



## Options IX for the Control of Influenza Exhibit Guidelines

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### Key Dates and Times

<b>MEETING DATES</b>	24-28 August 2016
<b>OPEN EXHIBIT DATES &amp; HOURS</b>	
Wednesday, August 24	6:30 pm – 7:30 pm
Thursday, August 25	10:30 am – 12:30 pm 3:30 pm – 7:30 pm
Friday, August 26	10:30 am – 12:30 pm 3:30 pm – 7:30 pm
Saturday, August 27	10:30 am – 12:30 pm 3:30 pm – 7:30 pm
<b>OPEN EXHIBITOR REGISTRATION</b>	
Wednesday, August 24	8:00 am – 7:00 pm
Thursday, August 25	6:30 am – 7:30 pm
Friday, August 26	6:30 am – 7:30 pm
Saturday, August 27	6:30 am – 7:30 pm
<b>INSTALLATION</b>	
Tuesday, August 23	12:00 pm – 5:00 pm
Wednesday, August 24	8:00 am – 3:00 pm
<b>DISMANTLING</b>	
Saturday, August 27	7:30 pm – 10:00 pm

**SPECIAL EVENTS IN THE EXHIBIT HALL**

***Wednesday, August 24***

Opening Wine and Cheese Reception 6:30 pm – 7:30 pm

***Thursday, August 25***

Morning Coffee Break 10:30 am – 11:00 am

Afternoon Coffee Break 4:00 pm – 4:30 pm

Poster Reception I 6:00 pm – 7:30 pm

***Friday, August 26***

Morning Coffee Break 10:45 am – 11:15 pm

Afternoon Coffee Break 4:00 pm – 4:30 pm

Poster Reception II 6:00 pm – 7:30 pm

***Saturday, August 27***

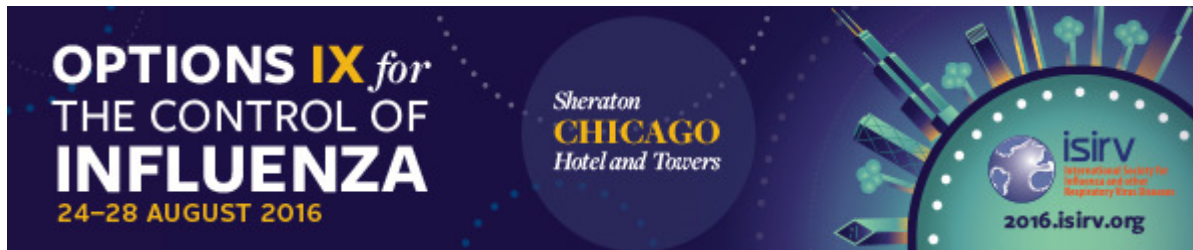
Morning Coffee Break 10:30 am – 11:00 am

Afternoon Coffee Break 4:00 pm – 4:30 pm

Poster Reception III 6:00 pm – 7:30 pm

Booth dismantling may not begin before 7:30 pm on Saturday, August 27. All exhibit material must be packed and ready for shipment by 10:00 pm, Saturday, August 27.

*(Times subject to change)*



## Important Dates & Deadlines

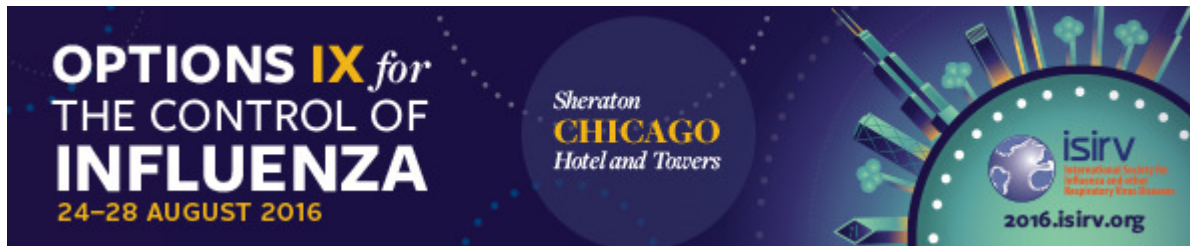
- Housing is open – use the following link to book your reservations - <http://2016.isirv.org/hotel-reservations>
- Registration is open – use the following link to register your staff – [https://isirv.org/modules/conference/index.php?conf\\_ref=OPTIONS\\_IX](https://isirv.org/modules/conference/index.php?conf_ref=OPTIONS_IX)

