2026 AAPM&R Annual Assembly
Exhibitor/Sponsorship Guidelines and Policies
As of September 30, 2025

1. **Introduction**

The objective of the 2026 AAPM&R Annual Assembly is to further the American Academy of Physical Medicine and Rehabilitation (AAPM&R) objectives by providing a forum through exhibits and technical panels. Exhibitors or limited to firms, organizations and agencies who exhibits are in harmony with the purpose of the Exposition.

AAPM&R recognizes the International Association of Exhibitors and Events (IAEE)'s guidelines as the industry standard and has adopted many of its principles. All industry and non-industry members participating in the AAPM&R Annual Assembly and all events, Academy sponsored or not, associated with or held in conjunction to the AAPM&R Annual Assembly, including the PM&R Pavilion, Job Fair, Education Theaters, Satellite Symposia, etc. are to be aware of all laws, both state and federal, AAPM&R policies, and codes adopted by AAPM&R and are to comply with all laws, policies, and codes. AAPM&R reserves the right to make decisions on any situations or matters not included in this document and to amend the policies at any time.

2. **Policy/Code Reference**

- Accreditation Council for Continuing Medical Education (ACCME)
- Advanced Medical Technology Association (AdvaMed)
- American Medical Association (AMA) – Physicians Payment Sunshine Act
- Centers for Medicare & Medicaid Services (CMS)
- Council of Medical Specialty Societies (CMSS)
- US Food and Drug Administration (FDA)
- Orange County Convention Center Exhibitor Guidelines
- Pharmaceutical Research and Manufacturers of America Code on Interactions with Health Care Professionals (PhRMA)

3. **Exhibitor Eligibility/Requirements**

All exhibits and related demonstrations and presentations shall serve the interests of AAPM&R members and the event's industry. AAPM&R reserves the right to accept or decline, in its sole and absolute discretion, an application for exhibit space and to determine the eligibility of any exhibitor for inclusion in the event. Space applications will be accepted or declined based upon availability of exhibit space, the proposed products and/or services of the exhibitor and other criteria established by AAPM&R in accordance with the Academy's vision. AAPM&R reserves the right to determine eligibility of exhibitor for inclusion in the show prior to, or after, execution of the agreement. If an application is not accepted by AAPM&R, any deposit will be returned to the applicant. AAPM&R reserves the right to remove or prohibit any exhibit in whole, or in part, or any exhibitor or representative that in its opinion are not, or whose conduct is not, in keeping with the character and purpose of the trade show.

4. **Subleasing**

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of AAPM&R shall, in all instances, be final with regard to use of exhibit space.

5. **Exhibit Space Assignment/Priority Points**

Booth assignments are based on a priority point system. After the initial space draw, booths are assigned on a first-come, first-served basis. Exhibitor points are cumulative and carried over from one participating year to the next. Total points will accumulate over a 5-year period.

Accumulation of Priority Points

Priority points are earned in the following ways:

- One point for every 10x10 booth unit.
- One point for every $5,000 spent at Annual Assembly excluding your booth fee. One point for every year participating in Annual Assembly (this year points were accumulated for 2019, 2022, 2023, 2024 and 2025. The virtual years were not included).
- Points are awarded for the various tiers of the IRC and IPC supporters.
- Points are given for the year-round members.

Mergers and Acquisitions:

Priority points are not combined when two companies merge. AAPM&R will use the highest point value obtained from one of the principal companies involved in the merger and use that number moving forward.

Loss of priority points:

- No points are awarded if booth space is cancelled.
- Violation of AAPM&R guidelines and policies may also result in loss or reduction of priority points.
- Early exhibit tear-down may also result in loss or reduction of priority points
- A complete priority point system document may be requested by emailing corporatesupport@aapmr.org.

Booth Fees

All booths are based on the standard 10'x10' (100 sq. feet) configuration with multiples of the same (i.e., 10'x20', 20'x20', etc.).

  - Onsite Booth Rate: $44.00 per sq. ft.
  - Onsite 10'x10' Turnkey Booth Rate: $52.00 per sq. ft.
  - Standard Booth Rate: $46.00 per sq. ft.
  - Corner Premium Fee: $200.00 per corner
  - Standard 10'x10' Turnkey Booth Rate: $54.00 per sq. ft.

AAPM&R reserves the right to adjust the booth pricing at any time.

**Turnkey booth package fee includes:

  - (1) 6' Draped table either 30" or 42" high
  - (2) Contour chairs or (2) stools
  - Wastebasket
  - ID Sign (17" x 11")
  - 10' x 10' Standard Booth with 8' back drape, 3' side drape
  - Complimentary exhibitor profiles in the Official Program (if submitted by the required deadline).
  - Complimentary staff badges (see Exhibitor Badges/Registration section for more information.)

