



RAPS' 2017 REGULATORY CONVERGENCE

Driving Regulatory Excellence

EXHIBITOR PROSPECTUS

9-12 SEPTEMBER 2017

*GAYLORD NATIONAL RESORT &
CONVENTION CENTER*

NATIONAL HARBOR, MARYLAND



RAPS' 2017 EXHIBITOR PROSPECTUS

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ABOUT RAPS' REGULATORY CONVERGENCE

The Regulatory Affairs Professionals Society is pleased to invite you to exhibit at its Regulatory Convergence in National Harbor, Maryland. Convergence is the premier event for access to more than 1,700 regulatory professionals working in the medical device, pharmaceutical and biotech industries. In addition to working in submission and compliance, they play integral roles in every stage of the healthcare product lifecycle including development, distribution, marketing and post-market surveillance.

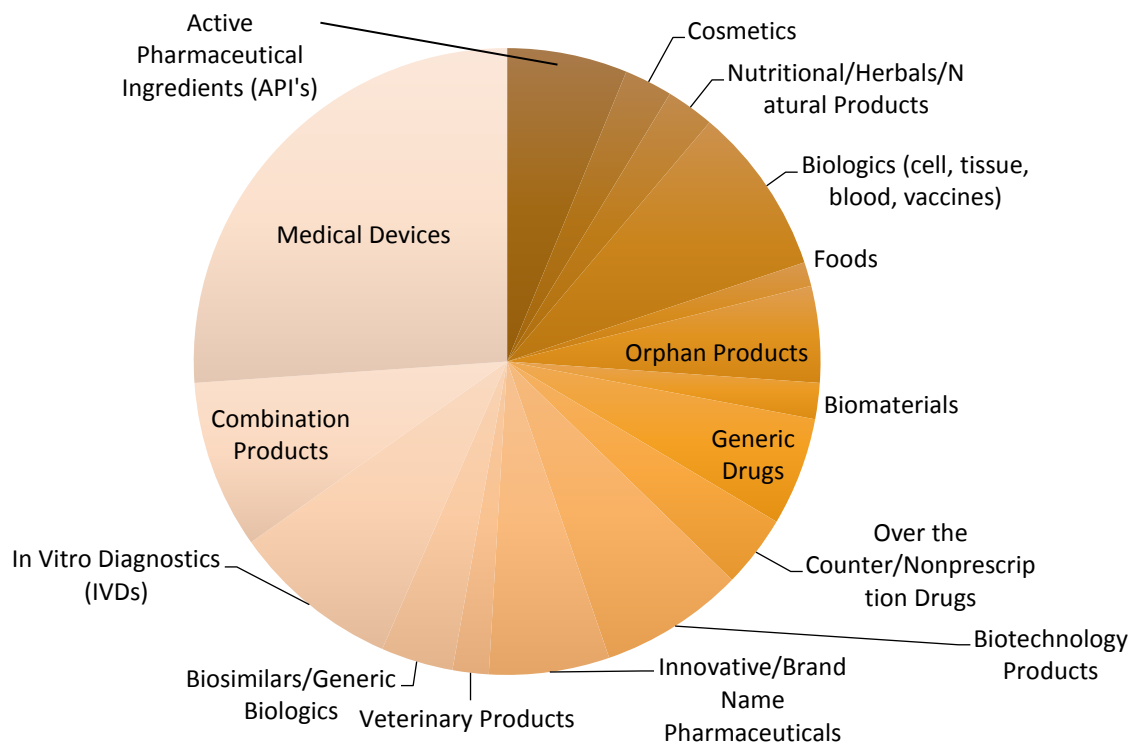
The following types of products and services are critical to regulatory professionals and their companies:

- Consultants
- CRO's
- Notified Bodies
- Translation Services
- Regulatory Intelligence
- Compliance/Regulatory Software
- Talent Acquisition
- Training

RAPS Members and meeting attendees work as:

- CEO/Presidents – 10%
- Vice Presidents – 9%
- Directors – 33%
- Managers – 31%
- Specialists – 11%
- Associates – 6%

Attendee by Product Involvement



WHY EXHIBIT AT CONVERGENCE?

ACCESS TO TARGET AUDIENCE

RAPS' 2017 Regulatory Convergence is an effective way to strengthen business relationships, create new sales leads, recruit regulatory talent and showcase your products and services to regulatory professionals representing every facet of the healthcare product regulatory community. At Convergence, more than 1,700 regulatory professionals gather.

DEDICATED EXHIBIT HOURS

Refreshment breaks are scheduled in the Exhibit Hall to increase attendee interactions with exhibitors. Meeting attendees are directed to the Exhibit Hall during breaks and lunches (only dessert/coffee will be located in hall during lunches). Additional seating and the Exhibitor Reception will also be located in the Exhibit Hall.

SPONSORSHIP OPPORTUNITIES

Sponsorships designated exclusively for exhibitors to increase exposure and qualified leads.

OTHER BENEFITS

RAPS Exhibitors receive the pre-attendee mailing list prior to and post Convergence, earn priority points, and may participate in the passport program. Exhibitors can stay up to date on the changes in regulatory with complimentary attendee registrations and may attend RAPS' networking events.



“RAPS is one of our favorite shows to participate in as an exhibitor. It’s become like a family reunion for us. Not only is it great to see so many of our clients and contacts from all of the local RAPS Chapters, but we also have become great friends with and won referral business from some of the other exhibitors. It is a very warm and friendly exchange and we enjoy all the reconnecting and also making many new connections.”

-2016 RAPS Exhibitor

WHAT IS INCLUDED WITH BOOTH SPACE

PROGRAM/WEBSITE/MOBILE APP

Exhibitors may provide a 50-word company or product description to be included in the printed program and mobile app. The program will be printed and distributed to all meeting attendees. Description will also be included in the mobile app. Description must be submitted by 1 June 2017.

