

# Annual Meeting Exhibit & Design Rules

|                                                                         |          |
|-------------------------------------------------------------------------|----------|
| Purpose of the Exhibit .....                                            | 2        |
| Who Can Exhibit? .....                                                  | 2        |
| Who Attends?.....                                                       | 2        |
| Agreement to the Rules and Regulations .....                            | 2        |
| Enforcement of the AAPM Exhibitor Rules and Regulations.....            | 2        |
| Meeting Schedule.....                                                   | 3        |
| Exhibit Hours .....                                                     | 3        |
| Meeting Attire .....                                                    | 3        |
| Exhibition Hall Arrangement and Configuration .....                     | 3        |
| Exhibit Information.....                                                | 3        |
| A.    AAPM Exhibit Management Policy .....                              | 3        |
| B.    Assignment Process .....                                          | 4        |
| C.    Payment.....                                                      | 4        |
| D.    Refund for Cancellations .....                                    | 4        |
| E.    Space Reductions.....                                             | 4        |
| <b>Exhibit Installation .....</b>                                       | <b>5</b> |
| A.    Final Exhibit Setup .....                                         | 5        |
| B.    Opening Day .....                                                 | 5        |
| C.    Storage of Crates and Boxes .....                                 | 5        |
| D.        No Shows .....                                                | 5        |
| Exhibit Design .....                                                    | 5        |
| A. General Requirements .....                                           | 6        |
| Signage .....                                                           | 6        |
| Supplemental Overhead Lighting .....                                    | 7        |
| Request to Black-Out Overhead lights .....                              | 7        |
| Exhibit Hall Lighting Check.....                                        | 7        |
| Rigging Information .....                                               | 7        |
| Booth Equipment and Services.....                                       | 7        |
| Canopy or Covered Areas .....                                           | 1        |
| Flammable and Toxic Materials.....                                      | 1        |
| Electrical Requirements.....                                            | 1        |
| Bare Floor Booths Not Permitted .....                                   | 1        |
| Unfinished Sides/Booths Not Permitted .....                             | 1        |
| Exhibit Elements Not Permitted .....                                    | 2        |
| Placement of Prohibited Signage and Banners Outside of Booth Area ..... | 2        |
| Raised Floors .....                                                     | 2        |
| Americans with Disabilities Act .....                                   | 2        |
| B. Inline Exhibits (10' x 10' or multiples thereof).....                | 2        |
| C. Corner Exhibits (10' x 10').....                                     | 3        |
| D. Peninsula Exhibits (10' x 20' or larger “end cap”) .....             | 3        |
| E. Island Exhibits (20' x 20' or larger “island”) .....                 | 4        |
| F. Multi-Story Island Exhibits (20' x 20' or larger “island”) .....     | 5        |
| G. Entrepreneur Start-Up Showcase (10' x 10') .....                     | 6        |
| H. Connecting Islands Across Aisle Space .....                          | 7        |
| I. Meeting Suites.....                                                  | 7        |
| J. Care of Exhibit Space .....                                          | 7        |
| Booth Activities .....                                                  | 7        |
| A.    Device/Drug Products.....                                         | 7        |
| B.    Crowd Control .....                                               | 8        |
| C.    Drawings and Raffles .....                                        | 8        |
| D.    Food and Beverages .....                                          | 8        |
| E.    Giveaway Materials .....                                          | 8        |
| F.    Market Research.....                                              | 8        |
| G.    Presentations.....                                                | 9        |
| H.    Disputes Between Vendors .....                                    | 9        |
| I.    Sound.....                                                        | 9        |
| J.    Selling of Products/Services in the Exhibit Hall .....            | 9        |
| Exhibitor Hosted Events .....                                           | 9        |
| Exhibitor Registration and Attendance .....                             | 10       |
| Age Requirements for Attendees .....                                    | 10       |
| Security.....                                                           | 10       |
| Photography .....                                                       | 10       |
| Smoking .....                                                           | 11       |
| Cancellation or Termination of Exposition .....                         | 11       |
| List of Exhibitors .....                                                | 11       |
| Responsibility, Compliance, Liability .....                             | 11       |
| Penalties for Violations.....                                           | 12       |
| Amendments/General Supervision .....                                    | 12       |

The AAPM 68<sup>th</sup> Annual Meeting & Exhibition Regulations and Design Rules are a binding and integral part of the exhibitor's contract with the AAPM. We encourage you to read them in their entirety to ensure booth personnel and contractors working on the behalf of the Exhibitor will adhere to the regulations and rules and conduct themselves in a professional manner.

