

## Rules and Regulations Governing Exhibits

### Eligibility for Exhibiting

The following qualifications are required of all exhibitors at the 340B Coalition Summer Conference to be held at the Omni Shoreham Hotel:

1. Products or services displayed must further the educational purpose of the 340B Coalition Summer Conference to provide an atmosphere conducive to exchanging information and views in a professional manner about pharmacy practice, healthcare and other matter relevant to attendees.
2. Products or services must be related or of interest to pharmacy practitioners in hospitals and health systems or other related avenues.
3. The Coalition reserves the right, in The Coalition's sole judgment, to determine eligibility or compatibility of any company or its products to exhibit at this event.

### Use of the Official 340B Coalition Summer Conference Hotel Block

A completed contract for exhibit space must be submitted to 340B Health prior to requesting a guestroom block. All reservations must be made through the official 340B Coalition Housing Company. Procedures and rules for reserving blocks will be available on the official 340B Coalition Summer Conference group hotel reservations form and must be adhered to. Exhibitors who do not adhere to these procedures may be subject to restrictions at future 340B Coalition meetings, including but not limited to, denial of exhibit space and/or meeting room requests; and ineligibility for conference hotel room rates.

### Assignment of Space

Booth space will be allocated in the sole and exclusive discretion of The Coalition with due regards to grouping of exhibitors and the date upon which the Contract for Exhibit Space was received. The Coalition reserves the right, in the best interest of the Exhibits, to relocate booth space other than that selected by the exhibitor. The decision of The Coalition with respect to allocation of booth space will be final and binding upon all exhibitors.

### Exhibit Specifications

The exhibit hall at the Omni Shoreham Hotel has been reserved for the 340B Coalition Summer Conference. The tentative layout of the exhibit hall includes: 10' wide x 10' deep booths as well as 8' wide x 8' deep booths that will consist of draped backdrops and draped side rails, carpet, two chairs, one trash can, one table. In addition to alphabetical aisle banners, a uniform one-line sign will be provided to each exhibitor. **Ceiling height varies; no part of your booth should be taller than 7'8" to be sure it can be accommodated in any part of the hall.** Under the sole judgment of The Coalition and 340B Health, we reserve the right to make changes at any time in the location, size, display limits, etc., of any booth if it is in the best overall interest of the exhibit program.

## Exhibit Construction Guidelines Summary

**Please note there is a ceiling height restriction of 7'8" throughout the entire exhibit hall. No part of a booth should be higher than 7'8".**

### Standard/Linear/Perimeter Booth

Standard/Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. A Perimeter booth is simply a backs to a wall of the exhibit facility rather than to another exhibit.

**Dimensions:** In an effort to maximize the amount of space available, the Linear/Standard booths in this exhibit hall are ten feet (10') wide by ten feet (10') deep and eight (8) feet wide by eight (8) feet deep. Additionally, due to the varied ceiling heights in the exhibit hall, you are limited to a maximum back wall height of seven feet, eight inches (7'8")

**Use of Space:** Regardless of the number of Standard/Linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. For 10' x 10" booths, the maximum height of seven feet, eight inches (7'8") may be maintained on the sidewall of your booth up to a distance of 5' from the front aisle. The remaining length of the sidewall may be no higher than 4'.

For 8' x 8' booths, the maximum height of seven feet, eight inches (7'8") may be maintained on the sidewall of your booth, however no solid or opaque structures over 3ft high are permitted within 4' of the front line to avoid obstructing the view of exhibitors in adjoining spaces. If the Linear/Standard booth is exposed to aisle on two sides (corner booth), all guidelines apply except one of the 3' side rails on the side exposed to the aisle is usually taken down. Note: Hanging signs are not permitted over Linear/Standard/Perimeter booths.

### Peninsula Booth

A Peninsula Booth is one that backs up to Linear/Standard Booths

**Dimensions:** Any exhibit 10' x 20' with aisles on three sides.

**Use of Space:** The back wall may be no higher than 4' for a distance of 5' from either side aisle and 7'8" high in the center of the back wall. Note: Hanging signs are not permitted over Peninsula booths.

### Island Booth

An Island Booth is surrounded by aisles on four sides.

**Dimensions:** Any exhibit 20' x 20' or larger and is surrounded by aisles on four sides.

**Use of Space:** The use of the entire space may be used. The maximum allowable height is 7'8". There are no limitations on the number of solid walls for your Island Booth, however this will be based on your location in the exhibit hall. Please submit plans if you are including solid walls in your island booth. Note: Hanging signs will not be permitted due to the low ceiling height requirement.

## Booth Fees

Before **May 21, 2018**, a refundable payment on exhibit fees is due upon submission of the application; final payment for exhibit fees is due **June 18, 2018**. Any booths contracted on or after **June 18, 2018** will require 100% non-refundable payment to secure booth space. Submission of the application constitutes the applicant's consent to be bound by the provisions of The Coalition regulations concerning exhibits and cancellation refund guidelines. 340B Health Corporate Partners must be paid in full with their 2018 dues to receive a discount.

## **Refund and Cancellation Policy**

An exhibitor intending to cancel participation in the exhibit program at the 340B Coalition Summer Conference must notify 340B Health in writing. Refund requests provided before **May 21, 2018** will be fully refunded. If an exhibitor withdraws after **June 18, 2018** they will pay a cancellation fee of 100% of the full price of their booth(s).

## **Staffing of Exhibits**

Booths must be staffed by qualified employees of the exhibiting company who are able to explain or demonstrate the products or services on display. Each individual staffing an exhibitor's booth is required to register and must wear the furnished exhibitor name badge. Exhibitors may not register as guests.

