

# Exhibit Rules and Regulations

*All exhibitors participating in the 2016 INS Annual Convention & Industrial Exhibition must abide by the following rules and regulations:*

## INS Meeting Management

The INS Annual Convention & Industrial Exhibition ("INS Meeting") is produced by and is the property of the Infusion Nurses Society ("INS"). Rulings by INS shall in all instances be final with regard to use of any exhibit space and any interpretation and application of these Rules and Regulations. All matters and questions not covered by these Rules and Regulations also are subject to the decision of INS.

## Exhibit Space Contract Submission and Space Assignment

All space assignments are made on a first-come, first-served basis, based on the date the contract was submitted and payment received.

Once the contract has been submitted, it is understood that the exhibitor and INS have entered into a legal, binding contract with respect to quantity and size of space requested and the use thereof and all other matters included in the contract. Preliminary space assignments requested in the contract will be placed on hold and if deposit/payment is not received according to the Deposit/Payment Policy, the preliminary space assignment will be released back into general inventory for other companies to select. **The Exhibitor is still responsible for quantity and size of space requested on the contract and will be required to select new space assignments when deposit/payment is received, based on current availability at that time.** Exhibit space contract terms are not voided in the event of nonpayment.

INS reserves exclusive rights to allocate exhibit space in a manner most appropriate to the objectives of INS meetings/conventions. However, INS reserves the right to alter the space assignments due to unforeseen circumstances. Special considerations

will be given with regard to the date INS receives a signed exhibitor contract. All decisions will be final and binding. Special requests cannot be guaranteed.

## Payment Policy

The full exhibit fee is due within 30 days of exhibit space contract submission.

### Space Reserved after April 11, 2016:

The full exhibit fee is due upon receipt.

## Exhibit Space Cancellation Policy

Exhibit space cancellations must be submitted to INS in writing, and based on the date such notification is received by INS, the following cancellation fees will apply.

**Note:** Island booths cannot be cancelled and are nonrefundable.

On or before July 1, 2015: \$200 administrative fee

Between July 1, 2015 & December 31, 2015: 50% of total original exhibit space rental

After December 31, 2015: 100% of total original exhibit space rental

## Exhibit Space Reduction Policy

All requests to reduce the size of contracted exhibit space must be submitted to INS in writing and will be subject to the penalties outlined below, based on the date such notification is received by INS. Space reductions may also result in the reassignment of space, and the decision will be made by INS. Island booths cannot be cancelled or downsized and are nonrefundable.

On or before July 1, 2015: \$200 administrative fee applies

Between July 1, 2015 & December 31, 2015: Exhibitor is responsible for 75% of the space rental for original space contracted.

After December 31, 2015: Exhibitor is responsible for 100% of the original exhibit space rental fee. No refunds will be issued.

## Booth Design and Use

All booths are multiples of 10' by 10'. Levy Exposition Services will provide each exhibitor with a company identification sign, 8' backwall drape, and 3' sidewall drape. The rear 4' of the booth may contain exhibit props reaching 8' in height; any props forward of this point cannot exceed 3' in height.

### Exhibits not conforming to these specifications will be prohibited.

INS reserves the right to reject any booth deemed objectionable by INS standards. INS also reserves the right, in the best interest of the exhibition, to relocate exhibitor space.

## Height Restrictions

Inline booths must not exceed 8' in height. Island booths must not exceed the ceiling height in the exhibit hall, which is 30' in Hall A.

## Island Booths

All island booths must conform to the IAEE Guidelines for Exhibits. A rendering of the island booth must be submitted to INS for approval no later than April 1, 2016.

## Exhibit Staff Registration

Exhibitor badges will be issued to allow exhibitor representatives access to the Industrial Exhibition during installation, dismantling, and show hours only. Exhibitors wishing to attend educational sessions are required to purchase a conference registration. Exhibitors are required to pre-register all exhibit staff for exhibitor badges by **April 22, 2016**, using the online form in the Exhibitor Service Center. Exhibitors are entitled to five badges per 10' x 10' space occupied. If you exceed your allotted amount, there is a fee of \$50 for each additional exhibitor badge, and payment must accompany your registration. Refunds

will not be issued for any “no-shows” on your exhibitor registration list.