June 30, 2016

- Exhibitor Service Online Manual will be sent to exhibiting companies

July 31, 2016

- Deadline for cancellation of exhibit space
- Scale drawings for 20 x 20 booths or larger due to show management
- Company/Product Descriptions Due
- Forms Due to Show Management:
  - Affiliate Event Space Request Forms
  - Notification of Use of Independent
  - Contractors Form
  - Decorator Certificates of Insurance
  - Request for Novelty/Giveaway Approval



## [Booth Fees, Assignment Procedures and Cancellation Information](#)

### **EXHIBIT ELIGIBILITY**

The exhibits at OPTIONS IX are designed for the display and demonstration of products and/or services directly related to the practice and advancement of influenza prevention, control and treatment. All products and services exhibited must be germane to the practice and advancement of influenza prevention, control and treatment and have appropriate governmental and agency approval, if applicable. OPTIONS IX retains the sole authority to determine the eligibility of any company and/or its product. OPTIONS IX reserves the right to refuse applications of organizations not meeting standard requirements or expectations.

OPTIONS IX reserves the right to curtail or to close exhibits, wholly or in part, that reflect unfavorably on the character and the purpose of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

### **BOOTH PRICES**

Booth Size 10' x 10'

- In-Line Booth \$3,000.00
- Corner Booth \$3,250.00
- Island Rate \$30.00 per square foot + \$1,000  
(20' x 20' = \$13,000.00)
- Non-profit\*/ \$600.00

Non-Profit Proof of non-profit status must accompany completed application.

### **TERMS OF PAYMENT**

Total booth fee is due with completed exhibit application.

Space will not be assigned or held without the completed application and full payment. Checks should be made payable to ISIRV and forwarded with the completed exhibit application.

### **ASSIGNMENT OF SPACE**

Management reserves the right to make any revisions necessary to the floor plan at any time. OPTIONS IX reserves the right to relocate an exhibitor at any time with the understanding that

if the exhibitor does not agree with such relocation to the extent that the exhibitor cannot participate in OPTIONS IX, the deposit and/or full payment for exhibitor space will be fully refunded. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should note that on their application. Careful consideration will be given to all such requests, but cannot be absolutely guaranteed.

#### **DESIGNATED NON-PROFIT AREA**

Exhibitors, who are defined as non-profit companies, are eligible to receive the reduced booth price of \$600.00 for a maximum of one 10' x 10' booth. Proof of non-profit status must accompany completed application. Non-profit space assignment may be confined to a specific area on the floor plan. Tax Nonprofit exhibits do not have the option to choose booth space in other locations on the exhibit floor for this reduced rate. Non-profit rental rates include: rental of one 10' x 10' booth space, side and back drape, and one I.D. sign. Subsequent booths requested are charged the regular booth price. Non-profit exhibitors are required to provide carpeting and accessories for their space. If space is unavailable in the non-profit area, space will not be available elsewhere unless the non-profit company is willing to pay the full booth price listed above.

#### **CANCELLATION OR DOWNSIZING OF BOOTH SPACE**

Cancellations or requests to downsize must be submitted to the Options IX Exhibit Manager in writing. The date of receipt of exhibitor's written notice of cancellation in the OPTIONS IX Headquarters office will be the official cancellation date. If space is cancelled on or before May 6, 2016, OPTIONS IX will retain 25% of the total booth cost. Any exhibitor who cancels space after May, 2016, will be responsible for the total booth cost. Refunds for cancellations are not available after May 6, 2016. If written notification of downsizing booth space is received on or before May 6, 2016 the exhibitor is responsible for 25% of the original exhibit space contract, plus the cost of the redefined exhibit space. No decreases in booth size or configuration will be made after May 6, 2016.

