

# NAMSS Exhibitor Rules and Regulations

**1. GENERAL:** All matters and acquisitions not covered by the regulations are subject to the decision of NAMSS. In the event of any such decision being of general interest, notice will be given by NAMSS to exhibitors as may be affected. "NAMSS" used herein or in subsequent regulations shall mean the National Association Medical Staff Services, its committees, agents or employees acting for the management of the Conference & Exhibition.

Nature of Exhibition: The NAMSS 42<sup>nd</sup> Educational Conference & Exhibition is designed to provide a showcase of products and services either specifically designed for, or customarily used in, the credentialing of healthcare providers. NAMSS reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of NAMSS, likely to be compatible with the general character and objectives of the Exhibition. In the event that an exhibitor is evicted for violating these restrictions, NAMSS is not liable for any refunds, rental or other exhibition expenses.

NAMSS does not guarantee that any space will be available to any applicant. If space is not available, a waiting list will be developed in the order of the date of receipt of each completed and paid-in-full Application and Contract to Exhibit. NAMSS will refund all payments received with the Application and Contract to Exhibit on exhibit space to any applicant for whom space is not available within four weeks after the conference.

**2. BOOTH SIZES, PRICES, BADGES, AND REGISTRATION:** Booths are being offered in 10' x 10' increments. The fee paid for the space includes an 8'-high draped back wall and 3'-high draped side rails around exhibit space, a 12" x 12" floor decal identification sign, (1) 6' draped table, (2) side chairs and (1) waste basket. Exhibitor booth applications must be received no later than Tuesday, August 7, 2018, to ensure listing in the NAMSS 41st Educational Conference & Exhibition Conference Program. Each Exhibitor will receive (1) full conference registration and (2) "Exhibits and Complimentary Food Only" badges per 10' x 10' booth space purchased. These are not transferable. "Exhibits and Complimentary Food Only" badges do not allow access to the educational sessions. Additional "Exhibitor and Complimentary Food Only" badges will be available at \$85 per badge. To attend educational sessions and receive conference materials, you must be registered as a NAMSS 41st Educational Conference & Exhibition attendee at the full registration rate. For more information, please visit [www.namss.org](http://www.namss.org) for conference registration rates.

**3. ASSIGNMENT OF BOOTH SPACE:** Applications received with total payment from prospective exhibitors will be recorded in order of their receipt. If two applications for the same space are received at the same time, priority will be given to the exhibitor with the longest consecutive NAMSS exhibiting history. Ties will be decided by NAMSS. In the event of a conflict regarding space or other imperative conditions, NAMSS shall have the right to assign space to the exhibitor and/or rearrange the floor plan, and/or reallocate any exhibit at any time before or during the period of Exhibition.

**4. PAYMENT AND PROVISION IN CASE OF DEFAULT:** If any exhibitor fails to pay, when due, any sum required by the Application and Contract to Exhibit, or if any exhibitor fails to meet any term or condition of the contract, or fails to observe and abide by these Rules and Regulations and those outlined on the Application and Contract to Exhibit, NAMSS reserves the right to terminate this contract immediately without refund of any monies previously paid. No refunds will be made after Wednesday, May 16, 2018.

**5. INSTALLATION OF EXHIBITS:** At the time of writing these Rules and Regulations, it is planned that installation must be completed on Sunday, September 30, 2018, between the hours of 8:00 a.m. and 4:00 p.m. All Exhibits must be fully installed by 5:00 p.m. After this hour, no installation work will be permitted without special permission from NAMSS.

**6. REMOVAL OF EXHIBITS:** All exhibits must remain intact until Tuesday, October 2, 2018 at 5:00 p.m. and may not be dismantled or removed until that hour without prior permission from the NAMSS Exhibits Manager. Exhibits must be packed and ready to ship by Tuesday, October 2, 2018, at 8:00 p.m.

**7. SUBLETTING OF SPACE:** The exhibitor may not assign or sublet any space and may not advertise or display goods other than those manufactured or sold by it in the regular course of its business. In addition, exhibitors may not switch locations without the prior permission from the NAMSS Exhibits Manager. Failure to do so may result in those exhibitors involved paying a fine or being asked to leave the floor.

**8. CANCELLATIONS:** Cancellation of exhibit space must be directed in writing to NAMSS. Cancellations made on or before May 16, 2018, will receive 50 percent of the rental fee. No refunds whatsoever will be made on cancellations after May 16, 2018.

**9. ADMITTANCE:** Admittance to the exhibit hall is limited to those people whose names have been provided by the exhibitor as required in section two of the Rules and Regulations. Children under age 18 will not be allowed admittance to the exhibit hall.

**10. LIABILITY:** Neither NAMSS, its members, officers, representatives, or employees, Freeman, nor the Long Beach Convention and Entertainment Center or its employees will be responsible for any injury, loss or damage that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract. Each exhibitor must make provision for the safeguarding of its goods, materials, equipment and display at all times. General overall security will be employed by NAMSS for the exhibition period. The furnishing of such security shall not be deemed to affect the nonliability of NAMSS or their officers, representatives or employees. The exhibitor agrees by signing the "Application and Contract to Exhibit" to insure itself, at its own expense, against property loss or damage, and against liability for personal injury.