## Purpose of the Exhibit

The use of the exhibit hall during the AAPM Meeting is to provide a venue for showcasing solutions (devices, software, etc.) presented by the exhibitor, educational opportunities, and professional networking.

## Who Can Exhibit?

Qualified exhibitors are limited to firms, organizations, and agencies whose exhibits promote and further the scientific, professional, technical, and educational advancement of the theory and practice of medical physics and the related arts and sciences.

The AAPM Technical Exhibit Subcommittee (TES) has been granted authority to oversee the use of the exhibit space in the exhibit hall; therefore, TES has the sole right to determine the final eligibility and qualification of any firm, organization, agency that wants to rent exhibit space in the exhibit hall.

Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space that they are allocated. Only the exhibitor as identified on the AAPM Exhibit Space Application and Contract that has been approved by TES may exhibit at the Event in the Exhibit Hall. Only those products and/or services that are manufactured or distributed by Exhibitor may be displayed in the Exhibit Hall.

No person, firm, or organization without a contract with the AAPM for the occupancy of space in the exhibit hall will be permitted to display or demonstrate products, processes, or services, solicit orders, or distribute advertising materials in the exposition facility or elsewhere in the host hotel. Noncompliance with this regulation will result in the prompt removal of the offending person and property. New Exhibitors must provide:

- Evidence of business license or LLC or certificate of incorporation
- Photos and clear descriptions of the product or service

## Who Attends?

The AAPM Annual Meeting draws approximately 4,000 participants to the world's largest program of scientific, educational, and professional presentations plus technical exhibits and social programs that specifically targets the medical physics community. In 2026, meeting will be held in Vancouver, B.C., Canada.

## Agreement to the Rules and Regulations

The AAPM Technical Exhibit Space Contract must be signed by an official of the exhibiting company indicating that the exhibitor rules and regulations as well as the **AAPM Code of Conduct at Meetings and Social Events (AP 133-A)** have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of the signed contract and a confirmation letter.

## Enforcement of the AAPM Exhibitor Rules and Regulations

Technical Exhibit rules and regulations serve to:

1. Protect the integrity of the exhibition.
2. Ensure compliance with laws, codes, ordinances, and contracts with the exhibition facility.
3. Ensure all exhibitors are treated fairly.

During the booth construction and through the meeting, representatives of TES will be inspecting the booth space for compliance with the rules and regulations.

## Meeting Schedule

The 2026 AAPM Meeting & Exhibition commences on July 19, 2026, and adjourns on July 22, 2026, with the Exhibition taking place July 19, 2026, through July 21, 2026. During that period, neither exhibitors nor their agents may conduct or sponsor any educational, marketing, or media activities directed toward AAPM meeting professional registrants other than as part of the AAPM scientific program or as specifically authorized by AAPM Technical Exhibit Subcommittee (TES). Exhibitors wishing to hold any outside activity in conjunction with its exhibit must submit the function request form. The form will be available on the meeting website.

## Exhibit Hours

The Technical Exhibits will be open to meeting registrants and must be fully operational and staffed on Sunday, July 19 at 9:30am through Tuesday, July 21 at 5:00pm. **Exhibitors are not permitted to dismantle their exhibits before Tuesday, July 21 at 5:00pm.**

## Meeting Attire

The dress code is business casual for the AAPM Meeting.

## Exhibition Hall Arrangement and Configuration

TES reserves the right to rearrange the floor plan at any time when such action is deemed to be in the best interest of the total exhibit effort. TES reserves the right to relocate exhibitors should it become necessary for causes beyond the control of the AAPM, or advisable in the best judgment of the AAPM to transfer assignments. Below are the general configurations of the exhibit hall at the Vancouver Convention Centre for the 2026 AAPM Meeting.