#### **FAILURE TO OCCUPY SPACE**

Booth space not occupied by the exhibitor by 3:00 pm on Wednesday, August 24, 2016, is forfeited without refund to the exhibitor, and the space may be resold or used by the OPTIONS IX.

#### **CANCELLATION OF EXPOSITION**

It is mutually agreed that in the event of cancellation of OPTIONS IX due to fire, strikes, governmental regulations, war, acts of God, terrorism or causes which would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and the OPTIONS IX organizers shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of previous expenditures and commitments.

## **FOOD AND DRUG ADMINISTRATION (FDA) MARKETCLEARANCE**

All products exhibited must have fulfilled all applicable FDA regulations. Products that are not FDA approved for a particular use in humans or are not commercially available in the United States will be permitted to be displayed only when accompanied by appropriate signs that indicate FDA clearance status. The signs must be clearly and easily visible and placed near the product and on any graphics depicting the product. Display of investigational products is to remain within the expectations and limitations of the Food and Drug Administration's

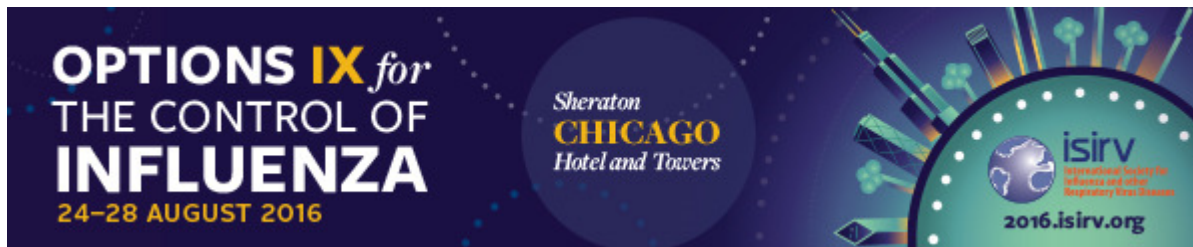
Guidelines on Notices of Availability. Any investigational product graphically depicted on a commercial exhibit should:

- Contain only objective statements about the product.
- Contain no claims of safety, effectiveness, or reliability.
- Contain no comparative claims to other marketed products.
- Exist solely for the purpose of obtaining investigators.
- Be accompanied by directions for becoming an investigator and list of investigator responsibilities.
- Contain a statement on signage: "Caution-Investigational Product- Limited to Investigational Use" (or similar statement) in prominent size and placement. It is the exhibitor's responsibility to contact the FDA to ensure compliance with the current FDA guidelines. Contact the FDA Office of Compliance regarding your responsibilities under the Federal Food Drug & Cosmetic Act.

### **Options IX offers CME to eligible participants.**

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of The American Neurological Association (ANA) and International Society for Influenza and Other Respiratory Virus Diseases (ISIRV). The ANA is accredited by the ACCME to provide continuing medical education for physicians.

The American Neurological Association designates this live activity for a maximum of 29.00 AMA PRA Category 1 Credit(s)<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.



## Official Service Contractor, Shipping, Decorating, And Booth Construction Information

The "Official Service Contractor" for OPTIONS IX is GES – Global Experience Specialists.

### **Exhibitor Services Online Manual**

Exhibitors will receive a link to access the services manual online on February 2016. The online manual will include order forms for all services, including utility specifications and charges, audiovisual equipment, floral, booth furnishings, booth cleaning services, catering and labor rates. Exhibitors are encouraged to place orders no later than two weeks before the opening of the meeting to take advantage of discounts and minimize delays during set-up. Be sure to consult each form for deadlines, as they may vary depending on the supplier. Special electrical requirements must be arranged directly with the Convention Center. All rates and specifications will appear in the Exhibitor Services Online Manual.

