



## Exhibitor Rules & Regulations

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**Eligibility for Exhibiting:** The following Rules and Regulations are intended to produce an Exposition that treats all exhibitors equally and fairly; presenting an equal opportunity for all exhibitors to present products and services to the APhA2018 attendees. All Rules and Regulations, as outlined in the original Application & Contract for Exhibiting Sponsorship, will be enforced during the Exposition. Any point not specifically covered in these Rules and Regulations is subject to the discretion of APhA, whose decision shall be final.

**1. Americans with Disabilities Act (ADA):** Each exhibitor shall have the sole responsibility for ensuring that its exhibit is in full compliance with the ADA and any regulations under that Act. The exhibitor agrees to comply with all ADA provisions that apply to the exhibitor's booth space. The exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify APhA against any claims, damages, loss or exposure, including attorney's fees and costs, arising out of or related to any alleged ADA violation. The facility shall be responsible for all accessibility requirements and labor accommodation requirements under the ADA relating to the exhibit hall and attendee facilities. APhA is responsible for those readily achievable, non-permanent accessibility requirements not otherwise provided by the facility.

***If you or any of your booth staff have a disability for which you require an auxiliary aid or special service while attending APhA2018, please contact Todd McDonald at 202-429-7547 or [tmcdonald@aphanet.org](mailto:tmcdonald@aphanet.org).***

**2. Character of Exhibits/Booth Activities:** Every exhibit must be fully staffed and operational during the entire show and exhibitors are expected to "be good neighbors." No exhibit may interfere with any other exhibit(s), impede access to them, or impede the free use of the aisles. Booth personnel, including demonstrators, hostesses and models, are required to confine their activities to within the exhibitor's booth space. Within the convention center property, exhibitor brand or company logos, signs and/or trademark displays will be limited to the exhibit booth in the official exposition area.

**A. Attire and Conduct:** Representatives should dress and conduct themselves appropriate to and consistent with professional and business-like purpose and climate of the show. Business casual, relaxed professional or business attire are recommended for APhA2018.

**B. Booth Exteriors:** Any portion of a display that faces an aisle or another exhibitor's booth must be suitably decorated at the exhibitor's expense.

**C. Food Service:** All arrangements for food and/or beverage service must be made through the Music City Convention Center. Exhibitors may not cook food or serve alcohol in their booths. Any food or beverages distributed from the booth must be purchased directly from the Music City Convention Center, to include candy, bottled water, mints, etc. Items your company specifically prepares or branded items can be distributed IF prior permission is granted by the Music City Convention Center.

**D. Give-Aways, Contest, Lotteries and Drawings:** All items distributed to attendees from an exhibitor's booth should be consistent with the professional nature of the show. Exhibitors and their representatives may distribute samples, catalogs, pamphlets, etc. or conduct contests, lotteries or drawings only within their assigned booth. The distribution of any items must not create a nuisance or



## Exhibitor Rules & Regulations

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cause interference with adjoining exhibits. APhA reserves the right, at its sole discretion, to prohibit the distribution of any items it deems inappropriate, e.g., pocket knives, scissors or other sharp objects

*\*All exhibitors are encouraged to read and follow the Pharmaceutical Research and Manufacturers Association (PhRMA) Code on Interactions with Healthcare Professionals, which states “give-away items should not be of substantial value (\$100 or less) and have a direct patient benefit” (e.g. anatomical model for examination use versus a VCR). Furthermore, “items of minimum value may be offered if they are primarily associated with a healthcare professional’s practice (such as pens, notepads and similar reminder items with company product or logo information).” Visit the PhRMA website [www.phrma.org](http://www.phrma.org) for more information.*

**E. Lighting:** In the best interest of the show, APhA reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs, lights or lasers is not permitted without prior written approval from APhA.

**F. 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 APhA 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 APhA with a copy of such license or grant if requested on-site.

**G. Noise and Odors:** In fairness to all exhibitors, noisy or obstructive activity will not be permitted during show hours, nor will noisily operating displays or exhibits producing objectionable odors be allowed. Products that are loud in normal operation should only be run for brief, periodic demonstration.