- **Exhibit Hall Ceiling Height**  
West Hall ABC have a ceiling height range of 30' feet/9.14m. Island booths are allowed to reach 24' (7.31m) in height.
- **Exhibit Hall Columns**  
West Halls ABC have approximately 8' columns.
- **Exhibit Aisles**  
In viewing floor plan, aisles run north to south. For in-line booths, front of booth will face aisle.
- **Electrical Information**  
Electrical originates from floor ports on 30-foot center. The floor boxes contain 120/208-volt, single phase and 3 phase. All hookups to building electrical service must be made or approved by the Vancouver Convention Centre Electrician's.
- **Exhibit Hall Entrance**  
There will be **two** main entrances into the Technical Exhibit Display areas and one entrance into the Poster Area. The entrance is indicated on the floor plan so please note when selecting your requested booth spaces.

If you require any additional information by the configuration of the Exhibit Hall, please contact [Sarah Driver, CEM](#).

## Exhibit Information

### A. AAPM Exhibit Management Policy

AAPM Exhibit Management reserves the right to rearrange the floor plan at any time when such action is deemed to be in the best interest of the total exhibit effort. AAPM Exhibit Management reserves the right to relocate exhibitors should it become necessary for causes beyond the control of AAPM, or advisable in the best judgment of AAPM to transfer assignments.

## B. Assignment Process

- For first consideration in space assignment:
  - **Applications Due – October 22<sup>nd</sup>, 2025**
  - **Space assignments sent via email – November 18, 2025**
  - **For applications submitted by the October 22<sup>nd</sup> deadline, full payment due – April 8<sup>th</sup>, 2026**

On Nov, applications will be separated and AAPM Corporate affiliate members will be assigned space first with the order of assignment determined by a random number generator. Non-corporate affiliates will then be assigned space with the order of assignment determined by a random number generator.

Exhibit space assignments will then be made based on the random number assigned. Space assignment will begin on October 16<sup>th</sup>.

- **Applications received after October 22<sup>nd</sup>, 2025, will be assigned based on date order that they are received.**
- **For applications received after the October 22<sup>nd</sup> deadline, full payment is due.**

**NOTE:** First Time Exhibitors must submit their application and complete the review process, including an evaluation by the Technical Exhibits Subcommittee, prior to assignment of exhibit space.

## C. Payment

**If booth payment is not received prior to the AAPM Meeting, the installation of carpet and/or other materials purchased will not be installed until payment is made.**

- Exhibitors will be able to access their booth and sponsorship invoice and submit payment in the Exhibitor Resources Center. Payments can be made in full or in installments, provided full payment is received by **April 8**.
- **If payment is not received by April 8<sup>th</sup> your booth will be removed from the floorplan.**
  - A. Credit cards accepted include Visa, Master card, Discover and American Express
  - B. Full Payment can be submitted in the form of a check in US funds made payable to AAPM and mailed to AAPM HQ Office:  
1631 Prince Street  
Alexandria VA, 22314
  - C. Or Full Payment can be submitted by ACH or wire transfer.

## D. Refund for Cancellations

Send your cancellation request to [Sarah Driver, CEM](#)

Exhibitors with applications submitted by the **October 22<sup>nd</sup>** deadline, may cancel without penalty if your cancellation request is received on or before **January 21, 2026**.

If your cancellation request is received between **January 21<sup>st</sup> – March** **fic**, all sums paid by the Exhibitor, less a service charge of 25% of the contract price, will be refunded.

**No refund will be provided for cancellations made after March 18<sup>th</sup>**. If an exhibitor cancels on **March 18<sup>th</sup> or after** and has not made a payment, that does not release the exhibitor from any contractual financial obligation. The exhibitor is obligated to pay the outstanding invoice. **If the exhibitor wishes to exhibit with AAPM in future years, the Exhibitor must have any outstanding invoice from the prior year(s) paid in full.**

## E. Space Reductions

Send your request for space reduction to [sarah@aapm.org](mailto:sarah@aapm.org). If space originally contracted for is reduced, a 25% service charge of the original contract price will be due to AAPM. AAPM Exhibit Management has the right to reassign a different booth space to Exhibitor. No refund for space reduction will be made after **May 6<sup>th</sup>, 2026**.