Standard Booth fee includes:

- Booth space
- Pipe and drape, 8’ back wall and 3’ side rail drape for standard spaces
- Standard 17”x11” identification sign
- Booth identification on the Interactive Floor Plan
- Complimentary staff badges (see Exhibitor Badges/Registration section for more information)
- Add information about the complimentary exhibitor listing

Exhibiting company has the responsibility to secure/ship/place/remove any/all booth needs, including, but not limited to booth furniture, electrical, rigging, lead retrieval system, audio visual, catering, carpet, floral, telephone/internet services from the approved vendors included in the Exhibitor Service Manual supplied by the designated decorating contractor, GES.

Please note carpeting and furniture are not included in the standard booth fee but are required in your booth.

Payment, Refunds and Cancellation by Exhibitor/Sponsor

All exhibit space and sponsorship items must be paid for in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the Exhibit Halls or freight docks or be permitted to begin the installation of their exhibits. Badges will also be withheld until full payment has been received.

Payment Terms:

- January 14, 2026: 50% Due for All Applications
- January 14, 2026 – May 12, 2026: 50% Due Upon Receipt
- After May 12, 2026: 100% Due for All Applications

AAPM&R requires payment in full no later than May 13, 2026. Applications received after due date are "due upon receipt," and must be brought up to date to most recent payment deadline. If the Exhibitor fails to pay either 50% deposit or final 100% balance by due dates listed above, AAPM&R may cancel Exhibitor's participation per penalty schedule. AAPM&R is free to assign released space to other companies. Cancellation does not release Exhibitor from obligation per penalty schedule. Failure to make payments does not release the contracted or financial obligation of the exhibitor.

Additional Payment Terms

- Applications received after any listed payment deadline are due upon receipt and must be brought current to the most recent payment schedule.
- If an exhibitor fails to pay either the 50% deposit or the final 100% balance by the dates listed above, AAPM&R may cancel the exhibitor’s participation in accordance with the cancellation penalty schedule. AAPM&R is free to assign released exhibit space to other companies at its sole discretion.
- Cancellation by AAPM&R due to non-payment does not release the exhibitor from financial obligations under the penalty schedule.

Booth Cancellations and Changes

In the event of cancellation or reduction of exhibit space by an exhibitor, AAPM&R shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

- Any cancellations received in writing through January 13, 2026, will not incur a cancellation penalty and the exhibitor will be issued a 100 percent refund of any monies received by AAPM&R for said cancellation.
- Any cancellations received in writing January 14, 2026, through May 12, 2026, will incur a 50% percent cancellation penalty.
- Any cancellations received in writing after May 12, 2026, will incur a 100 percent cancellation penalty and the exhibitor will be issued no refund of any monies received by AAPM&R for said cancellation. The exhibitor remains responsible for 100% of the total exhibit space fee, regardless of whether full payment has been made at the time of the cancellation.

AAPM&R must receive written notification of the cancellation sent to aapmrexhibits@spargoinc.com. The date cancellation notice received by AAPM&R Exhibit Management will determine the above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, AAPM&R reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

In addition to the above cancellation penalties, should Exhibitor cancel within 60 days prior to the first move-in day, Exhibitor may be assessed fees incurred by AAPM&R to cover the booth area and convert it to a lounge area. Cancellation of exhibit space includes cancellation of registration allotted with exhibit space. Note that any exhibiting company that cancels exhibit space before it has made full payment is liable for full payment of the original cost of the total exhibit space less any applicable refunds as explained herein. Appropriate payment must be received within 15 days of cancellation.

If the exhibitor downsizes/reduces space, it may be required to move to a new booth location.

6. Cancellation or Change of Exposition

In the event that the premises in which the Assembly is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AAPM&R or its agents, the Assembly may be canceled or moved to another appropriate location, at the sole discretion of AAPM&R. AAPM&R shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AAPM&R. Causes for such action beyond the control of AAPM&R shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Orange County Convention Center, municipal, state or federal laws, or act of God. Should AAPM&R terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of “Paid Exhibit Space Fees” and or “Sponsorships” in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AAPM&R and in any case, will not exceed the amount of each exhibitor’s paid exhibit space fee and or sponsorship less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AAPM&R through the date of exhibitors’ notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. **Limitation of Liability**
   Exhibitor agrees to make no claim for any reason whatsoever against AAPM&R, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AAPM&R. The exhibitor is solely responsible for his own exhibition material and products and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AAPM&R shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

8. **Exhibitor Badges/Registration**
   Exhibitors are encouraged to register in advance online. A link to the online portal as well as a username and password will be sent to exhibitors in advance of the Annual Assembly. Your exhibit space package includes two (2) complimentary Exhibitor badges per 100 sq. ft. of contracted exhibit space. Additional badges (2 per 10'x10' and 10 per island) may be purchased at $400 each (nonrefundable), not to exceed your original allotment. Exhibitor badges are personal and nontransferable. 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 it is 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.

