



**Exhibitor/Sponsor Show Regulations**  
Society of Computed Body Tomography & Magnetic Resonance  
September 9 - 13, 2017 (Exhibit Hall September 9 -11, 2017)  
Omni Nashville Hotel, Nashville, TN

All exhibits must conform to and enhance the professional, educational and instructional atmosphere of the meeting.

1. **Exhibit space assignment** will be allocated on a first-paid, first served basis. Priority will be determined by date of receipt of application for space accompanied by required payment. SCBT-MR reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space, and confirmed exhibiting company will be given a comparable booth location. In said event all exhibitors will be notified.

**2. Payment**

Application for space must be accompanied by the full fee in order to guarantee reservation. Exhibiting/sponsoring company will remain responsible for payment of space.

**3. Cancellation or reduction of space**

For a cancellation or reduction of space after July 14, 2017, 100% of the booth space fee will be retained by the SCBT-MR as liquidated damages. Notification of cancellation must be made in writing to SCBT-MR Exhibit Management via mail Society of Computed Body Tomography & Magnetic Resonance, 1891 Preston White Drive, Reston, VA 20191 or fax (703) 716-4487. The date of the postmark, the fax date stamp, or the date the letter is submitted by a private express service will be the official cancellation date.

If SCBT-MR should be prevented from holding the exhibition for any reason beyond SCBT-MR's control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the assigned exhibit space due to reasons beyond SCBT-MR's control, then SCBT-MR has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee.

**4. Booth Size**

The standard booth size is 8' wide by 10' deep unless stated or marked otherwise on the floor plan or in the exhibitor prospectus. All exhibits/tabletops must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal.

**5. Sublet**

No exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those they purvey, except that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the exhibitor.

**6. Official Contractor/EAC**

Any other booth furnishings and equipment must be contracted through the official exhibition service contractor or the hotel/convention center, as indicated in the exhibitor's service kit.

An official service contractor will be appointed for the SCBT-MR. Registered exhibiting companies will receive an exhibitor services kit 2 months prior to the meeting. The exhibitor service kit will contain all necessary information and order forms including; Drayage and shipping, labor regulations and rates, furniture and carpet rentals, electrical, internet and Audiovisual order forms.

Please note: Phone, internet, audio visual, drayage, cleaning/porter services, etc. are NOT included in your exhibit space. Exhibitors, who wish to use a service contractor other than the official service contractor appointed by SCBT-MR, must obtain advance written approval. The written request must include the contractor's name, address and phone number, name of supervisor to be in attendance and a certificate of insurance. An exception to use an EAC will be granted only if it will not interfere with or prejudice the orderly set-up, interim services, or dismantling of the exhibition. No exception will be granted if it is inconsistent with the commitments made and obligations assumed by SCBT-MR. The written request to use an EAC must be submitted to SCBT-MR Exhibit Management by (Due date). All EAC representatives must obtain badges by checking in at the SCBT-MR Exhibitor Registration Desk. No badges will be issued to EAC companies who are not pre-registered and for whom insurance certificates have not been submitted. It is understood that the EAC shall be cosignatory to and conform to all applicable labor contracts and shall comply with all SCBT-MR exhibit rules and regulations. All employees, representatives or agents representing the exhibitor must be fully identified by official badges. If an exhibitor, with advance written approval from SCBT-MR plans to use a service contractor other than the general services provider appointed by SCBT-MR, the exhibitor must submit to SCBT-MR an original certificate of insurance certifying that the contractor maintains general public liability insurance, in an amount of not less than \$1 million

(\$1,000,000) for any one occurrence, against claims for personal injury, death or property damage and that such coverage may not be cancelled or reduced without at least ten (10) days prior written notice to SCBT-MR.

#### **7. Requirements/Regulations**

SCBT-MR reserves the right to impose limitation on noise levels and any other method of operation which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth. Exhibitors may not interfere with collateral (literature) that is not produced by said exhibitor. Violation of this will result in cancellation of exhibit space during show without refund. The use of music, dancers, mimes or other similar entertainment will not be permitted in the exhibit hall.

Distribution of food other than hard candy or similar items will not be permitted. All such items must be approved in writing by the SCBT-MR Exhibit Management and must be distributed only within the Exhibitor's booth. Audiovisual and other sound and attention-getting devices and effects will be permitted only if they do not interfere with the activities of neighboring exhibitors and must be approved in advance by SCBT-MR Exhibit Management. NO EQUIPMENT OPERATED IN THE EXHIBIT HALL MAY PRODUCE RADIATION AT ANY TIME DURING MOVE-IN, THE EXHIBIT PERIOD OR MOVE-OUT.

Prize drawings in booths are permitted, consistent with applicable state and local laws that govern drawings. Exhibitors may distribute small, tasteful token gifts such as pens, notepads, water bottles, etc. from their booth. Any debris resulting from giveaways or packaging will be cleared by (general services provider) at the exhibitor's expense. Giveaways must meet the appropriate ethics guidelines and have minimal monetary value. The following items are NOT approved: pen or pocketknives, pocket tools, badge holders, badge lanyards, and cameras.

All products exhibited must be presented and marketed in strict compliance with all federal, state and local laws pertaining to the labeling and marketing of medical devices and/or drugs. Devices/drugs awaiting FDA approval (i.e., those qualifying for an Investigational Device Exemption), including but not limited to PMA and 510(k) devices, must be identified to SCBT-MR as such at the time of application for exhibit space. Documentation of compliance with all applicable FDA guidelines relating to the marketing and promotion of investigational devices must be submitted to SCBT-MR with the space application. Failure to meet marketing and labeling standards will result in removal of the device/drug in question from the exhibit hall or forfeiture of exhibition space.

