

# WOCN® Society's Exhibit Program Rules

## **Name of Event:**

WOCN® Society's 50th Annual Conference

Conference dates, June 3-6, 2018; Exhibit dates, Sunday – Tuesday, June 3-5, 2018

## **Location of Event:**

Pennsylvania Convention Center, 1101 Arch St, Philadelphia, Pennsylvania 19107 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 provisions.

## **2. Interpretation of Rules**

Exhibit Management interprets and enforces rules governing exhibitors. Questions not covered by this document is 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](http://www.wocn.org) / this meeting's website, providing the 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 April/May, 2017, Exhibit Management sends an email to all primary current booth contacts requesting to know booth size for the 50<sup>th</sup> Annual Conference. Responding exhibitors are included in the Advance Booth Assignment process. Deadline to reply: May 22, 2017. Exhibit space is officially confirmed through September, 2017. Corporate Members are assigned first; all others second, using earned Priority Points. Corporate Membership must be maintained through this event for reduced rates to apply. Otherwise, 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 in existing contracts: email, [cbrown@wocn.org](mailto:cbrown@wocn.org). Valid only when acknowledged.

Payments: Non-refundable deposit for 2017 Advance Booth Assignment exhibitors: 10% of total booth fee. One-half of total booth fee due September 1, 2017; balance due by January 15, 2018. Payment must be received by October 2, 2017, otherwise exhibit space is released. After January 15, 2018: exhibit contract must include 100% payment and refunds not available.

Cancellation through January 14, 2018 (all or part of exhibit space) results in loss of non-refundable deposit (10%), September 1, 2017 payment (50%), 100% additional space fee for unusable space and relocation.

**Price per 10'x10', USD:**

Corporate Member, \$2,895; Non-member, \$3,350. Non-Profit Association, \$500. Location/Type: Corner, \$100 additional, Island, \$400 additional. To earn the discounted Corporate Member rate, WOCN Society Corporate Membership must be maintained through 2017.

**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. Pennsylvania Convention 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 catering, audio visual, water, drain, compressed air, telephone, internet access, wireless and networking services, aisle cleaning.

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 PCC rules, regulations, policies and procedures:

In accordance with Pennsylvania state law, children under the age of sixteen (16) are not permitted on the exhibit floor or any area of the PCC where scaffolding or heavy equipment is in operation during move-in and move-out periods.

Prior written approval is required for the use of the logotype, trademarks, symbols or names associated with the PCC or the Authority, either directly or indirectly, in connection with any production, promotion, publication, public statement, public discussion, public service announcement or advertisement.

Animals are not permitted on the premises of the PCC, with the exception of guide, signal or service animals or animals approved for use in conjunction with an exhibit, display or performance.

Banners, signs, notices or any form of advertisement may be placed only in locations and by methods approved by the Society/Authority

Decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows or walls. Glitter is not permitted in the PCC. Adhesive backed decals/stickers (except for name tags) may not be used or distributed on the premises. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flameproof material or treated with an approved flame proofing solution.

The PCC requires prior written authorization for the following: 1) Operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, welding equipment, smoke-emitting devices, etc. 2) Use of lasers or X-ray equipment; 3) Use of any compressed gases (e.g., L.P., propane, oxygen); 4) Use, handling, storage and disposal of hazardous materials and waste in accordance with all federal, state and local regulations pertaining to hazardous materials

The Authority's Engineering Services Department must approve all rigging prior to the move-in of an event. All drawings should be submitted four (4) weeks prior to the first day of move-in. Rigging limitations are printed on the PCC's drawings. No rigging can commence until a complete set of drawings have been reviewed and approved by Engineering.

The PCC requires that certain tasks involving the set-up and/or breakdown of events be performed by union labor, also referred to as show labor. Elliott-Lewis is the labor supplier authorized to provide show labor at the Pennsylvania Convention Center. Any questions regarding the need or use of union labor should be brought to the attention of Exhibit Management / Event Coordinator.

Food and beverage sampling must be approved in writing by Exhibit Management / Event Coordinator.

## **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 2018.

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 2018 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 3, 2018, 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 2018. All forms should be completed and returned in advance of the Conference. After becoming an exhibitor, see "YOUR 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](mailto:bpassy@wocn.org) or Exhibit Management. After becoming an exhibitor, see "YOUR 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. To attend educational sessions, exhibitors must register with the Conference. Additional "exhibit hall only" badges are \$75 per person (subject to change). After becoming an exhibitor, see "YOUR 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 application for the exhibitor 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 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 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](mailto: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 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 1:30 pm, Sunday, June 3, 2018 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 March 1, 2018, 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 Pennsylvania Convention Center, 1101 Arch St, Philadelphia, Pennsylvania 19107 shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, June 20-23, 2017. 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 nor the General Service Contractor 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 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 privileges.

## **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. This forum provides the National Conference Planning Committee with feedback regarding your exhibiting experience. Based upon your feedback, 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: exhibitors engaged in selling products or services to attendees are responsible for learning about and following sales taxation authority(s) requirements as required by (for example) federal, state, county, municipality agencies. During the Conference, exhibitor must provide authorities with proof of sales tax documents as required by agencies. The WOCN Society is not responsible for determining (1) if exhibitor products or services are approved by governmental authorities and (2) if an exhibitor maintains sales records or sales tax records.

**28. YOUR ACKNOWLEDGEMENT**

By signing below, my company agrees and I agree we will adhere to the Annual Conference 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.

**Exhibitor Representative** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Exhibitor Company Name** \_\_\_\_\_

**Today’s Date** \_\_\_\_\_

**NOTE: These Rules are a part of this event’s electronic contract signing process. You may sign and return this copy to Exhibit Application.**