

PRINT your company name and address information **exactly** as they should appear in all ACRM publications.

Company Name: _____

Company Website: _____

Street Address: _____

City: _____ State/Province: _____ Postal Code: _____

Telephone: _____ Email: _____ Website: _____

Exhibit-related correspondence to be sent to (please type or print):

Contact Name: _____ Title: _____

Telephone: _____ Email: _____

Booth Representatives

Upon the signing of this Agreement, the link to our Exhibitor Registration site will be sent to the contact person named above. You will receive a password to access this online system. Here you will be able to update all contact information and insert the name of your representative. If additional representatives will attend, they can be registered online, for a fee of \$300.

Agreement Execution

An authorized signature must accompany this Agreement to guarantee booth space. The signed application, initialing the back of the Agreement, must be received before space can be assigned. Applications without signature will not be processed. **Payment in full must be received net 30 days from invoice.** Any exhibit space not paid in full is subject to withdrawal and the space will be reassigned. After payment is made, cancellation by Exhibitor shall result in a forfeiture of its payment.

The undersigned has read the Rules & Regulations and Exhibitor Information and Terms of ACRM Agreement to Exhibit and agrees to abide by and be bound by them.

Signature of Authorized Exhibitor Agent:

_____ Date: _____

Note: Any changes by either party must be counter initialed and dated by both parties.

ACRM Tax ID number: 36-2170787

Method of Payment

☐ Please invoice me.

☐ Enclosed check # _____ (payable to ACRM).
Mail to: PO Box 759272, Baltimore, MD 21275

Charge to the following:

☐ MasterCard ☐ VISA ☐ AMEX ☐ Discover

Card No. _____ Exp. _____

CVV/CVC Code (security digits on card) _____

Cardholder's Name: _____
(please print name as it appears on card)

Signature (credit card payments only)

Booth Fees (for 10x10 inline—contact Richard@ACRM.org for additional booth options)

On Site Toronto:	\$2,450
Prior to March 31 2015:	\$2,950
Prior 1 September 2015:	\$3,450
After 1 September 2015:	\$3,950

Booth Fee: \$ _____

Number of booths x _____

Total Due: \$ _____

Booth Selection #:

1st Choice _____

2nd Choice _____ 3rd Choice _____

Send Completed Agreement to BBuscema@ACRM.org

Rules and Regulations – 2015 ACRM Annual Conference *Progress in Rehabilitation Research*

Exhibitor Registration and Badges

Exhibitors are encouraged to register in advance. (2) complimentary badges are included with each booth. Additional badges may be purchased at \$300 each (nonrefundable). Please note that exhibitor registrants are not eligible for CME/CEU for the conference.

Exhibitor badges are personal and nontransferable. Each representative of an exhibiting company must wear the official badge at all times during the meeting. Badges are required for entry into the exhibit hall at all times. Badges will be confiscated if worn by others than the person to whom issued.

Assignment of Exhibit Space

Assignment of space will be made on a first come, first serve basis. ACRM reserves the final decision and right, in the best interest of the Conference, to amend the floor plan, assign, or relocate selected space in areas other than that selected by Exhibitor without any liability to Exhibitor whatsoever.

Union Labor

Exhibitors shall be bound by all Agreements in effect between or among service contractors, Hilton Anatole and labor organizations or any of them.

Character and Construction of Exhibits

The general rule of the exhibit floor is “be a good neighbor.” No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. **Booth personnel, including demonstrators are required to confine their activities within the exhibitor’s booth space.** Apart from the specific display space for which an exhibiting company has contracted with ACRM, no part of the hotel and its grounds may be used by any organization other than ACRM for display purposes of any kind or nature. Within the conference hotel property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. The exterior of any display cabinet or structure facing a side aisle, or adjacent exhibitor’s booth must be suitably decorated at the exhibitor’s expense. In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisily operating, display, nor exhibits producing objectionable odors be allowed. Booths two stories or higher must submit plans to ACRM for approval.

