

WOCNext 2019 - Exhibit Program Rules

Name of Event:

WOCNext 2019

Conference dates, June 23-26, 2019; Exhibit dates, Sunday – Tuesday, June 23-25, 2019

Location of Event:

Music City Center, 201 5th Ave S, Nashville, TN 37203 USA

The exhibition hall is not carpeted. Booth carpeting is required of all exhibitors.

1. Purpose of Exhibits

This event is supported by Wound, Ostomy and Continence Nurses Society, a non-profit scientific and educational 501(c) 6 association. The purpose of the exhibits, an integral part of the Conference's educational activity, is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in wound, ostomy and continence products presented for use by manufacturers, suppliers, service companies and non-profit organizations. The WOCN Society determines the eligibility of all exhibit space applicants. Each exhibitor is responsible for ensuring all attending exhibit personnel are aware of these rules.

2. Interpretation of Rules

Exhibit Management interprets and enforces rules governing exhibitors. Questions not covered by this document are subject to the final judgment and decision of Exhibit Management. These rules may be amended, are binding upon the exhibitor and become a part of the Society's website (www.wocn.org) and this Conference's website providing Exhibit Management sends notices via email or verbally to the primary exhibitor contact.

3. Selling Products

This event educates nurses. The sole purpose for contracting exhibit space is to display and/or demonstrate products. Selling products or services, (exchanging payment) is not permitted within the Exhibition Hall during exhibit days/hours, unless such selling is conducted following the rules stated in #27.

4. Assignment of Space, Cancel/Downsize/Refund Policies, Prices, Payment Options

Current exhibitors may reserve space for the following year's Conference before prospective exhibitors. During May, 2018, Exhibit Management sends an email to all primary current booth contacts requesting to know booth size for the following conference. Responding exhibitors are included in the Advance Booth Reservation process. Deadline to reply: June 5, 2018. Exhibit space is officially confirmed through September, 2018. Corporate Members are assigned first; all others second, using earned total Priority Points. Corporate Membership must be maintained through this event for reduced rates to apply. If not, non-Member rates apply.

Your company is awarded:

- Three points for the first 100 square feet of exhibit space paid and occupied at the event for each consecutive year of participation.
- One point for each additional 100 square feet of exhibit space paid and occupied at the event for each consecutive year of participation.
- In case of a tie, the size of booth space requested dictates the order of selection, then the date of application, and payment.

When your company:

- Elects not to participate in any given year, or through cancellation, booth space is reduced in size, ALL points accumulated for that year are forfeited.
- Merges or acquires another exhibitor company, your company assumes the higher of the two (or more) exhibitor priority point totals. Points are not combined.
- Points are deducted for infraction of rules and regulations (e.g., not completing setup on time, dismantling earlier than closing time).

Terms: Changes to existing contracts: email, cbrown@wocn.org. Valid only when acknowledged.

Payments: Non-refundable deposit for Advance Booth Reservation exhibitors: 10% of total booth fee. One-half of total booth fee due September 1, 2018; balance due by January 15, 2019. Payment must be received by October 2, 2018, otherwise exhibit space is released. After January 15, 2019: exhibit contract must include 100% payment and refunds not available.

• **Cancel/downsizing (all or part of exhibit space) through January 15, 2019** results in loss of non-refundable deposit (10%) and September 1, 2018 (50%) payments. Downsizing results in relocation. If the downsizing results in creating unusable space, exhibitor is responsible for 100% full payment for said space.

- Corporate Membership must be maintained through this event to earn Corporate Member booth rates. If not, non-member rates apply.

Price per 10'x10', USD:

Corporate Member, \$2,895; Non-member, \$3,325. Non-Profit Association, \$500. Location/Type: Corner, \$100 additional, Island, \$400 additional.

Payment Options

For Visa, MasterCard, American Express & Discover Card chargeable amounts of \$5,001.00 and greater, an additional non-refundable 3% service fee is applied to the total transaction amount. Refunds subject to an additional 3% service fee. Company check; Wire Transfer (TT) fee \$30.00; Automated Clearing House (ACH), no fee.

5. Music City Center

All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. The storage of packing materials and surplus literature must be confined to areas away from the display areas - a day's supply is permitted. No packing containers, wrapping materials or display materials may be stored under tables or behind booths; this material must be placed in storage. Exclusive service providers include electricity, catering, rigging, equipment / labor, audio visual, water, drain, compressed air, internet/phone (wireless and networking services). Helium-filled balloons are not permitted by the Society. The Society, hired contractors, exhibitors, and others attending the event must comply with all applicable federal, state and local fire and building codes as well all convention center rules, regulations, policies and procedures.