**H. Photography:** Still cameras may be carried in the exhibit area, but under no circumstances may photographs be taken of an exhibitor’s booth or product(s) without the express permission of that exhibitor. Sketching or drawing of products and equipment requires similar permission. Videotaping or filming is not permitted in the exhibit area without the advance written permission of APhA. Exhibitor grants APhA, its contractors, licensees and assignees the irrevocable right to take photographs and make recordings. APhA may reproduce, distribute, sell, transmit, display or publicly perform recordings, transcriptions and derivative works in any medium containing the image of the exhibitor’s booth, equipment and/or image and statements of its officers, employees, agents and invitees at the show.

**I. Sound and Video:** Video presentations relating to exhibitor’s products or services will be permitted, provided that presentation equipment is set back from all aisles and all viewers can be accommodated within the booth and not in the aisles. Sound should not be objectionably audible in the aisles or in neighboring booths. Sound systems will be permitted if set to a conversational level and if not objectionable to neighboring exhibitors. No singing, dancing or use of musical instruments or other type of performance is permitted.

**J. Booth Materials:** All exhibitor decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials are required to meet flameproof standards to the satisfaction of the Sheraton Fire Marshall Regulations. All such material is subject to inspection and flame testing by



## Exhibitor Rules & Regulations

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the Fire Marshall. No canopies may be used over any exhibits. No combustible gases, explosives, high compression cylinders or motorized vehicles may be displayed.

**3. Display Guidelines:** All exhibitors must abide by the following display guidelines.

**A. Show Colors:** The exhibit hall will be decorated in blue, white and orange. The aisle carpet color is tuxedo.

**B. Standard Booth Materials:** The standard in-line booth size is 10'x10'. In-line booths consist of an 8' high draped back wall (blue, white and orange), two 3' high side rails (blue). A 7"x44" sign identifying the company name, booth number.

**C. In-line (standard) Booths:** In-line booths are designed to stand back-to-back with an opposite row of booths and most have adjacent booths on one or both sides; one side is open to an aisle. An in-line booth's depth is 10' and its width is 10'. The back wall height for in-line 10'x10' booth is 8' and the two side rails provided are 3' each. To ensure that no booth interferes with or detracts from an adjacent booth, in-line booths may not exceed the back wall height of 8' and no part of the exhibit or equipment may exceed a height of 4' in the front half of the booth.

**D. Island Booths:** Island booths are multiple in-line booths with aisles on all four sides exposed to an aisle and no adjacent neighbors. The minimum island booth size is 20'x20'. The entire cubic content of the space may be used up to the maximum allowable height. All island booths are restricted to a height of 20'.

**E. Second Story Booths:** Second story booths must be approved and stamped by a licensed structural engineer or architect and must be submitted to the Convention Center. The second story of a two-story booth equipped with one staircase will be limited to an occupant load of nine persons and a load sign will be required.

**F. Decorations:** Holes may not be drilled, cored or punched in the building without prior written approval from facility management. The use of staples to apply skirting to convention center tables is strictly prohibited. Decorations, signs, banners etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns without prior written approval by facility management.

**4. Emergency Equipment and Exits:** No equipment, booths, signs, displays or other item can block or obstruct any emergency phones, alarms, sprinkler valves, hose connections, exits or access to exits. The required path of travel for all exits may not be blocked by any furniture or other movable object.

**5. Equipment Removal Passes:** Security Exhibitor Equipment Passes will be available if needed for equipment removed from the hall nightly. Please contact John Russell for more information.

**6. Exhibitor Appointed Contractor (EAC):** Exhibitors who use a service contractor other than the APhA-designated general service contractor, Shepard, must notify APhA. The "Notice of Intent to Use Non-Official Service Contractor Form," must be mailed or faxed to APhA no later than February 1. The Exhibitor Appointed Contractor (EAC) must also furnish APhA with an insurance certificate showing \$1,000,000 of liability coverage that includes property damage and full coverage for both installation and dismantling. **Both the "Notice of Intent to Use Non-Official Service Contractor Form" and the proof**



## Exhibitor Rules & Regulations

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**of insurance must be received by February 1.** On-site, all EAC employees must identify either the EAC they are working for or the exhibiting company the EAC has contracted with. Employees may identify either company to gain access to the exhibit hall.

