



# Rules and Regulations Governing Exhibits

## **Eligibility for Exhibiting**

The following qualifications are required of all exhibitors at the 50th ASHP Midyear Clinical Meeting and Exhibition to be held at the Ernest N. Morial Convention Center:

1. Products or services displayed must further the educational purpose of the 50th ASHP Midyear Clinical Meeting and Exhibition to provide an atmosphere conducive to exchanging information and views in a professional manner about pharmacy practice, health care and other matters relevant to attendees.
2. Products or services must be related or of interest to pharmacy practitioners in hospitals and health systems or other related venues.
3. ASHP reserves the right, in ASHP's sole judgment, to determine eligibility or compatibility of any company or its products to exhibit at this event.

## **Use of Official ASHP Hotel Block**

A contract for exhibit space must be submitted to ASHP prior to requesting a guest room block. All reservations must be made through the official ASHP Housing Bureau. Procedures for reserving blocks will be available on the official meeting hotel reservation form and must be adhered to. Exhibitors who do not adhere to these procedures may be subject to restrictions at future ASHP meetings, including but not limited to, denial of exhibit space and/or meeting room requests; and ineligibility for convention hotel room rates.

## **No Sales Policy**

Because of the educational nature of the exhibit program, solicitation of business, all order taking, selling activity, conferences in the interest of business and similar activity on the exhibit floor is expressly prohibited and will be strictly and actively enforced.

## **Assignment of Space**

Booth space will be allocated in the sole and exclusive discretion of the ASHP with due regards to grouping of exhibitors and date upon which Contract for Exhibit Space was received. The ASHP reserves the right, in the best interest of the Exhibits, to relocate booth space other than that selected by the exhibitor. The decision of the ASHP with respect to allocation of booth space will be final and binding upon all exhibitors.

## **Space**

The exhibit booth arrangement is shown by the floorplan on the ASHP meeting website ([www.ashp.org/midyear](http://www.ashp.org/midyear)). Dimensions and location of each booth are reasonably accurate, but only warranted to be approximate. Floorplan revisions will take place periodically. Please refer to our website for an updated floorplan.

### **Contract for Exhibit Space**

The online Contract for Exhibit Space must be completely filled out using the online booth portal found on the ASHP website. The online contract must be accompanied by a deposit in the amount of at least fifty percent (50%) of the rental for booth space or spaces requested.

**The deposit is non-refundable.** If the contract is accepted by ASHP, it shall become binding upon both the ASHP and the exhibitor with respect to space assigned and the use, and all other provisions included in the contract and the Exhibit Rules and Regulations, including booth construction guidelines detailed at the end of this document. ASHP will assign and confirm booth space to the exhibitor and credit the deposit paid against the monies due when the contract is accepted.

The exhibitor will be invoiced by ASHP for the balance of the booth rental and this invoice must be paid within 30 days of the contract being accepted by ASHP. Any booth contracted after September 4, 2015, must be paid in full by the exhibitor at the time of submission of the contract. Should an exhibitor fail to comply with this rule, ASHP has full authority to cancel any or all booth space assigned to the exhibitor. In such cases, the payment submitted with the contract shall be retained by ASHP in consideration of ASHP holding the exhibit space for the exhibitor. Exhibitors will not be permitted to install exhibit or furnish the booth until full payment of the booth rental fee has been paid. Payments to ASHP are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

### **Activity within the Exhibit**

Any activity within the exhibits, including, without limitation, distribution (free of charge or otherwise) of any literature, product, or any other item must conform to the educational and professional nature and character of the meeting, and be in compliance with state and federal laws. ASHP reserves the right to prohibit and require immediate cessation of any activity or distribution that, in ASHP's sole discretion, is determined not to conform to the educational nature of the exhibits. ASHP will provide advance approval of activities and items upon request of an exhibitor. The Society's decision to prohibit and require cessation of any activity will be at the sole and exclusive discretion of ASHP and will be final.

