

EXHIBITION RULES AND REGULATIONS

The following provisions are incorporated by reference in the Application and Contract for Exhibit Space and become binding between the applicant, employees, and agents; and the Association of Women's Health, Obstetric & Neonatal Nurses (AWHONN) upon acceptance of the Contract. The decisions of AWHONN shall, in all instances be final with regard to the use of any exhibit space.

1. LOCATION, DATES, SCHEDULE

The AWHONN 2017 Annual Convention will be held at the New Orleans Convention Center from June 24 – June 28, 2017.

The Exhibit Schedule* is as follows:

Sat, June 24	Exhibit Set-up	10:00 a.m. – 5:00 p.m.
Sun, June 25	Exhibit Set-up	8:00 a.m. – 4:00 p.m.
Sun, June 25	Exhibits Open	5:00 p.m. – 8:00 p.m.
Mon, June 26	Exhibits Open	11:00 a.m. – 3:00 p.m.
Tues, June 27	Exhibits Open	9:00 a.m. – 2:00 p.m.
Tues, June 27	Exhibits Dismantle	3:00 p.m. – 8:00 p.m.

The Exhibit Hall officially opens at 5:00 p.m. on Sunday, June 25, 2017 for the Opening Reception and officially closes at 2:00 p.m. on Tuesday, June 27, 2017. "Exhibits Open" are times when the hall is open to all attendees. To ensure the success of your exhibit, your booth should be staffed at these times.

AWHONN reserves the right to assign labor to set up any display that is not in the process of being erected by 4:00pm on Sunday, June 25, 2017. Exhibitors will be charged for all labor provided. Exhibitors are not permitted to dismantle before 2:00 p.m. on Tuesday, June 27, 2017. To do so may result in exclusion from future shows and/or Priority Point deductions.

2. PAYMENT, EXECUTION AND CANCELLATION

A. Payment

A deposit of 50% of the total exhibit space is required with your application. No space will be assigned without the deposit paid in full. The Rules and Regulations prescribed herein become binding with or without proper payment of space rental fee and or deposit.

B. Execution of Contract

The Application & Contract for Exhibit Space is not valid until accepted by AWHONN. Assignments not rejected by the Exhibitor within 14 days from notification of space assignments will be considered accepted by the Exhibitor and may, thereafter, be rejected or canceled only with the approval of the Exhibits Manager. No Exhibitor shall assign, sublet, or share the whole or any part of its space unless the consignee is in partnership with, a subsidiary of, or is in a joint venture with the contract holder and is an integral part of the product presentation. Two or more firms may exhibit in a single space provided that the booth's total area average is a minimum of one hundred square feet per company. Individual applications and contracts must be submitted and accepted for each company and are subject to AWHONN approval.

C. Cancellation

Cancellations must be made in writing; they cannot be taken over the phone. All Exhibitors canceling space will be charged a \$250 processing fee as liquidated damages in addition to the cancellation fee schedule below:

April 1, 2017 – May 1, 2017: 50% space rental due in liquidated damages. After 1 May 2017: 100% space rental due in liquidated damages.

An exhibiting company canceling with a balance due on the account is responsible for paying the remainder in full within 45 days of the cancellation. Cancellations are effective as of the date of receipt. If a company does not occupy and exhibit in the designated space at the opening of the conference, and has not given the required written notice of cancellation, the Exhibitor is obligated to pay the cancellations fees per the schedule above. AWHONN shall have the right to use the vacated exhibit space in such a manner as it may deem in the convention's best interest and may impose penalties including loss of Exhibitor Priority Points. AWHONN reserves the right to release the space vacated upon notice of cancellation with no obligation. AWHONN will refund any amounts due within 45 days of cancellation. Refunds and liquidated damages are based on full exhibit space rental cost, and not the deposit.

C. Downsizing

An Exhibitor may be required to move to a new location if the Exhibitor requests a downsizing of space. A fee of 50% of the difference between the cost of the original total exhibition fee and the downsized exhibition fee will be charged on any AWHONN approved downsizing on or before May 1, 2017. The fee increases to 100% after May 1, 2017. The above downsizing fees shall be in addition to the actual cost of the downsized exhibition fee.

D. Interest and Collection Fees

Any Exhibitor that does not meet all financial obligations when due will be responsible for all outstanding debts, interest at one and one-half percent (1.5%) per month, and any fees (including attorney's fees and/or collection fees of not less than 25% of the remaining balance due) AWHONN incurs to recover the debt. There will be a \$25 charge for all returned checks. If the above interest amount, attorney's fees and/or collection fees, and returned check fees exceed the limits allowed by applicable laws, then the maximum interest and such fees as allowed by such laws shall be paid to AWHONN by the Exhibitor.

3. EXHIBITOR INFORMATION/DESCRIPTION SUBMISSION

Please provide information describing your exhibiting company or organization's products/services to be included in the Final Official Program. Information will be printed exactly as provided. Submit by May 1, 2017 for inclusion in Official Final Program.