**7. Exhibit Hall Access:** Exhibit personnel will have access to the Exhibit Hall two (2) hours before the show opens and half an hour after it closes each day. Badges are required for admittance to the exhibit hall at all times. Additional access must be scheduled through John Russell.

**8. Exhibitor Registration:** Refer to the Exhibitor Service Kit page at [www.aphameeting.org](http://www.aphameeting.org). A reminder, for safety and liability reasons, APhA prohibits anyone under the age of 18 years of age from entering the Exposition.

**9. Fire Regulations:** Fire regulations prohibit the use of combustible materials in any booths, including fireworks or other pyrotechnics. Canopies, roofs or covers on any booths, explosives, high compression cylinders, and motorized vehicles are also prohibited. Exhibitors must also comply with all federal, state and local fire codes.

**10. Hospitality:** Only companies with contracted booth space for the APhA Exposition may use a room, suite or public meeting space for hospitality purposes. APhA has attempted to leave ample time open to avoid conflicting events, thus giving each activity maximum support. If your organization would like to schedule an event before, during, or after APhA2018, please fill out and return the Group Scheduling form.

**11. Installation and Dismantling:** Exhibitors are required to observe all contracts in effect between service contractors, the Convention Center and local labor organizations. Labor jurisdictions are outlined in the Shepard Exhibitor Service Kit. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited. Passenger elevators and escalators may not be used for transporting freight from level to level. Exhibitors' displays must not be dismantled or packed in preparation for removal prior to the official closing time. Where an exhibitor is observed by APhA tearing down or in any way packing or dismantling their booth prior to the official show closing time, such exhibitor will forfeit their priority points for that year. The dismantling of displays begins at the official closing time of the show (3:00pm on Sunday, March 18). If any exhibit displays or materials are left in the booth after the official deadline for their removal and no instructions/work orders for their removal have been submitted, APhA may, at its sole discretion, order, at the exhibitor's expense, any labor necessary to remove said displays and/or materials, and APhA may have them returned to the exhibitor, at the exhibitor's expense, via the carrier and method of APhA's choosing.

**12. Protection of Convention Center Facility:** Exhibitors shall not deface any part of the exposition facility. Exhibitors (including their employees, representatives or agents) are liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. Exhibitors may not apply tape, tacks, paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard rented booth equipment.

**13. Security:** Exhibitors are responsible for the security of their exhibit and its content. APhA is not responsible for the security of exhibitors' property. Protection, both security and insurance coverage for



## Exhibitor Rules & Regulations

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exhibitors' property, is the sole responsibility of the exhibitor. Security personnel contracted directly by APhA are intended primarily for crowd control and credentials verification. APhA provides security guards on the premises during show hours and the exhibit hall shall be locked down after show hours each day. If additional security is required, contact John Russell for details about local providers. *Keep your giveaways and other valuable material out of sight after show hours.*

**14. Shipping Information:** All inbound shipments must be prepaid and a copy of the bill of lading must be forwarded to the general service contractor, Shepard Exposition Services. Advance shipments cannot arrive at the Shepard advance warehouse until February 16, 2018. Shipments arriving to the warehouse after March 8, 2018 will incur surcharges. Shipments can be sent direct to show site beginning March 15, 2018. Refer to the Shepard shipping information in the Shepard Exhibitor Service Kit, for more information.

**15. Smoking:** APhA has established a no smoking policy for all meetings. Because the Exposition is considered an integral part of the meeting, this no smoking policy applies in the exhibit hall as well as at all other Meeting events. Smoking is also prohibited in most areas of the facility.

**16. Animals:** No live animal is allowed in the facility with the exception of seeing-eye dogs used to assist the blind.