**In an effort to ensure a timely opening of the Industrial Exhibition, priority check-in will be given to pre-registered exhibitors. On-site transactions will be processed as time permits. Please make every effort to pre-register as many personnel as possible.**

## Hospitality Events/Meetings

Exhibitors wishing to hold receptions, staff meetings, focus groups, or other small gatherings may do so, but the timing of these functions must not conflict with educational sessions, Industrial Exhibition hours, or official evening social events. INS must approve all requests for ancillary events, and requests made directly to the Greater Fort Lauderdale Broward County Convention Center and/or official hotels will not be accepted without INS approval. An affiliate event fee is also required.

## Exhibitor Housing

Exhibitors and meeting attendees requiring five or more guestrooms per night are required to submit a Sub-Block Agreement to the INS Housing Bureau, along with a preliminary rooming list and valid credit card to guarantee each reservation. A deposit equal to 90% per night is required in order to confirm your sub-block.

All block cancellations/reductions must be made in writing and sent via mail, e-mail, or fax to the INS Housing Bureau. An exhibiting company is allowed to reduce their sub-block by up to 10% until March 18, 2016, without penalty. After this date, exhibitors will be held responsible for their entire block booked. A rooming list with specific guest names must be finalized and sent to the INS Housing Bureau by April 1, 2016. Name changes may be made to your rooming list after this date.

## General Conduct

The following practices are prohibited by decision of INS:

1. Noisy mechanical or electrical equipment that will interfere with other exhibitors.
2. Operation of x-ray equipment.
3. Canvassing or distributing any material outside exhibitor's own space.
4. Subleasing of exhibit space.
5. The use of billboards/advertisements and/or display of signs outside exhibit area.
6. Mass entertainment activities sponsored by exhibiting companies, away from the headquarters hotel.
7. Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays outside the exhibit area, during exhibit hours.
8. Entry into another exhibitor's booth without permission.
9. Photographing or examining another exhibitor's equipment without permission.
10. The use of live or recorded music in an exhibitor's booth.

## Dignity

It is intended that the INS Annual Convention & Industrial Exhibition shall be a serious and dignified offering. Unethical conduct, including but not limited to entry into another exhibitor's booth without permission, or infraction of rules on the part of exhibitors or their representatives, could lead to INS taking any action it deems appropriate, including expulsion and/or suspension of an exhibiting company. It is agreed that if such action is taken, no refund shall be made by INS, and no demand for redress will be made by the exhibitor or his representatives. It is also agreed that disregard for any rule stated here is considered just reason for INS to prohibit an exhibitor from attending all future INS activities.

## Liability

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and leave INS and its employees and agents blameless in all claims or fines and attorney's fees arising out of or caused by the sole negligence

of the Greater Fort Lauderdale Broward County Convention Center, its employees, or agents. In addition, the exhibitor acknowledges that INS, Levy Exposition Services, and the Greater Fort Lauderdale Broward County Convention Center do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such coverage. The exhibitor assumes all responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought on the Greater Fort Lauderdale Broward County Convention Center premises, and shall indemnify and leave blameless the Greater Fort Lauderdale Broward County Convention Center agents and employees in any and all such losses, damages, and claims unless losses are the direct result of the Greater Fort Lauderdale Broward County Convention Center's negligence.

## Hazardous Materials

Exhibitors are responsible for the proper disposal of all hazardous wastes (catheters, fluids, blood products, etc.).

## Insurance

Exhibitors are urged to take out a portal-to-portal rider, available for a nominal fee, on their own insurance policies, protecting them against loss, theft, fire damage, etc. To avoid damage to equipment, please remain with your exhibit until crates are provided and requested labor is available. Watchmen are appointed; however, INS, Levy Exposition Services, and the Greater Fort Lauderdale Broward County Convention Center will not assume any responsibility for loss or damage to exhibits, equipment, personal belongings, etc. No volatile or flammable substances or materials of any nature that are prohibited by local ordinance, the Fire Prevention Bureau, or insurance carriers may be used in any booth. The use of any crepe or corrugated paper is prohibited.