EXHIBITOR BADGES

Exhibiting companies receive complimentary badges for purchased booth space. A tabletop purchase (6'x 30") receives one full conference badge and one exhibit hall only badge. A 10'x 10' booth purchase receives one full conference badge and three exhibit hall only badges. A 10'x 20' booth purchase receives two full conference badges and three exhibit hall only badges. Exhibit hall only badges give you access to the Exhibitor Reception, RAPS Cocktail Reception, breakfasts, lunches and access to the Exhibit Hall. Full Conference Badges give you access to all events included in the exhibit hall only badges and admission to all sessions (Sunday-Tuesday). Badges must be worn at all times.

COMPANY IDENTIFICATION SIGN

Each booth will receive a company identification sign hung above your booth space.

MEETING PROGRAM AND BAG

Each registered exhibitor will receive a copy of the RAPS' Regulatory Convergence meeting program and a meeting bag.

PRIORITY SELECTION SYSTEM

RAPS participates in a priority selection process. This system will allow exhibitors the opportunity to select their booth space based on the investment amounts related to Convergence. The Priority Selection investment volume accumulates over time based on relevant activity including purchased booth space, sponsorships and program advertising.

EXHIBITOR ONSITE SELECTION BOOTH

The Exhibitor Onsite Selection Booth can be found within the Exhibit Hall. The booth will include the floorplan for the 2018 Convergence. This will be the place you will come and line-up outside the booth to enter privately based on your pre-scheduled appointments to select next year's exhibit space for your organization.

RAPS staff will be available at Exhibitor Registration and the Exhibitor Lounge during Convergence to assist your company and booth staff. RAPS will provide you support to help you make the most of your time in National Harbor, Maryland.



“As the largest annual gathering of regulatory professionals anywhere in the world, the Convergence is a unique event for attendees and exhibitors alike. It is the only conference or venue in the US that allows companies to meet regulatory affairs professionals and educate them on who we are, what we do and opportunities we offer.”

-2016 RAPS Exhibitor

Author-It Software Corporation	Grand Avenue Software	QAdvis
Arbour Group	Green Key Resources	Quadrite
ArisGlobal	Hurley Consulting Associates Ltd.	Quintiles
AssurX Inc.	INFOTEHNA, a euroscript company	Reed Tech
BIOVIA	Intertek	Rho
Bioclinica	Intertek	RegDesk, Inc.
BizInt Solutions, Inc.	Intrinsic Health Sciences Inc.	RegDocs365
Brandwood Biomedical	Johnson & Johnson	Regeneron Pharmaceuticals
BSI Group America Inc.	Klein Hersh International	Regulatory Affairs and Quality Assurance
ByteGrid	LICENSEALE.com	Graduate Program – Temple University
CAI CONSULTING	Lionbridge	Regal Intel
CAPRA (Canadian Association of Professionals in Regulatory Affairs)	LORENZ Life Sciences Group	Regulatory and Quality Solutions LLC (R&Q)
CCA Inc.	LRQA	Regxia Inc. - Expert Regulatory Solutions
ClearRoadmap	Maetrics	Research Presentation Strategies Inc.
Compliance	MakroCare	RJR Consulting, Inc.
Complya Consulting Group LLC	Mapi Group	San Diego State University, Regulatory Science Programs
Commissioning Agents, Inc.	MasterControl Inc.	Schlafender Hase, Inc
DEKRA Certification	MCPHS University	SGS North America Inc.
Dita Exchange	MEDCERT-USA LLC	Sidus BioData
Dora Wirth (Languages) Ltd.	Medidee Services SA	Society of Quality Assurance
ECG Inc.	Medical Device Safety Service GmbH	Sparta Systems Inc.
Edge Alliance	MedTech Review, LLC	Stericycle ExpertSOLUTIONS
Emergo	Medtronic	Synex Consulting Ltd.
Ennov	Moravia Life Sciences	TÜV SÜD America Inc.
EtQ, Inc.	Morningside Translations	Tarius
EveryClinicalTrial	MS in Regulatory Science University of Maryland Baltimore	Thermo Fisher Scientific
EXTEDO	NAMSA	TRIEVR
FDA Office of New Drugs	Navitas Inc.	UL LLC - Life & Health Business
FDAnews	Northeastern University	University of the Sciences
FileTrail	Novasyste	Veeva
FOI Services, Inc.	NSAI - National Standards Authority of Ireland	Vera Rosas Group
Fresenius Medical Care North America	NSF Health Sciences	Whitney Consulting Ltd.
GBI	Oriel STAT A MATRIX	
GlobalSubmit	Pacific Bridge Medical	
Genae Associates NV	Paragon Solutions	
Genpact Pharmalink	PAREXEL	
Gilead Sciences, Inc.	Pearl Pathways	
Global Regulatory Partners	Pharmaceuticals and Medical Devices Agency	
GlobalSubmit	PharmaLex	
G-MED North America Inc.	Pilgrim Quality Solutions	
Graematter® Inc.	PleaseTech Ltd.	
	Promedica International	

BOOTH SPACE SELECTION AND INFORMATION

Booth Type	Current Rate Through 31 December 2016	NEW RATE STARTING 1 JANUARY 2017	RATE After 1 March 2017
6'x 30" Tabletop	\$2,500	\$2,700	\$2,900
10'x 10' Inline	\$3,500	\$3,700	\$3,900
10'x 10' Corner	\$3,700	\$3,900	\$4,100
10'x 20' Inline	\$6,400	\$6,600	\$6,900
10'x 20' Corner	\$6,900	\$7,100	\$7,400

EXHIBIT SPACE RENTAL

RAPS offers three types of booth sizes including 6'x 30" tabletops, 10'x 10' inline and corner booths, and 10'x 20' inline and corner booths. (Definitions of booth types can be found in the Rules and Regulations under Booth Characteristics).

BOOTH RESERVATION/PAYMENT

Complete an online application. [Live link to come.](#)

**Booth spaces are approved solely at the discretion of RAPS. RAPS is not responsible for booth assignments of competing companies.*

For advanced onsite pre-selections at Convergence 2016, a 50% deposit for each booth requested must be paid by 1 December 2016. Full payment is due by 1 March 2017. (Cancellation Policy can be found in the Rules and Regulations under Cancellation and Reduction Policy). For all other booth reservations made after 1 November 2016, full payment is due, net 30 day terms.