### **Booth Construction**

Every exhibit space should allow for the visibility of other spaces. The following rules for booth construction ensure that every exhibitor has reasonable site lines to the aisle. All exhibits must conform to the standards set by the Health Convention and Exhibitors Association, which are as follows: No obstructions in the front half of the booth above a height of 48-inches are permitted. The booth height of 8-feet, inclusive of company name and logo, may be maintained up to 50% of the distance from the back wall toward the front of the space. Ceiling height in the exhibit hall is 10'6". Island height is restricted to 10-feet.

Hanging signs are allowed to be suspended from the ceiling of the exhibit hall as long as they adhere to the height restrictions of individual booth construction as outlined in the Exhibit

Prospectus. All suspended signs from the ceiling must be confirmed and approved by OPTIONS IX Exhibit Management. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. The reverse side of any wing panel extending from the back wall of a display must be draped in order to avoid raw exposure to a neighboring booth or aisle. To remedy instances of noncompliance, OPTIONS IX Exhibit Management will have exposed areas draped at the exhibitor's expense. No part of any equipment, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same; damage arising by failure to observe these rules shall be payable by the exhibitor.

### **In-line Booth**

An in-line booth is 10-feet wide, 10-feet deep, and 8-feet high.

### **Corner Booth**

A corner booth is 10-feet wide, 10-feet deep and 8-feet high and is at the end of a row of in-line booths with access to two through aisles.

### **Island Booth**

An island booth is 20-feet wide and 20-feet deep or larger. The island exhibitor receives the following benefits: a) waiver of the 8-foot height restriction; b) waiver of sidewall restrictions; and, c) increased visibility from all areas of the exhibit hall. Island booths MUST allow at least 40% show visibility on each side. Island height is restricted to 10 feet. Scale drawings for 20 x 20 booths or larger due to Exhibit Management by May 6, 2016. Drawings not in compliance with the 40% site rule will be rejected.

### **Booth Furnishings and Decorations**

OPTIONS IX provides the pipe and drape, 8-foot high backdrop, 36-inch side rails, and a 2-line name sign. The exhibit hall is carpeted. Additional signs for display purposes may be ordered from the official decorator. Order forms for the rental of furniture and other special materials will be included in the Exhibitor Services Online Manual.

### **Labor: Carpenters, Expo Workers, and Exhibitor Appointed Contractors**

The official contractor will have available a staff of carpenters, decorators, and laborers during the periods of installation and dismantling. Please note that union regulations require that carpentry and labor involved in the installation and dismantling of exhibits must be done by accredited union labor. While every effort is made to minimize the exhibitor's cost to install and exhibit on the show floor at the convention center, the practices of the nation's building trades will be followed. This means that union labor must be used where applicable. To avoid any misunderstandings in advance or at the show on this specific point, contact show management by letter for additional clarification.

Exhibitors shall employ only union labor, as made available by official contractors in the installation or dismantling of their exhibit and in its operation when required by union agreements. An exhibitor using an outside contractor for the above work must employ only



union display companies and must notify Exhibit Management no later than 30 days prior to the meeting identifying the contractor(s), listing the supervisory personnel, and supplying evidence of adequate liability insurance coverage by original copy. Further details and regulations will be included in the Exhibitor Services Online Manual.

