



2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Exhibitor Terms and Conditions

A. Application

The application must be accompanied by full payment. Applications will be accepted on a first-come, first-served basis.

B. Agreement to Conditions

Upon the Academy's acceptance of the application, the exhibitor agrees to abide by the terms and conditions listed below.

C. Liability

The exhibitor takes full responsibility for and shall defend, indemnify, hold harmless and release the Academy, any of its Chapters, and the Hilton Chicago Hotel from and against all claims, causes of action, obligations, suits, liabilities, losses, damages, expenses and/or costs, including attorneys' fees related to or arising from or out of any injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the Conference, use of the Convention Center, or negligent act or omission of Exhibitor or caused by its product.

D. Exhibit Space

Booth sizes are 8' x 10' and are available in single or double. Booths will be equipped with an 8' high backdrop, a 3' high side drape, a 6' x 2' skirted table, two chairs, a wastebasket, and a 7" x 44" identification sign.

E. Table

Includes skirted table, two chairs, and a wastebasket.

F. Cancellation or Relocation of Conference

In the event that the Academy must cancel or relocate the Conference due to circumstances not under the direct control of the Academy or its Chapters, the Academy or its Chapters will have no liability of any kind.

G. Cancellation by Exhibitor

50 percent of the full fees are refunded for cancellations received by fax or in writing 60 days prior to the exhibit. Cancellations received 59 days or less prior to the exhibit are nonrefundable.

H. Cleanliness

A clean building will be furnished at the start of the contract period and prior to the start of each day's events. Exhibitors must maintain and keep in good order their respective exhibit spaces.

I. Smoking Policy

No smoking is allowed in the Hilton Chicago Hotel exhibit area.

J. Utilities

Events Exposition Services, Inc., will be the utilities service contractor. Details and costs regarding electric, telephone, compressed air, water and drainage, custom cleaning, labor, and special furniture security services will be included in your exhibitor packet.

K. Building Policies

1. Helium balloons and adhesive-backed decals are allowed only under limited circumstances. Please indicate on your exhibit services contract whether you will use helium balloons or adhesive-backed decals.
2. Exhibitors may offer prizes through drawings, but games of chance, lotteries, raffles, etc., are prohibited.
3. If any portion of the Exhibit Hall or any equipment contained therein is damaged by the Exhibitor, it shall be the responsibility of the Exhibitor to pay for restoration of the damages required to restore the premises and equipment to their original condition.
4. All cartons, packages, or other containers brought into or taken from the Hilton Chicago Hotel show personnel, and/or other personnel, are subject to inspection.
5. Use of filming or recording devices during any event licensed by ASSGAP, BMI, Actor's Equity, Screen Actors' Guild, or American Federation of Television and Radio Artists is prohibited.
6. Signs are not to be affixed to walls, doors, windows, partitions, or any other fixture of the Hilton Chicago Hotel. Bulletin boards, flip charts, and easels are available for this purpose.

7. All flammable liquids, gases, and materials are prohibited. Inert gases and pyrotechnics are subject to specific approval of the Chicago Fire Department. Any potentially hazardous materials that may be used as part of an exhibit or demonstration are subject to specific approval by the Convention Center and the ACHMM.
8. Decorations must consist of fire-resistant material or be treated with a fire-retardant solution.

L. Delivery and Setup

Exhibitors are responsible for delivery, setup, and removal of all exhibit materials. Staff or equipment will not be provided by conference organizers. Drayage information will be provided by Events Exposition Services, Inc.

M. Security

All Exhibitor(s) are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by the Exhibitor(s). Overnight security will be provided for the exhibit area by ACHMM.

N. Patent, Copyright, or Trade Secret

The Exhibitor shall comply with all applicable laws governing the use of patent, copyright, or trade secret materials. The Exhibitor shall indemnify and hold harmless the Academy, their officers, directors, employees, agents, and any Chapter, from all claims, causes of action, obligations, suits, liabilities, losses, damages, expenses, and costs, including attorney's fees related to or arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents, or employees of any patent, copyright, trade secret rights, or privileges for other proprietary rights.