



## Rules and Regulations

### Eligibility, Space Assignment, Schedule, Terms of Payment & Cancellation

See *Exhibitor Prospectus* for details.

### Exhibitor Registration and Badges

Exhibitors are encouraged to register in advance. Each 10' x 10' booth is entitled to 5 complimentary badges. Maximum of 20 badges per island booth. Additional badges may be purchased at \$50 each (non-refundable), not to exceed your original allotment. Each representative of an exhibiting company must wear the official badge at all times during the meeting.

Badges are required for entry into the exhibit hall at all times. Badges are not transferable and will be confiscated if worn by others than the person to whom issued. The clear view of the official AAPM&R badge shall not be obstructed. Therefore, business cards or any other materials are not to be used in AAPM&R badge holders.

### Union Labor

Exhibitors shall be bound by all contracts in effect between service contractors, Washington State Convention & Trade Center, and labor organizations.

### Character and Construction of Exhibits

AAPM&R follows IAEE guidelines related to booth construction. Specific details are outlined in the *Exhibitor Service Kit* or available from AAPM&R upon request. The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with AAPM&R, no part of the Convention Center, hotels and its grounds may be used by any organization other than AAPM&R for display purposes of any kind or nature. Within the convention center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. The exterior of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense. In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating, display, nor exhibits producing objectionable odors be allowed. Booths two stories or higher must submit plans to AAPM&R for approval. Display material (including show case displays or storage cabinets, electrical fixtures, wire, conduits, etc.) must adhere to the Exhibit Construction Guidelines outlined in the *Exhibitor Service Kit*.

### Solicitation

No exhibitor may call or invite a visitor out of one exhibit and into their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials; other areas of Convention Center or the aisles may not be used for this purpose.

### A/V Usage

Audio relating to exhibitor's equipment is permitted, provided projection equipment and screen are located in the rear one-third of the booth, and all viewers stand or sit within the booth. Sound movies may be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems may be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

### Lighting

In the best interest of the exposition, AAPM&R reserves the right to restrict the use of glaring lights or objectionable light effects.

### Safety Regulations

Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the Convention Center and its municipality, for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drapes or in the exhibit space. All cartons, crates, containers, and packaging materials will be stored by the official service contractor at the exhibitor's expense. Up to one day's supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the exposition is open. No obstruction such as chairs, tables, displays, or other materials will be allowed to protrude into the aisles. 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.

### Photography and Sketching

Cameras, camcorders, video recorders, digital cameras may be carried in the exhibit area, but under no circumstances may photographs, drawings, audio or video taping be made and/or will be allowed without expressed authority of the exhibitor concerned in each case. AAPM&R reserves the right to allow its contracted photographer to take general photos of the exposition at select times during the Annual Assembly. The photographs will be retained by AAPM&R and used only for general promotion of future Annual Assemblies.

### Complaints and Amendments of Rules

Complaints of any violation of the Rules and Regulations or exhibit construction guidelines are to be made promptly to AAPM&R, and exhibitors and their personnel agree to abide by the decision of AAPM&R. AAPM&R reserves the right to make changes, amendments and additions to these rules at any time and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by AAPM&R. This contract shall be governed by the laws of the city of Rosemont, IL, USA. Exhibitor agrees to abide by the rules and regulations of Washington State Convention & Trade Center. Any claim or dispute related to or connected with this Agreement shall reside in the courts of the State of Illinois.

### Hanging Signs

Hanging identification signs and graphics are permitted to a maximum height of 20' from the floor, provided approval is received from AAPM&R Exhibits Manager at least 60 days prior to the exhibition. Hanging signs cannot block AAPM&R signs. No part of the display between in-line, corner or island booths may be suspended over an aisle. Only professionally printed signs are allowed in the exhibit hall.

Note: Electrical requirements, projection requirements, and all furniture and accessories are the responsibility of the exhibiting company. Forms for these will be provided in the *Exhibitor Service Kit* in August 2010.

### Indemnification & Insurance

Exhibitors shall indemnify, hold harmless and defend AAPM&R, the Washington State Convention & Trade Center, their directors, agents and employees from any and all losses, claims, liability, damage, action, judgment recovered from or asserted against them, or other expense (including, without limitation, attorneys' fees and expenses) arising out of or relating to the exhibitor's use of the convention center or from the conduct of exhibitor's business or from any activity, work, or things that may be permitted or suffered by exhibitor in or about the exhibit and the convention center or from any breach or default in the performance or any obligation on the exhibitor's part to be performed under any provision of this agreement or arising from any negligence of exhibitor or any of its agents, contractors, employees, or invitees, including but not limited to the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by exhibitor, or other persons in connection with the exhibit and the convention center. Exhibitor hereby assumes all risk of damage or loss to its property or injury to its officers, directors, employees, agents, contractors, invitees, or any attendees at the exhibit for any cause, and hereby waives all claims in respect thereof against AAPM&R, except where such damage or loss arises out of the demonstrated sole negligence of AAPM&R or the convention center.

