

## ***2025 IAFN Exhibitor Rules, Regulations, and Code of Conduct***

### **Exhibitor Guidelines**

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

### **IAFN Code of Conduct**

IAFN is committed to maintaining an inclusive, safe, and respectful environment. IAFN will not tolerate any behavior that creates an intimidating, hostile, or offensive environment. This applies not only for our members and staff, but for everyone with whom we engage. This Code of Conduct outlines IAFN's expectations and governs interactions with, or between members, vendors, staff, guests, and anyone who does business with IAFN, whether at IAFN-hosted events, interactions prompted by our events, or online. For more information specific to our online community, see our **Community Guidelines**.

By becoming a member of IAFN, providing services or products to IAFN, or by attending an event or participating in any IAFN activity, you agree to adhere to this Code of Conduct. *This Code of Conduct is subject to periodic review and may be updated as needed to reflect the evolving needs and values of IAFN. You agree to comply with the most current publicly available version of this Code of Conduct.*

**Behavior:** We expect you to treat one another with respect, courtesy, and professionalism. IAFN has a zero-tolerance policy for discrimination or harassment of any kind, including bullying, offensive language, inappropriate gestures, acts of violence, or any other form of harassment. We also require that you refrain from any disruptive behavior that, although not targeted at any individual specifically, undermines our constructive and inclusive environment. In digital interactions, carefully consider the potential impact of sharing sensitive or triggering content. Be mindful of cultural differences and diverse perspectives. Treat others with respect.

**Diversity:** We value diversity, equity, and belonging in all that we do. We seek to celebrate the contributions of all people – regardless of race, color, ethnicity, sex, gender (including gender identity and gender expression), socioeconomic status, religion, creed, marital status, age, national origin, ancestry, citizenship, physical or intellectual disabilities, military and veteran status, genetic information, medical condition, sexual orientation, or any other protected class, characteristic, or consideration. We expect you to value and celebrate the contributions of all people as well.

**Alcohol and Substance Use:** We expect you to consume alcohol and legal substances responsibly. Anyone found to be impaired or acting inappropriately as a result may be asked to leave.

**Compliance and Ethics:** We expect you to adhere to all applicable laws and regulations. Any engagement in illegal activities, including discrimination or harassment based on a protected class or characteristic, is strictly prohibited. Further, we expect you to conduct yourselves with honesty and integrity. Avoid conflicts of interest and disclose any potential conflicts that may arise during IAFN events, meetings, discussions, or other activities.

**Confidentiality and Resources:** We expect you to respect the confidentiality and intellectual property of others and to use IAFN resources responsibly and for the benefit of IAFN and its mission. Do not use or disclose confidential information without proper authorization. Unauthorized use of resources or activities that may harm IAFN's reputation are not allowed.

**Public Representation:** While we welcome members into this community, we expect you to represent only your personal views publicly and not act or characterize that you are representing IAFN, its community, staff, or IAFN's Board of Directors. We expect you to avoid making misleading statements or misrepresentations, whether intentional or otherwise, and to take prompt and full action to rectify any inaccurate or overly broad statements. Speak only on your own behalf unless you have express authorization from IAFN to speak on behalf of the organization.

**Reporting Violations:** See something, say something! We ask you to report any suspected violations of this Code of Conduct promptly to [reporting@forensicnurses.org](mailto:reporting@forensicnurses.org). IAFN is committed to investigating and addressing reported violations and will maintain confidentiality and reporters' anonymity as best as possible. IAFN reserves the right to take any action it deems necessary and appropriate in response to a suspected violation, including immediate removal from an event without warning or refund, removal from our membership or from our online platforms, and

IAFN reserves the right to prohibit attendance at future events.

**Disciplinary Procedures:** Upon receipt of a report of a possible violation of this Code of Conduct, the Executive Committee of the Board of Directors will promptly initiate an investigation. Depending on the circumstances, the Executive Committee may delegate its investigatory responsibility to a third-party investigator or other designee. Members have a duty to cooperate with and participate in an investigation into any reported violation of this Code when asked by IAFN, to do so in good faith, and to provide complete and truthful information to IAFN. During the investigation, IAFN will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. Any disclosure to those without a need to know or other breach of confidentiality will generally be deemed to be a violation of this Code and subject to disciplinary action.

If it is determined that the investigation substantiates that a violation of this Code has occurred, the Executive Committee will make recommendations regarding any disciplinary action to the full Board of Directors. Any disciplinary actions will be communicated to IAFN's leadership team, and if necessary, IAFN's legal counsel. IAFN reserves the right to take any necessary and appropriate action against a member who engages in any violation of this Code, up to and including expulsion from the membership.

IAFN strictly prohibits all individuals from retaliating against any person who in good faith reports, or participates in the investigation of possible violations of this Code.

To the greatest extent allowed by law, IAFN is not and will not be held responsible for any member's alleged violation of this Code or otherwise inappropriate or unlawful act

## 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 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 2025 ANNUAL CONFERENCE 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 the conference is otherwise altered, 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. In the event of cancellation of the live event, the event would move to a virtual event with a virtual exhibit hall. All exhibitors would receive a virtual exhibit page on the conference website.

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 30, 2025. No refunds will be made or cancellations accepted on or after July 31, 2025. 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 on or after July 31, 2025, 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. The General Service Contractor for the exhibit hall 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 5PM on Monday, August 18, 2025. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. The official closing time of the exhibits is 3:45 PM on Wednesday, August 20, 2025. All exhibit material must be packed and ready for removal from the exhibit area no later than 5PM on Wednesday, August 20, 2025. No packing of equipment or literature or dismantling of the exhibits is permitted before Wednesday, August 20, 2024 3:45 PM. 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 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 the general services contractor. Exhibitor badges include admission to the evening reception on August 19, 2025 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.

**Exhibitors are strictly prohibited from approaching any attendee at any time without the attendee's consent.** Additionally, exhibitors are *not* permitted to sell or promote any products that require physical contact with attendees, including, but not limited to, skincare products, creams, lotions, red light therapy devices, and massagers.

In the event the IAFN determines at any time that any exhibit may or does violate this prohibition, 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.

### **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 exhibit facility premises and will indemnify, defend, and hold harmless the exhibit facility, 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/exhibit facility 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/exhibit facility in advance of the exhibitor move-in are subject to refusal by the hotel/exhibit facility. Exhibit material cannot be received at the hotel/exhibit facility 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 7AM on Tuesday, August 19, 2025, 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.

### **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:** \_\_\_\_\_