

ASCA Conference & Expo

Rules & Regulations

RESTRICTIONS

- **Display Arrangements/Booth Apparatus:** ASCA reserves the right to restrict exhibits, which, because of noise, odors, methods of operation, or any other reason, become objectionable, otherwise detract from or are out of keeping with the character of the exhibition. This reservation includes persons, gaming devices, things, live animals, printed material and conduct.
- **Promotional Items & Giveaways:** ASCA reserves the right to approve, prohibit and/or restrict the distribution of any promotional and/or giveaway items.
- **Booth Sharing & Subletting:** No two exhibitors of different ownership can share a single booth space. The exhibitor may not divide or sublet the whole or any portion of his or her rented space.
- **Commercial Restrictions:** The booth rental is for display purposes. Any order taking and selling of products is strictly prohibited.
- **FDA Compliance:** If applicable, the exhibitor may not promote any products for uses other than those that have been approved by the U.S. Food and Drug Administration.
- **Equipment Removal:** No equipment can be removed during the conference without written permission from ASCA.
- **Legal & Copyright Compliance:** The exhibitor agrees to comply with applicable federal, state and local laws. The exhibitor shall secure any and all necessary licenses for (a) any performances, displays or other uses of copyrighted works or inventions: and (b) any use of a name, likeness, signature, voice impression or other intellectual property used directly or indirectly by the exhibitor.
- **Confined Promotion:** Products, circulars, publications and advertising matter must be confined to, and may only be distributed and/or operated within, the assigned booth space.
- **Facility Protection:** Nothing shall be posted on, tacked on, nailed to, screwed into or otherwise attached to columns, walls, floors or other parts of the building or furniture.
- **Aisle Space:** Signs, rails, etc., will not be permitted to intrude into or over aisles.
- **Adhesives:** No gummed surface or pressure-sensitive labels, self-adhesive stickers/labels or advertising stickers will be permitted.
- **Outside Activities:** Exhibitor/Sponsor shall not conduct outside activities that are likely to take attendees from the program and/or exhibit functions.
- **Badges & Age Restrictions:** All booth personnel will be required to wear the official conference badge issued at registration. Badges and registration materials will be distributed only to registered personnel. Exhibitor/Sponsor may not exchange, deface, mark or alter the badge in any manner. For safety and liability reasons, no individuals under 18 years of age are permitted on the exhibit floor during setup, teardown, or active hall hours.
- **No Implied Endorsement:** Any oral or written communication indicating or suggesting that ASCA endorses or approves of the exhibitor's products or services is prohibited and is grounds for closing of a booth with no refund of fees to the exhibitor.
- **Music & Sound:** No music of any kind is allowed at exhibit booths.

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- **Conduct & Non-Discrimination:** The exhibitor agrees to treat all attendees with courtesy and not to discriminate against any person for any reason. ASCA reserves the right to remove any exhibitor whose personnel discriminate against any persons in any manner.
- **Booth Display & Height Specifications:** All displays must conform strictly to standard IAEE (International Association for Exhibitions and Events) display rules. Standard inline booths may not exceed an 8-foot backwall height, and side display elements over 4 feet in height may not extend further than 5 feet from the back wall to preserve sightlines for adjacent booths. Island booths must submit architectural plans to ASCA for height clearance at least 60 days prior to load-in.
- **ADA Accessibility:** All booth structures, including custom raised flooring, double-deck displays, and enclosed meeting spaces, must fully comply with Americans with Disabilities Act (ADA) guidelines, including appropriate ramp access and turning radiuses.
- **Fire Marshal & Medical Device Safety:** All booth materials, drapes, and display fabrics must be flame-retardant and certified in accordance with local Fire Marshal codes. Operation of any energized medical equipment, lasers, or high-acuity devices must comply strictly with OSHA and state health and safety standards.
- **Food & Beverage Distribution:** All food, beverage, espresso, or catering samples distributed from exhibit booths must comply with facility rules and be ordered through or officially approved in writing by the convention center's exclusive catering provider.
- **Lead Capture & Data Privacy:** Exhibitors utilizing lead-retrieval devices or badge scanners agree to obtain explicit consent from attendees before scanning. Harvesting attendee contact data without consent, sharing lead data with unauthorized third parties, or violating applicable state/federal privacy regulations is strictly prohibited.
- **Rule Changes & Final Authority:** ASCA reserves the right to make changes to these rules and will provide a copy of any changes to the exhibitor prior to or upon their effective date to allow exhibitor the opportunity to object or cancel its participation. Any matters not specifically covered herein are subject to decision by ASCA. ASCA reserves the right to make such changes, amendments and additions to these rules as are considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of any such changes.
- **Educational Independence:** ASCA's education activities are provided and paid for by the Ambulatory Surgery Center Foundation. Financial support of ASCA 2027 is used solely to promote and market the meeting, provide attendees with food and comfort, and facilitate planned educational opportunities. Financial support from vendors has not been used to influence the planning of the education sessions and cannot be given on the condition of interfering with the planning of any ASCA presentation.

