



Rules and Regulations Governing Exhibits

Eligibility for Exhibiting

The following qualifications are required of all exhibitors at the 2020 Summer Meetings & Exhibition (the “Meeting”) to be held at the Washington State Convention Center:

1. All products or services displayed must further the educational purpose of the ASHP 2020 Summer Meetings and Exhibition to provide an atmosphere conducive to exchanging information and views in a professional manner about pharmacy practice, health care and other matters relevant to attendees.
2. Products or services must be related or of interest to pharmacy practitioners in hospitals and health systems or other related venues.
3. ASHP reserves the right, in its sole judgment, to determine the eligibility or compatibility of any company or its products to exhibit at this event.

Use of Official ASHP Hotel Block

An executed contract for exhibit space must be submitted to ASHP prior to requesting a guest room block. All reservations must be made through the official ASHP Housing Bureau, Orchid Events. Procedures for reserving blocks will be available on the official Meeting Hotel Reservation Form and must be adhered to. Exhibitors who do not adhere to these procedures may be subject to restrictions at future ASHP meetings, including but not limited to, denial of exhibit space and/or meeting room requests, and ineligibility for convention hotel room rates.

No Sales Policy

Due to the educational nature of the exhibit program the following activities are expressly prohibited from being conducted on the exhibit floor: solicitation of business, order taking, selling products or services, conferences in the interest of business, and similar activity. This prohibition will be strictly and actively enforced. Enforcement may include, for example, the shutdown of an offending party’s exhibit booth and/or ejection from the exhibit hall.

Assignment of Space

Booth space will be allocated at the sole and exclusive discretion of ASHP, taking into consideration grouping of exhibitors and the date upon which a particular exhibitor’s Contract for Exhibit Space was received by Spargo, Inc., ASHP’s exposition management company. ASHP reserves the right, in the best interest of the exhibit program, to relocate selected booth space to areas other than that which has been specifically selected by the exhibitor. The decision of ASHP with respect to allocation of booth space will be final and binding upon all exhibitors.

Space

The exhibit booth arrangement is shown by the floorplan on the ASHP meeting website ([2020 Floor Plan](#)). Dimensions and location of each booth are reasonably accurate, but only warranted to be approximate. Floorplan revisions will take place periodically. Please refer to our website for an updated floorplan.

Contract for Exhibit Space

The Application and Contract for Exhibit Space must be completely filled out and properly executed. If the contract is accepted by ASHP, it shall become legally binding upon both ASHP and the exhibitor with respect to the space assigned and the use thereof, and all other provisions included in both the contract and these Exhibit Rules and Regulations, including, but not limited to, the booth construction guidelines detailed at the end of this document. ASHP will assign and confirm booth space to the exhibitor and credit the deposit paid against the monies due when the contract is accepted.

The exhibitor agrees to the following payment and cancellation terms below:

However, failure to make any payment when due does not release exhibitor from its contracted or financial obligations under the contract.

Deposit and Payment Schedule	
Date	Payment Amount Due
August 8, 2019	50% due for applications submitted prior to August 8, 2019, balance due January 17, 2020
August 8, 2019 - January 16, 2020	50% due with application, balance due January 17, 2020
After January 16, 2020	100% due with application

ASHP requires payment in full no later than January 17, 2020. Failure to make payments does not release the contracted or financial obligation to the Exhibitor.

Cancellation Penalties	
Date	Fees
Through August 7, 2019	No Cancellation Fee
August 8, 2019 - January 16, 2020	50% of Exhibit Space Rental Fee
After January 16, 2020	100% due of Exhibit Space Rental Fee

Any booth contracted on or after January 17, 2020, must be paid in full by the exhibitor at the time of submission of the contract. Should an exhibitor fail to comply with this rule, ASHP has the full authority and discretion to cancel any or all booth space assigned to the exhibitor. In such cases, any payment submitted with the contract shall be retained by ASHP in consideration of ASHP holding the exhibit space for the exhibitor. Exhibitors will not be permitted to install their exhibits or furnish their booths until full payment of the booth rental fee has been received. Payments to ASHP are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