6. Exhibit Hall Access

Exhibitor personnel are permitted in the exhibit hall one hour prior to opening and may remain one half-hour after closing. Exhibit Hall badges are for the Exhibit Hall only and do not permit access to educational sessions or workshops.

7. Booth Furnishings and Unoccupied Space

A booth is defined as one 10 x 10 space, separated by standard metal pipe and material drape on metal railings. Booth design details are included on the Exhibitor online information along with IAEE and HCEA Rules and guidelines. The WOCN Society employs guidelines in reviewing and evaluating booth diagrams required for all 400 net square feet and above exhibitors, and equitable appearance of all exhibit booth layout and design with at least 40% see-through value. Height restrictions apply: maximum generally 8', however 12' for perimeter and 20' for peninsula or island booths. The top of a hanging sign must be no higher than 20 feet from the floor with the top of the sign. Truss and booth lighting must be confined to the actual footprint of contracted exhibit space. See Exhibitor Service Kit, January 2019.

Each exhibit booth is defined by the floor space (footprint). Furnishings such as carpet (required of all exhibitors), tables, chairs and utility services are ordered separately. See the Service Kit (exhibitor Appointed Contractor, labor, shipping, electricity, internet, rigging, audio visual, material handling, furniture rental, signs, rental displays, computer, florist, catering, cleaning, exhibitor registration, lead retrieval and hotel reservations) January 2019 for more details. Helium balloons are not permitted by the Society.

Space not claimed and occupied, or for which no special arrangements are made in writing to Exhibit Management prior to 1:00 pm on Sunday, June 23, 2019, shall revert to the WOCN Society.

8. Exhibitor Services Manual

An online Exhibitor Services Manual containing complete exhibit information and order forms for all show services is available online to each exhibiting company in January 2019. All forms should be completed and returned in advance of the Conference. After becoming an exhibitor, see your company's "EXHIBITOR PORTAL" web page.

9. Hotel Accommodations

The WOCN Society negotiates special discounted hotel room rates for all attendees and exhibitors. In doing so, WOCN Society becomes contractually obligated to fill hotel rooms. The WOCN Society encourages exhibitors to "book rooms within the block," thereby reducing the potential of additional liability to the Society. Exhibitor may become liable for over-estimating or cancelling hotel rooms based upon either the original or amended room night needs. Questions regarding hotel accommodations may be directed to the Meeting Manager at

bpassy@wocn.org or Exhibit Management. After becoming an exhibitor, see your company's "EXHIBITOR PORTAL" web page.

10. Exhibit Badges

All booth staff must register with Exhibitor Registration. Each person registered as an exhibitor must be employed by the exhibiting company or must possess a direct business affiliation. The exhibit badge allows access to the exhibit hall only. If an exhibitor plans to attend sessions, they must register online at the Conference website or as badges are created. Representatives without a badge are not admitted to the exhibit hall. Badges are not mailed in advance and must be picked up on-site at the Exhibitor Registration. Exhibitors are encouraged to register online prior to arrival to avoid waiting in line. Badges may not be supplemented with business cards, ribbons, etc.

Two "exhibit hall only" badges are complimentary for every 10-foot-by-10-foot booth. Additional "exhibit hall only" badges are \$75 per person (subject to change). After becoming an exhibitor, see your company's "EXHIBITOR PORTAL" web page.

11. Program Book Distribution/Conference Bags

The Final Program is issued electronically and printed. When printed, the Final Program is available at one per 10-foot-by-10-foot booth contracted up to a maximum of four copies. Conference bags are only available to registered attendees. These bags are generally provided by a corporate supporter. Therefore, when supported by an exhibitor, please refrain from distributing tote bags from your exhibit booth.

12. Food Products

With prior approval from the Exhibit Manager, food service is permitted at the exhibitor's booth. Certain exclusives may apply. After approval, all food service must be coordinated through the hotel or convention center exclusive caterer.

13. Children's Admission to the Exhibit Hall

Children under the age of 16 are not permitted to enter the Exhibition Hall at any time: installation, show days, dismantle. Young children carried by an adult are permitted; strollers are not permitted as they constitute a tripping hazard.

14. Staffing of Exhibits

Exhibits must be staffed at all times during exhibit hours. The WOCN Society requests strict adherence to the opening and closing hours. It is imperative no exhibitor begins dismantling, packing, or teardown of exhibit space until the final scheduled day, and only after the official closing time. Teardown before this time could result in denial of next year's exhibit program and reduction of earned priority points.

