

2018 AAPS PharmSci 360

RULES / REGULATIONS / GENERAL INFORMATION

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Event Location

Walter E. Washington Convention Center
Washington, DC

The Solution Center is located in Exhibit Halls A and B.

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Show Colors

Carpet:	Tuxedo
Back Drape:	Black
Side Drape:	Black

Schedule

Move-In Schedule:

Friday	November 02	1:00 pm – 5:00 pm
Saturday	November 03	8:00 am – 5:00 pm
Sunday	November 04	8:00 am – 5:00 pm

Solution Center Hours:

Monday	November 05	8:30 am – 5:00 pm
Tuesday	November 06	8:30 am – 5:00 pm
Wednesday,	November 07	8:30 am – 1:30 pm

Move-Out Schedule:

Wednesday	November 07	1:30 pm – 8:00 pm
Thursday	November 08	8:00 am – 12:00 pm

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Move-In Information

- All exhibitors must have an exhibitor badge to access the Solution Center during move-in. Online registration is located on our [Exhibitor Booth Personnel Registration](#) page.
- Your booth must be complete by 5:00 pm Sunday. [\(Back to Top\)](#)

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Move-Out Information

- It is strictly forbidden to dismantle any part of your booth before 1:30 pm Wednesday.
- Empty containers will begin to be returned as soon as the aisle carpet is removed (approximately 2:30 pm).
- All exhibits must be packed and ready for removal by 12:00 pm Thursday.
- All freight carriers must be checked in by 8:00 am on Thursday.

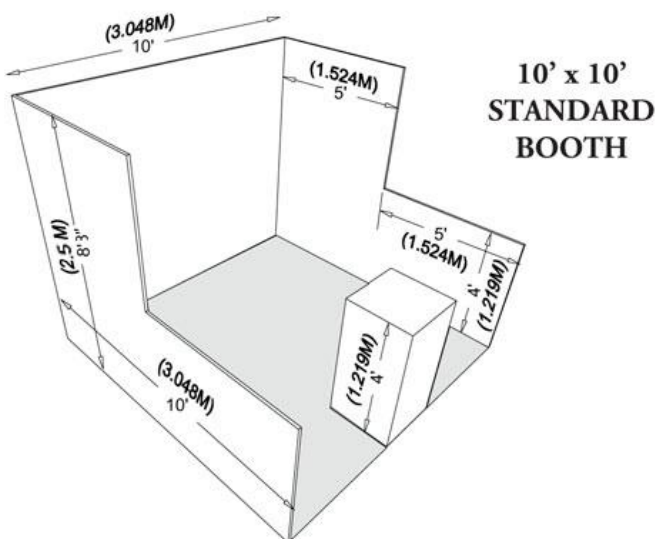
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Exhibit Design Regulations

- Exhibit construction must stay within your booth space.
- All exposed sides of displays must present a finished edge. Show Management reserves the right to order draping necessary to cover any exposed surfaces at the exhibitor's cost.
- Drapes, signs, banners, acoustic materials, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof material.
- The Solution Center is not carpeted. All exhibitors are required to rent or provide their own flooring. Aisles will be carpeted in tuxedo.

Standard Linear Booth (10X10, 10X20, 10X30, and 10X40):

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m). All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitors space which is at least 5' from the aisle line in order for each exhibitor to have a reasonable sightline from the aisle regardless of the size of exhibit. No hanging signs permitted.

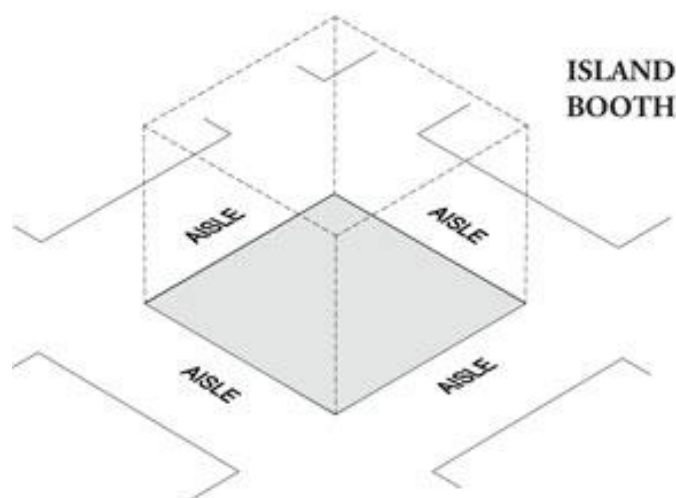


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Island Booth (20x20 or larger):