EXHIBIT HALL FLOORPLAN

Visit the RAPS Virtual Floorplan. <https://www.eventscribe.com/2017/RAPS>. A diagram of the floorplan is also included in the Prospectus on page 10.

PRIORITY SELECTION SYSTEM

RAPS participates in a priority selection process. This system will allow exhibitors the opportunity to select their booth space based on the investment amounts related to Convergence. The Priority Selection investment volume accumulates based on relevant activity including purchased booth space, sponsorships and program advertising. More information about the Priority Selection Process can be found in the Rules and Regulations included in this guide.



ADDITIONAL INFORMATION

ANCILLARY & SATELLITE MEETING SPACE OPPORTUNITIES

Limited space at RAPS' official hotels will be made for RAPS exhibitors for ancillary events (client meetings, interviews, etc.). Events may not conflict with RAPS programming and are based on a first come, first served basis. Entertainment, meetings or similar activities will not be permitted in hotel rooms or other private or public facilities during hours that conflict with RAPS programming or sponsored events. Contract hotels will not reserve meeting rooms or function space for anyone during the meeting dates without prior approval from RAPS. Contact Show Management at exhibits@raps.org for more information.

EXHIBIT HALL LOCATION

RAPS' Regulatory Convergence will take place at the Gaylord National Resort & Convention Center in National Harbor, Maryland located at 201 Waterfront Street, National Harbor, MD 20745. Official meeting dates are 9-12 September 2017. Exhibit dates are 10-12 September 2017. Exhibits will be located in Prince George Hall C-D.

BOOTH STAFFING

Booths must be staffed at all times during published Exhibit Hall hours. Early departure or absence will result in the company or group being penalized a fee no less than \$2,500, a loss of priority points, and may result in being prohibited from participating in future RAPS events. It is understood that booths staffed by one individual will be vacant as necessary for breaks, meals, etc.

ADDITIONAL BADGES & LIMITS

All exhibit staff must have a badge to access the Exhibit Hall. Companies can purchase additional badges; full conference badges are \$1,000 and exhibit hall only badges are \$500. There is a limit to how many additional badges an exhibitor can purchase at those rates. Separate registration form is required. Contact Show Management at exhibits@raps.org for more information.

LEAD RETRIEVAL

Lead Retrieval Services will be available for exhibitors to purchase approximately four months before Convergence. Attendees at the RAPS' 2017 Regulatory Convergence will be given electronically coded name badges.

HOUSING AND TRAVEL

HOUSING

RAPS encourages you to book your hotel accommodations early. We are pleased to offer you reduced group rates which will be available on the Convergence website in spring 2017.

TRAVEL To be determined

OFFICIAL SERVICES CONTRACTORS

F R E E M A N

Freeman is the official decorator for the RAPS' 2017 Regulatory Convergence. Freeman may be contacted by email at CustomerSupport@Freemanco.com or by phone at +1 888 508 5054.



BAV Services is the official Audio Visual Company for the RAPS' 2017 Regulatory Convergence. BAV Services representative, Greg Back, may be contacted by email at gback@bavservices.com or by phone at +1 800 264 5010.

**Exhibitors using other services other than those provided by the above must notify Show Management in writing no later than 1 June 2017.*

DECORATOR KIT

The Exhibitor Kit will be provided by Freeman in 2017.

**Carpet, tables, chairs, electricity, computer, AV equipment and internet access are not included in the booth fee and can be ordered through Decorator Kit online.*

**Tabletop purchases include carpet and tabletop*

EXHIBITOR SERVICE CENTER

Freeman will have a Service Center set up onsite during the show. A Freeman representative will be available to assist your needs during the show.

DATES AND DEADLINES

Exhibit Installation and Registration

Sunday, 10 September 9:00 am – 4:00 pm

Exhibit Dates and Hours

Sunday, 10 September 6:00 pm – 7:30 pm

Monday, 11 September 9:30 am – 4:00 pm

Tuesday, 12 September 10:00 am – 3:30 pm

Exhibit Tear Down

Tuesday, 12 September 3:30 pm – 9:00 pm*

**Packing or dismantling of exhibits before 3:30 pm, 12 September, will result in the company or group being penalized a fee no less than \$2,500, loss of priority points and may result in being prohibited from participating at future RAPS events.*



***DATES AND TIMES ARE SUBJECT TO CHANGE**

Important Deadlines

Booth Assignments (Based on Priority Selection)	1 December
Reduced Booth Space Fee Deadline One	1 March
Booth Cancellation/Reduction Deadline	1 June
Company Description Deadline	15 May
Ancillary Space Request Deadline	1 August

SPONSORSHIP AND ADVERTISING OPPORTUNITIES

INCREASE INDUSTRY AWARENESS AND ENHANCE CORPORATE IDENTITY

OPENING GENERAL SESSION AND KEYNOTE ADDRESS

OPENING KEYNOTE

Sunday, 10 September

Level of Support: \$20,000 Exclusive

The opening keynote address sets the stage for the Regulatory Convergence and Exhibition. Sponsor benefits include the opportunity to address the attendees, corporate logo displayed on-screen, recognition on the Convergence web site and on-site signage and a full-page ad in the printed program.

NETWORKING RECEPTIONS, LUNCHEONS AND BREAKS

EXHIBITOR SHOWCASE RECEPTION

Sunday, 10 September

Level of Support: \$15,000 Exclusive

More than one thousand attendees fill the Exhibit Hall for the RAPS Annual Reception, making it the social highlight of the conference. Sponsor recognition will be weaved into the theme of the reception and will include signage, company logo on cocktail napkins, the event program and props.



BREAKFASTS, LUNCHES AND REFRESHMENT BREAKS

Available Dates: Monday – Tuesday

Level of Support: \$5,000

Please contact RAPS for availability

Help attendees recharge their batteries by sponsoring a breakfast, lunch or refreshment break. Benefits include signage on serving tables and company logo on napkins.

