

## **Osteopathic Medical Conference & Exposition** ***Exhibitor Rules & Regulations***

### **1. Purpose**

The objective of the Osteopathic Medical Conference & Exposition (OMED<sup>®</sup>19) is to further American Osteopathic Association's (AOA) objectives by providing a forum through exhibits and educational sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition.

### **2. Location of Exhibits**

The Exposition will be held at the Baltimore Convention Center, Baltimore, Maryland.

### **3. 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 AOA shall, in all instances, be final with regard to use of exhibit space.

### **4. Occupancy Default**

Any Exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, AOA shall have the right to use such space and re-allocate or reassign for such purposes or use as AOA may see fit.

### **5. Eligibility**

AOA retains the exclusive right to determine which companies and organizations may exhibit and where they may exhibit in the Exhibit Hall. Personal Use/Lifestyle Products may be approved to exhibit in a designated area in the Exhibit Hall.

### **6. Compliance with Applicable Law and Regulations**

Each exhibiting organization is responsible for understanding of and compliance with the specific requirements of the Exhibit Hall and any other code to which they have signed on, the policies within the CMSS Code, including any local, state, and federal laws pertaining to pharmaceutical and medical device manufacturer conduct.

### **7. Cancellation or Change of Exposition by AOA**

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AOA or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of AOA. AOA 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 AOA. Causes for such action beyond the control of AOA 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 Baltimore Convention Center municipal, state or federal laws, or act of God. Should AOA terminate this agreement pursuant to the provisions of this section, the Exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to Exhibitors at the sole discretion of AOA and in any case, will not exceed the amount of each Exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or

indirect event costs or financial obligations incurred by AOA through the date of Exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## **8. Payments, Refunds and Cancellation by Exhibitor**

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

Payment Policy:

- 50 percent deposit payment due:
  - June 3, 2019, for applications submitted prior to June 3, 2019
  - With application when submitted between June 3, 2019 and August 1, 2019
- 100 percent payment due after August 1, 2019

AOA requires payment in full no later than August 2, 2019. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

In the event of cancellation by an Exhibitor, AOA shall determine an assessment covering its cost for administration of the default, reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

- Through June 2, 2019 - 0%
- June 3, 2019 through August 1, 2019 - 50% of total booth rental space and sponsorship fees
- After August 1, 2019 – 100%% of total booth rental space and sponsorship fees

AOA OMED Exposition Management (SPARGO, Inc.) must receive written notification of the cancellation by email or certified mail. Date cancellation notice is received by AOA OMED Exposition Management will determine above assessment charges. In the event of either a full or partial cancellation of space by an Exhibitor, AOA 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.

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 AOA 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.

## **9. Limitation of Liability**

Exhibitor agrees to make no claim for any reason whatsoever against AOA, 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 AOA. 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. AOA shall bear no responsibility for the safety of the Exhibitor, its personnel, employees, agents or representatives or personal property.

### **10. Exhibitor Insurance**

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 Osteopathic Association (AOA,) SPARGO, Inc. (AOA OMED Exposition Management,) Baltimore 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 AOA OMED Exposition Management, 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.

### **11. 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.

### **12. Installing, Exhibiting, Dismantling**

Hours and dates for installing, exhibiting, and dismantling shall be those specified by AOA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AOA.

### **13. Damage to Property**

Exhibitor is liable for any damage caused by Exhibitor, Exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

### **14. Floor Loading**

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the Exhibit Hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

### **15. Food and Beverage**

Approval for the distribution of food and beverage sampling must be obtained from the AOA, Exposition Management and Centerplate, the exclusive provider of food and beverage at the Baltimore Convention Center. Popcorn, peanuts and other loose items are prohibited. Exhibitors must submit a Food and Beverage Sampling Form through the online Exhibitor Resource Center for approval Friday, September 6, 2019.

Exhibiting companies who will be providing food and beverage to attendees in their exhibit booths must order and pay for porter service through the exclusive general services contractor.

### **16. Alcoholic Beverages**

The dispensing, distribution or use of alcoholic beverages in the Exhibition hall is prohibited without the express prior approval of AOA.

### **17. Flammable Materials**

No flammable fluids or materials of any nature (including decorative materials, use of which is prohibited by national, state, or city fire regulations) may be used in any booth.

