



## RULES AND REGULATIONS

### GENERAL

The purpose of the HSPA Expo is to supplement the educational meetings by enabling registrants to experience the latest in medical devices, equipment, supplies and services. **Exhibitors may not display or promote medical devices or other products that have not been approved by the U.S. Food and Drug Administration.** HSPA reserves the right to determine the eligibility of any exhibit, either before or after the proper execution of the exhibit contract.

HSPA shall have full discretion in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters that are not specifically addressed in these Rules and Regulations shall be subject to the judgment and decision of HSPA. These Rules and Regulations may be amended at any time by HSPA and any such amendment shall become a part of the contract between all exhibitors.

### CONDUCT

All exhibits will serve the interest of HSPA conference attendees and will be operated in a way that will not detract from other exhibits. All business activities, circulars and advertising materials of the exhibitors may only be conducted and/or distributed within the booth assigned to the exhibitor. Such materials may not be distributed in other areas of the meeting facilities. X-ray and laser equipment may be shown but not operated. All mechanical apparatus must be muffled so as not to interfere with other exhibitors or attendees. Audio/Visual effects are permitted only within the rented exhibit space and must not interfere with any neighboring exhibitors; they should be played at a conversational volume and will be monitored by the Corporate Advisory Committee (CAC) and HSPA personnel. Promotional giveaways and exhibitor prize drawings will be permitted.

### USE OF THE HSPA NAME AND LOGO

The HSPA name and logo are the exclusive, trademarked property of HSPA. The HSPA logo may not be used in any way (e.g., promotional literature, giveaways, etc.). Exhibiting companies may use the "HSPA Annual Conference" name and its designated logo on promotional items for the current conference only. The exhibitor is granted no rights to use other names, slogans, service marks, trademarks, trade names or logos of HSPA. No exhibitor may use the HSPA name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of HSPA.

**1. SUBLEASING OF BOOTH SPACE** Exhibitors may not assign, sublet or appoint to others the whole or any part of the space allocated and may not display goods

or services other than those manufactured or regularly distributed by the contracted exhibitor. No sign or courtesy card is to be displayed for any equipment or product for demonstration purposes, unless the supplier of such equipment is also a contracted exhibitor.

**2. ARRANGEMENT OF BOOTHS** Any portion of an exhibit that obstructs the view, interferes with other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. In designing exhibits, traffic flow, good judgment and consideration for neighboring exhibitors should be primary objectives. HSPA provides three different exhibit options:

**LINEAR BOOTHS:** Arranged so that only one side is exposed to an aisle; typically arranged in a series along a straight line. Maximum height of eight feet is allowed only in the rear of the booth space, with a restriction of four feet in height imposed on all materials in the remaining space forward to the aisle.

**CORNER BOOTHS:** Arranged so that two sides are exposed to an aisle. Maximum height of eight feet is allowed only in the rear, with a four foot height restriction imposed on all materials in the remaining space forward to the aisle.

**ISLAND BOOTHS:** Any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height of 20 feet, including signage (hanging or stationary), banners, trusses and hanging light systems. Only island booths are permitted to have hanging signs, and any hanging signage will be hung at 20 feet from the floor to the top of the sign.

**CORNER ENDCAPS:** Since all booths include an eight foot back wall drape, except for islands, in some circumstances, this may create one or two additional eight foot side walls as well. Because of this, HSPA does not permit corner endcaps on the show floor.

**3. INSTALLATION/DISMANTLING** HSPA reserves the right to adjust the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show.

Under no circumstances is the addition to or removal of any portion of an exhibit permitted during show hours. All booths must be properly installed, fully operational and show-ready no later than two hours prior to show opening on May 8, 2023. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows.

**4. EXHIBITOR PERSONNEL** All exhibitors should register their personnel in advance online at the conference website. Exhibitors are currently permitted up to four



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representatives per 10'x10' space rented. As an example, a 10'x10' booth would receive four exhibitor badges, a 10'x20' booth would receive eight badges, a 20'x20' booth would receive 16 badges, etc. Company names on exhibitor badges are restricted to the company name as listed on the contract; sub-divisions and partnering companies will not be permitted to update their exhibitor badge to reflect a company name not listed as an exhibitor. All exhibiting company representatives must wear the official name badge while in the exhibit hall. The Exhibitor badge provides access to all learning sessions Sunday through Wednesday (if CE credit is required for attendance, separate attendee registration is required). The Expo is limited to registered attendees as well as registered exhibiting companies who have contracted or paid for space assignments. No other individuals or companies will be permitted to distribute any advertising or reference materials within the exhibit or designated conference areas, and no person will be permitted in the exhibit hall for the purpose of soliciting advertising without the expressed written permission of HSPA.

**5. CONTRACTOR SERVICES** As you plan for the HSPA Expo, you may receive solicitations from publications and vendors that are not affiliated with HSPA. Please be advised that HSPA does not sell exhibitor lists or contact information to anyone. This information is securely provided to HSPA Official Contractors to inform exhibitors of show-related services. Solicitations from unofficial vendors are often the result of obtaining public information from the internet and should not be trusted. GES is the official contractor responsible for providing all services in the exhibit area. A schedule of prices, instructions, and complete information for shipping, drayage, installation/dismantling labor, electrical service, furniture, lead retrieval, etc. will be included in the Exhibitor Service Kit, available January 31, 2023, or earlier.

**GES** - Official Exhibit Hall Contractor

**ExpoBadge** - Official Lead Retrieval Provider

**Gaylord Opryland Resort and Convention Center** - Official Conference Hotel

**HSPA** - Sole provider of any lists or contact information for attendees

**6. LABOR** Labor rules and regulations for union labor are made by the local unions and may change without notice. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor, GES. The Gaylord Opryland Resort and Convention Center is a right-to-work building.

**7. FIRE AND SAFETY** The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible materials may be stored in or around exhibit booths. Absolutely no storage is allowed in the electrical alleys located between the booths.

**8. LIABILITY** Doors to the exhibit area will be locked immediately after exhibits close and during times of non-use, with security present during these times. HSPA makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage to property. Each exhibitor must make provisions for the safeguarding at all times of goods, materials, equipment and display. HSPA will not be liable for loss or damage to exhibitors' or their representatives' property, including loss or damage from theft, fire, accident or other causes. HSPA will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them. Exhibitors will indemnify and hold harmless against such claim. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures or other facility amenities because of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The Exhibitor will hold HSPA, its Board, representatives, members, staff, the city of Nashville, and the Gaylord Opryland Resort and Convention Center harmless from all damages, loss or liability of any kind resulting from injuries to persons or damage to property occurring within the Gaylord Opryland Resort and Convention Center or property adjacent thereto. The Exhibitor will, at its own cost and expense, defend and protect HSPA, the city of Nashville, and the Gaylord Opryland Resort and Convention Center against all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverage at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees, which shall follow the laws of the State of Tennessee; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage, and products/completed operations, providing for terms of coverage to be effective from on or before May 5, 2023 through May 9, 2023 (this shall include exhibitor's move in and move out). Insurance shall cover all damage or injury to all persons arising from attendance at the exhibitor's exhibit during the term of the HSPA 2023 Annual Conference.