SPONSOR A SESSION IN THE HALL



SPONSORED SESSIONS

Monday, 11 September and Tuesday, 12 September

Level of Support: \$7,500 each (4 Available)

** Please contact RAPS for availability**

Your company will have the opportunity to deliver a live 45-minute session to conference attendees. Sponsors will receive corporate logo recognition on signage and sessions will be listed in the conference program. RAPS will provide sponsors with a dedicated space in the Exhibit Hall with seating for 80 and full audio visual.

ATTENDEE EXPERIENCES

EXHIBIT HALL LOUNGE WITH MASSAGE STATIONS

Level of Support: \$15,000 Exclusive

Rejuvenate attendees by sponsoring the Exhibit Hall Lounge. Attendees will thank you as they enjoy fruit-infused refreshments and a relaxing upper body massage by a certified massage therapist. This opportunity will drive attendees to your booth to receive a massage ticket.

Sponsor may supply their own signature clothing such as a shirt or golf polo for the massage therapists to wear to increase brand awareness. Sponsor logos will be placed throughout the lounge area and marketing materials and giveaways may be provided for display in the lounge.

CONVERGENCE HEADSHOT CAFÉ

Level of Support: \$15,000 Exclusive



Attendees will appreciate the gift of a professional headshot that includes make-up done by a professional and will be left with a favorable impression of your company.

Printed photos will include your company's logo and your own personnel can spend one-on-one time with attendees by complimenting the Headshot Café staff. Sponsor logos will be placed throughout the Headshot Café and marketing materials and giveaways may be provided for display.

BRANDED ITEMS, ATTENDEE GIFTS AND SIGNAGE

CONFERENCE BAGS

Level of Support: \$16,000 Exclusive **SOLD**

All registered attendees receive one conference bag. Sponsor will receive logo recognition on the bag and may furnish a one-page promotional insert.

CONFERENCE BAG INSERTS

Level of Support: \$3,000 (10 Available)

Each attendee will receive an insert of your choice branded with your company's logo and promotional message. With a limited number of bag insert opportunities, you can be sure your message will be noticed. Examples include printed page inserts, pens, pencils, highlighters, small notepads, sticky notes, flash drives, USB hubs, microfiber cloths, travel-size hygiene items and much more!

Note: All design, production, printing and shipping costs associated with inserts are the responsibility of the sponsor.

***Please discuss your bag insert with RAPS Show Management prior to ordering to ensure items are not duplicated.*

LANYARDS

Level of Support: \$9,000 Exclusive

Each attendee will receive a lanyard with their name badge providing maximum visibility throughout Convergence.

NOTEPADS

Level of Support: \$9,000 Exclusive

Your brand will very noticeable as attendees take notes during each sessions throughout Convergence.

HOTEL KEY CARDS

Level of Support: \$6,500 Exclusive

Each attendee will receive a branded hotel key card when they arrive for Convergence and check in at their hotel.

COLUMN WRAPS AND WINDOW CLINGS

Level of Support: \$1,500 per window cling / \$2,500 per column wrap

Please contact RAPS for availability

Positioned throughout hi-traffic areas, column wraps and window clings are an ideal way to showcase your brand and drive attendees to your booth space as they make their way to and from sessions.

METER BOARD SIGNAGE

Level of Support: \$3,000 per meter board (10 Available)

Positioned throughout hi-traffic areas, meter boards are an ideal way to showcase your brand and drive attendees to your exhibit as they make their way to and from sessions.

EXHIBIT HALL AISLE SPONSOR

Level of Support: \$3,000 per aisle (6 Available)

Be the exclusive sponsor of one or more of the Exhibit Hall aisle signs. Signs are hung from the Exhibit Hall rafters and assist attendees as they navigate their way through the Hall. Include a promotional message, logo and booth number for maximum impact.





CONFERENCE PROGRAM ADVERTISING

ENSURE MAXIMUM ROI AND GUARANTEE INCREASED VISIBILITY WITH AN AD IN THE OFFICIAL ON-SITE PROGRAM (1 PRIORITY POINT EACH)

Full Page Interior Ad: **\$3,650**

1/2 Page Interior Ad: **\$2,600**

1/4 Page Interior Ad: **\$1,600**

Inside Front Cover: **\$5,250**

Inside Back Cover: **\$4,600**

Back Cover: **\$6,250**

Space Reservation Deadline: 7 July 2017

Specifications:

Full Page: 8.5" x 11" (include crop marks and 1/8" bleed)

1/2 Page: 7.5" x 5"

1/4 Page: 3.625" x 5"

Materials Deadline: 14 July 2017

RAPS CONTACTS

RAPS Show Management is available to assist you with your Convergence exhibit needs.

<p>EXHIBITS/SPONSORSHIPS Leslie LeGrande Sales Executive (301)770-2920, ext. 221 exhibits@raps.org llegrande@raps.org</p>	<p>SPONSORSHIPS Jay Haroon, MBA Senior Director, Business Development +1 301 770 2920 x 228 jharoon@raps.org</p>	<p>PROGRAM ADVERTISING Alyssa Hammond Account Manager, Network Media Partners +1 410 584 1989 ahammond@networkmediapartners.com</p>
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RULES AND REGULATIONS FOR RAPS EXHIBITORS

1. **EXPOSITION SPONSORSHIP AND MANAGEMENT.** This Exposition is produced by and is the property of RAPS. RAPS will provide for exposition management either directly or through a third party.
2. **GENERAL.** RAPS reserves the right to determine the eligibility of any Exhibitor, and reserves sole control over admission policies. RAPS reserves the right to make changes to admission policies in the time schedule or in the general plan of the Exposition as may be deemed by RAPS to be in the best interests of exhibitors and the Exposition generally.
3. **CONTRACT FOR SPACE.** Upon acceptance by RAPS, the order for booths, assignment of space, and the full payment of rental charges by the deadlines outlined, this Application/Contract for Exhibit Space constitutes a binding contract (the "Contract") for rental of the space assigned by RAPS to the exhibitor named herein ("Exhibitor"). Contract to be fulfilled and completed online through Cadmium (Exhibitor Portal).
4. **BOOKING & PAYMENT FOR SPACE.** To reserve space, Exhibitor must complete this Contract through Cadmium and send full payment to RAPS. Exhibitor should make booth selection through Cadmium. Exhibitor should make a copy of the completed Contract for its records. RAPS will provide Exhibitor with a payment confirmation via email. If payment has not been received within two weeks after the exhibitor contract is submitted, RAPS reserves the right to cancel the reservation for space and to sell the space to another exhibitor without any rebate or allowances to Exhibitor. Access to the RAPS show floor is contingent on booth rental being paid in full.
5. **CANCELLATION & REDUCTION POLICY.** All cancellations must be requested in writing. Booths cancelled on or before 1 February 2017, there will be no penalty fee. Booths cancelled from 2 February 2017 through 1 May 2017, 50% of the booth cost will be retained. If your booth is cancelled after 1 May 2017, the full cost of the booth is retained and no refund or credit will be issued.
6. **OCCUPANCY OF SPACE. All exhibits must be completed and in place by 4:00 pm, 10 September 2017, for opening at 6:00 pm on Sunday, 10 September 2017.** Official opening time will be published in the exhibitor service manual. RAPS reserves the right to set, at Exhibitor's expense, any booth(s) not in compliance or not set at the end of exhibit set up, 4:00 pm, 10 September 2017. RAPS reserves the right, should any rented space remain unoccupied at 4:00 pm, 10 September 2017, or at any time thereafter, to rent or occupy said space. RAPS will be not issue any refunds or credits under these circumstances. This section shall not be construed as affecting the obligation of Exhibitor to pay the full amount of the rental provided for in this contract for space, nor shall it affect the right of RAPS to retain as liquidated damages the whole or any part of the rental received.
7. **FAILURE TO OCCUPY SPACE.** Space not occupied by the close of the exhibition setup will be forfeited by Exhibitor. The exhibit space will then be used at the discretion of RAPS.
8. **BOOTH CHARACTERISTICS.**
 - Tabletops: 6'x 30" table, draped, includes Pipe and Drape
 - Booths 10'x 10' or 10'x 20', includes Pipe and Drape
Back Wall Height: 8'
Floor: Concrete, with a limited load of 350 lb./square foot

Note: Any display exceeding 8' in height must be approved in advance and in writing by RAPS.

TABLETOPS. Tabletops: 6'x 30" table, draped, one-color draping, 7"x 44" identification sign with company name and booth number, and limited security services. Purchase includes carpet and table. No backdrops or large-free standing booths will be allowed. Any exhibits or literature racks, computer stands, etc. that are designed to be displayed on the floor will not be allowed. This includes in back of, on the sides or in the front of the table. Only exhibits and literature that can be displayed on the top of a 6'x 30" draped table will be permitted. Any company that does not comply with the aforementioned policies, will not be permitted to exhibit. In these cases, no refunds or credits will be issued. Contact Show Management for approval of tabletop designs and exhibits.

INLINE BOOTHS: Inline booth spaces are arranged in a straight line. Inline booths have only one side exposed to an aisle and are arranged in a series along a straight line. The back wall of any construction in a linear booth shall not exceed 8' in height including signage. All display material is restricted to a maximum height of 4' in the front half or

front 5' of the booth and a maximum of 8' in the rear half or the rear 5' of the booth. Booth space side dividers are 3' high. Inline booths include an 8' high back wall drape and 3' high side rail, one-color draping, 7" x 44" identification sign with company name and booth number, and limited security services. Carpet, table, chairs and other booth furniture is NOT included and must be purchased or rented separately by the exhibitor.

CORNER BOOTHS: A corner booth is an inline booth exposed to aisles on two sides. All other guidelines for inline booths apply.

9. **TYPES OF EXHIBITS.** RAPS retains sole discretion and authority in the placement, arrangement and appearance of all displays. The following types of exhibits have been approved by RAPS, a "good neighbor policy" should be in effect at all times on the exhibit floor. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set up. All dimensions indicated are outside measurements. Consult your floor plan for size of exhibit space. Build your display to fit inside this area. Booth backwalls, including identification signs and decorations, must not exceed 8' in height. The standard height for all exhibits is 8'. Standard Booth: One or more standard (10' x 10') booths in a straight line. Background and end sections, including signs, must not exceed 8' in height. End sections may be extended out from the back line at their 8' height for half the distance of the depth of the booth. From that point until they reach the aisle, the end sections may not exceed 4' in height. This type of display is permitted anywhere in the Exhibition Hall except in the area reserved for island exhibits. Note: Where an Exhibitor's display is built beyond the limitations and restrictions as set forth in this contract, RAPS reserves the right to correct such display violations by having Exhibitor alter, remove or rearrange any or all of the display so that it will comply with regulations. If the Exhibitor is not available to make such corrections, RAPS has the authority to make any and all necessary corrections at the Exhibitor's expense. In cases where the reverse side of an Exhibitor's backwall, sidewall, riser, display, or table(s) is exposed to view, such portion of this display must be suitably finished with fireproof material so that no part of the display construction, electrical wiring, or the like, can be seen from the aisles or adjoining booths belonging to other exhibitors. Booth carpet is required for all exhibits and must be ordered by or provided by and at the Exhibitor's expense. If Exhibitor's plans are not consistent with or differ from the descriptions contained herein, Exhibitor must contact RAPS for clarification. Should Exhibitor desire to use booth equipment, signage, decoration, or display arrangements other than what is described in this Contract or which conflicts in any way with what is described in this Contract, Exhibitor must submit two (2) copies of a detailed sketch, photograph, or proposed layout to at least three months in advance of the opening of the Exhibition, and obtain advance written approval from RAPS. RAPS will not approve unsafe exhibit construction, or any which encroach upon the aisles or other exhibit areas.
10. **EXHIBITOR BADGES.** Exhibitor badges will be issued for each exhibiting company based on the size booth that is purchased and shall be restricted to full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by RAPS who are actually "staffing" the exhibit booth during published move-in, show open and/or move out hours. All exhibit personnel shall wear proper badge identification at all times, as provided by RAPS, prominently displayed for viewing by RAPS or the representatives of the official contractor for security, at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated.
11. **COMPLIMENTARY FULL CONFERENCE REGISTRATION.** One complimentary full conference registration will be allowed for any 6'x30" exhibit space rented and any 10'x10' square feet of exhibit space rented. Any 10'x 20' exhibit spaces rented will receive two complimentary full registrations. This entitles official exhibiting company representatives to attend all educational events (Sunday-Tuesday), excluding pre-conference workshops.
12. **EXHIBITOR'S REPRESENTATIVE.** Each Exhibitor organization must name at least one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and the provision of services, for which the Exhibitor will be responsible. At least one person must be in the exhibit booth during all hours the Exposition is open.
13. **EXHIBIT HOURS.** 10 September 2017, 6:00 pm – 7:00 pm; 11 September 2017, 9:30 am – 4:00 pm; and 12 September 2017, 10:00 am – 3:30 pm.
14. **EXHIBITOR SERVICE INFORMATION.** The official exhibitor services decorator can be reached at the address and telephone number shown below and will also maintain a service desk in the Exhibit Hall.

Freeman – TBD

Only confirmed exhibitors will receive an exhibitor service manual in advance of the conference. Additional information and order forms for services and equipment (booth furnishings, computer rental, labor, electrical, and telephone orders, shipping, etc.) will be provided in the service manual. Exhibitor is advised to place orders for service in advance of the conference. Hand carried items may only be carried through public/entrance building doors. Note: **Carpeting is required for the purchase of a 10'x 10' or 10'x 20' booths, and must be ordered and paid for in advance by the Exhibitor.** Company may use their own carpeting and furniture but must inform Show Management by 1 June 2017. Items must be shipped with booth and cannot be hand carried.

15. **SET UP AND TEAR DOWN.** Tentative exhibitor set-up and tear-down hours (subject to change): Set-up: 10 September 2017, 9:00 am – 4:00 pm. Tear-down: 12 September 2017, 3:30 pm – 9:00 pm. (Dates and Times are subject to change). If Exhibitor intends to use a third party Set-Up Company, it must notify RAPS and provide an insurance certificate covering such third party no later than 1 June 2017. No dismantling or packing may begin prior to closing time without the advance written permission of RAPS. If Exhibitor acts in breach of this provision, it shall pay as compensation for the distraction caused to the appearance of the Exposition an amount no less than \$2,500 for the Exhibitor's allocated area, in addition to sums otherwise due under this Contract. Exhibitors dismantling or packing exhibits prior to official closing time will also forfeit reservation priority (priority points) and/or participation for future RAPS events. In addition to the foregoing, Exhibitor agrees to adhere to the procedures, rules, and regulations regarding set-up and tear down published in the exhibitor service manual.
16. **NON-CONTRACTED EXHIBIT SPACE.** Persons, companies or organizations that have not contracted with RAPS to occupy space in the Exhibit Hall will not be permitted to display or demonstrate products, services or solicit orders, or distribute advertising materials in the official meeting spaces, exhibit areas, parking lots or in any space in a RAPS contracted hotel.
17. **TERMINATION OF EXHIBIT.** If the premises where the Exposition is to be housed, in the sole determination of RAPS, are destroyed or damaged, or the Exposition fails to take place as scheduled or is relocated or interrupted and discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by RAPS. In the event of such termination, Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of RAPS shall be to return to Exhibitor the Exhibitor's space payment received.
18. **EXHIBIT FLOOR PLAN.** RAPS reserves the right to curtail exhibits or parts of exhibits, and reject any sponsorship activity, that conflict with or reflect negatively on the character of the Exhibition or RAPS, to rearrange or revise the floor plan and/or relocate any exhibit booth at RAPS' discretion and without notice where doing so is in the best interest of the Exhibition.
19. **SHARING AND SUBLETTING.** Exhibitor agrees not to assign or sublet the whole or any portion of the rented space covered by this contract. Subletting or sharing any part of the exhibit space by an exhibitor is prohibited. All signs, advertisements, publications, materials, products, and company representatives' badges must reflect the name of the contracted exhibiting company. Any violation of these regulations may result in an immediate removal of the booth and materials in violation.
20. **MERGERS & ACQUISITIONS.** In the event that an exhibiting company merges with, is acquired by, or purchases another exhibiting company, you must notify RAPS Show Management in writing of such changes.
21. **SOLICITATION.** The aisles and all other spaces in the Exposition area shall be under the control of RAPS. All displays, interviews, conferences, distribution of literature, lectures or any other type of activity shall be conducted inside the space contracted for. Standing in aisles or in front of exhibit booths of other exhibitors for advertising purposes is strictly prohibited. Exhibitor is not permitted to sell items for delivery on the show floor. Solicitation by non-exhibitors or persons connected with non-exhibiting companies are prohibited from any dealing, exhibiting, or soliciting within the hall.
22. **SECURITY.** RAPS will provide overnight security from installation through dismantling and will exercise reasonable care for the protection of Exhibitors' materials and displays. This service is in no case to be understood by Exhibitors as a guarantee to them against loss, theft, and/or damage of any kind. RAPS will be not liable for the safety of the Exhibitors' property from loss, theft, and/or damage by fire, accident, or any other causes. Exhibitors wishing to insure their materials must do so at their own expense.

23. PROMOTIONAL ITEMS & ACTIVITIES. Exhibiting companies are permitted to distribute promotional materials (giveaways) and other items at their assigned booth location only. All items distributed must be useful to the professional activities of the meeting attendees and must be made available to all meeting attendees as long as supplies last.

BOOTH ACTIVITIES. Exhibiting companies wishing to conduct activities within their booths should contact Show Management by email at exhibits@raps.org for guidelines and permission. Exhibiting companies wishing to conduct contests or drawings should contact Show Management by email at exhibits@raps.org for guidelines and permission.

24. FOOD & BEVERAGE. Exhibitors are able to offer food and beverage during the show. Show Management must be informed in writing of any distribution of food and beverage at booths.

The following rules apply:

- Specific requests must be approved by RAPS Show Management
- Specific requests must adhere to all rules and regulations outlined by the venue
- All food and beverage orders and payment must be coordinated with the venue directly
- Distribution of food and beverage must not create a fire hazard or crowd outside of your booth space
- Food and beverage cannot be directly promoted to meeting attendees other than signage onsite within your booth space
- Food and beverage should not disrupt neighboring exhibitors
- RAPS reserves the right to discontinue food and beverage service at any time
- Additional rules may apply. Contact Show Management at exhibits@raps.org.

25. OFFICIAL NAME, DATES, LOCATION OF EVENT. The official name of the event is the RAPS' 2017 Regulatory Convergence. The meeting dates are 9-12 September 2017. The exhibit dates are 10-12 September 2017. The location is at the Gaylord National Resort & Convention Center in National Harbor, Maryland. **The hashtag is #2017RAPS.** Exhibitors should adhere to this terminology.

26. BOOTH RELOCATION & RECONFIGURATION. RAPS usually does not reconfigure the Exhibit Hall but reserves the right to do so. RAPS reserves the right to relocate booth space to other areas than that originally assigned. On rare occasions, relocation may occur onsite. Exhibitors will be notified of relocation as soon as possible and so will meeting attendees. Management strives for, but cannot guarantee booth placement as requested.

27. SUITCASING POLICY. Please note that while any meeting attendees and registered guests are invited to the visit the Exhibit Hall, any attendee or invited guest who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Rules and Regulations, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may see to Show Management. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and consent must be received prior to the event.

28. AMENDMENTS. RAPS has the sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the RAPS Regulatory Convergence.

29. SALE OF GOODS. The sale of goods or services of any kind in the Exhibit Hall in connection with the Regulatory Convergence is prohibited. Order taking is permitted.

30. RAPS POLICIES. Exhibitor acknowledges and agrees that it will read and fully comply with the rules, regulations, and policies set forth in the exhibitor service manual, this contract, and any other policies, procedures, rules, or regulations set forth by RAPS.

31. SHIPPING. It is recommended that all property be shipped through the official RAPS Official Services Contractor by each exhibiting company.

- 32. PRIORITY SELECTION SYSTEM.** The Priority Selection system is now utilized by RAPS to allow exhibitors the opportunity to select their booth space based on the greatest investment volume towards Convergence. Investment amounts accumulate based on relevant activity each year including purchased booth space, sponsorships and program advertising.

The following do contribute towards the priority selection system:

- Passport Program Purchases
- Any other items not noted here as determined by RAPS

MORE INFORMATION:

- Next years' meeting exhibit sales will be open during the current year's meeting on 11-12 September 2017 in the Exhibitor Lounge. Exhibiting companies will receive notification of designated time slot reserved for them during specified days. During each time slot, booths are assigned on a first come, first served basis within the designated time frame.
 - If you miss your designated date and time, you may sign up at the Exhibitor Lounge during registration hours only.
 - By choosing a future booth space, you agree to 50% of payment due by 1 December 2016 to hold space, and the remaining balance payment due by 1 March 2017.
 - Scenarios not noted above will be addressed and resolved solely at the discretion of RAPS.
- 33. EXHIBIT LABOR.** In the Exhibit Hall for display installation and dismantling, Exhibitor may set up its exhibit display with full-time employees of the exhibiting company without the use of tools. If the exhibit installation or dismantling requires the use of tools, Exhibitor must use union personnel supplied by the official decorating contractor. Exhibitor may remove material from their privately owned passenger vehicle without the use of electric dollies, hand trucks, or mechanical equipment. Exhibitor may hand carry, in or out, its own equipment so long as it uses designated entrance and said equipment is delivered to the booth solely by the Exhibitor with a minimum amount of trips and without the use of motorized equipment. Exhibits or displays, equipment, stock, or supplies will not be allowed to enter or leave by way of the front entrances of the Exhibit Hall. Exhibitor shall abide by any and all agreements made by and between and among RAPS, the Exposition Hall and any union and or other labor groups having jurisdiction at the Exposition.
- 34. FIREPROOFING.** Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials. Exhibitor should have certificates of flame retardancy available for review by the Office of the Fire Marshall in San Jose, California. The fire inspector may at his or her sole discretion perform a flame test of exhibit materials. The use of any material that cannot be made flame retardant is prohibited. Combustible materials found in the Exhibit Hall will be removed. All materials and fluids which are flammable—open flames, butane gas, oxygen tanks, etc., are not permitted. All packing containers, excelsior wrapping paper, which must be flameproof are to be removed from the floor and must not be stored under tables, behind displays or in cabinets. Aisle areas and display area exits must be free of obstructions. Easels, signs or other obstructions may not be placed in aisle outside of exhibit booths. No obstruction shall be placed in any aisles, passageways, lobby or exits leading to any fire extinguishing appliances or emergency exits. Direct passageways leading to fire alarm telegraph communications or emergency exits must be maintained free of any obstruction.
- 35. SPACE AND POSTING RESTRICTIONS.** Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter, and all kinds of promotional giveaways may be distributed only within booth spaces. Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture, show floor, Exhibit Hall or RAPS contracted hotels. Signs, rails, etc., will not be permitted to intrude into or over aisles. No signs/banners may be hung or suspended from the ceiling.
- 36. CHARACTER OF EXHIBITS.** RAPS reserves the right to judge the appropriateness of any exhibit and to decline to permit an Exhibitor to conduct or maintain an exhibit if, in the judgment of the RAPS, said Exhibitor or exhibit or proposed exhibit shall, in any respect, be deemed unsuitable. This reservation relates to persons, conduct, article of merchandise, printed matter, souvenirs, catalogs, and any and all other things, without limitation, which might negatively affect the character of the Exposition. In the event that RAPS shall determine that the conduct of any Exhibitor or its employees, agents or servants is not in keeping with the character of the Exhibit, RAPS may, at any

time, without notice, terminate the contract for space entered into with said Exhibitor and, with or without process of law, remove Exhibitor, its employees, agents, servants, and all of the property of the Exhibitor from the space contracted for and from the Exhibit. No Exhibitor shall have any right or claim against RAPS or RAPS on account of any action so taken. The determination of the RAPS as to the suitability of any Exhibitor, exhibit or proposed exhibit as to whether any exhibit or the conduct of any person is in keeping with the character of the Exhibit shall, in each instance, be final. Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. The use of live models, performers and similar persons within the exhibit areas for product/service demonstrations, explanations, etc., must be approved in advance by RAPS. Exhibitors are asked to observe the "good neighbor" policy at all times. Exhibits should be conducted in a manner not to be objectionable or offensive to neighboring booths.