Contests, lotteries, raffles, or games of chance are strictly prohibited unless approved by ASHP. The rights and benefits hereunder are personal to exhibitors and may not be assigned without the express written consent of ASHP. All exhibits must conform strictly to the Rules and Regulations. ASHP reserves the right to restrict any exhibit that might be considered undesirable. This restriction includes, but is not limited to, specific items, conduct, dress of personnel, printed matter, or anything objectionable to the exhibit or exhibit program as a whole.

### **Exhibit Badges**

Any individuals designated by the exhibitor will be issued exhibit badges that will authorize such personnel to enter the exhibit area during hours when it is open for exhibitors but not the public. Each exhibiting organization will be given four (4) complimentary exhibit badges per 10' x 10' booth. These complimentary badges will permit access to the exhibit hall and include a full conference badge (including continuing education). Additional exhibit badges may be obtained for a fee of \$90.00 per badge issued above the (4) complimentary badges; a full conference registration will not be included for these additional badges. Exhibit personnel who want to register and receive a full conference badge, but exceed the complimentary badge allotment, will be required to pay the applicable meeting registration rates. ASHP members will pay the member rate, nonmembers will pay the nonmember rate, and all early and onsite registration rates will apply. All exhibitor badge requests must be submitted online.

PLEASE NOTE THAT BADGES ARE NONTRANSFERABLE. If you make changes to your exhibit personnel onsite, the new representative should be prepared to pay a fee of \$90.00 per badge. This does not pertain to changes made in advance of the meeting.

### **Termination of Meeting and Exhibit**

Should the premises in which the 50th ASHP Midyear Clinical Meeting and Exhibition is to be held becomes, in the sole judgment of ASHP, unfit for occupancy, or should the meeting and exhibits be materially interfered with by reason of weather, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ASHP, the contract for exhibit space may be terminated. ASHP will not incur any liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitor expressly waives such liability and releases ASHP of and from all claims for damages and agrees that ASHP shall have no obligations except to refund to the exhibitors a pro-rated share of the aggregate amount received by ASHP (as rental for exhibit space for said exhibit), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the exhibitor.

### **Exhibitor Withdrawal or Booth Downsizing**

Withdrawal by any exhibitor will not be accepted unless written notice of such withdrawal has been received by ASHP. All deposits are non refundable or transferrable, and any exhibitor who withdraws after September 4, 2015 shall forfeit one hundred percent (100%) of the full price of said exhibitor's space.

Downsizing of the original booth size by any exhibitor will not be accepted unless written notice of such downsizing has been received by ASHP. Any exhibitor that downsizes before September 4, 2015, shall owe ASHP, in addition to the deposit already paid for the original booth request, a downsize fee equal to 50% of the actual downsized square footage including corners. Further, the Exhibitor will then owe the balance associated with the full price of the reduced size exhibit booth.

**Example 1:** Exhibitor XYZ reserves a 10x20 space and downsizes to a 10x10. The square foot difference between the original exhibit and the downsized space is 100 square feet. Exhibitor XYZ will owe \$3,950 for the 10x10 and an additional downsize fee of \$1,975, which equals 50% of the cost of the square footage being released back to ASHP (100 square feet). If corners purchased on the original contract are eliminated in a downsizing, 50% of the corner fee will also be calculated into the downsize fee.

**Example 2:** Exhibitor XYZ reserves a 30x30 space and downsizes the 30x30 to a 10x30. The square foot difference between the original exhibit and the downsized space is 600 square feet. Exhibitor XYZ will owe \$11,850 for the booth size of a 10x30 and an additional downsize fee of \$11,850, which equals 50% of the cost of the square footage being released back to ASHP (600 square feet). If corners purchased on the original contract are eliminated in a downsizing, 50% of the corner fee will also be calculated into the downsize fee.

Any exhibitor that downsizes their exhibit booth from their original contract request after September 4, 2015, shall owe ASHP the full remaining balance on the original booth request as the downsize fee in addition to the cost of the new reduced size exhibit booth. Example: Exhibitor XYZ reserves a 10x20 space and downsizes to a 10x10. Exhibitor XYZ will still owe \$7,900 plus \$210 per corner, for the original contracted 10x20. If corners purchased on the original contract are eliminated in the downsize, 100% of the corner fee will also be included in the downsize fee.