Activity Within the Exhibit

Any activity within the exhibits, including, without limitation, distribution (free of charge or otherwise) of any literature, product, or any other item must conform to the educational and professional nature and character of the Meeting, and be in compliance with all applicable state and federal laws. ASHP reserves the right to prohibit and require immediate cessation of any activity or distribution that, in ASHP's sole and absolute discretion, is determined not to conform to the educational nature of the exhibit program. ASHP will provide advance approval of activities and items upon request of an exhibitor. ASHP's decision to prohibit and require cessation of any activity will be at its sole and absolute discretion and will be final. Exhibitors must submit the Booth Activity Approval Form through the online ASHP Exhibitor Resource Center by Wednesday, April 22, 2020.

Contests, lotteries, raffles, or games of chance are strictly prohibited unless preapproved in writing by ASHP. The rights and benefits hereunder are personal to exhibitors and may not be assigned without the express written consent of ASHP. All exhibits must conform strictly to these Rules and Regulations. ASHP reserves the right, in its sole and absolute discretion, to restrict any exhibit that might be considered undesirable or outside the scope of the meeting. This restriction includes, but is not limited to, specific items, conduct, dress of personnel, printed matter, or anything that ASHP deems objectionable to the exhibit or exhibit program as a whole.

Exhibit Badges

Any individuals designated by the exhibitor will be issued exhibit badges that will authorize such personnel to enter the exhibit area during hours when it is open for exhibitors but not the public. Each exhibiting organization will be given four (4) complimentary exhibit badges per 10' x 10' booth. These complimentary badges will permit access to the exhibit hall and ASHP educational sessions, but do not include continuing education credit. Additional exhibitor badges over the allotment may be purchased for \$90.00 per badge in advance or onsite. The number of additional \$90 exhibit badges an exhibitor may purchase will be equal to the number of complimentary badges it is allotted (the "Overallotment Badge Maximum"). Exhibitors who need badges in addition to their complimentary badges and Overallotment Badge Maximum will need to register as an attendee. Exhibitors will not be refunded for any purchased and unused exhibit badges. Example: Exhibitor who has a 10' x 20' booth receives eight (8) complimentary exhibit badges and can purchase up to eight (8) additional exhibit badges at \$90 per badge. If the Exhibitor requires more than 16 badges total, it will need to register as an attendee.

Exhibit personnel who wish to register and receive continuing education credit for session attendance will be offered a discounted registration rate of \$280.00 plus any Overallotment Badge fee, if any. Once an exhibiting company reaches the Overallotment Badge Maximum, any exhibitor needing CE credit will need to register as an attendee. All exhibitor and discounted registration rate badge requests must be submitted and paid for online through the exhibit badge portal by the designated deadline.

NOTE: EXHIBITOR BADGES ARE NONTRANSFERABLE AND NONREFUNDABLE. Exhibitors can add/delete exhibit badge names following the allotment guidelines until the designated deadline. After this date, any changes to and exhibitor's exhibit personnel shall be processed onsite at the staffed registration desk, and the new representative will be charged the applicable badge fee per badge onsite.

Termination of Meeting and Exhibit

If, in the sole judgement of ASHP, the Washington State Convention Center become unfit for occupancy, or the Meeting be materially interfered with by reason of weather, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ASHP, the Contract for Exhibit Space may be terminated by ASHP. ASHP will not incur any liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitor expressly waives such liability and releases ASHP from and against all claims for damages and expressly agrees that ASHP shall have no obligations except to refund to the exhibitors a pro-rated share of the aggregate amount received by ASHP (as rental for exhibit space for said exhibit), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the exhibitor.

Exhibitor Withdrawal or Booth Downsizing

Withdrawal by any exhibitor will not be accepted unless written notice of such withdrawal has been received by ASHP. Any exhibitor who withdraws before on or before August 7, 2019 will not be subject to a cancellation penalty. Exhibitors who withdraw between on August 8, 2019 through and including January 16, 2020 shall owe ASHP 50% of the exhibit booth price. Exhibitors who cancel after on or after January 17, 2020 shall forfeit one hundred percent (100%) of the full price of the exhibitor's space.

