

Exhibit Information

ACCESS TO EXHIBIT HALL

All workers and exhibiting company personnel must wear ICA badges or work passes during move-in and move-out. All personnel may enter and vacate the hall no more than 60 minutes prior to opening and after the closing of the hall. Access is prohibited after daily conference closing.

EXHIBIT HALL LOCATION AND BENEFITS

The exhibit hall will be located in dining section of the Southampton Ballroom, which is adjacent to the General Sessions located in the Southampton Ballroom. All meals and breaks will be located in the exhibit hall. Tables must be staffed during exhibit hours. Exhibitors are welcome to attend all scientific sessions and the Welcome Reception on Tuesday evening.

Each exhibit space will include one 6' x 30" draped and skirted table and two chairs. Freestanding floor exhibits will be permitted only with the permission from the congress management, but MUST not be any longer than 6'. In the event a free-standing exhibit is larger than 6' L x 30" W, the society reserves the right to charge an additional fee equal to that of a 6' x 30" space. Standing medical equipment may be used in lieu of a table, but requests must be sent in writing to the Society's Executive Director for approval.

CONDUCTING EXHIBITS

No drawings, raffles, or quiz-type contests of any type will be permitted. No bags or containers for collection of samples are to be distributed by an exhibitor. This applies to any envelope, folder, portfolio, box, etc., that provides carrying space for more than a single sample. Electrical or other mechanical apparatus must be muffled so that noise does not interfere with other exhibitors.

The right is reserved to refuse applications, which do not meet standards required or expected, as well as the right to curtail exhibits or parts of exhibits, which reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of person, etc. The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted. Additionally, adhesive-backed decals may not be given away or utilized.

INFRINGEMENT

Interviews, demonstrations, and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

FIRE PROTECTION

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. 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 exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

SPECIAL NEEDS

Please contact the ICA office if you have a representative with a disability that will require special accommodations.

EXHIBIT PERSONNEL

All participants affiliated with the exhibits must be registered and must be employed by the Exhibitor or have a direct business affiliation. Each exhibitor will be issued the number of badges offered with the exhibitor level.

SHIPPING

Shipping instructions will be provided upon receipt of an exhibitor application.

SPACE ASSIGNMENT

Space assignment will be given to companies in the order in which applications are received. Following the July 15, 2023 deadline, exhibit assignments will be made on a space available basis. If space is filled by July 15, 2023, applications received thereafter, will be placed on a waiting list. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate this on their application. Careful consideration will be given to such request. *The ICA and ICA 2023 reserves the right to alter the Exhibit Floor Plan at any time.*

REFUNDS/CANCELLATIONS

Cancellations received in writing on-or-before July 15, 2023 will be subject to a 25% administrative fee. Cancellations received after July 15, 2023 will not receive a refund.

PROTECTION TO THE ADLER HEALTH EDUCATION CENTER-GENESIS HEART INSTITUTE

Exhibitors will be held liable for any damage caused to the facility, and no material or matter of any kind may be posted on, tacked,

nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.

INSURANCE AND INDEMNIFICATION

Exhibitor agrees to carry and maintain and provide evidence of liability and other insurance in the amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Exhibitor's insurance policy shall name the facility and ICA and ICA 2023 as additional insureds. Damage to the "Facility" premises by the exhibitor or appointed contractors will be the exhibitor's responsibility. Exhibitor will accept full responsibility for any damages resulting from any action or omissions of their individual staff and designated contractors in conjunction with the exhibit activities. The Facility and the ICA and ICA 2023 are not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in the meeting rooms.

In the absence of proof of a Certificate of Liability Insurance, exhibitor will be required to sign an Indemnity/Hold Harmless Certificate.

TERMS IN CASE OF DEFAULT

If any exhibitors fail to pay when due, any sum required by the Application for Exhibit Space, or if any exhibitor fails to meet any term or condition of the application, or fails to observe and abide by these Rules & Regulations, the ICA and ICA 2023 reserves the right to terminate the contract immediately without refund of any monies previously paid. In any case, no refunds will be made on-or-after July 15, 2023.

SECURITY

All entrances to the exhibit hall will be locked when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The ICA and ICA 2023 assumes no responsibility for any losses sustained by exhibitors.

HAZARDOUS WASTE

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor agrees to confirm to any local ordinances and regulations concerning the disposal of any hazardous waste. Any and all costs incurred in the removal or hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.