### **Installation, Staffing, and Dismantling of Exhibits**

The New Orleans Ernest N. Morial Convention Center has been reserved for exhibit installation during the following hours\*:

Friday, December 4	8:00 a.m.–5:00 p.m.
Saturday, December 5	8:00 a.m.–5:00 p.m.
Sunday, December 6	8:00 a.m.–5:00 p.m.

\*Days and hours are subject to change

Exhibitors are encouraged to finalize minor booth preparations, display samples, etc., on Monday, December 7, after 8:00 a.m. All exhibits must be operational by 10:30 a.m., Monday, December 7. After this hour, no installation work will be permitted without special permission from ASHP.

If erection of any exhibit has not started by 12:00 p.m., Sunday, December 6, ASHP shall order the exhibit to be erected, and the exhibitor will be responsible for payment of expenses incurred. Dismantling or packing of exhibits cannot begin earlier than 2:00 p.m., Wednesday, December 9. All displays must be ready for removal from the exhibit hall no later than 5:00 p.m., Wednesday, December 9. Exhibitors will be charged one thousand dollars (\$1,000) per day or any part thereof after 10:00 p.m., Thursday, December 10, that the exhibit remains on the leased premises.

ASHP and the New Orleans Ernest N. Morial Convention Center each reserve the right to disassemble exhibits and charge the exhibitor the above fee plus damages in event these exhibits are not dismantled in a timely manner causing the exhibitor to remain on the premises beyond authorized times. ASHP and the New Orleans Ernest N. Morial Convention Center each assume no obligation to undertake disassembly and assume no liability for any action in connection with this activity.

### **Contract Labor**

Exhibitors may use contractors other than the official exhibit contractor to set up, erect, and dismantle exhibits if at least thirty (30) days prior to the first official move-in day, exhibitor provides to ASHP a written statement of authorization for each such contractor in which the exhibitor gives the name and address of each contractor and lists the name of the supervisor to be in attendance; assumes all responsibility for acts of its contractors and holds harmless ASHP and the New Orleans Ernest N. Morial Convention Center for any loss or damage, including reasonable attorneys fees arising from any act or omission of its contractors and further holds harmless ASHP and the New Orleans Ernest N. Morial Convention Center from an injury to property of the contractors and the contractors' employees, subcontractors' agents and servants; guarantees compliance with any and all laws, ordinances, or regulations, and all union and convention center requirements; and guarantees all work will be coordinated through and subject to the direction of the official exhibit contractor to ensure orderly workflow. Exhibitors must have onsite and provide to the official exhibit contractor certificate(s) of insurance for their contractor(s), naming the New Orleans Ernest N. Morial Convention Center and ASHP as additional insured, this insurance shall afford immediate defense and indemnification, and the limit of the coverage must be no less than \$3,000,000 combined single-limit bodily injury and broad-form contractual liability. Contractors must strictly comply with the foregoing or they will not be permitted on the premises.

### **Exhibit Hours:\***

Monday, December 7	11:00 a.m.–3:00 p.m.
Tuesday, December 8	11:00 a.m.–3:00 p.m.
Wednesday, December 9	11:00 a.m.–2:00 p.m.

\*Exhibit hours are subject to change.

### **Staffing of Exhibits**

Exhibit booths must be staffed during all exhibit hours by qualified personnel of the exhibiting company who must be able to explain or demonstrate the products or services on display. Exhibitor assumes all responsibility for its exhibit personnel, employees, contractors, servants, agents, and for all persons admitted to the exhibit area using its Exhibitor's badge. All exhibitors are responsible for informing their own personnel and authorized representatives of these rules and regulations.