Downsizing of the original booth size by any exhibitor will not be accepted unless written notice of such downsizing has been received by ASHP. Any exhibitor that downsizes on or before August 7, 2019 shall not be subject to a downsize fee. Exhibitors who downsize on August 8, 2020 through and including January 16, 2019 shall owe ASHP, in addition to the deposit already paid for the original booth request, a downsize fee equal to 50% of the actual downsized square footage including corners. Further, the exhibitor will then owe the balance associated with the full price of the reduced size exhibit booth.

Example 1: Exhibitor XYZ reserves a 10x20 space and downsizes to a 10x10. The square foot difference between the original exhibit and the downsized space is 100 square feet. Exhibitor XYZ will owe \$3,250 for the 10x10 and an additional downsize fee of \$1,675, which equals 50% of the cost of the square footage being released back to ASHP (100 square feet).

Example 2: Exhibitor XYZ reserves a 30x30 space and downsizes the 30x30 to a 10x30. The square foot difference between the original exhibit and the downsized space is 600 square feet. Exhibitor XYZ will owe \$9,750 for the booth size of a 10x30 and an additional downsize fee of \$9,450, which equals 50% of the cost of the square footage being released back to ASHP (600 square feet). If corners purchased on the original contract are eliminated in a downsizing, 50% of the corner fee will also be calculated into the downsize fee.

Any exhibitor that downsizes its exhibit booth from its original contract request on or after January 17, 2020, shall owe ASHP the full remaining balance on the original booth request as the downsize fee in addition to the cost of the new, reduced-size exhibit booth.

Installation, Staffing, and Dismantling of Exhibits

The Washington State Convention Center has been reserved for exhibit installation during the following hours*:

Friday, June 5	1:00 p.m. – 5:00 p.m.
Saturday, June 6	8:00 a.m.– 5:00 p.m.
Sunday, June 7	8:00 a.m.– 5:00 p.m.

*Days and hours are subject to change.

Exhibitors are encouraged to finalize minor booth preparations, display samples, etc., on Sunday, June 7, after 8:00 a.m. All exhibits must be operational by 3:00 p.m., Sunday, June 7. After this hour, no installation work will be permitted without special permission from ASHP.

If erection of any exhibit has not started by 12:00 p.m., Sunday, June 7, ASHP shall order the exhibit to be erected, and the exhibitor will be responsible for payment of expenses incurred. Dismantling or packing of exhibits cannot begin earlier than 2:00 p.m., Tuesday, June 9. All displays must be ready for removal from the exhibit hall no later than 5:00 p.m., Tuesday, June 9. Exhibitors will be charged one thousand dollars (\$1,000) per day or any part thereof after 10:00 p.m., Tuesday, June 9, that the exhibit remains on the leased premises.

ASHP and the Washington State Convention Center each reserve the right to disassemble exhibits and charge the exhibitor the above fee plus damages in the event these exhibits are not dismantled in a timely manner causing the exhibitor to remain on the premises beyond authorized times. ASHP and the Washington State Convention Center each assume no obligation to undertake disassembly and assume no liability for any action in connection with this activity.

Contract Labor

Exhibitors may use contractors other than the official exhibit contractor to set up, erect, and dismantle exhibits if at least thirty (30) days prior to the first official move-in day, exhibitor provides to ASHP a written statement of authorization for each such contractor in which the exhibitor gives the name and address of each contractor and lists the name of the supervisor who will be in attendance; assumes all responsibility for the acts of its contractors and holds harmless ASHP, Shepard Exposition Services, SPARGO, Inc., and the Washington State Convention Center for any loss or damage, including reasonable attorneys' fees arising from any act or omission of its contractors and further holds harmless ASHP, Shepard Exposition Services, SPARGO Inc., and the Washington State Convention Center from an injury to property of the contractors and the contractors' employees, subcontractors' agents and servants; guarantees compliance with any and all laws, ordinances, or regulations, and all union and convention center requirements; and guarantees all work will be coordinated through and subject to the direction of the official exhibit contractor to ensure orderly workflow. Exhibitors must have onsite, and provide to the official exhibit contractor, certificate(s) of insurance for their contractor(s), naming the Washington State

Convention Center, Shepard Exposition Services, SPARGO, Inc., and ASHP as additional insureds, this insurance shall afford immediate defense and indemnification, and the limit of the coverage must be no less than \$3,000,000 combined single-limit bodily injury and broad-form contractual liability. Contractors must strictly comply with the foregoing or they will not be permitted on the premises.

