

2017 Trade Exposition Rules

- 1. All booth and sponsorship payments must be received by IACP no later than 10 days prior to the first day of the scheduled event.** IACP reserves the right to cancel sponsorships and/or exhibit space after that date for any company or individual who has not remitted payment.
- 2. Exhibit Space Cancellation Policy**—All exhibit booth space cancellations must be submitted in writing and received by IACP, on or before March 31, 2017 for a full refund less \$500 administration fee. Exhibit booth space cancellations received after March 31, 2017 will not be refunded. Please note that exhibitor registration cancellations must be submitted in writing separately from the exhibit booth space cancellation.
- 3. Termination of Conference and Exposition**—Should the premises in which IACP's 23rd Annual *Compounders on Capitol Hill* is to be held become, in the sole judgment of IACP, unfit for occupancy, or should the convention and trade exposition be materially interfered with by reason of action of the elements, strike picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of IACP the contract for exhibit space may be terminated. IACP will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release the Academy of and from all claims for damages and agree that the Academy shall have no obligation except to refund to exhibitors pro-rated shares of the aggregate amounts received by the Academy as rental for exhibit spaces for said exhibits after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deduction being hereby specifically agreed to by the exhibitor.
- 4. If an exhibitor does not follow the rules and regulations set by IACP, then this contract may be terminated**—In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid by him for his space rental, regardless of whether or not IACP enters into a further lease of the space involved.
- 5. Exhibitor Registration Badges**—Exhibitor registrations are limited to only employees of the exhibiting company. Contractors or affiliated companies are prohibited to register as an exhibitor representative and must pay the full registration rate.
- 6. Space Assignment**—IACP requires the exhibiting company to state who they would prefer to/ prefer not to be near in the exhibit hall. **IACP will determine all booth assignments based on the order of which the commitment form was received.** IACP, reserves the right to make the final determination of all space assignments in the best interest of the exposition. *Exhibitors cannot sublet any part of their assigned exhibit space. No exhibitor shall assign, sublet or share the space allotted with another business or firm.*
- 7. Use of Exhibit Space**—The General Rule of the Exhibit Hall is: Be a Good Neighbor. No exhibits will be permitted

to interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has under contract with IACP, no part of the Exhibit Hall and its grounds may be used by any organization other than IACP for display purposes of any kind or nature. Representatives should be attired to maintain the professional and businesslike climate of the convention. **Booth height restrictions:** The Marriott Wardman Park Exhibit Hall has a **booth height restriction of 10ft.** your booth must fall under the height restrictions to enter the exhibit hall.

8. Installation and Dismantle—In fairness to all exhibitors, IACP exhibit construction guidelines must be observed. All booths must contain at least 50% open area to permit side viewing through the booth. If motion pictures, other than A/V or loud speakers are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound presentation, slides or movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. IACP reserves the right to restrict the use of glaring lights or objectionable light effects. The exterior of any display cabinet or structure visible from an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display. If the Exhibit Hall is not carpeted, then IACP exhibitors are required to carpet each booth space contracted for. All exhibits need to comply with IAEE Guidelines for Display Rules and Regulations. The Exhibit Hall has been reserved for exhibit Installation during the following hours: Move in: Saturday, June 10 from 10:00 a.m. – 4:00 p.m. **All exhibits must be fully operational by Saturday, June 10 at 5:00 p.m. to participate in the Welcome Reception inside the exhibit hall.** If erection of any exhibit has not started by 4:00 p.m., IACP shall order the exhibit to be erected and the exhibitor shall be responsible for payment of expenses incurred. The dismantling of displays begins on Monday, June 12 at 1:00 p.m. and move out must be completed by 4:00 p.m. Deadline for removal of all display materials is Monday, June 12 at 4:00 p.m. At that time, all exhibit displays or materials left in booths without instructions will be packed and stored at the discretion of IACP, and all charges will be applied to the exhibitor. *Exhibitors are advised to provide locked storage facilities within their own display area for excess merchandise.

** IACP reserves the right to slightly change these times.*

9. Printed Materials—Distribution of printed materials, including audiocassette tapes, videos, and books, by exhibitors or their employees are prohibited and limited to the space rented by the exhibiting company in the exhibit hall. Materials are not allowed in or around the meeting registration area and prohibited from inside of or directly

in front of the Continuing Education sessions. Violation of this may lead to IACP confiscating and destroying any such material.

10. Hotel room door drops—Materials of any kind may not be distributed to attendee hotel rooms either by the hotel, an exhibitor/sponsor company or any company unless previously approved by IACP. Written approval for distribution must be sent by IACP.

11. Health, Fire Regulations, and Public Safety—To ensure the safety of all participants, fire regulations must be observed. Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specification of the local Fire Underwriters Inspection Bureau. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

12. Care of Buildings—Cost for repairing any damages to the exhibit hall will be billed to the responsible exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the exhibit hall, convention center, or hotel.

13. Service Personnel will not be allowed on the exhibit floor without work orders and official service badges—Exhibitors using companies other than IACP's Official Contractors must advise them to check with the Exhibitor Service Center upon their arrival. Copies of all job orders must be presented at that time for management's files to qualify their company's participation. Upon verification, official service badges allowing access to the exhibit area during service hours only will be issued.

14. Exhibitor displays will not be dismantled or packed in preparation of removal prior to the official exhibit closing time of Monday, June 12 at 1:00 p.m.—No equipment can be removed from the exhibit hall during the conference without written permission from IACP. Failure to comply with these rules will result in not being invited to exhibit in future years or denied selection of premium booth space.

15. Insurance—Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person, personal effects, and property of others. All property of the exhibitor is understood to remain under his custody and control, in transit to and from the confines of the exhibit hall, subject to the Rules and Regulations of the Exposition.

16. 'Hold Harmless' Clause—The exhibitor assumes the entire responsibility and liability for losses, damage and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and convention center and shall indemnify and hold harmless the hotel, convention center, agents, and employees from any and all such losses, damages and claims.

17. Royalties, license fees and other charges—Exhibitor agrees to pay all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of any music—either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, his agents, employees or subtenants within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless IACP, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. Exhibitors shall have the right, however, to protest and if desired, to litigate and adjudicate any and all such claims.

18. Any videography/photography is strictly prohibited in the exhibit hall unless IACP grants written permission in advance.

19. IACP reserves the right to make changes to these rules—Any matters not specifically covered herein are subject to decision by IACP. IACP reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes.