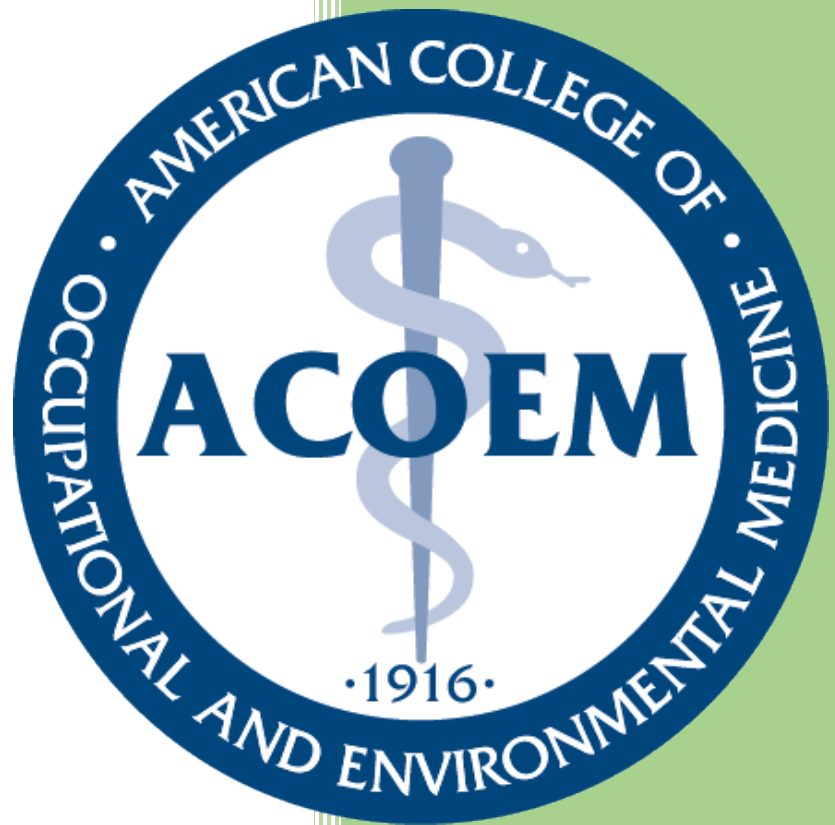


2020

Exhibit Opportunities



American Occupational Health Conference

Presented by:

**American College of
Occupational & Environmental
Medicine (ACOEM)**

Exhibiting at AOHC

Tips for budgeting and preparation:

- ❖ **Exhibit Dates:** May 3-5, 2020
 - ❖ **Conference Dates:** May 3-6, 2020
 - ❖ **Anticipated Attendance:** 1,600+ physicians, physician assistants, certified occupational health nurses, and safety hygienists
 - ❖ **Venue:** Washington Hilton, Washington, DC, USA
- Information about shipping materials to the hotel and renting the lead retrieval platform will be available in the **Exhibitor Services Kit**, available in January 2020.
- Every **8x10 exhibit space** includes the following, value-added components:
- Basic Wi-Fi (not suitable for high definition video streaming)
 - Carpeting in the exhibit hall (you are not required to rent carpeting for your booth)
 - (1) 6-foot skirted table, (2) chairs, (1) wastepaper basket, draped back wall, side rails, organization's name on booth identification sign
 - (2) badges for booth personnel, providing access to all conference general sessions and social activities that are included with a full conference registration
 - Overnight perimeter security
 - Listing in the AOHC section of the ACOEM website
 - Listing in the AOHC Exhibitor Directory with full contact information and company description
 - Basic listing in AOHC 2020 Mobile App
 - Pre-conference and post-conference mailing lists (one-time use only)
 - Listing in ACOEM's *Journal of Occupational and Environmental Medicine*, if contract is received by December 23, 2019
- Additional fees apply to the following (if needed by exhibiting organization):
- Additional badges providing access only to the Exhibit Hall at \$199 each
 - Wired Internet for High-definition Video Streaming*
 - Electricity*
 - Additional furniture and electronics rentals*
 - Booth cleaning*
 - Materials shipping*
 - Promotional items given away at your booth

* See *Exhibitor Services Kit* for information about pricing and how to order – **available approximately 12 weeks before AOHC.**

Booth Rental Fees (all booths are 8'x10'):

	On or before January 31, 2020	On or after February 1, 2020
Premium (near entrance; no rail on side of booth facing the aisle)	\$2,450	\$2,950
Endcap (no rail on side of booth facing the aisle)	\$2,250	\$2,750
Inline	\$1,950	\$2,450

OEM Membership-based Associations or Boards may be eligible for a discounted rate. Please contact ACOEM for pricing. (Eligibility subject to verification; OEM Membership-based Associations or Boards must be nonprofit).

The rental fee must be paid when the application is submitted. No exhibitor may assign, sublet the whole or any part of the space allotted, nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of business.

All applications are made with the understanding that the applicant company agrees to abide by all rules, requirements, restrictions, and regulations as set forth by AOHC Management, the hotel, or the city in which the event is taking place. Failure to abide by such rules and regulations results in forfeiture of all monies paid or due by Management. Applications for exhibit space are subject to review by the ACOEM Council on Education and Academic Affairs to determine suitability for the conference and to ensure conformity with conference standards.

Cancellation Policy: If space is canceled by an exhibitor on or before January 31, 2020, a refund will be made for 50% of the total cost of the exhibit space reserved. **There will be no refunds for canceling on or after February 1, 2020.**

Preliminary Exhibit Hall Schedule:

A final schedule will be released in the Exhibitor Services Kit, available approx. 12 weeks before AOHC.

Installation

- ❖ Saturday, May 2: 12:00PM – 5:00PM

Exhibit Hall Open (times subject to change)

- ❖ Sunday, May 3: 12:00PM – 4:30PM (AOHC Opening Reception in the Exhibit Hall during Lunch)
- ❖ Monday, May 4: 8:00AM – 4:30PM
- ❖ Tuesday, May 5: 8:00AM – 1:30PM

Dismantle

- Tuesday, May 5: Begins at 1:30PM

Exhibit Services Provider: Freeman

Direct questions to: Lynn Tangorra

847-397-2200, ext. 225, AOHCExhibitors@total-event.com

Important Dates/Deadlines

- ❖ **January 31, 2020:** last day to secure discounted booth rental fee
- ❖ **January 31, 2020:** last day to cancel and secure 50% refund
- ❖ **April 10, 2020:** last day to secure discounted fees for exhibitor services
- ❖ **April 22, 2020:** last day to enter exhibitor name badges (after this date, a \$50 onsite badge fee applies to secure additional or replacement badges)
- ❖ **April 10, 2020:** pre-conference attendee list distributed as a Microsoft Excel (date subject to change); list includes full name, mailing address and email address for attendees that opt-in
- ❖ **April 8, 2020:** hotel reservation deadline at Washington Hilton
- ❖ **June 4, 2020:** post-conference attendee list distributed as a Microsoft Excel (date subject to change); list includes full name, mailing address and email address for attendees that opt-in
- ❖ **April 10, 2020:** Freeman advance order deadline:
 - Booth furnishing, exhibits and accessories
 - Booth cleaning
 - Signs and graphics
 - Materials handling
- ❖ **April 17, 2020:** electrical services advance order deadline (PSAV)
- ❖ **April 17, 2020:** Internet/phone services advance order deadline (PSAV)
- ❖ **Shipping:**
 - **April 2, 2020:** Freeman will **begin** accepting crated, boxed or skidded materials at their warehouse (see exhibitor services kit for information)
 - **Friday, April 24, 2020:** Deadline to ship materials to Freeman warehouse. On Saturday, April 25, 2020, materials received at the Freeman warehouse will incur an additional late fee

Lead Retrieval

Information about lead retrieval services at AOHC, **if they are available**, will be included in the exhibitor services kit.

Exhibit Application

After you have completed the online application, you will receive an email confirming that your submission was successful with a “key” to log in to your account in the online exhibit management platform. If you do not receive this email within 24 hours, **contact show management right away** to ensure that you do not miss important information. ACOEM shares a great deal of information via email, through the platform. We will work with you to make sure that emails are not being blocked by your organization’s firewalls.

Don’t forget to populate these items (and others) via the Task Manager in the exhibit management platform:

- ❖ Organization Details - Contact Info/Description of your organization to be included on the AOHC website and mobile app, viewable by all conference attendees
- ❖ Logo upload
- ❖ Download “I’m Exhibiting” logo for email signature
- ❖ Proof of Insurance

Tasks may be added periodically. Please check often to see if there are any outstanding tasks on your task list.

2019 EXHIBITORS

- ❖ 3bExam
- ❖ ACOEM Career Center
- ❖ Aelius MD - Occupational HER & Billing
- ❖ American College of Lifestyle Medicine
- ❖ American College of Preventive Medicine (ACPM)
- ❖ American Congress of Rehabilitation Medicine - ACRM
- ❖ Axion Health, Inc.
- ❖ B2B Revolutions
- ❖ Benson Medical Instruments Co.
- ❖ CDC NCEH/ATSDR
- ❖ Center for Asbestos Related Disease (CARD)
- ❖ Central Intelligence Agency
- ❖ Concentra
- ❖ Cority
- ❖ Corporate Health Resources, Inc.
- ❖ Council for Accreditation in Occupational Hearing Conservation (CAOHC)
- ❖ Dynavax Technologies
- ❖ e3 Diagnostics
- ❖ Enterprise Health
- ❖ evolvement
- ❖ Gensco Pharma
- ❖ H-Wave
- ❖ Industrial Physical Capability Services
- ❖ InfoTech Inc.
- ❖ Kaiser Permanente/The Permanente Medical Group, Inc.
- ❖ Logistics Health Incorporated
- ❖ MDGuidelines (Reed Group)
- ❖ MDocHaus
- ❖ Med Care Pharmaceuticals
- ❖ MEDI
- ❖ Medi Lazer
- ❖ MediTrax
- ❖ Medlock Consulting
- ❖ Methapharm, Inc.
- ❖ National Institute for Occupational Safety and Health (NIOSH)
- ❖ National Jewish Health
- ❖ Net Health (Agility)
- ❖ Nova Medical Centers
- ❖ Novo Nordisk
- ❖ OEM Health
- ❖ OHD, LLLP
- ❖ Omega Laboratories, Inc.
- ❖ Premise Health
- ❖ PrognoCIS by Bizmatics Inc.
- ❖ Provider Solutions and Development
- ❖ Psychomedics Corporation
- ❖ QTC
- ❖ Reliant Urgent Care
- ❖ ResMed
- ❖ SafeLane Health, Inc.
- ❖ Sansum Clinic
- ❖ SC Johnson Professional
- ❖ Sebski Telehealth, LLC & DigiGone
- ❖ Select Medical
- ❖ SHOEBOX Audiometry
- ❖ Tremetric
- ❖ TSI Inc.
- ❖ UBS Financial Services
- ❖ UL EHS Sustainability
- ❖ Urgent Care Association
- ❖ Valneva USA, Inc.
- ❖ VaxServe
- ❖ VMO Tech
- ❖ Wolters Kluwer
- ❖ WorkSTEPS
- ❖ ZOLL Medical Corporation

RULES & REGULATIONS

In submitting this application and contract, the exhibitor agrees to comply with all rules, restrictions and any other directives issued by the American College of Occupational and Environmental Medicine (ACOEM) in connection with the 2020 American Occupational Health Conference Exposition. This includes, but is not limited to, information contained in the sponsorship opportunities, confirmation materials, and the Rules and Regulations outlined below.

1. Exhibit Dates and Hours

Scheduled exhibit hours begin on Sunday, May 3, 2020 and end on Tuesday, May 5, 2020.

2. Application and Contract for Exhibit Space

This contract for exhibit space and the formal notice of space assignment by ACOEM and/or its agents acting as Management of the Exposition, referred to hereafter as "ACOEM," for floor space constitute a contract for the right to use the same. This contract should be filed promptly with ACOEM, acting through its officers, agents or employees as Management of the Exposition.

3. Eligibility to Exhibit

ACOEM reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by ACOEM, all money will be returned to the applicant.

4. Nonendorsement

The exhibiting of products or services at the ACOEM Exposition does not constitute an endorsement by ACOEM. Exhibitors are not permitted to represent that their products or services have been endorsed by ACOEM unless ACOEM has specifically provided express written endorsement.

5. Terms of Payment

Applications must be accompanied by payment in full. **CONTRACTS WILL NOT BE PROCESSED WITHOUT PROPER PAYMENT.** Pricing is based on the date that completed application and payment is received. Booths will not be held without payment. No exceptions will be made.

6. Cancellation of Space

If space is canceled by an exhibitor on or before January 31, 2020, a refund will be made for 50% of the total cost of exhibit space reserved. There will be no refunds made to companies canceling February 1, 2020 or later. All cancellations must be in writing, addressed to: Lynn Tangorra, Total Event Resources, 1920 Thoreau Drive N., Suite #105,

Schaumburg, IL, 60173, AOHCExhibitors@total-event.org.

Any space not occupied onsite by Sunday, May 3, at the time listed in the Exhibitor Services Kit for which special arrangements have not been made in writing, may be reassigned by ACOEM without obligation to make a refund.

A reduction of the number or size of booths reserved is regarded as a cancellation, and the rules of cancellation will apply. Deposits received on the canceled booths will not be applied to the remaining balance of other booths held.

7. Space Assignment

All exhibits will be located at the Washington Hilton in Washington, DC. Dimensions on the floor plan are believed to be accurate, but are only warranted to be approximate.

All booth assignments will be made on a first-come, first-served basis, and duplicate requests shall be determined by date of receipt, past exhibit history, and special floor requirements. ACOEM reserves complete authority for assignment of space.

Every effort will be made to ensure the best possible space to exhibitors. ACOEM reserves the right to relocate display areas at any time for the benefit of the exhibitor or for the betterment of the exposition.

8. Use of Pre- and Post-Conference Attendee Lists

Exhibitor may use the provided pre-Conference and post-Conference attendee lists each for one time only. Exhibitor will not automatically sign attendees up for mailing lists, even if the list has an "unsubscribe" or "opt-out" option. Exhibitor will not copy the list or any portion thereof or extract or retain any information there from. Exhibitor will not at any time permit any ACOEM list information to pass into the hands of another person, association, organization or company. Any prohibited use by user shall constitute a material breach of this contract and ACOEM may take full action permitted under the law. ACOEM requires pre-approval of all promotional pieces sent using this list. More instructions will be included when the mailing list is distributed.

9. Exhibit Installation, Storage and Removal

Installation must be completed by the time listed in the Exhibitor Services Kit on Sunday, May 3, 2020. In the event that the exhibitor fails to install his or

her exhibit within the proper setup time, fails to pay the rental charges for space or fails to comply with any provisions concerning the use of his exhibit space, ACOEM shall have and reserve the right to take possession of such booth space and reassign without refund.

Exhibitors shall not be permitted to store packing crates and/or boxes in or behind their booths during the Exposition period. Properly marked boxes will be stored and returned to the booth by a service contractor. It is the exhibitor's responsibility to mark and identify his or her crates/ cartons. Cartons and crates not properly marked or identified may be destroyed. ACOEM assumes no responsibility for the contents of improperly labeled cartons or crates.

Dismantling or packing up one's exhibit booth can begin only after the close of the Exposition. Any infraction of the dismantling and packing regulations will result in the delay of receiving information on the following year's show and will affect future conference booth placement and/or eligibility to exhibit. All exhibits must be removed from the Washington Hilton by the time listed in the Exhibitor Services Kit on Tuesday, May 5, 2020. The deadline for clearance of all materials from the Exhibit Hall will be enforced. It is the responsibility of each exhibitor to have material packed, identified and cleared for shipment by such time.