Exhibit Hours:*

Sunday, June 7	5:00 p.m.–7:00 p.m.
Monday, June 8	11:00 a.m.–2:00 p.m.
Tuesday, June 9	11:00 a.m. -2:00 p.m.

*Exhibit hours are subject to change.

Staffing of Exhibits

Exhibit booths must be staffed during all exhibit hours by qualified personnel of the exhibiting company who must be able to explain or demonstrate the products or services on display. Exhibitor assumes all responsibility for its exhibit personnel, employees, contractors, servants, agents, and for all persons admitted to the exhibit area using its Exhibitor’s badge. All exhibitors are responsible for informing their own personnel and authorized representatives of these rules and regulations.

Music

Exhibitors shall not play or perform any music at any time. Notwithstanding the foregoing, the exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, by or on behalf of the exhibitor at the convention unless the exhibitor has previously obtained written permission from the copyright owner or the copyright owner’s designee (e.g., ASCAP, BMI, SESAC) for such use. The exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including, but not limited to, all obligations to report data and to pay royalty fees. Exhibitor agrees to defend, indemnify, save, and hold harmless ASHP and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses) demands, actions, and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

Exhibit Contractor

Shepard Exposition Services
10474 Armstrong Street
Fairfax, VA 22030

An exhibitor's service kit providing information about ordering drayage, electrical services, furniture rental, labor, lead retrieval devices, etc., with a complete list of charges, will be available online in March 2020.

Care of Exhibit Space and Premises

The exhibitor, at its own expense, shall install carpet in its exhibit space, shall take good care of its exhibit space, not deface or mar said premises, and will keep and maintain the aforesaid premises in good order at all times. Decorations may not be taped, nailed, tacked, or otherwise fastened to the ceilings, painted surfaces, columns, fabrics, or walls. Exhibitors may not distribute adhesive-backed decals/stickers inside the Washington State Convention Center or on the premises. Electrical or any other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

Exhibitors will not mar, deface, or otherwise damage any area or equipment of the Washington State Convention Center.

Safety

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of the City of Seattle. Volatile, explosive, or other flammable matter or any substances prohibited by the law or insurance carriers, are not permitted on premises. All electrical equipment must meet applicable National Electrical Codes and Washington State Convention Center requirements. Electrical fixtures and fittings must be UL listed and so marked. Access to public elevators and escalators must not be blocked at any time. Utility panels, switchgear, fire hose cabinets, standpipes and fire extinguishers must remain visible and accessible at all times. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flame-proof material or treated with an approved flame proofing solution. Exhibitors may not use helium balloons, compressed gas, heaters, heating devices, or motorized vehicles without the express written consent of ASHP and the Washington State Convention Center.

Children

Due to health and safety considerations, children under the age of 16 will not be admitted to the exhibit program or educational sessions.

Limitation of Liability

ASHP, Shepard Exposition Services, SPARGO, Inc., the management of the Washington State Convention Center, and the officers, directors, agents, employees, contractors, and assignees of any of the aforesaid parties will not be responsible for any loss, injury, or damage whatsoever or howsoever arising, which may occur to an exhibit booth, exhibitor or to its agents, or employees, or to its contractors and its agents and employees, or to the property or wares of the exhibitor, arising from any cause whatsoever, in connection with this exhibit. Each exhibitor expressly releases ASHP and the above-named parties from any and all claims for any such injury, loss or damage.

Liability of Exhibitor

If ASHP, Shepard Exposition Services, SPARGO, Inc., or the Washington State Convention Center shall be subject to any claim, demand, liability, lawsuit, judgment (whether or not final) award of any type (whether or not final), for any damage or injury to person or property which arises directly or indirectly from the actions or failure to act of one or more exhibitors, their employees, agents, contractors, or persons on or about the premises with a badge of the exhibitor, such exhibitor or exhibitors shall jointly and severally indemnify and hold harmless ASHP and the Washington State Convention Center against any liability resulting therefrom, including, without limitation, attorneys' fees.

Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this agreement, 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 \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name ASHP, SPARGO, Inc., the Washington State Convention Center, and Shepard Exposition Services as additional insureds. 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 ASHP Show Management or its agent or representative within three (3) business days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

Security

ASHP will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them or the content of their exhibit against loss or theft of any kind. For additional security services, please contact the official security contractor for the meeting. Information about these services is contained in the service kit.

Use of ASHP Logo

Exhibitors will not use the ASHP logo, the name of ASHP, or in any manner associate any exhibit or any activity during the Meeting with ASHP without the express prior written and personal consent of ASHP's exhibit manager.

Food and Beverage

Certain packaged foods and nonalcoholic beverages may be distributed by exhibitors from their exhibit space. The distribution of any food or beverages by exhibitors must be approved in advance by ASHP. Details are available in the service kit.

Exhibitors need to be aware of ASHP policy regarding the consumption of alcoholic beverages:

"That alcohol is a drug and should be used with the respect and concern afforded to any drug; that

pharmacists should extend their professional obligations and responsibilities to alcohol use by individuals and themselves; that pharmacists have an obligation to ensure that, if consumed, alcohol is used only responsibly; that pharmacists, by example in their personal conduct, should foster awareness of the nature of alcohol and responsible use of alcohol by those who choose to use alcohol; and that ASHP and its members continue to support and foster impaired-pharmacists programs as a means of providing opportunities for such individuals to rehabilitate themselves.”

Smoke-Free Environment

ASHP monitors state and city laws related to smoking bans and considers meeting locations that have enacted smoke free regulations for public areas. The Meeting is a smoke free area.

Picture Taking, Videotaping/Audio taping

Exhibitors are not permitted to photograph, audiotape or videotape sessions or exhibits during the meeting without express prior written approval from ASHP.

Other Rules and Regulations

All rights and privileges granted to exhibitors are subject to and subordinated to a master lease between ASHP and the Washington State Convention Center and its policies, rules, and regulations. This agreement provides a personal right to the exhibitor and creates no interest or estate in the Washington State Convention Center or its equipment or facilities.

Exhibitors will comply with all applicable Federal, State and municipal statutes, ordinances, regulations, rules, and requirements including without limitation laws applicable to patents, copyrights, and trademarks and all rules and regulations of the Washington State Convention Center. Exhibitors will not discriminate against any person on account of race, color, ancestry, religion, national origin, age, gender, sexual preference, sexual orientation, gender identity, marital status, family status, genetic status, pregnancy, parenthood, political affiliation, veteran’s status, or any other protected status.

For purposes of these Rules and Regulations the following terms have the following meaning:

“The Washington State Convention Center” includes and means the Washington State Convention Center; which is engaged in business as the Washington State Convention Center, its respective directors, trustees, officers, employees, members, and agents.

“ASHP” includes and means the American Society of Health-System Pharmacists, Inc. (ASHP), and its directors, officers, employees, agents, members, and contractors.

The Rules and Regulations of the exhibit may be amended by ASHP and such amendments are hereby made an integral part of and incorporated by reference into the Contract for Exhibit Space and shall be deemed to have the identical effect as if set forth in full in the contract. All points not specifically covered are subject to the decision of ASHP.

Booth Construction and Design

Arrangement of Exhibits

Standard booth backgrounds and side rails, decorated with fantasy draperies, and uniform two-line signs are provided for inline booths without charge. All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits. Exhibits that do not conform to these specifications, or are otherwise found objectionable, in ASHP's sole opinion, will be prohibited. ASHP reserves the right, in the best interest of the exhibit program, to relocate selected space to areas other than that selected by exhibitor.

Linear Exhibit Booths

Linear exhibit booths are 100 feet square (10' x 10'), and consist of 8 feet high back drape and 36 inches high side dividers mounted on aluminum tubular frames. Signs, decorations and equipment may not rise above the 8 foot back wall or be placed outside the booth space. Solid construction over 4 feet high must be a minimum of 5 feet back from the aisle. Exposed unfinished sides of the exhibit must be draped to present an attractive appearance. Hanging signs are not permitted. All booths are identified with a booth number sign affixed on the back wall.