   All badges after requested allotment are exhausted will be charged the full registration fee. No exceptions.

   **Additional badges may be awarded through other AAPM&R programs such as the Industry Relations Council.

   Exhibitor badges provide access to:
   - Exhibit Hall
   - Non-ticketed educational sessions
   - Scientific poster sessions

   An exhibitor badge does not provide access to receptions such as the PM&R Party and the Resident's Reception; however, exhibitors often are welcome to purchase tickets to the PM&R Party in advance. Details will be provided before the 2026 Annual Assembly.

   Organizations are welcome to register for the meeting as full meeting registrants; however, the intent is that a registrant will act as a registrant for educational purposes and not for commercial purposes. Therefore, organizations that register as full meeting registrants are required to wear their badges at all times. An "Industry Ribbon" must also be worn. View of the name and organization may not be blocked. Any organization that is found using educational courses for commercial purposes may be asked to leave the meeting, without refund, and/or may lose priority points. If participating verbally in any educational meeting space, the attendee must first identify themselves by name and company prior to making any comment.

9. 2026 Location/Dates/Hours/Shipping/Labor

The site of the event is the Orange County Convention Center – West Building, located at 9800 International Drive, Orlando, FL 32819. The current dates and hours are listed below. (*Times are subject to change*)

a) Exhibitor Move-In: Please note: hours are subject to change.
- Tuesday, November 10: 8 am-4:30 pm
- Wednesday, November 11: 8 am-4:30 pm
- Thursday, November 12: 8 am-10:30 am (for final touch ups only)

Exhibitors requiring additional setup hours are required to submit the request in writing to Andrew Cusick with AAPM&R Exposition Management by October 13, 2026, at andrew.cusick@spargoinc.com for approval. Any space not claimed or occupied by 4:30 pm, Wednesday, November 11, 2026, may be reassigned by AAPM&R. No refunds for unclaimed space will be allowed.

b) Exhibition Hours:
All exhibitors must staff their booth during posted hours. Please note: Exhibit hall hours are subject to change.
- Thursday, November 12: 12:30 pm-6:30 pm*
  - 11 am-2:30 pm
  - Welcome Reception on the show floor 5 pm-6:30 pm
    *Only sponsors of the Resident Experience will be allowed to staff their booths from 3:30 pm–4:30 pm.
- Friday, November 13: 8 am-3 pm
- Saturday, November 14: 7:45 am-1:30 pm

c) Exhibitor Move-Out:
- Saturday, November 14: 2-7 pm

The dates and hours of operation of the event are determined by AAPM&R who reserves the right to change the dates of operation and the hours of operation for the event. Exhibitors will be notified of any changes but are strongly encouraged to check AAPM&R's website (www.aapmr.org) for the latest information.

d) Shipping
Shipping information will be provided in the Exhibitor Service Manual. Please make sure to note the shipping deadlines listed on the Exhibitor Service Manual. AAPM&R strongly encourages exhibitors to make return shipping arrangements prior to the dates of the exposition.

AAPM&R is not responsible for missed deadlines or additional fees for incurred by exhibitors. AAPM&R should not be held liable for items lost, stolen, or damaged during shipping or storage.

e) Union Labor
Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

10. Conduct of Exhibitors

a) General Conduct

- Exhibitors will conduct themselves in a courteous and professional manner at all times within the Exhibit Hall. AAPM&R reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner.
- Sales orders may be taken in the exhibitor's booth. Exhibitor is responsible for compliance with all state, local and federal laws.
- No canvassing or distribution of materials outside of an exhibitor's own rental space is permitted. Entry into other exhibitors' booths without permission is prohibited. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Attendants, models, and other employees must confine their activities to the contracted exhibit space. Examination, copying, or photographing of other exhibitors' equipment or materials without permission is prohibited.
- Any exhibitor's promotional or marketing materials found posted within the hotel or convention center or left in education rooms will be discarded.

b) Solicitation/Distribution of Advertising Materials

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 the hotel and convention center or the aisles may not be used for this purpose.