Lighting

In the best interest of the exposition, ACRM reserves the right to restrict the use of glaring lights or objectionable light effects.

Safety Regulations

Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the hotel and its municipality, for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No obstruction such as chairs, tables, displays, or other materials will be allowed to protrude into the aisles. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No children under the age of 16 permitted in the exhibit hall.

Photography and Sketching

Cameras, camcorders, video recorders, digital cameras may be carried in the exhibit area, but under no circumstances may photographs, drawings, audio or video taping of an exhibit booth or persons or conversations therein be made and/or will be allowed without expressed authority of the exhibitor and any other participants concerned in each case. ACRM reserves the right to allow its contracted photographer to take general photos of the exposition at select times during the Annual Conference. The photographs will be retained by ACRM and used only for news or general promotion of ACRM or future Annual Conferences.

Complaints and Jurisdiction

Exhibitor agrees to abide by the rules and regulations of the Hilton Anatole. Exclusive venue and jurisdiction for any claim or dispute related to or connected with this Agreement shall reside in the state or federal courts residing in Illinois.

Hanging Signs

Note: Electrical requirements, projection requirements, and all furniture and accessories are the responsibility of the exhibiting company. Forms for these will be provided in the Exhibitor Service Kit.

Indemnification & Insurance

Exhibitors shall indemnify, hold harmless and defend ACRM and the Hilton Anatole and, their directors, agents and employees from any and all losses, claims, liability, damage, action, judgment recovered from or asserted against them, or other expense (including, without limitation, attorneys’ fees and expenses) arising out of or relating to 1) the exhibitor’s use of the convention center; 2) the conduct of exhibitor’s business or from any activity, work, or things that may be permitted or suffered by exhibitor in or about the exhibit and the Hilton Anatole; 3) from any breach or default in the performance or any obligation on the exhibitor’s part to be performed under any provision of the Agreement to Exhibit or these Rules and Regulations; 4) Exhibitors failure to comply with any applicable law or regulation; or 5) from any negligence of exhibitor or any of its agents, contractors, employees, or invitees, including but not limited to the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by exhibitor, or other persons in connection with the exhibit and the conference hotel. The terms of this provision shall survive the termination or expiration of the Agreement to Exhibit.

Insurance protection will not be afforded to the exhibitor either by the ACRM or the Hilton Anatole. Exhibitors shall carry their own insurance to cover personnel and exhibit material against damage and loss, and public liability insurance.

Booth Accessibility

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their booth space, including, but not limited to wheelchair access and alternate formats of collateral materials. Further information regarding ADA compliance is available at www.usdoj.gov/crt/ada/infoline.htm.

Security

Exhibitors are responsible for securing items left in the exhibit area at the Hilton Anatole. ACRM is not responsible for lost, stolen or damaged items left in the exhibit area.

Advertising

ACRM does not endorse or promote any products or services related to an exhibit. The use of the ACRM logos, names, Annual Conference artwork or any representations thereof shall be only at the express written consent of show management.

To prepare for the meeting in a timely and efficient manner, third parties acting on behalf of or representing the exhibitor must adhere to and abide by all ACRM rules and regulations. It is the exhibiting company's responsibility to make its agencies and/or contractors aware of all guidelines and deadline dates and to forward promotional materials, service manuals, and forms that are the responsibility of the third party.

Distribution of Advertising Material

Canvassing any part of the exhibit hall or meeting rooms by anyone is strictly forbidden. Canvassing or distributing of advertising material by an exhibitor will not be permitted outside of the exhibitor's allotted booth space. Distribution of any literature through the Hilton Anatole is not permitted. Exhibitors may not use ACRM or Annual Conference logos in connection with any product or advertising materials.

Demonstrations, Interviews, Subletting

Demonstrations by exhibitors should contribute to the attendee's knowledge in a professional way. Demonstrations and adequate space for interviews should be available within the confines of the individual exhibitor's booth. No interference with normal traffic flow and infringement on neighboring exhibits is permitted.