### **18. Noise and Odors**

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AOA shall have sole discretion in determining what is noisy, obstructive or objectionable.

### **19. Music**

Any Exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AOA is not responsible for any licensing fees for music played in Exhibitor's booth and Exhibitor shall indemnify and hold harmless AOA against any costs or liability, including reasonable attorneys' fees, incurred as a result of a claim of infringement.

### **20. Obstruction of Aisles or Booths**

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby Exhibitor's booth shall be suspended for any periods specified by AOA.

### **21. Attendance; Non-Discrimination**

Admission policies shall remain, at all times, the prerogative of AOA, and may be revised or amended to suit unforeseen conditions. Exhibitor shall not discriminate against any attendee at OMED for reasons of age, race, religion, gender, disability, marital status, sexual orientation or military status.

### **22. Booth Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "Exhibitor" badge identification furnished by AOA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees.

AOA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

### **23. Height and Non-Blocking Regulations**

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations." A copy of the "Display Rules and Regulations" will also be available in the Exhibitor Service Manual.

All exhibits must be constructed and arranged in such a manner as to be able to accommodate the viewing audience inside each exhibit space so as to discourage the formation of a standing crowd in the aisles. All construction must be substantial and fixed in position for the duration of the show. No exhibits that violate local, state, or federal laws or regulations, including safety codes, will be permitted. Combustible decorations of any kind are prohibited. Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected and, upon notification by the AOA OMED Exposition Management team, the general services contractor (GES) will provide necessary draping and submit the changes to the Exhibitor. All modification will be made at the exhibiting company's expense.

- **In-line Booths**

All booths are 10' x 10' and are equipped with pipe and drape and an ID sign with company name and booth number indicated. The aisle carpet and drape colors will be listed in the Exhibitor Service Manual.

Please note, carpet/floor covering is not included with your space rental and is required. Any construction in excess of 4 feet in height must be kept within 5 feet of the rear of the booth.

In-line booths along the walls or outside perimeter of the exhibit area may not exceed more than 12 feet.

Signage for in-line booths must face the aisle that the front of the booth faces. Double-sided signs that interfere with neighboring booths are not allowed. Hanging signs are not permitted for in-line booths.

- **Island Booths**

Because an island booth is separated from all neighboring exhibits by the width of an aisle, full use of the floor space is permitted. However, the design of the booth must allow 50% see-through visibility, front to back and side to side. The exhibit space must be accessible from all 4 sides.

Island booths may not exceed 24 feet in height (hanging sign included). A rendering of the exhibit must be submitted to AOA OMED Exposition Management for review and approval through to online Exhibitor Resource Center no later than Friday, September 6, 2019.

#### **24. Carpet/Approved Floor Covering**

To improve the appearance of the Exhibit Hall, carpet is required in all booth spaces and is to be provided at the Exhibitor's expense. AOA OMED Exposition Management will have carpet installed, at the Exhibitor's expense, in exhibit spaces that do not have carpet installed by 3 PM on Friday, October 25, 2019.

#### **25. Electrical Safety**

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

#### **26. Use of Space**

Displays and demonstrations are limited to the confines of an Exhibitor's own booth, as is the distribution of literature or other items.

#### **27. Display**

AOA shall have full authority for approval or arrangement and appearance of items displayed. AOA may, at its discretion, require replacement, rearrangement, removal or redecoration of any item or any booth, and no liability shall attach to AOA for the costs that may evolve upon Exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to Exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AOA shall authorize the official decorator to affect the necessary finish and the Exhibitor must pay all charges involved thereby.

#### **28. Exhibitor Representative's Responsibility**

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, Exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the AOA, the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of Exhibitor, Exhibitor's agents, employees or representatives.

**29. Americans with Disabilities Act**

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 regarding their exhibit 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).

**30. Children in the Exhibit Hall**

Children under the age of 18 are not allowed on the exhibit floor during move in or move out hours. Children must be registered and have a badge to attend any portion of OMED19, including the Exhibit Hall.

**31. Waiver of Rights**

Any rights of AOA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AOA.

**32. Relocation and Floor Plan Revisions**

AOA retains the exclusive right to revise the Exhibit Hall floor plan and/or move assigned exhibitors as necessary.

**33. Amendment and Addition Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AOA. AOA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

**34. Agreement to Rules**

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Service Manual, and by any amendments and additional rules that may be put into effect by AOA.