



## Rules & Regulations

### Inova CME Exhibit Policy

Symposium Management reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from, or are out of keeping with the character of the symposium as a whole. Symposium Management may forbid installation or request removal and/or discontinuation of any exhibit or promotion, which, if continued, departs substantially from the description given during advance approval.

### Exhibitors are also held to the guidelines as presented below from the Inova Policy on Exhibiting at CME Conferences:

- Product-specific advertising of any type is prohibited in CME educational activities.
- Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be identified as promotional and kept separate from CME educational activities.
- Commercial promotional materials cannot be displayed or distributed in the educational space, nor placed in the educational venue immediately before, during or immediately after a CME educational activity.
- While in the space or place where the educational activity takes place, representatives of commercial interests may not engage in sales or promotional activities.
- Arrangements for commercial exhibits or advertisements will not influence planning or interfere with the presentation, nor will they be a condition of commercial support of CME activities.
- Advanced promotional materials for a CME activity that are not directly related to the transfer of education to the learner are not permitted. Educational materials that are part of a CME activity, such as slides and handouts, cannot contain any advertising or brand name or a product-group message.
- At all times during a CME activity, except when in the setting where the educational activity is occurring, representatives of commercial supporters must wear a badge identifying name and commercial sponsor. No specific product or equipment information may be worn. While in the setting where the educational activity takes place, the commercial representative must not wear any commercial identification, nor engage in any sales activities.
- The decision to access or to attend promotional activities must be made by the learner.
- Each person at a booth must be registered with the Inova Office of Continuing Medical Education.

## **Indemnification**

The Exhibitor agrees to indemnify, defend and hold harmless Symposium Management, its officers, directors, agents, employees, and members (referred to as "INDEMNIFIED PARTIES") from and against any and all claims, demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of whatever kind or nature, which result from, arise out of, or are connected with any acts, or failures to act, or negligence of the Exhibitor, or any of its officers, agents, employees, invitees or other representatives, including, but not limited to, claims of damage or loss resulting from the breach of these Terms, Conditions and Rules, or damage of any kind or nature arising out of or in connection with the Exhibitor's use and/or occupancy of Exhibit Space, and claims of damage or loss to any third party resulting from any infringement of a copyright or patent or the unauthorized use of a registered trademark. The Exhibitor further agrees that INDEMNIFIED PARTIES shall not be held liable for, and are released from liability for, any damage, loss, theft, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The Exhibitor is responsible and accountable for the actions of its staff and any appointed contractor or vendor.

## **Interpretation and Enforcement**

All information included in this Prospectus becomes a part of the contract between the Exhibitor and Symposium Management. These policies have been developed in the best interests of the Exhibitors as a whole. Management respectfully asks the full cooperation of all Exhibitors in observing these policies. All points not covered are subject to the decision of Symposium Management. Symposium Management shall have full power to interpret or amend these rules, and its decision is final. The Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted. Exhibitors must make all personnel staffing an exhibit booth aware of all the rules, regulations and policies incorporated herein prior to the opening of exhibits.

## **Noncontracted Exhibit Space**

Apart from the specific display space for which an Exhibitor has contracted, no person, firm, or organization will be permitted to display or demonstrate products, processes, or services, solicit orders, or distribute advertising materials in the venue or its grounds used by the Symposium to house meeting delegates without prior written approval from Symposium Management. Noncompliance with regulations will result in the prompt removal of the offending person and property from the premises.

## **Photography/Video Policy**

An exhibit booth and/or product(s) may be photographed or videotaped only with the expressed permission of the contracted Exhibitor of that booth.

## **Repair or Damages**

Nothing will be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floor, ceiling, furniture, or any other part of the property. The cost of repairing damage inflicted by the Exhibitor, its employees, or representatives will be billed to and must be paid for by the Exhibitor.

## **Restrictions**

Symposium Management reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from, or are out of keeping with the character of the symposium as a whole. Symposium Management may forbid installation or request removal and/or discontinuation of any exhibit or promotion, which, if continued, departs substantially from the description given during advance approval.

## **Booth Representatives**

Exhibitor booth representatives shall be restricted to employees of the exhibiting companies who are actually working in the booth. Booth representatives must wear badge identification provided by Symposium Management at all times. Symposium Management may limit the number of booth representatives at any time.

## **Fire Protection**

Exhibitors must comply with all local fire regulations. Booth decorations must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform to all federal, state, and municipal government requirements. All door openings and aisles must be kept clear by order of the Fire Marshal. Exit signs, fire alarms and fire extinguishers must be visible at all times. If inspection indicates that an Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Symposium Management reserves the right to cancel all or such part of the exhibit as may be irregular.

## **Floor Plan Modifications**

Symposium Management reserves the right to modify the floor plan to accommodate space sales and/or avoid conflict to relocate exhibit booth as necessary after consultation with Exhibitors who are affected by the modification. Every effort to consider location of competitors and accommodate special requests will be made, but cannot be guaranteed.

## **Inability to Hold Symposium**

If, because of war, fire, strike, terrorist acts, exhibit facility construction or renovation harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The Exhibitor is responsible and accountable for the actions of its staff and any appointed contractor or vendor.