ACOEM reserves the right with no liability whatsoever for damage, spoilage or loss to dismantle, dispose of, store and clear from the premises any material goods, property or merchandise of any exhibitor who has failed to comply with the above requirements. Such work will be done at the sole expense of the exhibitor.

10. Use of Space: Booth Construction

All linear booths are 80 square feet (8'x10') unless otherwise noted. Booths have a back wall drape that is 8 feet high, with sidewall drapes that are 36 inches high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet in height. All display fixtures more than 4 feet in height and placed within 8 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5 feet from the aisle line.

Graphics, products or portions of the display are not permitted outside the confines of the booth unless as supplied by ACOEM as sponsorship recognition or as part of a sponsorship. Exhibitors are required to keep their exhibit space neat and orderly at all times. Exposed parts of displays and/or equipment must be

finished in a workmanlike and neat manner so an attractive appearance is presented when viewed from the aisles of adjoining booths. If exhibitor fails to cover or finish these areas, this will be done at the discretion of ACOEM at the expense of the exhibitor.

Hanging Signs/Components: Hanging signs are not permitted.

Subletting and Sharing of Space: Subletting and sharing of space are permitted only for divisions of the same company, with approval of ACOEM. The subletting and sharing of exhibit space are strictly prohibited to separate companies.

Company Mergers: In the event that a company merges with, is bought by or purchases another company, ACOEM must be notified in writing of such changes.

Exhibit Staffing: As a courtesy to the attendees and fellow exhibitors, it is important that exhibitors open their exhibits on time each day. Each exhibit booth must be manned during all exhibit hours until the scheduled closing of the Exposition. Exhibit representatives manning the booth must be bona fide employees or distributors of the exhibiting company or members of his/her family. Exhibitors must display goods manufactured or dealt by them in their regular course of business, unless approved in advance by ACOEM. It is strongly encouraged that all exhibitors staff their booths with a minimum of two representatives to ensure adherence to this regulation. Exhibitors will have access into the Exhibit Hall one hour before the exhibits open each day. Exhibitors may remain in the hall for a half hour after the close of the Exhibit Hall each day.

Distribution of Products and Materials: Distribution of advertising and other promotional materials is permitted within the confines of the allotted booth space. Any exhibitor found distributing promotional materials outside of his or her allotted booth space, not approved in advance by ACOEM, will be found in violation of the exposition rules and regulations. There are to be no retail sales on the show floor resulting in the exchange of currencies.

No firm or organization, individual or company without assigned exhibit space or special ACOEM approval will be permitted to solicit business or distribute promotional materials within the Exhibit Hall or be in attendance. Any infringements of this rule will result in the prompt removal of the offending person(s) from the Exhibit Hall, and the exhibitor waives any and all rights for claims against ACOEM arising out of the enforcement of this rule.

ACOEM reserves the right to restrict exhibits that, because of noise, method of operation, materials or

for any other reason, are objectionable and also to prohibit or evict any exhibit that, in the opinion of ACOEM, may detract from the general character of the show as a whole. All demonstrations or other promotional activities must be within the limits of the exhibit booth.

Booth Activity: Demonstrations or live interviews must be confined to the limits of the space contracted. The use of magicians, massage therapists, fortune tellers, dancers, mimes, puppet shows or other entertainment of this nature is prohibited unless the exhibitor has written permission from ACOEM. If any of these demonstrations, activities or audio-visual sound effects disturbs neighboring exhibitors, results in the obstruction of aisles or prevents ready access to a nearby exhibitor's booth, ACOEM reserves the right to determine at what point sound must be discontinued. Exhibitors must take every reasonable precaution to minimize the noise of demonstrations or of operating sound devices. Helium-filled balloons or devices are not allowed in the Exhibit Hall.