Canvassing any part of the Exhibit Hall or meeting rooms by anyone is strictly forbidden. Anyone doing so will be escorted from the AAPM&R Annual Meeting. Canvassing or distribution of advertising material by an exhibitor will not be permitted outside of the exhibitor's contracted booth space. Distribution of any literature through the official AAPM&R hotels is not permitted unless contracted through the official AAPM&R sponsorship program Exhibitors may only use AAPM&R or Assembly logos provided by AAPM&R in connection with any product or advertising material and are required to maintain AAPM&R brand standards and must receive approval in advance.

11. Demonstrations and Booth Activities

a) Demonstrations

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations should be available within the confines of the individual exhibitor's booth. Promotion of demonstrations is restricted.

b) Booth Activities

AAPM&R reserves the right to ask an exhibitor to immediately cease any demonstration or booth activity not deemed appropriate.

The following booth activities and promotional practices are not permitted (this list is not exhaustive):

- Interference with normal traffic flow
- Infringement on neighboring exhibits or entering non-public areas of another exhibitor's booth without permission
- Promotion of AAPM&R Educational and/or Science Programs, including posters and platform sessions
- Press conferences or filming in exhibit area
- Operating x-ray equipment

- Use of microphones, unless on AAPM&R approved Theater
- Distribution of giveaways without completing a booth activity form
- Distribution of lanyards
- Illegal raffles and drawings (Laws and regulations vary depending on AAPM&R Annual Assembly location. AAPM&R does not provide exhibitors with legal advice.)
- Use of balloons (helium or otherwise)
- Photography of any kind unless contracted with AAPM&R Official Photographer or pre-approved by AAPM&R staff as part of a booth activity
- Video or audio recording of any kind (unless approved by AAPM&R)
- Unofficial door drops at AAPM&R hotel
- Excessive or disruptive noise
- Live music and entertainment

c) In Booth Demonstrations/Theaters
AAPM&R offers theater opportunities on the Exhibit Hall floor and throughout the Annual Assembly. Exhibitors wishing to host theaters in their booth must adhere to exhibitor policies. Audiences must be contained to the booth and not the aisles. Additionally, sound from the presentations must not impede other exhibitors' ability to conduct business. Please consult with AAPM&R about your plans to host in- booth presentations. No in booth presentations will be allowed in a booth smaller than 20'x20'.

d) Giveaways/Promotional Items
AAPM&R only permits exhibitor giveaways by companies meeting the definition for Company * that are educational and modest in value. Exhibitors planning to distribute giveaways of any kind at their booth should submit a giveaway approval form which can be found in the Exhibitor Resource Center by September 25, 2026. AAPM&R reserves the right to disallow an exhibitor to give away any item not deemed appropriate. AAPM&R's logo or any information regarding the Academy, the Annual Assembly, or any related activity is not allowed on any giveaway.

Raffles and drawings are governed by State laws. Exhibitors must be in compliance with laws. AAPM&R cannot provide legal advice to exhibitors.

**A Company is a for-profit entity that develops, produces, markets, or distributes drugs, devices, services or therapies used to diagnose, treat, monitor, manage, and alleviate health conditions. This definition is not intended to include non-profit entities, entities outside of the healthcare sector, or entities through which physicians provide clinical services directly to patients.*

e) The Exhibitor agrees that it may not use the 2026 AAPM&R Annual Assembly to leverage any other event in which the Exhibitor is a sponsor or participant.

12. Events Held by Exhibitors and Non-Exhibitors
AAPM&R prides itself on organizing an exemplary annual meeting (including the educational courses, PM&R Pavilion, etc.), convening approximately 2,600 physicians each year. Significant staff and volunteer resources are needed to plan and execute such an event.

AAPM&R recognizes that participating organizations want to maximize their investment of attending the meeting by reaching as many physicians as possible during the week and allows access to its physician members during the Annual Assembly in a variety of ways such as those listed below during this meeting.

- Exhibit Hall
- Education Theaters
- Sponsorships
- Third-Party Satellite events
- Job Fair

Because AAPM&R has invested significant resources to make the Annual Assembly and PM&R Pavilion happen, AAPM&R prohibits companies and organizations to host activities for meeting attendees beyond the activities of companies outside of the venues listed above. Certain exceptions may apply. Please fill out the Meeting Request Form and submit to AAPM&R if you wish to host an activity of any kind, including social event, Advisory Board, meetings, etc. In all cases, AAPM&R must approve the date, time and location of event and times may not conflict with AAPM&R activities.

Restriction on Activities Outside PM&R Pavilion

AAPM&R limits activities outside of the Exhibit Hall and other AAPM&R offerings by exhibitors or non-exhibitors leading up to and during the Annual Assembly.