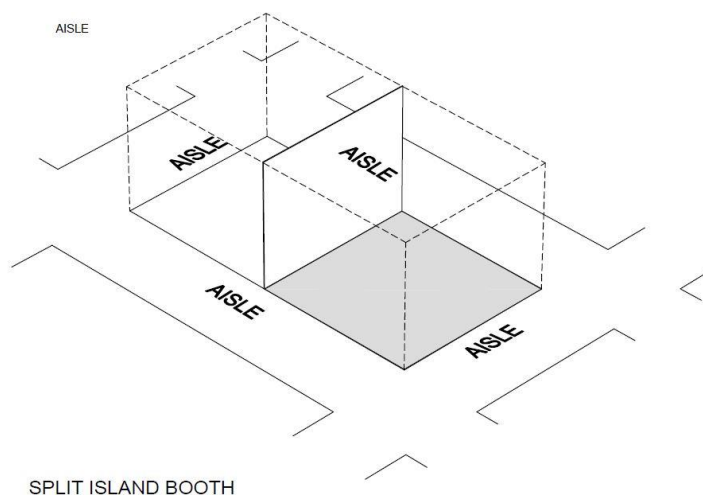
An island booth is defined as exhibit space with aisles on four sides. Exhibitors are permitted to use the full cubic content of space. However, exhibit fixtures, components, and identification signs affixed to structure will be permitted to a maximum height of 20'. The structure should provide sufficient viewing area so as not to block the view of adjacent exhibits. Hanging signs are permitted (see page 6 for hanging sign regulations).



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Split Island Booth (10x10 or larger):

This ONLY Applies to booths 1515, 1614, 1615, 1714, 2655, and 2754. A split island booth is exposed to aisles on three sides, and shares a common back wall with another split island booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. The maximum height allowance is 8'3" (2.5m), including signage. No hanging signs permitted.



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Exhibitor Appointed Contractors (EAC) – DUE BY OCTOBER 5, 2018

If you wish to contract out any services with a company other than the official contractors/vendors (not including the exclusive vendors), the following instructions must be followed in order for your EAC to access the show floor during move-in and move-out:

1. The EAC Notification Form Task must be completed and approved by Show Management. [Log-in here](#) to submit the notification form. **DEADLINE TO BE COMPLETED AND RECEIVED BY AAPS IS OCTOBER 5, 2018.**
2. (You or) Your EAC must [submit](#) a certificate of liability insurance. **DEADLINE TO BE COMPLETED AND RECEIVED BY AAPS IS OCTOBER 5, 2018.** This can be submitted through the link above, sent to meetings@aaps.org or mailed to AAPS attention: Exhibit Manager: 2107 Wilson Blvd. Suite 700, Arlington, VA 22209
 - a. Insurance coverage must meet the following limits: primary, comprehensive general liability coverage, including specifically, coverage for property damage, death, and/or personal injury arising from, or attributed to, exhibitor's or EAC's use of exhibit space, with a minimum coverage amount per individual claim of \$1,000,000 USD.
 - b. The following must be added as the additionally Insured:
 - i. American Association of Pharmaceutical Scientists
 - ii. Freeman
 - iii. Walter E. Washington Convention Center
3. Each individual EAC must check-in at registration to receive an EAC wristband in order to access the Solution Center. Registration will be located in Salon H at the Washington Convention Center.
4. **Each EAC representative must have an exhibitor badge if he/she requires access during show hours.** Please register this individual(s) through the [registration system](#)
5. EAC must follow all show rules and regulations. (This is strictly enforced).
6. If Show Management does not receive both of these items, your EAC will not be permitted onto the show floor (this is strictly enforced). **DEADLINE -- FORMS MUST BE COMPLETED AND RECEIVED BY AAPS ON OCTOBER 5, 2017.** [\(Back to Top\)](#)

Exhibitor Insurance

Insurance on all exhibits is the responsibility of the exhibitor. AAPS will not assume any responsibility for property loss, damage or personal injury. All Exhibitor Appointed Contractors are required to provide AAPS a certificate of liability insurance in order to access the show floor. See above Exhibitor Appointed Contractor section for further information. It is recommended that every exhibitor secure coverage against possible loss by fire and theft; through damage incurred in the handling of his equipment, or display material; of public liability insurance for claims of injury to the person and property of others. [\(Back to Top\)](#)

Restrictions

Decorating Restrictions

Below are a few common decorating elements which are prohibited. For additional restrictions or questions, contact Freeman.