Giveaways may not include stick-on decals or balloons. All exhibitors are required to carpet their booths (the Exhibit Hall for 2020 is already carpeted). All booth decorations must be flameproof. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, ACOEM may cancel all or such part of a display as may be irregular and effect the removal of same at the exhibitor's expense.

The exhibitor is responsible for having a certificate of flame proofing actively in possession should booth decorations be questioned during inspection. Each exhibitor is charged with knowledge of any compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.

11. Liability and Insurance

To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) assumes all responsibility for any and all loss, theft and/or damage to exhibitor's displays, equipment and other property while on Washington Hilton premises, and hereby waives any and all claims and/or demands it may have against Hilton Corporation, its parent and/or any of its affiliate companies, as well as **American College of Occupational & Environmental Medicine** ("Group"), arising from such loss, theft and/or damage. In addition, the exhibitor agrees to defend (if requested by Hilton with counsel satisfactory to Hilton), indemnify and hold harmless Organization and Washington Hilton

and their respective parent, subsidiary and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the exhibitor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the exhibitor and/or its employees, subcontractors and/or agents.

Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises, upon request. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitor agrees that it will indemnify, hold and save ACOEM and the Washington Hilton whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against ACOEM and its agents and the on account of injury that may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or any other person entering upon the premises leased hereunder with the express or implied invitation or permission of the exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by the exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the premises leased hereunder.

The exhibitor covenants and agrees that in case ACOEM and/or the Washington Hilton shall be made a party to any litigation against the exhibitor or in any litigation commenced by any party other than the exhibitor relating to his lease or to the premises

leased hereunder, the exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs and expenses, incurred by or imposed upon ACOEM, its agents and the Washington Hilton by virtue of such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of ACOEM, its agents or the Washington Hilton. Exhibitors requiring the services of independent contractors must have prior approval of ACOEM and will be required to provide to ACOEM the appropriate certificates of insurance of said independent contractors. These certificates of insurance are required to be in possession of said contractors on site at the Exposition at all times. No exceptions will be made that will interfere with the orderly function or security of the Exposition or with obligations or commitments of ACOEM. All contractor personnel working within the Washington Hilton must be wearing, in an easily visible location, a photo identification badge issued by their employer or by the union dispatching the labor.

Exhibitors are required to carry liability insurance and must have said certificates with them at all times during the exposition. All property of the exhibitor is understood to remain under exhibitor's custody and control, in transit to or from or within the confines of the Exhibit Hall. Exhibitors are required to carry floater insurance against injury to the person or property of others and must be prepared to furnish a certificate of insurance to ACOEM upon request. ACOEM and the Washington Hilton insurance policies do not extend to cover liabilities of exhibitors.

12. Security

Every reasonable precaution will be taken to protect property during the Exposition. However, neither ACOEM and the Official Service Contractor, nor the management of the Washington Hilton, is responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Individual booth security is available at an additional fee to exhibitors, and it is strongly advised that exhibitors carry additional insurance for theft or damage to their displays or other personal property while such property is located at or is in transit to or from the exhibition site.

While ACOEM provides security guards, this is solely as an accommodation to exhibitors, and ACOEM assumes no responsibility for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause

whatsoever.

The exhibitor expressly agrees to save and hold harmless ACOEM, its management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

13. Care of the Building and Equipment

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building, booth, materials or equipment of another exhibitor or the Washington Hilton. If such damage appears, the exhibitor causing such damages is liable to the owner of the property so damaged.

14. Labor

Exhibitors are required to observe all contracts in effect between ACOEM, service contractors, the Washington Hilton and any labor organizations involved. All rules, regulations and restrictions will be outlined in the official exhibitor services kit.