13. Exhibit Hall Guidelines and Policies

a) Exhibit Hall Admission Policies

Exhibit Hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official AAPM&R badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official AAPM&R badge.

Exhibitors are permitted access to the Exhibit Hall one (1) hour before and one (1) hour after posted official show hours to attend to their property and staff. Exhibitors are not permitted to use this time for sales appointments, as attendees are not permitted to remain in the Exhibit Hall past the posted closing time. Additional access may be arranged by requesting an off-hours entry pass, which will be granted solely at the discretion of AAPM&R.

All children are allowed to attend the opening Welcome Reception Thursday evening. Children over the age of 3 must be registered for the meeting and wear a badge and/or have a ticket. Children over the age of 12 who are registered and wearing a badge are invited into the Exhibit Hall during show hours on Friday and Saturday and must be accompanied by a registered adult attendee. Under no circumstances are children under the age of 18 allowed on the Exhibit Hall floor during the hours of move-in and move-out.

b) Conduct of Exhibits

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's area. AAPM&R has the right to decline or prohibit any display or portion thereof which in the opinion of the AAPM&R is not proper or in keeping with the character of the exhibition. AAPM&R may restrict displays which, because of noise, odors, acts, costumes, gimmicks, method of operation, materials, or for any reason become objectionable, and also may prohibit or evict any exhibit that, in the opinion of AAPM&R, may detract from the general character of the exhibition as a whole. This provision applies to persons, things, conduct, printed matter or anything of exhibition. In the event of such restriction or eviction, AAPM&R is not liable for any refunds, rentals or other exhibit expenses.

c) Exhibitor Liability Insurance Requirement
The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum $1,000,000 per occurrence/$2,000,000 aggregate coverage. Such insurance shall name the American Academy of Physical Medicine and Rehabilitation, SPARGO, Inc., Orange County Convention Center and GES as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to SPARGO, Inc. or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

d) Exhibitor Appointed Contractors (EACs)
An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and which may require access to exhibitor's booth space any time during installation, event dates or dismantling.

Should an exhibitor choose to use an Exhibitor Appointed Contractor (EAC), an insurance policy must be submitted for both the EAC and the exhibiting company to ensure all staff of the EAC have coverage during setup and teardown and all exhibiting staff have coverage during the show. If the Exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. These rules will be strictly enforced. The exhibitor must complete an exhibitor-appointed contractor form that clearly states the company the EAC is representing. Also, the exhibitor must inform whether this contractor is authorized to order event services on the exhibitor's behalf. If both of these steps are not taken, AAPM&R will be unable to identify the company the form is for and will proceed as though a form has not been submitted

- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges or wrist bands at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. AAPM&R will have the final decision in such instances.
- If an exhibitor is utilizing an Exhibitor-Appointed Contractor, it is the exhibitor's responsibility to submit the Exhibitor-Appointed Contractor Form and valid Certificate of Liability Insurance through the online AAPM&R Exhibitor Resource Center by Friday, September 25, 2026, that includes:
    - Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of liability of not less than $1 million per occurrence.

    - The certificate must also include coverage for workers' compensation and employers' liability within commercially reasonable limits as otherwise required by the laws of the state of Florida.
    - The certificate of liability insurance must name American Academy of Physical Medicine and Rehabilitation, SPARGO, Inc., GES, and the Orange County Convention Center as additional insured.
    - Certificates of liability insurance for EACs must indicate the name of the exhibiting company/organization and booth number that they are representing in the description area of the certificate of insurance. If said information is not included, the certificate of liability insurance will NOT be accepted by AAPM&R.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by AAPM&R in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

e) Occupancy, Deliveries, and Dismantle
- Exhibit displays at the facility must be set by 4:30 pm Wednesday, November 11, 2026. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, AAPM&R reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.
- Delivery or removal of any portion of an exhibit will not be permitted during the exhibition without written permission from AAPM&R. No deliveries may be made during exhibit hours.
- Exhibitor's displays must not be dismantled or packed in preparation for removal prior to the official event closing. Every exhibit must be fully staffed and operational during the entire exhibition. Exhibitor shall not initiate tear-down, packing, or abandon exhibit prior to close of exhibition hall.
- In the event exhibitor begins teardown prior to the close of exhibits, exhibitor will be issued a non-compliance warning and be subject to a $250 fine and loss of priority point(s). Other sanctions may apply.
- The dismantling of displays begins at the official closing time and continues according to the schedule outlined in the exhibitor manual or exhibition notices.
- At the end of the designated dismantling time, all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of AAPM&R and at the exhibitor's expense.
- If exhibitors fail to remove their materials from the exhibition area in a timely manner, exhibitors shall indemnify, hold harmless and defend the AAPM&R from and against any and all fees or expenses that must be paid to the facility as a result of such late removal. Any property remaining in the exhibition area after the termination of the PM&R Pavilion may be disposed of or stored at the exhibitor's sole cost, as GES, the Official Contractor or the Orange County Convention Center deems appropriate.