## **Shipping Information**

### **Advance Shipment to Warehouse:**

**GES**

**Options IX for the Control of Influenza**

**Exhibiting Company Name, Booth # \_\_\_\_\_**

**4108 W. 52nd Place**

**Chicago, IL 60632**

**United States of America**

**Shipments should arrive on or between business days:**

**Wednesday, July 20, 2016 - Thursday, August 18, 2016**

**Warehouse receiving hours are:**

**Monday - Friday, 8:00 AM to 2:30 PM; Closed 11:30 AM to 12:30 PM & Holidays.**

### **Show Site Shipments:**

**GES**

**Options IX for the Control of Influenza**

**Exhibiting Company Name, Booth # \_\_\_\_\_**

**Sheraton Grand Chicago**

**301 E North Water St**

**Chicago, IL 60611-4534**

**United States of America**

**Shipments should arrive on:**

**Tuesday, August 23, 2016                      12:00 PM To 5:00 PM**

**Wednesday, August 24, 2016                8:00 AM To 3:00 PM**

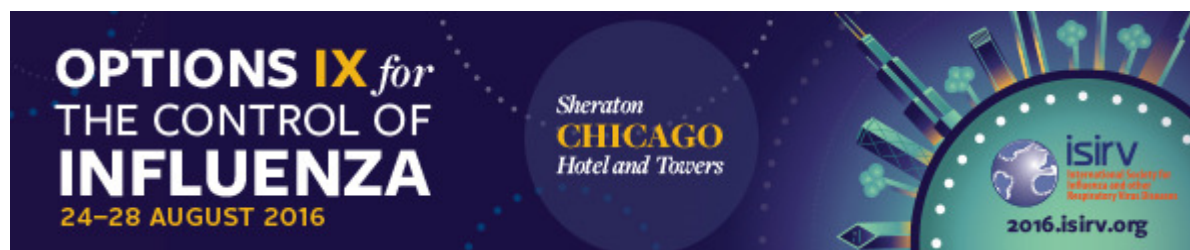
**Complete shipping information can be found in the exhibitor kit.**

## **Helpful Hints**

Exhibitors may perform the following functions on the exhibit floor as long as they are a full-time employee of the exhibiting company:

- Hand-carry small items and pop-up displays. No hand trucks or carts are permitted. Neither the Shipping/Receiving (Package Room) nor Bell Services/Door staff is allowed on the Exhibition Hall floor for deliveries and/or pick-up services.

- Install and dismantle pop-up 10' x 10' displays if one (1) person can accomplish the task in thirty (30) minutes or less without the use of tools.
- Install graphics and small signs, logos and graphics that are attached with Velcro strips.
- Make technical and/or electrical connections and inter-wire equipment for computers provided that the cables do not exceed 10 feet in length.
- Perform simple electrical requirements, such as installing light bulbs.



## Rules and Regulations

OPTIONS IX show management shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the regulations shall be subject to the final judgment and decision of OPTIONS IX. These rules and regulations may be amended at any time by OPTIONS IX and the amendments so made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during OPTIONS IX, and may be given to any authorized agent or representatives of the exhibitor.

### **AMERICANS WITH DISABILITIES ACT**

In compliance with the Americans with Disabilities Act of 1990, OPTIONS IX will make all reasonable efforts to accommodate persons with disabilities. Please contact the Exhibit Manager to make arrangements. Each exhibitor is responsible for compliance within their assigned space ensuring access to their booth.

### **BOOTH CONDUCT**

OPTIONS IX reserves the right to approve all exhibits and related activities. OPTIONS IX may require that an exhibit be curtailed if it does not meet the standards required or expected, if it reflects against the character of OPTIONS IX, or if it exceeds the bounds of good taste as interpreted by OPTIONS IX. An exhibitor of a questionable exhibit or related activity must submit a description of the exhibit or activity with the exhibit application for OPTIONS IX approval. The exhibit hall will be inspected during installation hours. Every effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by OPTIONS IX at their own expense or risk removal from the exhibition without notice and without obligation on the part of OPTIONS IX for any refund. OPTIONS IX 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 Congress. Exhibit personnel may not enter another exhibitor's booth without obtaining permission. Lingering in the aisles surrounding another exhibitor's booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited. OPTIONS IX does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display during the Congress.

## **CELEBRITIES**

Celebrities (nationally known figures in the arts, sports, politics, etc.), including full-time employees and/or company spokespeople, are prohibited from staffing an exhibitor's booth and/or appearing at the exhibitor's affiliate event(s) or industry supported satellite symposium.

