exhibitor's booth, examination, or photographing of another Exhibitor's booth without permission.
- No food or drink, unless sample size.

Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility or the conduct of said exhibit together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held. In interpreting these terms and conditions, particular attention will be given to preserving the professional and educational nature of the exhibit.

Termination of Exhibit Rights: In the event the Exhibitor, its contractors, agents, or employees fail to comply with any of the provisions hereof, or otherwise detract from the general educational character of the meeting, APS shall be permitted and empowered to terminate the Exhibitor's right hereunder and remove the Exhibitor and contractors hired by the Exhibitor from the premises, in which event the Exhibitor shall not be entitled to any refund of amounts paid hereunder.