

2023 IAFN Exhibitor Rules, Regulations, and Code of Conduct

Exhibitor Code of Conduct

The advertisement/display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in the exhibitor contract is prohibited.

An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. An exhibitor shall not place any name signs or courtesy cards on any equipment loaned to the Exhibitor for demonstration purposes without prior consent of International Association of Forensic Nurses (IAFN).

Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle.

Exhibitors are allowed to sell items provided that sales transactions be conducted only within the proximity of exhibitor's own booth. Exhibitors are responsible to the IRS for the collection and submission of the applicable state and local sales taxes for sales which occur on the exhibit floor, as well as all customs fees and brokerage associated with importing goods to be sold.

Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of the IAFN.

Helium balloons are not allowed in the exhibit facility.

The IAFN reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the IAFN, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conducts of persons, etc.

Hospitality suites or events sponsored by the exhibitors must receive prior written approval of the IAFN. No entertainment may be scheduled to conflict with the IAFN's program hours, activity hours, or exhibit hours.

Exhibitors are allowed to hold prize drawings at their booths. All prize-drawing activities must be conducted within the exhibit hall. No announcements will be allowed in the meeting rooms. The exhibitor is responsible for contacting winners and delivery of prizes. Communication on the time of the drawing is available through the exhibitor listing in the app/website or signage at exhibitor's booth.

Exhibitors may not conduct research or surveys or publish any information gathered at the IAFN's conference without prior written consent from the Association.

Application and Eligibility

Application for booth space must be made online via the IAFN's registration site, and contain the information as requested and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to the practice and advancement of the science and art of forensic nursing and the professional education of those individuals attending the IAFN's 2023 Annual Conference. IAFN shall determine the eligibility of any company, product, or service. IAFN may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the IAFN, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees will be returned.

Payment Dates

No booths will be reserved until the full booth payment is received, along with a completed online registration agreement. The exhibitor understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the IAFN by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the IAFN will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the IAFN.

CANCELLATION OR CHANGES TO IAFN ANNUAL CONFERENCE 2023 BY IAFN

If for any reason beyond the IAFN's control it is determined that the International Conference on

Forensic Nursing and Science must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that IAFN shall not refund any amounts Exhibitor paid towards the Exhibit Booth Fee and that all losses and damages that it may suffer as a consequence thereof are its responsibility and not that of IAFN or its directors, officers, employees, agents or subcontractors.

Exhibitor understands that it may lose all monies it has paid to IAFN for space at the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc. Exhibitor, as a condition of being permitted by IAFN to be an Exhibitor in the Event, agrees to indemnify, defend and hold harmless IAFN, its directors, officers, employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside IAFN's control. The terms of this provision shall survive the termination or expiration of this Contract.

Cancellation of Booth Space

A 50 percent penalty of the cost of the total booth space contracted will be imposed with a written cancellation received by July 27, 2023. No refunds will be made or cancellations accepted on or after July 28, 2023. If for any cause beyond the control of the IAFN such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire or other force majeure, the IAFN is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated. In the event of cancellation of a live program after July 28, 2023, all fees paid to IAFN shall be automatically transferred to the virtual conference program. Fees collected by third party vendors, including travel, shall not be the responsibility of IAFN.

Assignment of Booth Space

Space will be assigned according to the date on which the contract and payment are received, the availability of the requested area, the amount of space requested, special needs and compatibility of the exhibitor's products with the IAFN's aims and purposes. The IAFN reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

Booth, Furnishings, Equipment and Service

The IAFN shall provide for each booth: 8' high back drape, 3' side drape, 6' skirted table, 2 chairs, ID sign, wastebasket, and carpeted floors in the exhibit hall. Exhibit displays must not project so as to obstruct the view of the adjacent booth. All display material or equipment shall not exceed 8' in height and stay within the 10' x 10' booth space. Heritage is the contracted General Service Contractor for the exhibit hall. Heritage will provide an approved Exhibitor Service Kit where you will find additional resources you can take advantage of: booth rentals, graphic design and sign printing, packages, furniture, and shipping information and guidelines.

Installation and Dismantling

All exhibits must be set up by 7:00 p.m. on Tuesday, September 26, 2023. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. The official closing time of the exhibits is 3:00 PM on Friday, September 29, 2023. All exhibit material must be packed and ready for removal from the exhibit area no later than 5:00 PM on Friday, September 29, 2023. No packing of equipment or literature or dismantling of the exhibits is permitted before 2:00 PM on September 29, 2023. Any company violating this regulation will be fined \$500 and may be denied exhibit space at any future IAFN conferences.

Fire Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

Exhibit Staff Registration

Each exhibitor will receive Exhibit Hall registration for two representatives per paid booth. There is room in each booth for only two representatives at any given time. There will be a \$100 charge for the registration of each additional representative who exceeds the two-per-booth allotment. Registered exhibitors will receive a printed exhibitor badge at the exhibitor registration area. This badge will entitle the exhibitor admission to the Exhibit Hall only. The badge must be worn at all times (including during setup, exhibit hours, and dismantling). Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the IAFN or Heritage. Exhibitor badges include admission to the evening reception on September 27, 2023, but do not include admission to other conference functions, nor are they transferable.

Any exhibitor who wants to attend any sessions must register as a conference attendee.

Unacceptable Exhibits

The exhibitor agrees not to use any displays that the IAFN determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the IAFN to criticism or legal liability, are inconsistent with the stated purposes of the IAFN and the interest and welfare of its members, are inimical to the property rights of the IAFN, or violate the booth regulations or any other provision of this contract. In the event the IAFN determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the IAFN may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the IAFN exhibit hall liaison.

Insuring Exhibits

Exhibitors are responsible for obtaining any insurance that may be necessary to protect their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by the IAFN that the exhibitor contact the exhibitor's insurance broker and obtain all-risk insurance covering exhibit property while absent from home premises for exhibit purposes or a rider to the exhibitor's existing policy covering same. Neither the exhibit facility nor the IAFN will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building or while in the exhibit building, nor for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the IAFN.

Liability for Damages and Losses to Property

The exhibitor shall protect, indemnify, and hold harmless the IAFN, the exhibit facility, and the official general services contractor from any and all liability,

loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived there-from occurring in or about the exposition premises or entrances thereto or exits there-from, including that caused by or resulting from the negligence of the IAFN, and from any and all liability for breach of exhibitor's representations and warranties herein. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.

Shipping Instructions

Complete guidelines for shipping will be provided in the Exhibitor Service Kit distributed no less than 60 days in advance of the show. No shipments should be sent to the hotel directly, but rather to the advance warehouse as outlined in the Exhibitor Service Kit or to the hotel c/o Heritage the day of the move-in only. Any shipments sent to the hotel in advance of the exhibitor move-in are subject to refusal by the hotel. Exhibit material cannot be received at the hotel prior to the show setup dates. Such freight will be directed to and stored at the IAFN's designated freight handling and storage firm at the exhibitor's expense. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the IAFN.

Failure to Occupy Space

Any space not occupied at the exhibition facility at 7:00 am on Wednesday, September 27, 2023, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the IAFN without refund, unless a request for delayed occupancy was previously received along with written approval from the IAFN.

Exhibit Space Floor Plan

The IAFN reserves the right to modify the plan, if necessary.

Miscellaneous

The IAFN shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically

covered herein are subject to decision by the IAFN. These terms and conditions may be amended at any time by the IAFN upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the IAFN from time to time.

SIGNATURE: _____

ORGANIZATION NAME: _____

DATE: _____