## **CHARACTER OF EXHIBITS**

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.
- Contests, lotteries, raffles, and games of chance are strictly prohibited as such activities reflect unfavorably on the character of the meeting. Exhibitors may not register attendees for contests, lotteries, raffles and games of chance that might be conducted during or after the meeting.
- Character of the exhibits is subject to the approval of the OPTIONS IX Exhibit Management. The right is reserved to refuse applications of concern not meeting standards required or expected, as well as the right to curtail exhibits or parts thereof which reflect unfavorably on the character of the meeting. Non-professional products or services are not permitted to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

## **CHILDREN'S ADMISSION TO THE EXHIBIT HALL**

Children are admitted in the hall during show days only when accompanied by a registered attendee or exhibitor. The accompanying person must remain with the child at all times during their visit, is responsible for the child, and assumes all liability for damage to exhibits and equipment. Children are not permitted in the exhibit hall during installation and dismantling of exhibits. To maintain a safe environment, strollers are prohibited.

## **CONTRACTUAL OBLIGATION**

By submitting the official Exhibit Space Application, the exhibiting company agrees to abide by all rules and regulations outlined in this Prospectus. The exhibiting company will be held responsible for the activities of its company representatives, international affiliates, co-marketing partners, third-party contractors, contracted public relations and marketing firms and/or any agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations contained within this Prospectus among its staff and affiliates.

## **DELIVERY AND SHIPMENT OF MATERIALS**

Exhibitors agree to ship and store their material at their own risk and expenses. Arrangements have been made with GES to receive and store all shipments for OPTIONS IX up to 30 days prior to exhibitor move-in and to deliver all shipments to the appropriate booths on set-up days. All shipments must be labeled and consigned, including company name and booth number.

Shipments must have all transportation charges PREPAID (shipments sent collect will not be accepted). Complete shipping information will be available in the Exhibitor Services Online Manual.

### **EXHIBIT HALL ACCESS**

Exhibitor personnel will be permitted on the exhibit floor one hour prior to opening and may remain one-half hour after closing.

### **EXHIBIT PERSONNEL REGISTRATION AND BADGES**

In our commitment to bring you the latest and most convenient methods available for registering your booth personnel, we would like to invite you to register utilizing our Online Exhibitor Registration System. Registering your booth personnel online allows you the flexibility to register your staff at your convenience, and make edits and changes as needed. You will receive further information on this system in the Exhibitor Online Services Manual.

All participants affiliated with exhibits must register. Each person registered as an exhibitor must be employed by the exhibiting company or has a direct business affiliation. The exhibit badge allows access to the exhibit hall only. If an exhibitor plans to attend any of the scientific sessions, they must register separately using the OPTIONS IX registration brochure or online at the OPTIONS IX website: [2016.isirv.org](http://2016.isirv.org). Each person will be issued an exhibitor's badge.

Each exhibiting company receives two complimentary registrations for each 100 square feet of exhibit space reserved. Additional exhibitor badges are \$50.00 per person. Badges will not be mailed in advance and must be picked up on site at the Exhibitor Registration counter during the open hours.

Exhibitor badges must be worn at all times in the exhibit area. Representatives without a badge will not be admitted to the exhibit hall. Badges may not be supplemented with business cards, ribbons (other than those supplied by OPTIONS IX), or company logos.

### **EXHIBITOR SERVICES ONLINE MANUAL**

A link to access the Exhibitor Services Online Manual containing complete show information and order forms for all show services will be sent to each exhibiting company on or about February 8, 2016. All forms should be completed in advance of the meeting to ensure that adequate labor, equipment, etc. is available for a smooth set up. Forms will be included for the following services: labor, material handling, electricity, furniture rental, signs, rental displays, photography, utilities, audio visual, computer, telephone, florist, cleaning, and lead retrieval.