In the event that said premises shall be destroyed by fire or the elements, or by any cause, or in the event of government intervention or intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for NAMSS to hold the show at the time and place provided in the Application and Contract to Exhibit, then and thereupon the contract shall terminate and the exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the show, and there shall be no further liability on the part of either party. In the event any part of the exhibit hall is damaged, or if circumstances make it impossible for NAMSS to permit an exhibitor to occupy the space assigned during any part or the whole of the period covered, then under such circumstances the exhibitor will be charged for space only for the period space was or could have been occupied by the exhibitor, and NAMSS is released from any and all claims for damages that may arise in consequences thereof.

Distribution of circulars or promotional materials may be made only from the display area assigned to the exhibitor presenting such material or as approved by NAMSS Exhibits Manager.

**11. SPECIAL SOUND EFFECTS/ GIVEAWAYS/ SOLICITATION /MUSIC:** Objectionable audible or visual attention-getting devices or effects and offensive odors and/or fragrant flowers that could aggravate allergies are prohibited on the exhibit floor. Any special promotions or stunts planned for the exhibit floor or in the area must be approved by the NAMSS Exhibits Manager. Sample-giving shall not interfere with other exhibitors' space or encroach into the aisles. Exhibitors are not permitted to conduct contests or drawings in their booths without the permission of NAMSS. Films of purely entertainment character, without educational or informative values, will not be permitted. Any exhibitor providing music during the Exhibition must contact the NAMSS Exhibits Manager to confirm ASCAP or BMI fee payment. The exhibitor must receive approval for the musical presentation from the NAMSS Exhibits Manager and pay all associated fees and penalties.

**12. ENTERTAINMENT AND PRIVATE MEETINGS:** NAMSS reserves the right to control all function space at Long Beach Convention and Entertainment Center. Function approval forms will be provided for exhibitors upon request. Hospitality rooms may not be open during the hours of any official NAMSS function. The exhibitor assumes full responsibility for property damage, personal

injury or death to any party, by reason of assurances at or related to any such functions conducted by it. Signage will only be allowed in NAMSS designated areas and must be approved by NAMSS prior to display.

**13. EXHIBITOR CONDUCT:** After exhibits are in place and properly set up, exhibitors are not allowed on the exhibit floor other than show hours and one hour before and after show hours. Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of NAMSS is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanical reproduction of sound. Such employment or use shall be confined to the exhibit space. Management in its sole and absolute discretion may withdraw its consent at any time, in which event exhibitor shall terminate such activity forthwith. All promotional plans must be submitted to NAMSS for approval. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space.

Cocktail parties or social gatherings of any kind shall not be held during exhibit hours. Exhibitor shall refrain from any action that will distract attendees from attendance at the exhibit during open hours. Exhibitor shall not lead attendees from one exhibit space to another or to elevators or escalators. Exhibit space shall not be used for entertaining. Exhibitor shall not enter into another exhibitor's space without invitation or when unattended. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.

**14. FIRE REGULATIONS:** Fire regulations prohibit the use of paper (crepe or corrugated), cardboard or other flammable materials for booth decorations. All materials in exhibit areas must be nonflammable. Electric signs and equipment must be wired to meet local fire code specifications. Fire extinguishers on walls or elsewhere must not be removed or obstructed.

**15. EXHIBITOR SERVICE KIT:** Freeman is in charge of all exhibit production. Freeman will provide drayage service for all exhibitors. That service will include receipt of freight, delivery of your freight to your booth site, storage of empty containers during the exhibit and return of the freight to the carrier of your choice. Forms/rates will be included in the Exhibitor Service Kit mailed about 90 days prior to exhibit opening. Exhibitors will receive complete shipping instructions, product information and other forms for all services needed during installation, show period and removal of exhibition. Exhibitor must be responsible for all shipping costs associated with Exhibitor's booth.

**16. CARE OF EXHIBIT SPACE:** Exhibitors shall be responsible for properly maintaining their space. Exhibitors may not place anything in the aisles during exhibit hours. Exhibitors are not permitted to have backdrops or any part of their displays exceeding 8' in height. When exhibitors leave their booths during show hours, they are required to leave a sign indicating when they will be back. For all booths, no part of a display in the front half of the booth may be higher than 48". Any display, fixtures/products or material over 48" in height that cannot be confined to the rear portion of the booth must be at least 10 linear feet away from any adjacent booth. No signs shall be affixed to walls, drapes, electrical outlets, etc., by the use of nails, tacks, staples or tape. Any damage to facility through carelessness of exhibitors or their employees or agents must be paid by the exhibitor causing the damage. Any exhibitor distributing stickers will be held responsible for removing them from any part of the premises.

For pop-up backgrounds, they cannot be any higher than 8' in height, and must be placed against the back wall of the booth. All sides of the pop-up display must be draped if they are facing an aisle.

**17. AMENDMENTS:** NAMSS reserves the right to interpret, amend and enforce these Contract Conditions/Rules and Regulations. Written notice of any amendments or interpretations shall be given to each exhibitor. Each exhibitor, for himself, his agents and employees agrees to abide by all Contract Rules and Regulations set forth herein, or by any subsequent amendments or interpretations.

**18. PRIVATE APPOINTMENTS:** Exhibitors utilizing the time allotted for private appointments shall use this time for scheduled appointments only. You must greet your guest at the exhibit hall entrance and escort them to your booth. When finished, you must escort them back to the entrance.