## Exhibit Installation

The exhibitor may not occupy exhibit space until meeting all conditions as set forth in following these rules and regulations. All power tools and equipment used in the installation of exhibits must be operated in compliance with safety guidelines, as prescribed by OSHA or other recognized authorities, for the protection of the operator and others working in the vicinity.

### A. Final Exhibit Setup

- Installation of all exhibit's booths and the removal of all empties **must be completed in a timely fashion.**
  - Exhibit booths 300 sq ft or larger must be installed and empties removed by 3:00pm on **Saturday July 18<sup>th</sup>**
  - Booths smaller than 300 sq ft must be installed and empties removed **by 9:00 am Sunday, July 19<sup>th</sup>.**
  - **Any exhibits that remain uninstalled or empties remaining on the floor by 9:00am will be considered** in violation and subject to a mandatory installation, and removal by our official decorator Levy Exposition Services. All fees and cost associated with installation, and removal will be invoiced and charged to the responsible party.
- If you cannot make the installation deadline, Levy Exposition Services is available to assist with setup. Please call 253-437-0031(USA) or 604-277-1726 (CANADA).
- The exhibits open on Sunday, July 19<sup>th</sup> at 9:30AM. Exhibitors are authorized to complete final touch up (NOT SETUP) work on their booths from 7:00 am - 9:00 am on Sunday.
- The Installations Hours are posted below. If any Exhibitor wishes to work on booth setup past 8:00 pm, approval must be given by Exhibit Management.
- Exhibitors are not authorized to pack or remove articles from the exhibit hall prior to the official dismantle time, Tuesday, July 21<sup>st</sup> at 5PM, without written approval from Exhibit Management.

### B. Opening Day

**All technical exhibits must be fully operational by Sunday, July 19<sup>th</sup> at 9:30am.** After this hour, no installation work will be allowed without special permission from TES. No installation will be allowed during the published hours of the AAPM Technical Exhibits. Final touch-up work on your booth will be allowed from on July 19<sup>th</sup> from 7:00am – 9:00am.

### C. Storage of Crates and Boxes

The host city fire prevention regulations prohibit the storage of cartons or other materials (regardless of construction) behind exhibits or anywhere on the exhibit floor. The official drayage contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.

### D. No Shows

It is explicitly agreed by the Exhibitor that, in the event they fail to show up to use the exhibit space by **Sunday, July 19<sup>th</sup> at 9:00am**, TES will have the right to take possession of said space and lease the same or any part thereof to such parties and upon such terms and conditions as it may deem proper. AAPM will not provide refunds to exhibitors that do not show up.

## Exhibit Design

The regulations listed herein are presented to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. If floor plans (where required) are not submitted in advance for review and approval or exhibit construction is determined to be in violation of exhibit design regulations, TES has the right to mandate modification or prohibit construction of the booth. Booths subject to onsite review and modification, where necessary, will be at the exhibitor's expense. Exhibits built in non-compliance of the TES regulations are subject to a fine of up to 25% USD of the total booth space cost. **Scaled drawings due on or before May 8<sup>th</sup>.**

**Note:** All exhibit floor plans require advance approval by the Vancouver Convention Centre. Doors, fire cabinets, fire extinguishers, pull stations, and house lighting controls cannot be covered or obstructed. Emergency exiting requirements and approved occupancy capacities must be adhered to.