## **Cancellation**

Should the premises in which the 340B Coalition Summer Conference is to be held become unfit for occupancy or should the 340B Coalition Summer Conference be materially interfered with for any reason or act beyond the control of The Coalition and 340B Health, the agreement for exhibitor space may be terminated. In the event of such termination, the exhibitor expressly waives all liability of The Coalition and 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, arising out of, or in any way related to, the cancellation. The exhibitor also releases The Coalition and 340B Health, its officers, directors, employee's, members, agents, volunteers, and service contractors from all claims for damages and agrees that The Coalition and 340B Health shall have no obligation except to refund to the exhibitor the exhibit fee or deposit paid.

## **Liability and Security Agreement**

By accepting exhibit space, exhibitor agrees that neither The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers or service contractors will be liable to the exhibitor or its contractors or agents for any loss, injury, death or damage of any kind arising out of or in any way related to the 340B Coalition Summer Conference. By accepting exhibit space, exhibitor expressly releases The Coalition, 340B Health and their officers, directors, employees, members, agents, volunteers and service contractors from any and all claims for any such loss, injury, death or damage, including any and all claims for contribution and indemnification. Exhibitor must have in effect during the conference a general liability certificate of insurance (including both property damage and personal injury coverage) with a minimum of \$1,000,000 per occurrence in coverage from a reputable insurance company. The certificate must list 340B Health and the Omni Shoreham Hotel a limited liability company and their respective members as additional insured.

The exhibitor further agrees to indemnify, defend and hold harmless The Coalition, 340B Health, and each of their respective officers, directors, employees, members, agents, volunteers, and service contractors, as well as the Omni Shoreham Hotel and its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates against all losses, damages, injuries, claims, costs or expenses, including reasonable attorney's fees and other defense costs, settlements and judgments incurred by reason of any claim arising out of or related to exhibitor's operation of the exhibit or its occupation or use of any part of the Omni Shoreham Hotel.

By accepting an assignment of exhibit space, each exhibitor agrees to insure (at the exhibitor's own expense) their materials, goods, wares and exhibits against theft, damage, loss or injury of any kind. The Coalition will provide overnight security service starting Sunday, July 8, 2018 and ending Wednesday, July 11, 2018. However, by providing security guards, neither The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, the Omni Shoreham Hotel and its servicing agents assumes any responsibility for theft, damage, loss or injury of any kind to the materials, goods, wares or exhibits of any exhibiting company. By accepting such exhibit space, each exhibitor agrees that the providing of such security guards in no way modifies the rights

and obligations of the parties with respect to the waiver and release of liability and indemnification set forth in this liability and security agreement.

The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, or Classic Party Rentals and the Omni Shoreham Hotel shall not be subject to any claim, demand, liability, lawsuit, judgment, award of any type, for any damage or injury to person or property which arises directly or indirectly from the actions or failure to act of one or more exhibitors, their employees, agents, contractors, or persons on or about the premises with a badge of an exhibitor. Such exhibitor or exhibitors shall jointly or severally reimburse and hold harmless The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, or the Omni Shoreham Hotel and its servicing agents against any liability resulting there from, including without limitation, attorney fees and any other costs incurred as a result of said lawsuit or judgment.

No person has authority to waive, modify or change, in any way, the provisions of this liability and security agreement by means of any oral representation. Any waiver, modification, or other change must be in writing, executed by the President and Chief Executive Officer of 340B Health. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Omni Shoreham Hotel, its owners or managers which result from any act or omission of exhibitor.

## **Union Regulations**

Exhibitor personnel may set up their own exhibits. Union labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for an established rate, using the enclosed forms. Please review additional regulations within the exhibitor service kit when available. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or to Alliance.

## **Official Decorator & Drayage Contractor**

The official convention decorator and drayage contractor for the 340B Coalition Summer Conference is: Alliance. 10-14 days after booth space has been confirmed by 340B Health, Alliance will send the Service Kit login information to the main contact listed on the Exhibit & Sponsorship Application. The Service Kit includes prices on materials, drayage, electrical services, furniture rental, lead retrieval, labor electricity, etc. with a complete list of charges and exhibit information.

## **Material Shipping Deadlines and Fees**

The deadline to receive discounts on advanced shipment through Alliance is **Friday, June 8, 2018**. The last day advanced shipments will be received at the warehouse is **Friday, June 29, 2018**. The 340B Coalition encourages exhibitors to utilize this service to ensure all materials arrive at the warehouse at the same time, and to provide ample time to track down materials should any go missing. Additionally, by utilizing this service, exhibitors avoid paying additional material handling fees for late arrivals. **All direct shipments must arrive by Friday, July 6, 2018. The 340B Coalition will charge exhibitors a \$1,000 fee for any materials that arrive after this date.**

## **Set-up & Dismantling**

Exhibitors are to allow sufficient time to finalize minor booth preparations and display literature and samples, etc., well before the exhibit hours. Exhibitors will be provided the time and days allotted for set-up and dismantle prior to the conference.

## **Exhibitor Service Desk**

Alliance will provide a service desk in the exhibit hall at which exhibitors may verify, check and adjust their requirements for installation. This service will be available during the set-up period to cover all requirements and will be in operation during set-up and dismantle period.

## **General Restrictions**

All exhibits must conform to the Exhibit Regulations. Exhibits, which in the opinion of The Coalition and 340B Health, are found to be objectionable will be prohibited. Exhibitors agree to comply with all applicable federal, state and municipal statutes, ordinances, regulations, and requirements relating to health, fire, safety and use of the premises. Non-flammable materials must be used. Exhibitors may not use any 340B Coalition Conference or 340B Health logo, the 340B Coalition Conference name, nor in any manner associate any exhibit or any activity with the 340B Coalition Summer Conference without express written consent of 340B Health.