15. Official Service Contractor

The official decorator, FREEMAN, will handle all decorating and exhibit furniture. The exhibit services kit outlines prices and instructions for securing special lighting, carpeting, wiring, telephone, microcomputer rental or other special work in advance. The exhibitor services kit will be distributed after we receive your completed exhibit space application and full payment. Note deadline dates to order services and avoid penalty fees. Exhibitors are responsible for all freight, drayage, decorating and labor charges. If the conference hotel is a union hotel, only union laborers may handle freight. Union laborers may be required for extensive installation and dismantling of exhibit booths. Information on shipping and drayage is included in the exhibitor services kit.

16. Exhibitor's Authorized Representatives

The Exposition is limited to individuals, business firms and manufacturers that have contracted and paid for space assignments. Each exhibitor shall provide ACOEM with the names of personnel in attendance at the Exposition on the appropriate exhibitor registration form included in the exhibitor services kit by the specified date. Said representatives shall be authorized to enter into such service contracts as may be necessary on behalf of the exhibiting company, for which the exhibitor shall be responsible.

For each 8'x10' booth, each exhibiting company will receive two badges for booth personnel. Additional badges are available at \$199 each if purchased by the published date. Paid-for badges are non-

refundable.

The exhibitor and representatives are required to wear these identification badges throughout the Exposition and while attending all ACOEM Conference related events. The badges are not transferable, and ACOEM reserves the right to withdraw the use of the badge used to gain admission to the Exposition by any person other than the one to whom it was issued. The Exhibitor shall keep at least one attendant in its booth during the hours the Exposition is open.

ACOEM reserves the right to refuse to admit and eject from the Exposition, or from any space therein, any objectionable or undesirable person or persons; and on the exercise of this authority the exhibitor, for itself, its employees and agents, hereby waives any right and all claims for damages against ACOEM.

17. Food and Beverage Services

All arrangements for the provision of food and beverage in conjunction with exhibits must be approved in writing by the Washington Hilton (this includes bottled water as a giveaway). No alcohol is allowed in the Exposition or booths, except as approved by ACOEM.

The Washington Hilton reserves the right to regulate the size and type of samples and giveaway items. Every food and beverage item in an exhibit booth must be provided by and approved by the official caterer in writing. Exhibitors that bring in outside food and beverages to their exhibits without permission risk forfeiture of their product and/or commissions and are subject to fees for doing so from the caterer. No selling of food or beverages is permitted.

18. Social Functions/Special Events

Any exhibitor-held hospitality, function or social event must be pre-approved by e-mailing Melanie Stanton at mstanton@acoem.org. Social functions are allowed only during program-free hours and must not conflict with any ACOEM special programs, social and theme events. Failure to comply may result in a delay in receiving the information for next year's show and/or denial of participation in all future ACOEM Conferences, meetings, and events. Exhibitors may not host a private event in a location that has been secured by ACOEM.

19. Conference Postponement or Cancellations

ACOEM, at its discretion, shall have the right to postpone or cancel the Conference and Exposition and shall not be liable to the exhibitor for losses resulting from such delay or cancellation.

ACOEM will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, terrorism, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond ACOEM control. It will, however, in the event of its not being able to hold an exhibit for any of the reasons above, reimburse exhibitor on a prorated basis for the amount already paid by exhibitor for exhibit booth space.

20. Complying with ACOEM Rules & Regulations

Exhibitor agrees to comply with all rules and regulations of ACOEM, the Washington Hilton and all other rules and regulations that apply to the city of Washington and the District of Columbia. ACOEM will provide the Washington Hilton and its service providers with each exhibitor's contact information.

21. Business Partner participation

Business partners who are not exhibiting will not be permitted to register as Conference attendees or guests.

22. Amendments

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of ACOEM. These Rules & Regulations shall be binding on exhibitors equally with the foregoing conditions. Exhibitors shall be notified in writing of any amendments to these regulations.

23. Use of ACOEM and AOHC name and logo

The use of the ACOEM and AOHC names, logos and other identifying marks may not be used in signs, advertising or promotions in any media or descriptive product literature without the written consent of ACOEM. Approved exhibitors may use the Exposition-specific logo provided by ACOEM on email signatures, email communications and advertising during the dates specified by ACOEM under the rules and regulations specified by ACOEM.