f) Staffing of Booth

Exhibition space must be fully operational and staffed during published exhibition hours. The exhibitor may not dismantle their display prior to the stated closing of the show. Exhibitors should make travel and staffing arrangements accordingly. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of AAPM&R Exposition Management. Unstaffed exhibits, undecorated exhibits, including early breakdown,

be assessed a penalty of $250 which must be paid before future space purchase is accepted. Additional penalties may apply.

Unless arrangements are made prior to the event, any space not claimed and occupied by Wednesday, November 11, 2026, at 4:30 pm, may be resold or reassigned by AAPM&R, without obligation on the part of AAPM&R for any refund to the exhibitor whatsoever.

Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.

Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. AAPM&R reserves the right to make determinations on appropriate entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

g) Food and Beverage Distribution
- Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must disclose to the AAPM&R and have written authorization from the Orange County Convention Center's exclusive food and beverage provider.
- All items are limited to sample size quantities and are to be dispensed in disposable containers using supplies purchased through the official caterer.
- Exhibitors must not use imprinted containers and supplies of any kind.
- Alcoholic beverages may be permitted with prior written AAPM&R approval.

h) Music
Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AAPM&R is not responsible for any licensing fees for music played in exhibitor's booth.

i) Photography/Video Recording
Exhibiting companies/organizations must obtain written approval from AAPM&R Exposition Management to photograph, videotape, and/or audiotape in the exhibit hall and will only be permitted to photograph, videotape, and/or audiotape in their contracted exhibit space. Exhibitors may not photograph, videotape, and/or audiotape other exhibits and/or attendees.

Exhibitors seeking written approval to photograph, videotape, and/or audiotape in the exhibit hall must submit the Photography/Video Recording Approval Form through the online Exhibitor Resource Center, for approval by Friday, September 25, 2026.

AAPM&R reserves the right to allow its contracted photographer to take general photos of the exposition at select times during the Annual Assembly and PM&R Pavilion. The photographs will be retained by AAPM&R and used only for general promotion of future Annual Assemblies or AAPM&R services.

j) FDA Disclosure Requirements

Displays or graphical descriptions of drugs or devices declared investigational or unapproved by the United States Food and Drug Administration (FDA) must contain only objective statements about the product; contain no claims that state or imply, directly or indirectly, that the product is reliable, durable, dependable, safe, or effective; and 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 purposed 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.”

k) 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 Orange County 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 obstructions, 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, ordinance, and regulations pertaining to health, fire prevention, and public safety while participating at the exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

l) Booth Accessibility/ADA Compliance

Exhibitors shall be responsible for compliance with the American with Disabilities Act of 1992 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.

m) Security/Credentials

A professional security guard service is provided throughout the exhibitor installation and dismantle periods. AAPM&R provides general hall security after hours during the exposition. However, AAPM&R, security service, and the Orange County Convention Center are not responsible for any loss or damage to exhibitor property.

Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. AAPM&R assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are required to carry insurance for covering loss or damage to their exhibit material.

n) Animals

Animals should not be permitted as part of displays or demonstrations by exhibitors, unless in alignment with the content and business nature of the show, approved by AAPM&R in writing in advance and allowed by the facility. Service animals are allowed but must follow facility rules and regulations. If allowed, the following criteria may be required:

- The animal must pertain to the exhibitor or event (i.e., service dog, a dog used in commercials, films, etc.).
- A separate certificate of insurance in the amount of $1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the facility and AAPM&R as additional insured.
- Animal(s) must be on a leash or confined to a pen at all times.
- Animal(s) must be under constant control and are the responsibility of the owner or handler.
- Animal exhibits are not permitted on carpeted OCCC areas.
- The animal handler/owner will be responsible for the removal of all waste from the animal exhibit area, per OCCC guidelines.
- Animals will not be allowed to remain in the building overnight.