### **FIRE REGULATIONS**

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. Crepe paper, corrugated paper, flameproof or otherwise, is not permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or

parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. Enclosed areas in a booth need to be equipped with a UL approved battery operated smoke detector and a 2A10BC Fire Extinguisher.

### **FOOD & BEVERAGE PRODUCTS**

With prior approval from the Exhibit Manager, food and beverage services are permitted at the exhibitor's booth except during official, sponsored food functions in the exhibit hall. All food service must be coordinated through the convention center caterer. Food preparation and cooking are prohibited in the exhibit hall.

### **HANDOUTS AND GIVEAWAYS**

All giveaway items must comply with all guidelines and codes regarding the relationship between the pharmaceutical and medical device/equipment industry healthcare professionals. All items to be distributed must be useful to the participants at the meeting and/or in the professional activities of the booth visitor. Distribution of descriptive product literature is permitted. Food and beverages may be distributed but must be purchased through the convention center caterer or additional fees may apply. Other items may be distributed from the booth with written approval by the Exhibit Manager.

All requests must be submitted to OPTIONS IX for review and approval will be confirmed in advance of the meeting.

No unapproved items may be distributed. Any exhibitor found distributing materials that have not been officially accepted will be required to cease distribution immediately. Giveaway Approval Forms will be included in the Exhibitor Services Online Manual and must be returned back to the Exhibit Manager by the date indicated on the form.

### **INDEPENDENT CONTRACTORS**

Exhibitors who plan to use service contractors other than those appointed by show management must notify OPTIONS IX in writing before the start of move-in using the Exhibitor Appointed Contractor Form in the Exhibitor Services Online Manual. Independent contractors must abide by the following:

- Perform all services in a timely and professional manner, in accordance with OPTIONS IX established deadlines.
- Not engage in solicitation of business on the exhibit floor for present and/or future conventions.
- Provide a Certificate of Insurance to OPTIONS IX no later than July 31, 2016.
- Register all employees and temporary help at the Exhibitor Registration Desk.

## **INSURANCE**

Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts deemed appropriate to comply with its obligations hereunder and for its own protection. Certificates of liability insurance must be submitted to the Exhibit Manager by July 31, 2016. Exhibitor appointed contractors also are required to submit certificates of liability insurance.

Exhibitors wishing to insure their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident or loss of any kind, must do so at their own expense.

## **LIABILITY**

Each exhibitor agrees to protect, save and keep OPTIONS IX Exhibit Management, GES and the Sheraton Chicago Hotel & Towers 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 OPTIONS IX Exhibit Management, GES and the Sheraton Chicago Hotel & Towers regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save and keep harmless the OPTIONS IX Exhibit Management, GES and the Sheraton Chicago Hotel & Towers 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.

## **MARKET RESEARCH**

Market research cannot be conducted under the manufacturer's name for any product that is 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 sponsoring company which must also be an exhibitor at OPTIONS IX. The name of the sponsoring company will be kept confidential. OPTIONS IX retains the right to determine the relevance of and deny exhibiting privileges to market research companies. The sponsoring 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, rules and regulations published in this Prospectus.

## **MUSIC LICENSING**

Neither OPTIONS IX nor Exhibit Management has obtained a music license authorizing the performance of either live or recorded music on the meeting's premises. As a condition of exhibit management's acceptance of the exhibitor's application, exhibitor hereby warrants and presents that no copyrighted music will be performed, either live or recorded, at the direction of the exhibitor floor or in company leased rooms during the meeting dates unless the exhibitor has obtained written permission from the copyright owner for such use.

All copyright fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. The exhibitor must make payment of the fees directly to the applicable copyright agency. Should the exhibitor violate the provision, the exhibitor agrees to indemnify, save, hold harmless, defend and bear all expenses as they are incurred by OPTIONS

IX and its respective 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 the unauthorized use of copyrighted music.

#### **PHOTOGRAPHY**

There are to be NO pictures taken in the Exhibit Hall at any time. Only the official photographer may take photographs in the Exhibit Hall. Details about the official photographer will be included in the Exhibitor Services Online Manual.