LIABILITY, INSURANCE & CONTRACTORS

- **Insurance Requirements:** The exhibitor is required to maintain Comprehensive General Liability insurance coverage with minimum limits of \$1,000,000 per occurrence /



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\$2,000,000 aggregate, naming ASCA and the official event facility as additional insureds. The exhibitor is further advised to carry floater insurance to cover exhibit materials against damage and loss. All property of the exhibitor is understood to remain under his custody and control in transit to and from all confines of the hall, subject to the rules and regulations of ASCA. Exhibitors are solely responsible for securing high-value assets (e.g., electronic devices, medical equipment) within their booth during non-exhibit hours.

- **Indemnification:** The exhibitor agrees to protect, save and keep ASCA and the event facility forever harmless from any damage or charges for violation of any law or ordinance, whether caused by the exhibitor and its agents and employees or those holding under the exhibition, except that the foregoing shall not apply to injury, loss, damages or charges caused by or resulting from the negligence or willful misconduct of ASCA or the event facility. Further, the exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of the exhibitor's activities on the event facility premises and will indemnify, defend and hold harmless ASCA, the event facility, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.
- **Exhibitor Appointed Contractors (EACs):** Exhibitors hiring third-party service contractors (EACs) to construct or dismantle their display must notify ASCA at least 40 days prior to load-in. EACs must strictly comply with facility labor rules, union regulations, and submit a valid Certificate of Insurance (COI) to ASCA prior to being granted hall access.
- **Release of Liability:** ASCA will exercise reasonable care for the protection of exhibitor materials and displays. However, the exhibitor, on signing this contract, expressly releases ASCA and the event facility, and agrees to indemnify same against any and all claims for such loss, damage or injury, except that the foregoing shall not apply to injury, loss, damages or charges caused by or resulting from the negligence or willful misconduct of ASCA or the event facility. Exhibitors desiring to carry insurance on the display, products, etc., will obtain it at their own expense.
- **Force Majeure & Unfit Premises:** Should the premises in which ASCA meeting is to be held become, in the sole judgment of ASCA, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency or any other act beyond the control of ASCA, the contract for exhibit space may be terminated. ASCA will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release ASCA of and from all claims for damages and agree that ASCA shall have no obligation except to refund the exhibitor's share of the aggregate amounts received by ASCA as rental fees for booths after deducting all costs and expenses in connection with such exhibits and such deductions being hereby specifically agreed to by the exhibitor.

EXHIBIT SETUP AND TEARDOWN



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- The exhibitor agrees to install and dismantle his or her exhibit booth during the dedicated setup and teardown times as outlined by ASCA.
- Any exhibitor who chooses to dismantle outside of the dedicated teardown times will be prohibited from signing up for exhibit space at next year's meeting until 30 days from the meeting date.
- Installation and dismantling is the responsibility of the individual exhibitor.
- All personnel representing the exhibitor on the exhibition floor during installation and dismantling must be identified with an official ASCA exhibitor badge.

CANCELLATION POLICY

- **Booth Space Refunds:** Exhibitors who cancel their exhibit booth space before January 1, 2027 will be refunded the amount paid minus a \$1,500 administration fee. No refund will be issued for exhibitors who cancel after January 1, 2027.
- **Sponsorships:** Sponsorships are nonrefundable.
- **Written Notice & No-Show Penalties:** All cancellations must be submitted to ASCA in writing at the address on the contract page, via email or fax, by the applicable dates. Exhibitors who choose not to cancel their exhibit space but also do not exhibit will be prohibited from signing up for exhibit space at next year's meeting until 30 days from the meeting date.
- **Floor Plan Adjustments:** ASCA reserves the right to revise the floor plan and to relocate exhibit space at any time.