

VHMA ANNUAL MEETING & CONFERENCE

EXHIBIT HALL POLICIES & CODE OF CONDUCT

(updated December 2024)

ELIGIBLE EXHIBITORS

Eligibility to exhibit at VHMA meetings and conferences is limited to companies and organizations whose products or services address the professional business needs of today's veterinary practice. VHMA will review requests for exhibit space to determine whether prospective exhibitors and their products or services meet the needs of VHMA's membership and serve the mission of the association. VHMA retains the sole and exclusive right to determine which companies and organizations may exhibit at or in connection with VHMA meetings. During its meetings, VHMA will monitor exhibitor activities, displays, products, giveaways, and conduct for compliance with the association's policies. All exhibits and exhibited items must comply with all applicable local, state, and federal laws and regulations. VHMA does not vet products and services nor endorse any company, including sponsors, and makes no guarantees on behalf of products and services.

EXHIBIT BREAKDOWN - IMPORTANT

Exhibits must remain fully intact during the published Exhibit Hall hours. Dismantling and packing of exhibits are not permitted until the scheduled breakdown time. At VHMA's sole discretion companies or organizations that do not follow the set-up and break-down schedule may be asked to leave the event or prohibited from future exhibit opportunities.

EXHIBIT CONTENT AND BOOTH REGULATIONS

The Exhibit Hall atmosphere must always align with VHMA's educational mission. All booth activities and content must be professional, and all exhibit personnel must conduct and present themselves professionally. VHMA reserves the right to refuse or cancel registration for any company or organization if we believe it is in the best interest of the attendees, staff, and conference.

- **VHMA reserves the right to change the location of said exhibit space at any time and for any reason.**
- **Exhibits that exceed the eight-foot booth layout are not guaranteed accommodation.**
- **Exhibit materials and advertising may not be displayed or distributed beyond the perimeters of the exhibitor's assigned booth.**
- **All booth activities must be contained in the individual exhibitor's booth space.**

An exhibit schedule will be available on the VHMA website at least 60 days before the meeting. Set-up must be completed before the scheduled opening of Exhibit Hall hours.

INCLUSIONS

- 8'x8' booth space
- 6' draped table, two chairs, and wastebasket
- Exhibit Hall is carpeted
- Two (2) Exhibit personnel badges per booth. Additional badges may be purchased for \$350 each.
- Interactive exhibitor profile included in VHMA event app
- Complimentary admittance into education sessions
- Breakfast and Lunch included

NOTIFICATIONS

VHMA will send out access to the event details and supplemental notifications via the exhibitor portal and conference app as needed to all registered exhibitors. These materials will include order forms for services that may be needed and information on shipping, set-up and break-down procedures, notification of any special developments, etc.

EXHIBITOR FEEDBACK

VHMA takes exhibitor feedback seriously and uses this feedback to improve operations for future events. As part of our efforts to continuously improve the exhibitor experience, we ask that exhibitors complete our post-meeting survey.

CANCELLATIONS/REFUNDS

The refund schedule is listed below. Notification of intent to cancel must be made in writing and received on or before the listed dates.

- PRIOR TO APRIL 1: \$100 ADMINISTRATION FEE RETAINED
- APRIL 1 – JULY 1: 50% OF THE CONTRACTED FEE RETAINED
- AFTER JULY 1: NO REFUND OF FEES

If VHMA cancels the event, registered sponsors and exhibitors will receive full refunds or may request that their registration and payment be applied to another event. VHMA will evaluate these requests and make a final determination on a case-by-case basis.

EVENT CODE OF CONDUCT

To ensure the best possible experience for all attendees, we have established some basic rules for event participation that apply to all VHMA educational events. The goal is to preserve a climate that encourages civil and professional dialogue; the VHMA reserves the right to suspend or terminate access to VHMA events for anyone who violates these rules.

Don't challenge or attack others. Discussions and comments are meant to stimulate conversation, not to create contention. Be professional in expressing your ideas and opinions to others. While we encourage members to express their opinions freely, please note that such views are those of the individual and do not represent the association.

Please respect the confidentiality of the information members share with the group. Their stories should not be shared outside of the group unless permission is provided.

Use caution when discussing products. Discussions are not private and are subject to libel and slander.

Do not share any information regarding fees, rates, prices, or similar information. No comments may encourage or facilitate any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to restrict free trade illegally.

Presentations and discussions should not contain promotional material, special offers, job offers, product announcements, or solicitation for services or participation.

VHMA disclaims all warranties regarding the information, whether shared by VHMA or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall VHMA be liable for any special, indirect, or consequential damages or any damage whatsoever resulting from loss of use, data, or profits arising out of or in connection with the use or performance of any information provided at this event.