Product Samples/Promotional Items

ACRM only permits exhibitor giveaways that are educational and modest in value. This restriction does not apply to nonprofit exhibitors or to exhibitors outside of the health care sector. Exhibitors planning to distribute giveaways at their booth should send a sample of the artwork to ACRM Annual Conference management if there are any statements, logos, or artwork appearing on the souvenir other than that associated with the exhibiting company.

FDA Disclosure Requirements

Displays or graphical depictions of drugs or devices declared investigational or unapproved by the United States Food and Drug Administration (FDA) must (1) contain only objective statements about the product; (2) contain no claims that state or imply, directly or indirectly, that the product is reliable, durable, dependable, safe, or effective; and (3) contain no claims that the product is in any way superior to any other marketed products.

These drugs/devices must be displayed solely for the purpose of obtaining investigators and be accompanied by instructions for becoming an investigator and investigator responsibilities. Drugs/devices will only be permitted when accompanied by following or similar statement: "Caution: Investigational Device Limited by Federal (or United States) Law to Investigational Use." Clear unequivocal statements that the drug/device is under investigation and is available only for investigational use are to be made in oral presentations.

Exhibitors are further advised to adhere to the FDA prohibition on the promotion of cleared drugs and devices for unapproved uses. Specifically, pharmaceutical manufacturers cannot proactively discuss off label uses, nor may they distribute written materials (promotional pieces, reprints of articles, etc.) that mention off label uses. FDA defines off label use as "use for indication, dosage form,

dose regimen, population, or other use parameter not mentioned in the approved labeling.

General

All matters and questions not covered in the Agreement to exhibit are subject to the express decision of the ACRM. The terms of this Agreement and all other rules and regulations applicable to the Annual Conference & Exhibition and exhibitor's space may be amended at any time by the ACRM, and all amendments so made shall be equally binding on the exhibitor and all other exhibitors affected by them. In the event of any amendment or additions to this Agreement and/or other rules and regulations applicable to the event and the exhibitor's exhibit space, written notice will be given by ACRM to the exhibitor and all other exhibitors that may be affected by them. Without limiting any other rights and legal remedies ACRM may have against exhibitor, in the event the exhibitor does not abide by this Agreement and/or any rules and regulations applicable to the Annual Conference & Exhibition and the exhibitor's exhibit space, the exhibitor's privileges will be forfeited and, at ACRM's discretion, the exhibitor must immediately vacate the Exhibit Hall and remove all exhibitor property and exhibit materials.

Force Majeure

Should any circumstance beyond the control of, and not the fault of ACRM interrupt, prevent or materially affect the Technical Exhibition from being held as scheduled, or the exhibit space not being available for uses herein specified due to war, governmental action or order, act of God, fire, strikes, labor disputes or any other causes beyond the control of ACRM, then this Exhibit Space Agreement shall terminate and the exhibitor hereby waives any claim against ACRM for damages of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or, if previously paid, shall be refunded by ACRM to the exhibitor after deduction of such amounts as may be necessary to cover expenses incurred by ACRM in connection to the Exhibition.

Hospitality Functions

Scheduling of private functions, cocktail parties, special events or other hospitality functions planned in conjunction with the conference and within the convention center or host hotels must be coordinated directly with ACRM. Functions during the period of move-in, show hours or move-out are prohibited.

Exhibit Hours

Exhibitors shall keep an attendant at their booths during all open hours. It is agreed that no Exhibitor will dismantle or remove any part of their exhibit prior to show closing.

Subleasing

Exhibitors may not sublet, sub-divide or assign their space, or any part thereof.

Sanctions for Violations

ACRM reserves the right to control or prohibit any exhibit that, in its opinion is objectionable, may detract from the general character of the exposition and is not in keeping with the policies of ACRM. This reservation refers to companies, persons, products, and printed matter. ACRM may impose appropriate sanctions regarding current or future participation in ACRM exhibit program.

In the event of such restrictions or eviction, the American Congress of Rehabilitation Medicine will not be liable for any refunds, rentals or exhibit expense.