4. EXHIBITION STANDARDS, INSTALLATION/DISMANTLE

A. General

- Exhibits shall be germane to the industry and of interest or educational value to the profession.
- A standard booth is 10'x10' (or multiples thereof) and includes the following:

8' back drape / 3' side drape in show colors
7" x 44" ID sign

3 Exhibitor badges (access to show floor only) per 10'x10'

1 Pre-registration Attendee list (upon request)

Use of AWHONN 2017 Annual Convention logo in marketing materials
Listing in official program (preliminary & final)

1 Priority Point for first 100 sq. ft.; 1 Priority Point for every 100 sq. ft. additional.

iii. AWHONN will carpet all aisles and public areas. **ALL BOOTHS MUST BE CARPETED.** Any booths that do not have carpet ordered by 2:00pm on June 12, 2017 will have carpet ordered and placed at the expense of the Exhibitor.

B. Please refer to the Exhibit Schedule above in section 1. The installation and dismantling of displays may be done by full-time Exhibitor personnel, Levy Exposition Services, or an Exhibitor Appointed Contractor (in accordance with any union regulations). The handling, placing or setting out of merchandise that is to be displayed must be done by the Exhibitor. Exhibitors who plan to have an Exhibitor Appointed Contractor other than Levy install or dismantle their exhibits must abide by the following rules:

- The Exhibitor must notify AWHONN in writing by May 1, 2017 with the name of the Exhibitor Appointed Contractor, address, phone number and supervisor in attendance, or by submitting the Exhibitor Appointed Contractor Notification included in the Service Manual. If AWHONN is not notified by this date, the exhibitor MUST use Levy labor.
- The Exhibitor Appointed Contractor must furnish an original insurance certificate to AWHONN by May 1, 2017. General Liability Insurance is mandatory. Commercial General Liability Certificates of Insurance must show the following: Combined Single Limit of liability in the amounts of \$1,000,000 per occurrence/\$2,000,000 general aggregate. The Additional Insureds should be listed as AWHONN and the New Orleans Convention Center. If an original certificate is not received by this date, the Exhibitor Appointed Contractor will not be allowed to work on the show floor and the exhibitor MUST use Levy labor.
- Upon arrival at the exposition site, Exhibitor Appointed Contractors must check in with Levy and receive badges for each of their workers in order to be admitted on the exposition floor.

C. Exhibits should be installed according to IAEE (formerly IAEM), HCEA and ADA guidelines. They shall not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.

D. Storage on the show floor is strictly prohibited. Storage services will be provided by LEVY at the Exhibitor Service Desks.

5. ARRANGEMENT OF EXHIBITS/SPECIAL REGULATIONS

The Exhibitor acknowledges that he/she is not contracting for a specific booth(s), but rather for the right to participate as an Exhibitor in the AWHONN Convention. The association reserves the right without recourse to absolutely control or prohibit any exhibit or any part of any exhibit which, in its opinion, is not suitable or in keeping with the character of the exposition. This reservation concerns persons, things, conduct, print matter, souvenirs, catalogs, etc. Advertisements not meeting the approval of AWHONN must be removed upon request. Aisle space may not be used for exhibit purposes, displays or signs, or solicitation of business. Distribution of cards, circulars, samples or exhibit material is expressly forbidden in areas outside of your assigned exhibit space. Unethical conduct or infraction of the rules on the part of the Exhibitor or his representatives will subject the Exhibitor, representatives or both to be dismissed from the exhibit. In this event, it is agreed that no refund shall be made by AWHONN and no demand for redress will be made by the Exhibitor or his/her representatives. Disregard for any rule stated here is considered just reason for AWHONN to prohibit an Exhibitor from attending all future AWHONN activities. Questions regarding these policies should be directed to AWHONN's Show Management.

(a) **Exhibitor Eligibility, Assignment and Relocation**—All products and services exhibited at the AWHONN convention shall be directly related to the provision of women's health, obstetric, and neonatal nursing care and must be of professional or educational benefit or interest to convention participants. AWHONN reserves the right to determine the eligibility of prospective Exhibitors for inclusion at its exposition. Eligibility will be determined following receipt of an Exhibit Space Application and prior to assignment. Acceptance of this contract should in no way be construed as an endorsement by AWHONN of either an exhibiting company or its products or services. Exhibitor understands and agrees that AWHONN has sole discretion on the assignment of booths and is under no obligation to assign any of the booths preferred by the Exhibitor. AWHONN reserves the right to alter Exhibitor's assigned location at any time in its sole discretion if deemed in the best interests of the Exposition.

(b) **Island Booths** – Exhibitors with island booth configurations must submit all layouts for AWHONN review prior to May 1, 2017. Exhibitors with an island or perimeter booth who wish to hang signage from the ceiling must complete the Hanging Sign Authorization and submit to AWHONN Show Management for approval.

