

## ASPE Exhibitor Rules & Details

**EXHIBIT REPRESENTATION:** Exhibits must be staffed by a company representative during the scheduled exhibit times. All company representatives must be pre-registered. Each representative will be issued an exhibitor's badge to be worn at all times.

**CANCELLATIONS:** Cancellation requests must be received in writing no later than April 28, 2023, and are subject to a \$250 cancellation fee per exhibit. Should the exhibitor cancel after the deadline, no refunds will be given. No refunds for additional representatives.

**SHIPPING:** Exhibitors are required to make individual arrangements for shipping/handling. Details for shipping will be sent to the official contact person in the exhibitor confirmation email.

**EXHIBITOR SPONSORED MEETINGS OR SOCIALS:** Exhibitors are welcome to sponsor small meetings, user group sessions, and social activities. ASPE will work with you to provide times when members are not participating in any scheduled conference activities. Please contact ASPE to avoid a potential scheduling conflict! **Please note, all sponsored meetings or social functions must be approved by ASPE.**

**SOUND DEVICES/NOISE LEVEL:** Noise level from any product demonstration or sound system must be kept to a minimum and may not interfere with other exhibits or educational activities. Exhibits must not interfere with the use of other exhibits made, impede access to them, or impede the free use of the aisle.

**SUBLETTING OR SHARING OF SPACE:** Subletting or sharing of exhibit space is prohibited.

**SUITCASING/OUTBOARDING AND SALES ON EXHIBIT FLOOR:** ASPE considers the practice of "suitcasing" and/or "outboarding" to be unethical business conduct and strictly prohibits both practices.

Suitcasing refers to the practice of companies or persons who go to expos as attendees but, soliciting business from other attendees and exhibitors.

Outboarding refers to non-exhibiting or non-sponsoring companies that set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants and encourage attendees to leave the exhibit floor and spend time with them. To preserve the integrity of the ASPE Conference, the only legitimate place to conduct business during conference hours is within a contracted exhibit space on the exhibit floor. Only official contracted exhibitors and sponsors are allowed to conduct affiliate events previously approved by ASPE. All violations will be subject to penalties and sanctions against the violating company or persons. Exhibiting companies are encouraged to protect their investment and report any violations to ASPE Staff.

Exhibitors are **not** permitted to sell products on the exhibit floor. Violation of this rule will first result in a warning, and if continued, will result in company removal from the exhibit hall.

**LIABILITY:** Each Exhibitor agrees to protect, save and hold the Hotel, ASPE, and all agents and employees thereof (hereinafter 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 Exhibitor 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, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury or other occurrence

to any person or persons, including Exhibitor, its agents, employees and business invites, which arises from or out of the exhibition premises, the hotel or any part thereof. ASPE authorizes Exhibitor, under the terms set forth, to exhibit products, services, and materials applicable to the patient educator profession in table space to be designated by ASPE in the exhibit area of the hotel during the 2022 Annual Conference at the fee specified for locations assigned. Exhibitors shall indemnify and hold harmless ASPE and the Hotel and its servicing agents from all liability (damage or accidental) which might ensue from any cause resulting from or connected with transportation, placing, removal or display of exhibits. Exhibitors will comply with all Americans With Disabilities Act regulations in the design of the booth. Exhibitor assumes responsibility and agrees to indemnify and defend ASPE and the Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither ASPE nor the Hotel maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. This contract is not assignable. Exhibitors requiring music at their exhibit booth must obtain their own music license. No prior or present agreements or representations shall be binding upon the parties unless included in this contract. No modification or change in this contract shall be valid or binding upon the parties unless in writing and executed by the party intended to be bound by it. This agreement is irrevocable and becomes effective when signed by a representative of ASPE.