



Exhibitor Rules and Regulations for Ohio ACEP and ITLS Ohio Events:

It is the responsibility of the exhibitor's contact person to share the rules and regulations with your on-site booth personnel.

1. **Assignment of space.** Ohio ACEP will assign space starting with premium areas to higher level sponsors and companies with completed applications and full payment based upon date of receipt.
2. **Cancellations** with a refund, minus a \$150 fee, will be made if cancellation notification is received six weeks prior to the event. Cancellation requests must be made in writing. No refunds can be issued less than six weeks prior to an event.
3. **Restrictions.** All exhibits are table top only unless otherwise noted. No full floor displays are allowed due to space restrictions.
4. **Security.** Exhibitors are responsible for safeguarding their goods. Ohio ACEP will not be liable for items lost or stolen during overnight hours. Exhibitors should make arrangements ahead of time for the storage of booth materials. All exhibitors must wear the official exhibitor's nametag for admission, meals and while exhibiting.
5. **Shipping and Set-up.** All materials should be sent to the event location. Instructions and set-up times and information will be sent with exhibitor confirmation. Hotel fees may apply.
6. **Giveaways.** Exhibiting companies are permitted to distribute giveaways. All giveaways must be approved by Ohio Chapter ACEP. This includes all items that are clearly acceptable (with the exception of descriptive product literature). Removal of items not pre-approved will be strictly enforced.
7. **Sales.** The purpose of commercial exhibits is to further the education of attendees through product and service displays and demonstrations. Direct selling is acceptable as long as the product is pre-approved by Ohio Chapter ACEP. Products must not be in direct competition with Ohio ACEP products. A sales list should be provided to Ohio ACEP for approval prior to the event.
8. **Management.** Ohio ACEP reserves the right to interpret, amend and enforce these regulations as it deems appropriate to ensure the success of the exhibition.
9. **Attendee Address List.** A hard copy list of the attendee addresses will be provided to each exhibiting company. It is against the Ohio ACEP policies to provide the list in an electronic format.
10. **Promotion.** Product-promotion material is prohibited during CME Activity and must be kept separate from CME.