(c) **Seminars and Prize Contests**—No one shall sponsor any type of seminar presentation, event, reception, contest, raffle or drawing for prizes either in the exhibit or in connection with the AWHONN Convention without approval from AWHONN. No CNE on the exhibit floor. Failure to gain approval from AWHONN may result in loss of eligibility to exhibit in the future. No personal promotions or disbursements of products or literature in the educational sessions. No cash, AWHONN convention registrations, lottery tickets, pocket knives, helium balloons, popcorn, peanuts, bags of any kind or noise makers are permitted as exhibit hall giveaways. AWHONN Gift Certificates can be purchased as giveaways to be used for any AWHONN product, service or resource. Beverage give-a-ways must be ordered through the New Orleans Convention Center or designated vendor.

PLEASE NOTE:

BAGS ARE NOT ALLOWED AS GIVE-A-WAYS ON THE SHOW FLOOR OR IN ANY INDUSTRY SYMPOSIA. THIS RULE WILL BE STRICTLY ENFORCED. IF YOU ARE FOUND IN VIOLATION, YOUR BAGS WILL BE REMOVED FROM THE SHOW FLOOR; PRIORITY POINTS TOWARDS BOOTH SELECTION WILL BE REVOKED AND EXHIBITING COMPANY MAY NOT BE ALLOWED TO EXHIBIT IN FUTURE YEARS.

(d) **Exhibits or Function Space in Other Areas**—AWHONN forbids any company from obtaining meeting space and displaying or demonstrating merchandise anywhere except in the exhibit, unless prior written approval has been granted by AWHONN. AWHONN Headquarter hotels will not assign space without prior AWHONN approval. Failure to adhere to this policy will result in loss of ability to exhibit at the 2017 or future AWHONN Annual Conventions. AWHONN reserves the right to decline meeting space rental to exhibitors with products and/or services that could be considered competing with the AWHONN programs, products or services or that AWHONN reasonably determines is in conflict with our core values or mission.

(e) **Use of Projection Equipment, etc.**—Projection of sound motion pictures and the use of loud speakers or megaphones must not interfere with other exhibits or aisle space. Operation of such projectors is subject to union regulations and approval by AWHONN. Sound amplifying and reproducing equipment are

required to operate at a maximum 85 dB reading on the "A" scale of a sound level meter from a space adjacent to the booth. AWHONN shall be the sole arbiter of acceptability of sound levels and may require the reduction of sound level or elimination of sound reproducing devices.

(f) **Fire Regulations**—Fire hose cabinets must be left accessible and in full view at all times. All display material must be flameproof or fire resistant and subject to inspection by a New Orleans Fire Marshall. No flammable fluids or substances may be used or displayed on tables.

(g) **Care of Property**—No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, scotch tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any damage to the convention center property through carelessness of Exhibitors or their employees or agents must be paid for by Exhibitor causing such damage.

(h) **Pets/Animals**—Pets and animals are not permitted in the convention center, with the exception of guide dogs for persons with disabilities.

(i) **Performance of Music**—Copyrighted music, if published via ASCAP or BMI, may be played in the exhibit hall at any time during the hours of the exposition. This applies whether the music is live or recorded. Unpublished original music, such as used in promotional video/audio tapes, is also acceptable. We do ask that you advise show management if you plan such performances.

(j) **Photography** – Attendance at or participation in the AWHONN Convention and exhibition constitutes an agreement by the participant to AWHONN's use and distribution (both now and in the future) of the participant's image or likeness there of, in any promotional/marketing materials.

(k) **Children** – Children under 16 years of age are not allowed in the Exhibition at any time.

6. FACILITIES RULES

Exhibitor agrees to comply with all rules and regulations prescribed by the management of the New Orleans Convention Center, meet the requirements of all local authorities and obtain, at their own expense, any necessary permits, licenses or equipment, should any be required for the particular individual displays or exhibit of the Exhibitor.

7. SECURITY AND LIABILITY

Each Exhibitor must take provision to safeguard their goods from the time they are placed on display until they are removed by the Exhibitor. Space is leased with the understanding that AWHONN and the New Orleans Convention Center will act for the Exhibitor and representatives only in the capacity of agent, and not as principal. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless AWHONN and the New Orleans Convention Center for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policies. These Rules and Regulations are to be construed as part of all space application agreements.

8. INDEMNIFICATION AND WAIVER

Exhibitor agrees to indemnify, hold harmless and defend AWHONN, the New Orleans Convention Center and the City of New Orleans and their respective members, officers, directors, agents and employees (indemnitees) from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the Exhibitor or its employees, agents, contractors, patrons and invitees. Exhibitor hereby waives each and every claim that arises or may arise in its favor against any one or more of the indemnitees for any and all losses of damage covered by valid and collectible insurance.

9. INTERPRETATION, CHANGES

AWHONN reserves the right to interpret all rules and regulations as well as to make final decisions on all points not specifically covered. AWHONN reserves the right to make any reasonable changes in the rules necessary to ensure the health and safety of those in attendance, the significance of the exhibition and harmony of operation. Exhibitors will be advised of any such changes by bulletin.