## **Music**

Exhibitors shall not play or perform any music at any time. Notwithstanding the foregoing, the exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, by or on behalf of the exhibitor at the convention unless the exhibitor has previously obtained written permission from the copyright owner or the copyright owner’s designee (e.g., ASCAP, BMI, SESAC) for such use. The exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including, but not limited to, all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless ASHP and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses) demands, actions, and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

## **Exhibit Contractor**

Shepard Exposition Services  
10474 Armstrong Street  
Fairfax, VA

An exhibitor’s service kit providing information about ordering drayage, electrical services, furniture rental, labor, lead retrieval devices, etc., with a complete list of charges, will be available online in September.

## **Care of Exhibit Space and Premises**

The exhibitor, at its own expense, shall install carpet in its exhibit space, shall take good care of its exhibit space, not deface or mar said premises, and will keep and maintain the aforesaid premises in good order at all times. Decorations may not be taped, nailed, tacked, or otherwise fastened to the ceilings, painted surfaces, columns, fabrics, or walls. Exhibitors may not distribute adhesive-backed decals/stickers inside the New Orleans Ernest N. Morial Convention Center or on the premises. Electrical or any other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Exhibitors will not mar, deface, or otherwise damage any area or equipment of the New Orleans Ernest N. Morial Convention Center.

## **Safety**

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of the City of New Orleans Ernest N. Morial. Volatile, explosive, or other flammable matter or any substances prohibited by the law or insurance carriers, are not permitted on premises. All electrical equipment must meet applicable National Electrical Codes and Convention Center requirements. Electrical fixtures and fittings must be UL listed and so marked. Access to public elevators and escalators must not be blocked at any time. Utility

panels, switchgear, fire hose cabinets, standpipes and fire extinguishers must remain visible and accessible at all times. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flame-proof material or treated with an approved flame proofing solution. Exhibitors may not use helium balloons, compressed gas, heaters, heating devices, or motorized vehicles without the express written consent of ASHP and the New Orleans Ernest N. Morial Convention Center.

### **Children**

Due to health and safety considerations, children under the age of 16 will not be admitted to the exhibit program or educational sessions.

### **Limitation of Liability**

ASHP, the management of the New Orleans Ernest N. Morial Convention Center, and the officers, directors, agents, employees, contractors, and assignees of any of the aforesaid parties will not be responsible for any loss, injury, or damage whatsoever or howsoever arising, which may occur to an exhibit booth, exhibitor or to its agents, or employees, or to its contractors and its agents and employees, or to the property or wares of the exhibitor, arising from any cause whatsoever, in connection with this exhibit. Each exhibitor expressly releases ASHP and the above-named parties from any and all claims for any such injury, loss or damage.

### **Liability of Exhibitor**

If ASHP or the New Orleans Ernest N. Morial Convention Center shall be subject to any claim, demand, liability, lawsuit, judgment (whether or not final) award of any type (whether or not final), for any damage or injury to person or property which arises directly or indirectly from the actions or failure to act of one or more exhibitors, their employees, agents, contractors, or persons on or about the premises with a badge of the exhibitor, such exhibitor or exhibitors shall jointly and severally indemnify and hold harmless ASHP and the New Orleans Ernest N. Morial Convention Center against any liability resulting therefrom, including, without limitation, attorneys fees.

### **Insurance**

Exhibitors must adequately insure their activities, materials, goods, wares, and exhibits against theft, damage, loss, or injury of any kind and must do so at their own expense; ASHP and the New Orleans Ernest N. Morial Convention Center are not responsible for any loss (howsoever caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions and all actions of their employees, personnel, representatives, agents or contractors during the 50th Midyear Clinical Meeting and Exhibition.

### **Security**

ASHP will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them or the content of their exhibit against loss or theft of any kind. For additional security services, please contact the official

security contractor for the meeting. Information about these services is contained in the service kit.

### **Use of ASHP Logo**

Exhibitors will not use the ASHP logo, the name of ASHP, or in any manner associate any exhibit or any activity during the 50th ASHP Midyear Clinical Meeting and Exhibition with ASHP without the express written and personal consent of ASHP's exhibit manager.

### **Food and Beverage**

Certain packaged foods and nonalcoholic beverages may be distributed by exhibitors from their exhibit space. The distribution of any food or beverages by exhibitors must be approved in advance by ASHP. Details are available in the service kit.