15. Market Research

Market research cannot be conducted under the manufacturer's name for any product pending governmental approval; however, it may be conducted under the auspices of a market research firm. Market research companies are welcome to exhibit provided they submit a letter of authorization from the supporting company. The name of the supporting company will be kept confidential. WOCN Society retains the right to determine the relevance of and deny exhibiting privileges to market research companies.

The supporting company is responsible for the conduct of the market research firm. Research must be conducted within the confines of the booth assigned and activities must conform to all the procedures and rules published in this document or within the Conference website.

16. Approved Exhibitor-Supported Events

The Society works closely with our commercial partners and exhibitors requesting meeting space during the Conference. Affiliate meeting space is assigned only during times that do not conflict with the Conference program; however, company sales meetings (employees only) can be held during the Conference program. We would also like to know of any off-site events planned during the Conference. Please access the affiliate meeting space request form located within your company's "EXHIBITOR PORTAL", Support and Marketing options. The WOCN Society prohibits any affiliate social or satellite symposium from being held in contracted hotels or the convention center by any company that is not a supporter of the Society.

17. Use of Signage and/or Promotion for Exhibitor Related Events

No signs are permitted to advertise non-approved affiliated events in any public space. Door drops or other on-site marketing strategies or promotion of any event is prohibited.

18. Transportation for Outside Events

The WOCN Society controls all available transportation boarding space at contracted hotels or convention center. Organizations providing transportation to or from a hotel or Convention Center must contact WOCN Society's Meeting Manager, bpassy@wocn.org or Exhibit Management. Promotion regarding transportation must be pre-approved.

19. Booth Conduct

The WOCN Society reserves the right to approve all exhibits and activities. A supporter of the Society must be an exhibitor; an advertiser need not be an exhibitor or supporter.

The Exhibit Hall requires carpet to be installed for all exhibitors. The subletting, assignment, or division of the whole or any part of an exhibitor's space by the exhibitor is prohibited. Exhibitors may not advertise or display goods in their booth other than those manufactured or sold by them in the regular course of business. Exhibitors agree to ship and store their material at their own risk and expenses. The WOCN Society does not disclose press representative names. Smoking is not permitted within the convention center except in designated areas. The WOCN Society reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not in keeping with the character and/or spirit of the Conference. Exhibit personnel may not enter another exhibitor's booth without obtaining permission. Booth staff lingering in the aisles surrounding another exhibitor's booth for the purpose of obtaining product information or distracting others is strictly prohibited.

The exhibit hall is inspected during installation and "open" hours. Exhibit Management advises exhibitors of any deviation from exhibit rules or design during the event. Exhibitors must make all corrections requested by Exhibit Management at their own expense or risk removal from the exhibition without notice and without obligation on the part of WOCN Society for a refund.

The WOCN Society does not endorse any products or services related to the exhibits that have been accepted for display during the Conference. All exhibits must conform to the standards set by the Health Convention and Exhibitors Association, *which include the following*:

- Canvassing or distributing advertising materials outside the exhibitor's own booth is not permitted.
- Solicitation of business, except by exhibiting firms is prohibited. Invited guests are not permitted to solicit exhibitors or attendees in the exhibition/poster hall and must make known to Exhibition Management activities designed to attract exhibitors or attendees.
- Contests, lotteries, raffles, and games of chance where money is exchanged are prohibited as such activities reflect unfavorably on the character of the Conference.
- Character of the exhibits is subject to the approval of Exhibit Management. Non-professional products or services are not permitted to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.
- Educational contact hours or contact educational units are not available to attendees as part of your booth.

Failure to set up booth by 12:00 Noon, Sunday, June 23, 2019 may cause Exhibit Management to order the removal of booth property and freight at exhibitor's expense including re-delivery.

20. Insurance

Exhibitors insuring their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident or loss of any kind, do so at their own expense. By April 5, 2019, the receipt by Exhibit Management of a valid Certificate of Insurance (COI) is required, verifying general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Wound Ostomy and Continence Nurses Society™ and the Music City Center, 201 5th Ave S, Nashville, TN 37203 shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, June 21-26, 2019. WOCN Society does not earn revenue as a result of a relationship with Rainprotection.net insurance, a suggested source for a COI. The exhibitor agrees to make no claim of any nature, for any reason whatsoever against the Society for loss, theft, damage, or destruction of goods, nor for damage of any nature, nor for any negligence, malfeasance or misfeasance, nor for failure to hold any portions of the Conference, in part or total, as scheduled.