The height restriction for linear booths is 8 feet. Linear exhibit booths are 100 feet square (10' x 10'), and consist of 8 feet high back drape and 36 inches high side dividers mounted on aluminum tubular frames. Hanging signs are not permitted above linear booths.

Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island booths are 20'x20' or larger. Island exhibits must provide for accessibility from all four aisles. Island exhibits may extend to all outer edges of the booth, but must provide see-through visibility so as not to obstruct the view of, or otherwise interfere with, the displays of other exhibitors. ASHP requires island booth exhibitors to comply with the "See Through Rule", which means that at least 50% of the exhibit booth must have visibility through it on all sides.

The height restriction for island booths is **25 feet** for the booth structure(s). Multi-level booths are strictly prohibited. Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The bottom of the hanging sign cannot be hung above the designated height restriction for the booth structure(s) even if the booth structure(s) are less than this height.

Aisles may not be obstructed due to any activities within the booth:

- Counters must be a minimum of one foot in from all aisles.
- Demonstration areas are required to be placed a minimum of five feet in from the aisles.

Exhibitors are responsible for monitoring attendance to prevent aisle congestion. Demonstrations will be limited or eliminated in situations where overflow continues to be a problem.

No drapery or identification sign is provided for island booths. All booths are identified with a booth number label that is affixed on the aisle carpet.

Floor plans and elevation drawings for island exhibits must be submitted to the ASHP Exhibits Director for approval by . Floor plans for every island booth are required to ensure that ASHP rules and regulations are followed and provide ASHP with the ability to resolve potential issues before show- site. A form for submitting such floor plans and elevation drawings will be provided in the Exhibitor Service Manual. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If floor plans and elevation drawings are not submitted by the date indicated above, and the exhibit's construction is determined to be in violation of booth restrictions, ASHP has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

Mobile Units, Vehicles or Trucks (mobile units)

Exhibitors that wish to display mobile units, vehicles or trucks on the exhibit floor or other ASHP designated areas must submit a request in writing for approval to the ASHP Exhibits Director. Requests should be sent by **March 2, 2020** and must include space requirements, picture of the unit and display details. Mobile units, vehicles or trucks for display in the exhibit hall will only be located in designated areas and cannot be located in regular exhibit booth space. Mobile units must be in compliance with fire prevention codes according to the Colorado Convention Center rules and regulations and the Americans with Disabilities Act. The mobile unit or truck must also be open to all attendees. Approvals are at the sole discretion of ASHP.

Facility Fire/Safety Guidelines

The Washington State Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. It is the responsibility of each exhibitor to ensure compliance with all Facility Regulations.

Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitors' spaces or ASHP aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests in writing to the ASHP Exhibits Director.

No requests will be granted to turn off lights which project over aisle space or other exhibitors' booths. The exhibitor is responsible for any lighting costs related to installation and dismantle, including any lights which may be denied approval on-site due to infringing on ASHP aisles, or other areas outside the exhibitor's booth space, etc.

Signs

Only professionally printed signs are allowed in the exhibit hall. Forms for ordering booth ID signs and additional signs will be included in the Exhibitor Service Manual.

Booth ID Signs

A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

Hanging Signs or Banners

Hanging signs/banners are only available for island booths, and may not exceed the perimeter of assigned booth space. The bottom of the hanging sign cannot be hung below the designated height restriction for the booth structure(s) even if the booth structure(s) are less than this height. Exhibitors, display companies and/or Exhibitor Appointed Contractors may supervise, but will not be allowed to assemble or install a hanging sign. Hanging signs will be assembled and installed by the official meeting vendor. An order form will be included in the Exhibitor Service Manual.

Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from the general service contractor. A carpet order form will be provided in the Exhibitor Service Manual. All exhibit booths without appropriate floor covering shall, at ASHP's discretion, be carpeted and/or corrected at the exhibitor's expense. All aisle carpet will be provided by ASHP.

Updated May 20, 2019