Insurance protection will not be afforded to the exhibitor either by the Academy or the Washington State Convention & Trade Center. Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least \$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others. Policies shall name the Academy as a named additional insured. Certificates of insurance must be furnished prior to move-in at the Washington State Convention & Trade Center. Mail your proof of insurance by September 15, 2010, to: AAPM&R, Attn: Show Management 9700 W. Bryn Mawr Avenue, Suite 200, Rosemont, IL 60018-5701.

### Booth Accessibility

Exhibitors shall be responsible for compliance with the *Americans with Disabilities Act* of with regards to their booth space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at 800-514-0301 or at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

### Security

Professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAPM&R arranges to provide hall security after hours during the exposition. However, neither the AAPM&R, security service, nor the Washington State Convention & Trade Center (WSCTC) is responsible for any loss or damage to exhibitor property.

### Advertising

AAPM&R does not endorse or promote any products or services related to an exhibit. The use of the AAPM&R logo, name, Annual Assembly Technical Exhibition artwork or any representations thereof shall be only at the express written consent of show management.

To prepare for the meeting in a timely and efficient manner, third parties acting on behalf of or representing the exhibitor must adhere to and abide by all AAPM&R rules and regulations. It is the exhibiting company's responsibility to make its agencies and/or contractors aware of all guidelines and deadline dates and to forward promotional materials, service manuals, and forms that are the responsibility of the third party.

### Distribution of Advertising Material

Canvassing any part of the exhibit hall or meeting rooms by anyone is strictly forbidden. Anyone so doing will be escorted from the AAPM&R Annual Meeting. Canvassing or distributing of advertising material by an exhibitor will not be permitted outside of the exhibitor's allotted booth space. Distribution of any literature through the official AAPM&R hotels is not permitted. Exhibitors may not use AAPM&R or Assembly logos in connection with any product or advertising materials.

### Demonstrations, Interviews, Subletting

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations and adequate space for interviews should be available within the confines of the individual exhibitor's booth. No interference with normal traffic flow and infringement on neighboring exhibits is permitted.

### Product Samples/Promotional Items

Distribution of samples and souvenirs is permissible provided it is done in a dignified manner, does not create a nuisance, and causes no interference with adjoining exhibits. Exhibitors planning to distribute souvenirs at their booth should send a sample of the artwork to AAPM&R Show Management if there are any statements, logos, or artwork appearing on the souvenir other than that associated with the exhibiting company.

### FDA Disclosure Requirements

Displays or graphical depictions of drugs or devices declared investigational or unapproved by the United States Food and Drug Administration (FDA) must (1) contain only objective statements about the product; (2) contain no claims that state or imply, directly or indirectly, that the product is reliable, durable, dependable, safe, or effective; and (3) contain no claims that the product is in any way superior to any other marketed products.

These drugs/devices must be displayed solely for the purpose of obtaining investigators and be accompanied by instructions for becoming an investigator and investigator responsibilities. Drugs/devices will only be permitted when accompanied by appropriate signage indicating the clearance status. Signs must be visible, near devices (clearly legible) and contain the following or similar statement: "Caution: Investigational Device Limited by Federal (or United States) Law to Investigational Use." Clear unequivocal statements that the drug/device is under investigation and is available only for investigational use are to be made in oral presentations. Exhibitors are further advised to adhere to the FDA prohibition on the promotion of cleared drugs and devices for unapproved uses. Specifically, pharmaceutical manufacturers cannot proactively discuss off label uses, nor may they distribute written materials (promotional pieces, reprints of articles, etc.) that mention off label uses. FDA defines off label use as "use for indication, dosage form, dose regimen, population, or other use parameter not mentioned in the approved labeling."

### Interruption or Prevention of Technical Exhibition

In the event the Technical Exhibition is interrupted or prevented to be held for any reason beyond the control of AAPM&R, then this Exhibit Space contract shall terminate and the exhibitor hereby waives any claim against AAPM&R for damages of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or, if previously paid, shall be refunded by AAPM&R to the exhibitor after deduction of such amounts as may be necessary to cover expenses incurred by AAPM&R in connection to the Technical Exhibition.

### Sanctions for Violations

AAPM&R reserves the right to control or prohibit any exhibit that, in its opinion is objectionable, may detract from the general character of the exposition and is not in keeping with the policies of AAPM&R. This reservation refers to companies, persons, products, and printed matter. AAPM&R may impose appropriate sanctions regarding current or future participation in AAPM&R exhibit program.

In the event of such restrictions or eviction, the American Academy of Physical Medicine and Rehabilitation will not be liable for any refunds, rentals or exhibit expenses.

I have read and agree to the terms of this contract: INITIAL: \_\_\_\_\_.