



# 4<sup>th</sup> Congress of the IPTA

## EXHIBITOR RULES AND REGULATIONS

### 1. Interpretation of Rules

IPTA 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 IPTA. These rules and regulations may be amended at any time by IPTA 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 IPTA, and may be given to any authorized agent or representatives of the exhibitor.

### 2. Purpose of Exhibits

The purpose of the exhibits, an integral part of the Meeting's educational activity, is to complement the scientific program by enabling attendees to evaluate the latest development in products that are presented for use organ procurement and transplant professionals. Each exhibitor is responsible for making sure that all attending personnel are aware of these provisions.

### 3. Sales and/or Solicitation of Orders

IPTA is designed specifically to educate registrants at the 4<sup>th</sup> Congress. 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 4<sup>th</sup> Congress is strictly prohibited. Order taking is acceptable provided there is no financial transaction.

### 4. Use of the IPTA Logos and or Acronyms

The names, logos and acronyms of the International Pediatric Transplant Association 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 IPTA.

### 5. Eligibility to Exhibit

The exhibits at IPTA are designed for the display and demonstration of products and/or services directly related to the practice and advancement of the science of pediatric transplantation. Only companies exhibiting products and/or services related to pediatric transplant medicine and science are eligible to exhibit. IPTA reserves the right to determine the eligibility of all exhibit space applicants.

### 6. Handouts and Giveaways

**NO BAGS OF ANY KIND ARE TO BE DISTRIBUTED FROM ANY EXHIBITORS BOOTH** All giveaway items should conform with the AMA Ethical Opinion on Gifts to Physicians (Opinion 8.061). Distribution of descriptive product literature, notepads, pens and pencils is permitted. Other items may be distributed from the booth with written approval by the Director of Meetings and Exhibits. **All requests must be submitted to IPTA show management for review by January 31, 2007 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.

### 7. FDA Compliance

All products exhibited must have fulfilled all applicable Federal Drug Administration (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 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 that is graphically depicted on a commercial exhibit should:

1. Contain only objective statements about the product.
2. Contain no claims of safety, effectiveness, or reliability.
3. Contain no comparative claims to other marketed products.
4. Exist solely for the purpose of obtaining investigators.
5. Be accompanied by directions for becoming an investigator and list of investigator responsibilities.
6. Contain a statement on signage: "Caution-Investigational Product-Limited to Investigational Use" (or similar statement) in prominent size and placement.

Please contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug and Cosmetic Act. The phone number is: 301-594-4692.

## **8. Subletting of Space**

The subletting, assignment, or apportionment of the whole or any part 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 their business.

## **9. Booth Construction and Arrangement**

All exposed parts of displays must be finished so as to present an attractive appearance when viewed from the aisles or from adjoining exhibits. If other exhibitors or IPTA object to any exposed portions of a display, the exposed portions will be draped by Management at the expense of the exhibitor. All tables used in an exhibit space must be skirted.

Combustible materials must be treated with an effective flam-retardant material. All curtains, drapes, carpet, carpet padding, and decorative materials are to be sprayed with a flame-retardant. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

Exhibit signs, displays or other materials are prohibited in any public space or elsewhere on the premises of the Gran Meliá Cancún. Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted. Solicitations of business, except by exhibiting firms, are prohibited.

Exhibits must be staffed at all times during open exhibit hours. Those firms that do not keep their booths staffed and operating until the official closing time jeopardize their participation in future IPTA meetings.

## **10. Hanging Signs**

No signs, or any other exhibit material, are to be suspended from or attached to the ceiling of the exhibit hall in any manner. All booth identification must be part of the exhibit booth itself.

## **11. Utilities**

Complete information on utilities will be available in the Exhibitor Services Manual online to exhibiting companies.

## **12. 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.

## **13. 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.

#### **14. Delivery and Shipment of Materials**

Exhibitors agree to ship and store their material at their own risk and expenses. Arrangements have been made with Sarao Special Events to receive and store all advance shipments for IPTA. Please review the Exhibitor Services Guidelines for shipping information as applicable to both Advance and On-site Shipping information. 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 Manual.

#### **15. Unoccupied Space**

Space not claimed and occupied, or for which no special arrangements have been made in writing to IPTA Show Management prior to 3:00 pm on Saturday, March 17, shall revert to the IPTA Show Management to be occupied in any manner and for such purposes as IPTA may see fit. If an exhibit has not begun to be set up by 4:00 pm on Saturday, March 17, IPTA Management may, but shall not be obligated to, order the exhibit erected at the expense of the exhibitor. Neither IPTA Show Management nor Sarao Special Events shall be responsible for any injury to person or damage to property incurred.

#### **16. Independent Contractors**

Exhibitors who plan to use a service contractor other than Sarao Special Events must notify IPTA in writing on or before February 1, 2007. Please fill out the Exhibitor Appointed Contractor form in the Exhibitor Services Manual and fax it back to the IPTA Exhibits Manager. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show to including observance of local labor rules and regulations must be furnished at the time of submitting the Appointed Contractor Form which will be included in the Exhibitor Services Manual.

Independent contractors must abide by the following:

- Perform all services in a timely and professional manner, in accordance with IPTA established deadlines.
- Not engage in solicitation of business on the exhibit floor for present and/or future conventions.
- Provide a Certificate of Insurance to IPTA no later than February 15, 2007.
- Register all employees and temporary help at the Exhibitor Registration Desk.