Exhibitors need to be aware of ASHP policy regarding the consumption of alcoholic beverages: "That alcohol is a drug and should be used with the respect and concern afforded to any drug; that pharmacists should extend their professional obligations and responsibilities to alcohol use by individuals and themselves; that pharmacists have an obligation to ensure that, if consumed, alcohol is used only responsibly; that pharmacists, by example in their personal conduct, should foster awareness of the nature of alcohol and responsible use of alcohol by those who choose to use alcohol; and that ASHP and its members continue to support and foster impaired-pharmacists programs as a means of providing opportunities for such individuals to rehabilitate themselves."

### **Smoke-Free Environment**

ASHP monitors state and city laws related to smoking bans, and considers meeting locations that have enacted smoke free regulations for public areas. The 50th Midyear Clinical Meeting and Exhibition is a smoke free area.

### **Picture Taking, Videotaping/Audio taping**

Exhibitors are not permitted to photograph, audiotape or videotape sessions or exhibits during the meeting without express approval from ASHP.

### **Other Rules and Regulations**

All rights and privileges granted to exhibitors are subject to and subordinated to a master lease between ASHP and the New Orleans Ernest N. Morial Convention Center and its policies, rules, and regulations. This agreement provides a personal right to the exhibitor and creates no interest or estate in the New Orleans Ernest N. Morial Convention Center or its equipment or facilities.

Exhibitors will comply with all applicable Federal, State and municipal statutes, ordinances, regulations, rules, and requirements including without limitation laws applicable to patents, copyrights, and trademarks and all rules and regulations of the New Orleans Ernest N. Morial Convention Center.



Exhibitors will not discriminate against any person on account of race, creed, color, sex, religion, national origin, or physical or mental disability.

For purposes of these Rules and Regulations the following terms have the following meaning: “The New Orleans Ernest N. Morial Convention Center” includes and means the New Orleans Ernest N. Morial Convention Center Exhibit Halls; which is engaged in business as the New Orleans Ernest N. Morial Convention Center, its respective directors, trustees, officers, employees, members, and agents.

“ASHP” includes and means the American Society of Health-System Pharmacists (ASHP), and its directors, officers, employees, agents, members, and contractors.

The Rules and Regulations of the exhibit may be amended by ASHP and such amendments are hereby made an integral part of and incorporated by reference into the Contract for Exhibit Space and shall be deemed to have the identical effect as if set forth in full in the contract. All points not specifically covered are subject to the decision of ASHP.

## **Booth Construction and Design**

### **Arrangement of Exhibits**

Standard booth backgrounds and side rails, decorated with fantasy draperies, and uniform two-line signs are provided for inline booths without charge. All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits. Exhibits not conforming to these specifications, or are otherwise found objectionable in the opinion of the ASHP, will be prohibited. ASHP reserves the right, in the best interest of the exhibit, to relocate selected space in areas other than that selected by exhibitor.

Every exhibit space should allow for visibility of surrounding spaces. The booth guidelines below are set forth to ensure this standard is both understood and adhered to.

### **Linear Exhibit Booths**

Linear exhibit booths are 100 feet square (10' x 10'), and consist of 8 feet high back drape and 36 inches high side dividers mounted on aluminum tubular frames. Signs, decorations and equipment may not rise above the 8 foot back wall or be placed outside the booth space. Solid construction over 4 feet high must be a minimum of 5 feet back from the aisle. Exposed unfinished sides of the exhibit must be draped to present an attractive appearance. Hanging signs are not permitted. All booths are identified with a booth sign including company name and booth number affixed on the back wall.

The height restriction for linear booths is **8 feet**. Linear exhibit booths are 100 feet square (10' x 10'), and consist of 8 feet high back drape and 36 inches high side dividers mounted on aluminum tubular frames. Hanging signs are not permitted above linear booths.