14. Character and Construction of Exhibits

General Rules for Booths:

- No two story, multi-level booths or peninsulas are permitted
- Displays must not limit the view or otherwise interfere with other exhibitors
- All exhibitors are required to have carpeting/approved floor covering in their booths and are responsible for any costs incurred if carpeting is ordered
- No enclosed ceilings are permitted
- No solid walls enclosing more than one quarter of the outer perimeter of the booth space are permitted. (Island booths/Pavilions)

a) Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or AAPM&R will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of AAPM&R.
- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle.
- All features, signs, and walls that are facing the aisle need to be covered or finished.

b) Booth Configurations

- Inline Booth (linear 10'x10' booths)

No side rails, counters, or structure may exceed 4 feet in height, or be within 5 feet of the front of the exhibit space. Backgrounds are limited to 8 feet in height (12 feet for perimeter booths) and must not protrude more than 5 feet from the back wall. Exhibit construction may not exceed 4 feet in height except in the back half of the booth as noted above. Corner booths will not have the outside 3-foot side rail installed. Absolutely no storage of any kind will be permitted behind an exhibitor's booth. If the exhibitor does not comply, AAPM&R will have the items stored and removed at the exhibitor's expense.

Additional pipe and drape will be required at the exhibitor's expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. Please note that, in order to provide a harmonious environment to all exhibiting companies' sightlines, rules will be strictly enforced.

Hanging sings are not permitted for inline booths.

- Island Booth
  An island booth is a 400-square-foot (20'x20') or larger exhibit space exposed to aisles on all four sides.

  Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs and/or structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. The top of the booth's sign may not extend more than 20 feet from the exhibit hall floor and cannot block visibility of AAPM&R signs. Variances will not be granted. Island booths must be constructed to allow access from all sides. Island booths should have open sight lines and ingress/egress around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth, neighboring booths are not inappropriately obstructed, and persons may enter/exit the booth space no less than every 50 feet.

c) Booth Rendering Submission Form – Island Booths
Exhibitors who wish to construct an island booth that will be 400 square feet or larger are required to submit a digital drawing, rendering, or architectural plans to AAPM&R Exposition Management, through the online Exhibitor Resource Center, for approval by Friday, September 25, 2026. Any changes that occur after initial submission must be resubmitted to AAPM&R Exposition Management for approval prior to the meeting. Should booth construction at the show site deviate from the actual submitted and approved floor plans, AAPM&R Exposition Management reserves the right to ask the exhibitor to make modifications at the exhibitor's expense. Please contact Andrew Cusick, AAPM&R Exposition Management at 703-631-6200 or andrew.cusick@spargoinc.com with any questions.

d) Floor Covering/Carpet Requirements
Carpet/approved floor covering is mandatory in each booth. The Exhibit Hall portion of the facility is not carpeted, but carpet may be supplied either by the general service contractor or the exhibitor. For information on how to order carpeting, please refer to the Exhibitor Service Manual.

AAPM&R reserves the right to place carpet in any exhibition space not in compliance with this guideline. The exhibiting company will be responsible for all fees/services associated with this placement.

e) Hanging Signs
Approval for the use of hanging signs and graphics, at any height, should be received from the exhibitor by Friday, September 25, 2026. Variances will not be granted. Drawings should be available for inspection.

Note: Rigging requirements, electrical requirements, projection requirements, and accessories are the responsibility of the exhibiting company. Information on this is provided in the Exhibitor Service Manual.

f) A/V Usage
Audio relating to exhibitor's equipment is permitted, provided projection equipment and screens are located in the rear one-third of the booth, and all viewers stand or sit within the booth.

Exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of the neighboring exhibitors and decibel level does not exceed 85. No microphones may be used during presentations. Electrical or other mechanical apparatus must be muffled so that the noise does not interfere with other exhibitors and speakers; other sound devices must be positioned to direct sound into the booth rather than into the aisle.

At the request of AAPM&R, objectionable sound levels must be remedied, or use of the sound-producing device will be forbidden for the remainder of the show. Those exhibitors violating noise regulations will be warned only once.

Videotaping and streaming is not allowed by exhibitors without approval from AAPM&R Exposition Management.

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

Lighting must be directly over or in the exhibitor's booth and may not extend into the aisles or neighboring booths. Exhibitor lighting cannot affect other exhibitors or aisles. Overhead lighting may be dimmed or turned off at the exhibitor's expense with on-site approval from AAPM&R Exposition Management. Requests may be made on site at the Exhibitor Service Desk.

15. Official Program Listing

An exhibitor profile a will be published as part of the Official Program, if the exhibitor submits the information by the deadline date of August 12, 2026. The exhibitor profile in print will include company name and booth number. Exhibiting companies do have the ability to purchase a Featured Exhibitor Listing. Only exhibitors with valid exhibit contracts will be listed in the Official Program. The exhibitor waives and indemnifies AAPM&R and its agents from and against any and all claims against AAPM&R with respect to errors and omissions in the Official Program. The exhibitor shall be responsible for the content of its entries and timely submission.