#### **17. Exhibitor Services Manual**

An Exhibitor Services Manual containing complete show information and order forms for all show services will be made available online. All forms should be completed and mailed 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, exhibitor registration, lead retrieval and housing.

#### **18. Exhibitor Personnel**

All participants affiliated with exhibits must register with Exhibitor Registration. Each person registered as an exhibitor must be employed by the exhibiting company or have 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 IPTA registration brochure or on-line at the IPTA website: [www.IPTA.org](http://www.IPTA.org).

#### **19. Exhibit Personnel Badges**

Each person will be issued an exhibitor's badge and must be employed by the Exhibitor or have a direct business affiliation. **Badges must be worn at all times when entering the exhibit hall.** Representatives **without** a badge **will not** be admitted to the exhibit hall.

Badges will **not** be mailed in advance and **must** be picked up on-site at the Exhibitor Registration counter during exhibitor registration hours. The exhibitor registration deadline is January 10, 2007.

**Badges may not be supplemented with business cards ribbons or company logos.**

## **20. Program Book Distribution/Conference Bags**

Each exhibiting company will be entitled to one (1) copy of the IPTA program book and one mini program per exhibitor badge. Additional copies may be obtained per each additional registered exhibitor badge. These books will be available at the Exhibitor Registration Counter.

**Note: Conference bags are only available to registered attendees. If you pay and register to attend the Congress you will receive a meeting bag. These bags are provided by a corporate supporter. The IPTA does not purchase these bags.**

## **21. Food Products**

With prior approval from the Exhibits Manager, food 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 hotel caterer. Food preparation and cooking are prohibited in the exhibit hall.

## **22. Children's Admission to the Exhibit Hall**

Children are welcome in the hall during show days only, provided a registered attendee or exhibitor accompanies them at all times during their visit. The accompanying person is responsible for the child and assumes all responsibility for damage to exhibits and equipment. Children are not permitted in the exhibit hall during installation and dismantling of exhibits. Strollers are prohibited for safety purposes.

## **23. Staffing of Exhibits**

Exhibits must be staffed at all times during exhibit hours. The IPTA Show Management requests strict adherence to the opening and closing hours. It is imperative that no exhibitor begins dismantling, packing or teardown of their space until Wednesday, March 21 at 1:00 pm. This could result in denial of next year's exhibit application for the exhibitor.

## **24. Approved Exhibitor Sponsored Events**

IPTA prohibits any affiliate social or satellite symposium from being held in the Gran Meliá Cancún hotel, by any company that is not a supporter of the IPTA sponsorship levels. Companies that support at the above mentioned levels are given a designated evening to hold a scientific and/or social event. Only those events may be publicized and /or promoted in the meeting program or outside their exhibit booth in the hotel.

## **25. Use of Signage and/or Promotion for Exhibitor Related Events**

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.

## **26. Booth Conduct**

IPTA reserves the right to approve all exhibits and activities related thereto. IPTA may require that an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of IPTA, or if it exceeds the bounds of good taste as interpreted by show management. An exhibitor of a questionable exhibit or activity relating thereto must submit a description of the exhibit or activity with the exhibit application for IPTA approval.

The exhibit hall will be inspected during installation hours. An effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by IPTA at their own expense or risk removal from the exhibition without notice and without obligation on the part of IPTA for any refund whatsoever.

IPTA 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 4<sup>th</sup> 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.

IPTA does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display during the 4<sup>th</sup> Congress.

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.
- Character of the exhibits is subject to the approval of the ISODP Tradeshow Division. 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.

### **27. Smoking**

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

### **28. Contest and Raffles**

Contests, games of chance, lotteries and raffles are strictly prohibited as such activities reflect unfavorably on the character of the meeting.

### **29. Insurance**

The exhibitor acknowledges that the International Pediatric Transplant Association Sarao Special Events or the Gran Meliá Cancún Hotel shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitors. 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. 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.

### **30. Liability**

Each exhibitor agrees to protect, save and keep IPTA Exhibit Management, International Pediatric Transplant Association, Sarao Special Events and the Gran Meliá Cancún Hotel 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 IPTA Exhibit Management, Sarao Special Events and the Gran Meliá Cancún Hotel, regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save and keep harmless the IPTA Exhibit Management, IPTA, Sarao Special Events, and the Gran Meliá Cancún hotel 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.

### **31. Violations**

Violation of any of these regulations on the part of the exhibitor, his employees or agents, shall annul the right to occupy space and such exhibit will forfeit to IPTA all monies that may have been paid. Upon evidence of violation, 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 that IPTA may incur thereby. In the event of a violation, IPTA reserves the right to refuse exhibit privileges for the following year.

### **32. 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 Exhibits Manager reserves the right to require exhibitors to discontinue any activity that causes the annoyance or interference of others.

### **33. Use of IPTA Scientific Program Content**

Information presented during IPTA is the property of the IPTA and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of IPTA 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 IPTA is prohibited.

***All matters and questions not covered by these Regulations are at the discretion of Management. Management may amend these Regulations at any time, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original Regulations. Be sure to review all of the rules thoroughly.***