### **Island Exhibit Booths**

An island exhibit is an open area of exhibit space with aisles on all four sides. Island booths are 20'x20' or larger. Island exhibits must provide for accessibility from all four aisles. Island exhibits may extend to all outer edges of the booth, but must provide see-through visibility so as not to obstruct the view of, or otherwise interfere with, the displays of other exhibitors. ASHP requires island booth exhibitors comply with the See through Rule, which means that at least 50% of the exhibit booth must have visibility through it on all sides.

The height restriction for island booths is **25 feet** for the booth structure(s). Multi-level booths are strictly prohibited. Hanging signs/banners are only available for island booths, and may not exceed the perimeter of assigned booth space. The bottom of the hanging sign cannot be hung below the designated height restriction for the booth structure(s) even if the booth structure(s) are less than this height.

Floor plans and elevation drawings for island exhibits must be submitted to the ASHP Exhibits Director at [exhibits@ashp.org](mailto:exhibits@ashp.org) for approval by **September 11, 2015**.

Aisles may not be obstructed due to any activities within the booth:

- Counters must be a minimum of one foot in from all aisles.
- Demonstration areas are required to be placed a minimum of five feet in from the aisles.

Exhibitors are responsible for monitoring attendance to prevent aisle congestion. Demonstrations will be limited or eliminated in situations where overflow continues to be a problem.

No drapery or identification sign is provided for island booths. All booths are identified with a booth number label that is affixed on the aisle carpet.

Floor plans and elevation drawings for island exhibits must be emailed to the ASHP Exhibits Director at [exhibits@ashp.org](mailto:exhibits@ashp.org) for approval by **September 11, 2015**. Floor plans for every island booth are required to ensure that ASHP rules and regulations are followed and provide ASHP with the ability to resolve potential issues before show-site. A form will be provided in the Exhibitor Service Manual. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If not submitted and the construction is determined to be in violation of booth restrictions, ASHP has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

### **Mobile Units, Vehicles or Trucks (mobile units)**

Exhibitors that wish to display mobile units, vehicles or trucks on the exhibit floor or other ASHP designated areas must submit a request in writing for approval to the ASHP Exhibits Director. Requests should be sent by **September 11, 2015** and must include space requirements, picture of the unit and display details. Mobile units, vehicles or trucks for display in the exhibit hall will only be located in designated areas and cannot be located in regular exhibit booth space. Mobile units must be in compliance with fire prevention codes according to the New Orleans Ernest N. Morial Convention Center rules and regulations and the Americans with Disabilities Act. The mobile unit or truck must also be open to all attendees. Approvals are at the sole discretion of ASHP.

### **Facility Fire/Safety Guidelines**

The New Orleans Ernest N. Morial Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. It is the responsibility of each exhibitor to insure compliance with all Facility Regulations.

### **Lighting**

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitor's space or ASHP aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests in writing to the ASHP Exhibits Director.

No requests will be granted to turn off lights which project over aisle space or other exhibitors' booths. The exhibitor is responsible for any lighting costs related to installation and dismantle, including any lights which may be denied approval on-site due to infringing on ASHP aisles, or other areas outside the exhibitor's booth space, etc.

### **Signs**

Only professionally printed signs are allowed in the exhibit hall. Forms for ordering booth ID signs and additional signs will be included in the Exhibitor Service Manual.

### **Booth ID Signs**

A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

### **Hanging Signs or Banners**

Hanging signs/banners are only available for island booths, and may not exceed the perimeter of assigned booth space. The bottom of the hanging sign cannot be hung below the designated height restriction for the booth structure(s) even if the booth structure(s) are less than this height. Exhibitors, display companies and/or Exhibitor Appointed Contractors may supervise, but will not be allowed to assemble or install a hanging sign. Hanging signs will be assembled and installed by Freeman. An order form will be included in the Exhibitor Service Manual.

**Floor Covering and Carpet**

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from the general service contractor. A carpet order form will be provided in the Exhibitor Service Manual. All exhibit booths without appropriate floor covering shall, at ASHP's discretion, be carpeted and/or corrected at the exhibitor's expense. All aisle carpet will be provided by ASHP.

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