16. 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, or PM&R Pavilion 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.

Use of Event Name, Logo, and Artwork

The event name and event acronym are registered trademarks. Use of the aforementioned in conjunction with advertisements, promotional materials, endorsements, statements, contests and/or awards of any kind is prohibited without expressed written consent from AAPM&R. Violators may be subject to such civil and criminal penalties as provided by federal and state laws.

AAPM&R will make available and grant permission to exhibitors and advertisers to use the event name and/or logo in an approved and appropriate manner in conjunction with their advertisements and other materials promoting that exhibitor's or advertiser's participation at the event. Samples of the proposed use of the event name and/or logo should be submitted to AAPM&R at least 30 days in advance of the event. AAPM&R reserves the right to deny any request, or any use of the event name, logo and artwork that it finds to be inappropriate, offensive or not in the best interests of the event.

17. Advertising/Marketing - Out of Home

The only appropriate and acceptable venues for the distribution of advertising, publications, or marketing materials are the booths in the exhibit hall. Exhibiting companies may not, for example, engage in marketing activities through the use of hotel television channels, distribution of marketing materials in hotels (e.g., giveaways, flyers, or door drops), and distribution of marketing materials in the convention center. If you are interested in learning about available support opportunities, please contact aapmrexhibits@spargoinc.com or (703)631-6200. The display of banners or other advertisements outside of the exhibit hall and targeted to attendees of the 2026 APM&R Annual Assembly (including, but not limited to, advertising in/on buses, taxis, ride shares, Segway's, boats, pedicabs, planes, street cars, building facades, etc.) is prohibited within five miles of the convention center during the period beginning three days before and continuing until three days after the meeting (November 8 - November 17, 2026). The use of any name logo, or trademark of AAPM&R in any exhibitor advertising is strictly prohibited without AAPM&R's advance written consent. AAPM&R makes available several out of home advertising opportunities. These opportunities can be purchased through our agent, SPARGO, Inc.

Prohibition of Out of Home Advertising

- The Exhibitor agrees not to engage in, conduct, or facilitate any form of out-of-home advertising related to the subject matter of this Agreement without obtaining prior written approval from the AAPM&R.
- Out-of-home advertising includes, but is not limited to, billboards, transit advertising, street furniture, digital screens, and any other public display advertisements outside of traditional media and online platforms.
- The Exhibitor shall submit a detailed proposal of the intended out-of-home advertising campaign, including the content, medium, location, and duration, to the AAPM&R for review and approval at least 90 days in advance of the intended commencement date.

- The AAPM&R reserves the right to approve, reject, or request modifications to the proposed out-of-home advertising at its sole discretion.

- Any out-of-home advertising conducted without the express written approval of the AAPM&R shall be considered a material breach of this Agreement, and the Exhibitor shall be liable for any resulting damages, including but not limited to removal costs and potential harm to the Exhibitor's reputation.

- The Exhibitor agrees to indemnify and hold harmless the AAPM&R from any claims, losses, or damages arising from unauthorized out-of-home advertising activities.

  This clause shall survive the termination or expiration of this Agreement.

18. Additional Rules and Regulations/Amendments/Authority of AAPM&R

All matters and questions not covered in the contract to exhibit are subject to the express decision of the Academy. The terms of this contract and all other rules and regulations applicable to the Annual Assembly and PM&R Pavilion and exhibitor's space may be amended at any times by the Academy, and all amendments so made shall be equally binding on the exhibitor and all other exhibitors affected by them.

The AAPM&R reserves the right to rearrange the floor plan and/or relocate any display. The Academy has the right to enforce any and all portions of these Regulations. In interpreting these Regulations, particular attention will be given to preserving the professional and educational nature of the exhibition.

a) Compliance
AAPM&R shall have the final determination, interpretation and enforcement of all rules, regulations and conditions governing exhibitors. The exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations that may be established by the facility and AAPM&R. All matters and questions not covered by the agreement shall be subject to the final judgment and decision of AAPM&R. Any violation by the exhibitor shall subject exhibitor to cancellation of the agreement to occupy exhibit space and to forfeiture of any monies paid on account thereof. Upon due notice of such cancellation, AAPM&R shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor accountable for all risks and expenses incurred in such removal. Additional penalties may apply.

All fines associated with violations/non-compliance must be paid in full within 30 days of invoice date.

b) Sanctions for Noncompliance with Guidelines
As a condition of participation, industry and non-industry participants agree to observe all 2026 Policies and Guidelines. Violations of AAPM&R policies and guidelines will be reviewed, and sanctions may be applied.