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- Mylar or other Helium filled balloons
- Fireworks
- Smoke Machines
- The use of tape on any vertical surface
- Confetti and related paper material

Advertising Restrictions

Canvassing in the Solution Center, promotional activities outside the exhibit booth, or distributing advertising material outside of the Solution Center is strictly prohibited without Show Management approval.

Noise Restrictions

Voice, music or other sound amplification, which carries beyond the limits and confines of the individual exhibitor's booth, is prohibited. Furthermore, product and or equipment operation, sound devices, flashing lights or other attention-getting equipment must not be used in a manner that may be objectionable to neighboring exhibitors.

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Fire Code Restrictions

Please read and comply with the following regulations:

- Exit signs must be visible from any location in a room.
- No smoking inside the convention center.

The following Hazardous materials are prohibited. These include (but not limited to):

- Compressed flammable gases
- Flammable and combustible liquids
- Helium tanks

If you have a question about an item not on this list, please contact Show Management.

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Hanging Signs

- Hanging signs are permitted only if they will be hung over a 20X20 or larger island booth.
- You must complete the Freeman hanging sign labor form included in the online Exhibitor Service Manual.
- Hanging signs must be shipped in separate containers directly to the advance warehouse no later than **October 26, 2018** and must have the Hanging Sign Label attached.
- **The height limit for hanging signs is 25' from the floor to the top of the sign.**
- Additional important information is located on Freeman's Hanging Sign Labor form.

Security

AAPS will provide basic 24-hour security in the Solution Center beginning Friday, November 2, 8:00 a.m. until Thursday, November 8, 5:00 p.m. It is the Exhibitor's responsibility to take precautions against any possibility of theft and the furnishing of such service in no case insures the Exhibitor or guarantees them against loss of theft of any kind.

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Food and Beverage

Exhibitors may serve food and beverages from their booth; however they must order it from the Walter E. Washington Convention Center's approved caterer, Centerplate. Exhibitors must obtain written permission from Show Management for food and beverage service and any fees or other service charges are the direct responsibility of the Exhibitor.

Exhibitor Badges and Show Floor Access

Based on the booth size, each company receives an allotment of complimentary Exhibitor Booth Only badges AND Exhibitor Full Conference Badges. To register your staff, go to [Exhibitor Staff Registration](#). Prices and allotment are listed within the registration portal. If additional badges are needed beyond your complimentary allotment, they are available at an additional cost. Both types of badges allow access to the Solution Center during breakdown and setup hours, as well as daily published hours of operation.

Exhibitor Booth-Only Badges

Complimentary Exhibitor Booth-Only Badges allow access to the Solution Center only, which includes exhibits, posters, interactive education, and the Career Development Center

Exhibitor Full Conference Badges

Complimentary Exhibitor Full Conference Badges allow staff to access the Solution Center as well as scientific sessions outside of the Solution Center. Payment of additional registration fees is required for the 5K, Short Courses, Workshops, and Content Capture.

Badge Pick-up

Please bring a copy of your emailed confirmation and go to either a Self Check-In counter or an Exhibitor Registration counter to pick up your badge. You may pick up badges for your colleagues when you are onsite.

An exhibitor badge is required if

- You need to access the Solution Center during move-in and move-out.
- You need to access the Solution Center before or after show hours and during the show days. (Exhibitors can access the Solution Center at 7:30 am each day and are permitted to stay in the Solution Center 30 minutes after show closing).
- Your exhibitor appointed contractor (EAC) needs access to the Solution Center during show hours (**their EAC wristband will not allow them access during show hours**).

Children

No one under the age of 18 is permitted in the Solution Center at any time. This is strictly enforced.

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Failure to Observe Rules

Any failure to comply with these rules shall, at the sole discretion of Show Management, be cause for closing the offending exhibitor's display, as a result of which exhibitor expressly agrees to hold Show Management harmless and prepayment for such will not be refundable.

THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE TO ABIDE BY THESE RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS. REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITION OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVE UNETHICALLY MAY BE PENALIZED INCLUDING LOSS OF EXHIBITOR BENEFITS AT THE CURRENT OR FUTURE SHOW.