21. Liability

Neither the WOCN Society, the venue, Exhibit Management, General Service Contractor or supporting vendors shall be responsible for any injury to a person or damage to property incurred.

Each exhibitor agrees to protect, save, and keep the WOCN Society, Exhibit Management, General Service Contractor, vendors and the hotel or convention center forever harmless from any damage or charges imposed

for violation of any law or ordinance by the exhibitor, his employees or agents as well as to strictly comply with the application terms and conditions as contained in the agreement between the WOCN Society, Exhibit Management, General Service Contractor and the hotel or convention center regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save, and keep harmless the WOCN Society, Exhibit Management, decorator and the hotel or convention center against and from any and all loss, cost, damage, liability, or expense that arises out of or from, or by any reason of any act or omission of the exhibitor, his employees or agents.

22. Violations

Violation of any of these rules by exhibitor, employees or agents shall annul the right to occupy space and exhibitor forfeits all paid monies. Upon evidence of violation, Exhibit Management may re-enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the expense of the exhibitor. The exhibitor shall pay all expenses and damages WOCN Society may incur thereby. In the event of a violation, WOCN Society reserves the right to refuse future exhibit and support opportunities.

23. Sound Restriction and Licensing

Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems or speakers that may be heard outside the exhibitor's assigned space or may interfere or prove objectionable to attendees or other exhibitors. A wireless headset system presentation within the confines of your exhibit booth is the ONLY accepted method to engage nurses within your booth. Exhibit management reserves the right to require exhibitors to discontinue any activity causing the annoyance or interference of others. To play copyrighted music in your exhibit booth, any and all ASCAP, BMI or other copyright fees applicable are your company's full responsibility. Be prepared to show documentation on site.

24. Use of WOCN Society Program Content

Information presented during the Conference is the property of the WOCN Society and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of WOCN Society and the presenter. Any use of the program content which includes, but is not limited to, oral presentations, audiovisual materials used by speakers and program handouts without the written consent of the WOCN Society is prohibited.

25. Photography/Recording

Conference presentations are the property of the presenter, exhibitor and/or the WOCN Society. Equipment to record or photograph presentations or materials, including but not limited to mobile phones, digital/film cameras, and/or video cameras, is prohibited. Only the event's official photographer/designated agent may record as directed. Attendees or exhibitors who violate this policy after being notified to cease such activity will be escorted from the Conference premises and may lose eligibility to attend future events.

26. Exhibitor Meeting

Your booth representatives are encouraged to attend the on-site Exhibitors' Feedback Meeting and/or provide feedback pre- and post-event. This feedback provides the National Conference Planning Committee with your perceptions and exhibiting experience. Based upon this past information, exhibiting hours have been increased, floor plan layouts and resulting traffic have been enhanced and expenses have been maintained or lowered.

27. Retail Sales by Exhibitors

To complement the needs of comfort and our attendees, retail sales are permitted under the following conditions:
a) As required by the Music City Center, all individual exhibitors who conduct sales during our event are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes. Exhibitors are responsible for learning about and following all authorities.

During the Conference, exhibitor must provide authorities with proof of compliance as required by authorities. The WOCN Society is not responsible for determining (1) if exhibitor products or services are approved by governmental authorities, (2) if an exhibitor maintains sales records or sales tax records or (3) if your company can demonstrate compliance onsite should authorities request proof. However, the Society may request proof prior to opening. Failure to have such documentation will result in not being able to exhibit.

28. "Walk the Floor"

Representatives shall pay the prevailing non-member one-day rate (example, 2018: \$240) for this event, June 23-25, 2019 in Nashville, TN.

29. YOUR ACKNOWLEDGEMENT

By signing below, my company agrees and I agree we will adhere to WOCNext 2019's Exhibit Rules as outlined in this document, via email and event website. I further agree to provide all my exhibiting company internal and external representatives and agents with this information to help them create a positive exhibiting experience for my company and everyone in attendance.

Referencing the preceding five (5) pages of the

WOCNext 2019 - Exhibit Program Rules

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Conference dates, June 23-26, 2019; Exhibit dates, Sunday – Tuesday, June 23-25, 2019

Location of Event:

Music City Center, 201 5th Ave S, Nashville, TN 37203 USA

Please sign below acknowledging your receipt and understanding of these Rules.

Exhibitor Representative _____

Print Name _____ **Phone:** _____

Exhibitor Company Name _____

Today's Date _____

NOTE: Your company MUST sign this copy with your online Exhibit Contract.