

RULES AND REGULATIONS

1. **GENERAL:** All exhibitors agree to be bound by the following rules and regulations, which are part of this Exhibition Agreement: All points not covered will be subject to the decision of the Exhibit Committee.
2. **EXHIBIT CONTENT:** The Exhibit Committee reserves the right to decline or prohibit any exhibit or any part of an exhibit or proposed exhibit which, in its judgment is not suitable to or in keeping with the character of the exhibition. This reservation is all-inclusive and pertains to any person, product or printed material.
3. **BOOTH PRICE:** Exhibit Price is \$750. This fee includes one 6' skirted table plus 2-3 chairs, supplied by the venue. Your company name will be listed on our website, program/brochure printing (if received early), intro slide show at event, breakfast and lunch are included, physician listing/attendance sheet. Single and double space is optional.
4. **BOOTH ASSIGNMENTS:** Show management will make allocations of space guided by requirements of individual exhibitors and reserves the right to, upon notice to exhibiting firm, arrange the floor plans and/or relocate any exhibit if deemed advisable in the best interests of the exposition.
5. **SUBLETTING:** Subletting or changing of space is prohibited. Persons from non-exhibiting firms are prohibited from any detailing within the exhibition areas or the meeting rooms.
6. **MARKETING ACTIVITIES OUTSIDE EXHIBIT SPACE:** Exhibiting firm may not extend its marketing activities in any way or at any height level beyond the three-dimensional boundaries of its exhibit space. Displays of any kind, including products, advertising, promotional signs, literature, novelties, personal interaction, etc., will not be permitted in other exhibit spaces or public areas such as aisles, entranceways, lounges, approaches, corridors, meeting rooms, or other areas of the exposition hall or surrounding areas of hotel properties.
7. **BOOTH PERSONNEL:** The exhibitor agrees to furnish a complete list of booth personnel to the 8th District Academy at least 15 days prior to the set up. The exhibitor shall see that the booth is properly staffed at all times/The exhibitor agrees that at least one person remains in the booth until the closing of the exhibits, or at the end of the event.
8. **SECURITY:** The sponsors do not provide security during or after hours of exhibition. Each exhibiting firm has the responsibility of safeguarding its own exhibit materials or goods from the time they are placed in the exhibit space until they are removed.
9. **LIABILITY:** The exhibiting firm agrees to make no claim against the 8th District Academy, the Ohio Osteopathic Foundation, the Ohio University College of Osteopathic Medicine or any of its sponsoring organizations, agents, or employees on account of loss occasioned by fire, accident, theft, storm, or damage from negligence; or on account of any injury to the exhibitor or exhibitor's employees while in the exhibit quarters; or for damage of any other nature or character, including any damage to the exhibiting firm's business as a result of the exhibit, or as a result of its installation or removal; or excepting claim for refund of amounts previously paid for failure to hold the exposition as scheduled.
10. **CANCELLATION POLICY:** The 8th District Academy must receive written notification of cancellation by September 1, 2020 to grant refunds. Cancellations received after this date will be charged a \$100 cancellation fee. There will be no refunds for cancellations made after the above-noted date.