

2017 IAFN Exhibitor Rules & Regulations

Application and Eligibility

Application for booth space must be made on the printed form by the International Association of Forensic Nurses (hereinafter "the Association"), and contain the information as requested and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of forensic nursing and the professional education of those individuals attending the Association's 2017 Annual Conference. The Association shall determine the eligibility of any company, product, or service. The Association may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the Association, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees will be returned.

Payment Dates

No booths will be reserved until the Association receives full payment for the total booth fee, along with a signed contract. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the Association by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Association will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the Association.

Cancellation of Booth Space

A 50 percent penalty of the cost of the total booth space contracted will be imposed with a written cancellation received before July 31, 2017. . No refunds will be made or cancellations accepted after August 1, 2017.. If for any cause beyond the control of the Association such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire or other force majeure, the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after peroration thereof among all exhibitors.

Assignment of Booth Space

Space will be assigned according to the date on which the contract and payment are received, the availability of the requested area, the amount of space requested, special needs and compatibility of the exhibitor's products with the Association's aims and purposes. The Association reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

Booth, Furnishings, Equipment and Service

The Association shall provide 8' high back drape, 3' side drape, 6' skirted table, 2 chairs, ID sign, wastebasket, and carpeted floors in the exhibit hall. Exhibit displays must not project so as to obstruct the view of the adjacent booth. All display material or equipment shall not exceed 8 feet in height and stay within the 10' x 10' booth space. Robinson Show Services, Inc is the contracted General Service Contractor for the exhibit hall. Robinson Show Services, Inc will provide an approved Exhibitor Service Kit where you will find additional resources you can take

advantage of: booth rentals, graphic design and sign printing, packages, furniture, and shipping information and guidelines.

Conduct of Exhibits

The advertisement/display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. The association and show management have no restrictions on selling on the exhibit floor provided that sales transactions be conducted only within the proximity of exhibitor's own booth. Exhibitors are responsible to the IRS for the collection and submission of the applicable state and local sales taxes for sales which occur on the exhibit floor, as well as all customs fees and brokerage associated with importing goods to be sold. Further details will be provided in the Exhibitor Services Kit. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of the Association. Helium balloons are not allowed in the exhibit facility. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. The Association reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the Association, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conducts of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle.

Installation and Dismantling

All exhibits must be set up by 7:00 a.m. on Wednesday, October 11, 2017, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. The official closing time of the exhibits is 3:30 PM-5:00 PM p.m. on Friday, October 13, 2017. All exhibit material must be packed and ready for removal from the exhibit area no later than 5:00 p.m. on Friday, October 13, 2017. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation will be fined \$250 and may be denied exhibit space at any future Association conferences.

Hospitality and Entertainment

Hospitality suites or events sponsored by the exhibitors must receive prior written approval of the Association. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours.

General Conference Registration

Any exhibitor who wants to attend any sessions or optional activities must register through regular channels. Advance registration forms will be mailed to all exhibitors.

Fire Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

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Exhibit Staff Registration

Exhibit hall registration of two representatives per paid booth will be complimentary, provided that registrations are received by the Association. *Please note that there is room in each booth for only two representatives at any given time.* There will be a \$25 charge for the registration of each additional booth representative who exceeds the two-per-booth allotment. Each exhibitor who registered in advance will receive a printed exhibitor badge available at the exhibitor registration area. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times including setup, exhibit hours, and dismantling in order to enter the exhibit area. Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Association. ***Exhibitor badges do not include admission to other conference functions, nor are they transferable.***

Unacceptable Exhibits

The exhibitor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

Insuring Exhibits

Exhibitors are responsible for obtaining any insurance that may be necessary to protect their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all-risk insurance covering exhibit property while absent from home premises for exhibit purposes or a rider to the exhibitor's existing policy covering same. Neither the exhibit facility nor the Association will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building or while in the exhibit building, nor for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the Association.

Liability for Damages and Losses to Property

The exhibitor shall protect, indemnify, and hold harmless the Association, the exhibit facility, and the official general services contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived there-from occurring in or about the exposition premises or entrances thereto or

exits there-from, including that caused by or resulting from the negligence of the Association, and from any and all liability for breach of exhibitor's representations and warranties herein. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.

Shipping Instructions

Complete guidelines for shipping will be provided in the Exhibitor Service Kit distributed no less than 60 days in advance of the show. No shipments should be sent to the hotel direct, but rather to the advance warehouse as outlined in the Exhibitor Service Kit or to the hotel c/Robinson Show Services, Inc the day of the move-in only. Any shipments sent to the hotel in advance of the exhibitor move-in are subject to refusal by the hotel. Exhibit material cannot be received at the hotel prior to the show setup dates. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the exhibitor's expense. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association.

Failure to Occupy Space

Any space not occupied at the exhibition facility at 7:00 am on Wednesday, October 11, 2017, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy was previously received along with written approval from the Association.

Exhibit Space Floor Plan

The Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

Raffle/Prize Drawings

The exhibitors shall be allowed to hold prize drawings at their booths. All prize-drawing activities must be conducted within the exhibit hall. No announcements will be allowed in the meeting rooms. The exhibitor is responsible for contacting winners and delivery of prizes. Communication on the time of the drawing is available through the exhibitor listing in the program book or signage at exhibitor's booth.

Miscellaneous

The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by the Association. These terms and conditions may be amended at any time by the Association upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time.