#### **8. Force Booth Set-up**

In the event that no representative of an exhibiting organization has claimed its space by 2 PM, September 9, 2017, SCBT-MR has the right to relocate the exhibit space. If exhibitor has not claimed space by 2 PM September 9, 2017, SCBT-MR has authority to allow site decorator to assemble booth space. The Exhibitor agrees to pay for reasonable assembly charges in said event, and will be invoiced accordingly. Exhibitors not planning on exhibit move-in must contract for booth installation, or incur an assembly charge.

#### **9. Liability**

Neither the management of the host facility nor SCBT-MR shall be liable for the damage, loss, or destruction to the exhibits by reason of fire, theft, accident, or other destructive causes. Exhibitor shall lease booth(s) at its sole risk. Neither the management of the host facility, SCBT-MR, nor any of their agents, servants, or employees will be liable for accidents to exhibitors, their agents, or employees, except in the event of negligence or willful misconduct by the host facility, the SCBT-MR, or any of their officers, employees or agents.

The exhibitor only shall be liable to the host facility and/or SCBT-MR for any damage to the building and/or the furniture and fixtures contained therein which shall occur through the exhibitor's acts or omissions.

#### **10. Indemnification**

Both the exhibitor/contractee and the SCBT-MR assume the entire responsibility and hereby agree to protect, indemnify, defend, and hold harmless one another, as well as the host facility, their officers, employees, and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas.

Both parties assume the entire responsibility and liability for losses, damages, and claims arising out of their respective negligence and willful misconduct on the Hotel premises and will indemnify, defend, and hold harmless the other, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

#### **11. Insurance**

Exhibitor acknowledges that SCBT-MR does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.

Each exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the exhibitor shall deem adequate. Any policy providing such insurance must contain a waiver of any right of subrogation as to any claims against SCBT-MR, its officers, directors, agents or employees. Each exhibitor must maintain general public liability insurance, in an amount of not less than \$1 million (\$1,000,000) for any one occurrence, against claims for personal injury, death or property damage connected in any way with the exhibitor's participation in the exhibition. Such insurance must include coverage of the society as an additional named insured. In addition, the insurance policy must provide that coverage cannot be

cancelled or reduced without at least ten (10) days prior written notice to SCBT-MR. The exhibitor shall provide SCBT-MR with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph.

## **12. Security**

Guard service will not be provided by SCBT-MR. The exhibit space will be secured to the extent possible. SCBT-MR will not be responsible for loss or damage to any property for any cause. No one will be allowed in the Exhibit Hall before or after the published hours without written permission from SCBT-MR. Exhibitors must comply fully with pre and post exhibit hours regulations as set out in the Exhibitor Manual.

SCBT-MR badges must be worn by exhibitors at all times in order to gain entry to the exhibit space.

SCBT-MR reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the Exhibit Hall at any time. Anyone not allowing such inspection will not be allowed to enter with, or remove, uninspected property from the hall until all other exhibitors have left.

Please remember that protection of your exhibit and property is your own responsibility. Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times.

## **13. Function Space Requests**

No hospitality functions or user meetings may be held during the program portion of the conference.

Exhibitor only meetings may be scheduled any time during the conference. Exhibitors who wish to use the meeting facility for meetings must submit a written request directly to SCBT-MR.

## **14. Personnel Registration & Badges**

A. Each exhibiting company will be allowed 2 personnel per 8' X 10' booth space rented. Additional badges for personnel will be charged at \$100.00 each. Badges do not entitle bearer to educational credits.

B. Exhibitor Personnel information for badges will be collected on exhibitor registration form. Payment must be accompanied by the form for booth personnel over the 2 personnel per 8' x 10' booth limit. Badge substitutions and changes may be made at no charge with the exchange of the substituted badge on-site only.

C. The official SCBT-MR Badge must be worn in the exhibit hall at all times.

D. Each individual exhibitor and/or exhibit representative will be responsible for procuring his/her SCBT-MR badge at the SCBT-MR Exhibitor Registration Desk. They will not be distributed in bulk to one representative of the company.

E. Exhibitor company badges are not to be substituted for official SCBT-MR badges. SCBT-MR badges are not to be defaced in any manner or distributed to non-Exhibitor employees or agents.

F. No one will be admitted into the Exhibit Hall without the proper badge.

## **15. Americans with Disabilities Act (ADA)**

Exhibitors are responsible to comply with all applicable provisions of the ADA for their booth space, including but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend SCBT-MR, its officers, directors, agents, members, and employees from and against any claims, liabilities, losses, damages, and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of the exhibitor's failure to comply with the provisions of the ADA.

The exhibitor must, at his/her expense, maintain and keep the booth and exhibit in clean and good order.

Exhibitors are not permitted to display products or conduct demonstrations regarding products outside the exhibit hall.

**16. Photography** is not allowed without the permission of the show manager.

**17. Children** younger than age 16 are not allowed in the exhibit hall unless accompanied by an adult. No children will be allowed in the hall during set up and tear down times.

We agree to fax in the completed Letter of Agreement for ACCME and State Medical Society Accredited CME Sponsors regarding terms, conditions and purposes of educational grant funds, at the same time as you send SCBT-MR the signed agreement.

### **Payment Terms:**

Payment is due with application to exhibit. Booth assignment is contingent upon receipt of payment in full, terms are non-cancellable.

Please make all checks payable to: Society of Computed Body Tomography & Magnetic Resonance.