



## EXHIBITOR INFORMATION

### EXHIBIT HALL DETAILS

The Exhibit Hall will be located in the Silver Ballroom that is adjacent to the General Session in Liberty Hall.

### Exhibitor Fees **\$2,200**

Exhibit fee includes:

- Two (2) full meeting registrations for Exhibit Area and Scientific Sessions
- Recognition in Program Guide
- Two (2) Chairs
- One (1) 6' x 30" Table

### EXHIBIT HOURS\*

**Friday, October 28** - 7:00 am – 7:00 pm

**Saturday October 29** - 7:00 am – 5:00 am

*\*Exhibit schedule based on final program*

### TRAFFIC BUILDERS IN EXHIBIT AREA

- ✓ Continental breakfast served in the exhibit hall
- ✓ Coffee breaks served in the exhibit hall
- ✓ Reception in the exhibit hall

### SPACE ASSIGNMENT

Preference will be given to Platinum, Gold or Silver supporters and in the order in which applications are received. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application. Careful consideration will be given to such requests. The ISPAN reserves the right to alter the exhibit floor plan at any time.

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment will be permitted provided it fits in the 6' x 30" space provided. In most cases this would preclude the use of a table. Should equipment be larger than the space reserved, that equipment will not be allowed to be displayed. Companies with tabletop displays bringing standing equipment must notify Show Management in advance.

### EXHIBITION FEES AND PAYMENT

In order to participate in the exhibition, complete the Exhibit Space Application. Payment in full is due at the time of application. Checks and applications should be made payable to **ISPAN**, and mailed, faxed or emailed to:

500 Cummings Center, Suite 4400  
Beverly, MA 01915  
Secure Fax: 978-524-0498

### REFUNDS AND CANCELLATIONS

Cancellations received in writing prior to or on **June 27, 2022** will be subject to a 25% administrative fee. There will be no refunds for cancellations received after **June 27, 2022**.

### INSTALLATION

**Thursday, Oct. 27** 12:00 pm – 5:00 pm

### DISMANTLING

**Saturday, Oct. 29** 5:00 pm – 6:30 pm

### SHIPPING INSTRUCTIONS

Shipping information will be available in the Exhibitor Service Kit, which will be available in June.

### ELECTRICAL, INTERNET, AV

The Electrical Order Form will be included in the online exhibitor service kit, available in June.

### INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distribution of advertising matter outside the exhibitor's own space will not be permitted.

### CONDUCTING EXHIBITS

Drawings, raffles, and quiz-type contests will be permitted. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Association. The right is reserved to refuse applications of concern not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

## **FIRE PROTECTION**

All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

## **SPECIAL NEEDS**

The Hotel is in compliance with the requirements of the Americans with Disabilities Act (ADA). Provisions include ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the hearing impaired.

## **EXHIBIT PERSONNEL**

All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation.

## **EXHIBITOR REGISTRATION**

Exhibitors will receive two badges per exhibit space purchased. Support levels determine the number of additional complimentary exhibitor registrations. Additional badges are available for \$100 per badge. An exhibitor's badge does allow the exhibitor access to the scientific sessions.

## **HOTEL ACCOMMODATIONS**

Rooms are reserved at the Hotel. Reservation forms & online reservation links will be available in the online service kit in June.

## **PROTECTION OF THE BUILDING**

Exhibitors will be held liable for any damage caused to the Hotel. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

## **INDEMNIFICATION**

Hotel, ISPAN, and exhibitor agree to indemnify and hold each other and the other's officers, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney's fees, arising out of or relating to the other's performance under this agreement.

In no event shall Hotel Indemnified Parties, ISPAN or exhibitor be liable for any indirect, incidental, special or consequential damages incurred by either party or any third party, whether in an action in contract or tort, even if after the other party has been advised of the possibility of such damages.

## **INSURANCE**

Exhibitor shall obtain, maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of or result from the respective obligations pursuant to this contract.

## **HAZARDOUS WASTE**

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

## **HOLD HARMLESS CLAUSE**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, its management company and the ISPAN, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.