#### **PRESS**

All press questions can be forwarded to Caroline Foote at [cfoote@ahredchair.com](mailto:cfoote@ahredchair.com).

#### **SALES AND/OR SOLICITATION OF ORDERS**

OPTIONS IX is designed specifically to educate registrants at the meeting. The exhibits are an integral part of the educational program. Therefore, the sole purpose for contracting exhibit space is to display and/or demonstrate products and/or services. In accordance with Internal Revenue Service regulations, the selling of any products or services during the meeting is strictly prohibited. Order taking is acceptable provided there is no financial transaction.

#### **SECURITY**

As a courtesy to exhibitors, OPTIONS IX will provide security for the exhibit area during the hours as deemed necessary by OPTIONS IX, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

#### **SIGNS/OR PROMOTION FOR EXHIBITOR-RELATED EVENTS**

Signs, banners, posters, or flyers advertising a booth may not be posted or displayed at any location inside or outside the convention center other than the exhibitor's booth. Exhibitors sponsoring a non-approved event are limited to the use of signage to their exhibit space for any purpose. No signs will be permitted to advertise affiliated events in any public space in the hotel outside their booths. This includes signs and/or exhibitor staff holding signage or directing attendees to transportation. Such signage will be removed and destroyed. Additionally, door drops or other on-site promotion of any event is strictly prohibited.

#### **SMOKING**

No smoking is permitted within the exhibit hall or convention center at any time, including installation, exhibit hours and dismantling.

#### **SOUND RESTRICTION**

Exhibitors may not use audible electronic, mechanical apparatus or open audio systems that may be heard outside the exhibitor's assigned space or may interfere or prove objectionable to



attendees or other exhibitors. The Exhibit Manager reserves the right to require exhibitors to discontinue any activity that causes the annoyance or interference of others.

### **STAFFING OF EXHIBITS**

Exhibits must be staffed at all times during exhibit hours. The OPTIONS IX requests strict adherence to the opening and closing hours. It is imperative that no exhibitor begins dismantling, packing or teardown of their space until Saturday, August 27 at 7:30 pm.

### **SUBLETTING OF SPACE**

The subletting, assignment, or apportionment of the whole or any part of space by any exhibitor is prohibited. No exhibitors may permit any other party to exhibit in their space any goods other than those manufactured or handled by the contracting exhibitor, or permit the solicitation of business by others within their space.

### **UNOCCUPIED SPACE**

Space not claimed and occupied, or for which no special arrangements have been made in writing to OPTIONS IX prior to 3:00 pm on Wednesday, August 24 shall revert to the OPTIONS IX to be occupied in any manner and for such purposes as OPTIONS IX may see fit. If an exhibit has not begun to be set up by 3:00 pm on Wednesday, August 24, OPTIONS IX Management may, but shall not be obligated to, order the exhibit erected at the expense of the exhibitor. Neither OPTIONS IX Management nor GES shall be responsible for any injury to person or damage to property incurred.

### **USE OF OPTIONS IX Names, LOGOS AND/OR ACRONYMS**

The names, logos and acronyms of the OPTIONS IX are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is expressly prohibited without the written permission of the OPTIONS IX show management.

### **USE OF OPTIONS IX SCIENTIFIC PROGRAM CONTENT**

Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of OPTIONS IX 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 OPTIONS IX is prohibited.

### **UTILITIES**

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Violation of any of these rules, regulations and guidelines on the part of the exhibitor, his employees or agents, shall cancel the right to occupy space and will forfeit to OPTIONS IX all money that may have been paid. Upon evidence of violation, management may reenter 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 that OPTIONS IX may incur thereby. In the event of a violation, OPTIONS IX reserves the right to refuse exhibit privileges for the following year. Exhibiting companies participating in OPTIONS IX are responsible for communicating the rules, regulations and guidelines of OPTIONS IX to their agents, employees, contractors, and anyone connected with or authorized by the exhibiting company.