37. **PEDESTALS, TABLES, RACKS, ETC.** Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4' in height when positioned more than half the distance from the backwall of a single-aisle booth. Nor can they exceed 4' when placed 4' from the center line of a three-aisle booth in a 10' x10' aisle. The exception to these rules would be if the same company occupies 8' of booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, are subject to the same rules as apply to pedestals, tables, etc. The maximum dimensions for such items is 8' h. x 32" w. x 32" d.
38. **PROJECTION OF PICTURES.** Booth space must be able to contain within its outside measurements a reasonably sized audience if projected pictures (motion pictures, video, slides, transparencies, opaque materials, etc.) and demonstrations are shown in the Exhibition. Any activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' booths shall be suspended for any periods specified by the RAPS.
39. **SOUND LEVELS.** Exhibitors operating sound reproducing equipment will be expected to keep the sound at reasonable volume, that of a normal speaking voice, in order to avoid disturbing other exhibitors. Public address systems, radio broadcasts, and other devices used only to attract attention by sound are prohibited. RAPS reserves the right to regulate and/or restrict sound and electricity of any Exhibitor who violates this rule.
40. **OBJECTIONABLE DEVICES.** Loud speakers are not permitted. Announcements will be made by and as determined by RAPS. The use of helium balloons, decals, and stickers is not permitted. The operation of whistles or any objectionable devices will not be allowed. No gasoline, LP gas engine, or equipment of any kind may be operated. Other engines may be operated only with the written consent of RAPS.
41. **MUSIC LICENSING.** Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between RAPS and ASCAP or BMI for meetings, conventions, trade shows and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present RAPS with a copy of such license or grant no less than 30 days prior to the start of the Exhibition.
42. **TREATMENT OF ATTENDEES.** Exhibitor agrees to abide by all RAPS policies in conformity with applicable law, offers equal opportunity to all regardless of race, color, creed, religion, national origin, gender, marital status, physical or mental handicap, political affiliation, age, veteran status, sexual orientation, and other characteristics protected by law. RAPS reserves the right to remove any exhibit whose personnel discriminate against show attendees in any manner.
43. **DISABILITY PROVISIONS.** Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act (ADA) and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space, and agrees to hold harmless and indemnify RAPS against any claims, damages, loss or exposure, including reasonable attorney's fee and costs, arising out of or related to any alleged ADA violations.
44. **SMOKING POLICY.** No smoking will be allowed in the Exhibit Hall or any meeting space.
45. **RESPONSIBILITY.** Exhibitor acknowledges and agrees that Exhibitor, the persons and entities attending the Exhibition (whether exhibit personnel or registrants) in connection with Exhibitor, and Exhibitor's contractors, have or will read and fully comply with the rules, regulations, and policies set forth in the exhibitor service manual, this Contract, and any other policies, procedures, rules, or regulations set forth by RAPS.

- 46. LIABILITY AND INSURANCE.** Exhibitor shall save and hold RAPS forever harmless from and against all liabilities, damages, claims, demands and charges imposed for violation of any law, ordinance, and personal injuries (including death), property loss, or damage to others, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, arising out of or in any manner connected with the performance of this contract regarding the exhibition premises. And further, Exhibitor shall at all times protect, indemnify, defend and save and keep RAPS totally harmless from any and all loss, cost, damage, liability, expense, negligence or willful act or out of or by reason of any accident or other occurrence to anything or anyone, including the Exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises or a part thereof. RAPS will exercise reasonable care for the protection of Exhibitor's materials and displays. However, the Exhibitor, on signing this contract, expressly releases RAPS from and agrees to indemnify RAPS against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Independent contractors appointed by Exhibitor shall provide proof of insurance, which shall name RAPS as additional insured, prior to show set-up.
- 47. ARBITRATION.** Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. Arbitration will be held in Maryland. This contract shall be deemed entered into in Maryland, and shall be interpreted according to the laws of Maryland.
- a. MISCELLANEOUS REGULATIONS.
 - b. The Exhibitor shall not foster or conduct outside activities which would take qualified attendees from Exhibition official functions and/or the Exhibition during scheduled hours.
 - c. Use of meeting facilities or RAPS contracted hotels by Exhibitor or organizations for sales or business meetings, or meal functions during RAPS' conference and Exhibition dates must be approved in advance by RAPS.
 - d. Hospitality suites shall not be open during Exhibition hours or daytime Conference hours.
 - e. No animals or pets are permitted inside the Exhibition hall as part of any exhibit, activity or performance.
 - f. Painting of signs, exhibits or other objects is not permitted in the Exhibition hall.
 - g. Food products or beverages are not to be distributed in any Exhibitor's booth unless detailed plans and arrangements for such distribution have received prior written approval of the Exhibition hall and RAPS.
 - h. Serving or distribution of alcoholic beverages by Exhibitor or its representatives within any part of the Exhibition hall is forbidden.
 - i. Children under the age of 18 are not permitted on the Exhibition floor.
 - j. Parking on the loading dock or inside the Exhibition hall is prohibited; violators' vehicles will be towed at owners' expense. Vehicles that remain in the Exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and must have the smallest amount of fuel (not more than 1/8th tank; enough to drive into the building and drive out safely). Vehicles may not be displayed without the prior written approval of the Exhibition Hall Public Safety Department.
 - k. Any matters not specifically covered by these provisions shall be subject to the sole discretion of RAPS.



See you on the Potomac!

9-13 September 2017
National Harbor, Maryland
#2017RAPS