- East building public spaces cannot be obstructed by exhibits or closed to general public access without prior approval.
- 10'x10' or larger booths with roofs of any kind, including tents and pop-up canopies, may require a 5 lbs. ABC-type fire extinguisher. Booths with any type of display involving open flame or gas fireplaces must be approved in advance and may also require a 5 lbs. ABC-type fire extinguisher.
- Fire extinguishers should be visible and easily accessible within the booth.
- Fully enclosed structures or roofed structures larger than 10'x10' may require supplemental smoke detection or fire suppression systems as required by Vancouver Fire and Rescue Services.
- Multi-story booths will require the submission of an engineered drawing subject to approval by the Vancouver Convention Centre.
- Exhibitors are required to bring their own tools, ladders, cleaning equipment, dollies and other items required to build their exhibit. The Vancouver Convention Centre does not supply these items.
- Any exhibit construction that requires the use of power tools must have the appropriate dust extraction equipment. All construction waste, including but not limited to, drywall, concrete, wood, grout, molding, flooring etc., must be removed by the exhibitor.
- To minimize noise, dust, and debris - and to reduce their impact on neighbouring exhibitors - we strongly recommend limiting onsite exhibit work to modular assembly of pre-built components, rather than custom built construction from raw materials.
- All on-site work must comply with WorkSafeBC regulations and Vancouver Convention Centre safety practices. Personal Protective Equipment (PPE) is the responsibility of each worker. The facility does not provide furniture, equipment or clip-on lights for exhibit booth use.
- Arrangements for these can be made through the designated display company for your show.

## A. General Requirements

All exhibits must conform to and enhance the professional, educational, and instructional atmosphere of the meeting. Overstatement in the design is to be avoided. Exhibitors are required to provide floor coverings for all booths. Appropriate display components and furniture must be provided by the exhibitors at their expense.

If location of columns, utilities or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

Materials used in the exhibit hall must be flame retardant in accordance with the host city fire ordinances and the exhibitors shall possess a certificate of flame retardation for all display materials used in their exhibit. This certificate must be made available for inspection on demand by the host city.

Electrical equipment and display components must conform to host city electrical code. Please refer to the service kit provided by the AAPM for complete and detailed information.

## Signage

**Only Island Exhibits (20'x20' [6.1m x 6.1m] or larger) are permitted to have hanging signs and banners.**

- These booth elements must be fixed and located within the confines of the booth. Hanging signs or banners between contiguous exhibits will not be considered.
- Maximum height permitted for hanging signs and banners is 24' (7.31m) at top.
- **IMPORTANT REMINDER: Signs ARE NO LONGER REQUIRED TO be setback 5' (1.52m) from the edge of the booth.**
- The lighting truss must remain within the contracted space.
- All rigging is performed by the exclusive in-house provider, RIGGIT. Guidelines will be provided in the on-line service kit. All exhibitor requests for rigging are subject to RIGGIT's review and approval.
- **IMPORTANT REMINDER:** The weight of the signage must be supplied to TES. Items weighing over 500 lbs., or of unknown weight, must provide a drawing reviewed, signed, and stamped by a licensed structural engineer to certify structural integrity and safety.

Exhibitor identification in all TES publications and on all signs and booth graphics must be the company name submitted and approved by TES on the Application/Contract.

Where product/brand names are used in the primary identification, product/brand names may not appear in type larger than that of the company name. Wholly owned subsidiaries of the exhibiting company may, however, be identified so long as the principal identification is the parent company name and logo.

**Exhibitors wishing to hang signs and banners are required to indicate the request on the TES Island Booth Design Form and submit with complete accurately scaled drawings on or before May 8<sup>th</sup>.**

**All requests must be reviewed and approved by TES.**

**IMPORTANT REMINDER: Inline and Peninsula Exhibits are NOT permitted to hang signs or banners.**

## Supplemental Overhead Lighting

Overhead lighting systems, attached to the facility building structure, may be requested by exhibitors with island exhibits (20' x 20' [6.1m x 6.1m] or greater). Exhibitors wishing to hang lighting systems will be required to submit a Lighting Truss Diagram to TES along with the TES Island Design Form **on or before May 8<sup>th</sup>**. All requests must be reviewed and approved by TES. Lighting instruments, regardless of type, must be positioned inside the perimeter boundaries of the purchased floor space and cannot affect other exhibitors. Projecting light beams or images outside the perimeter boundary of the booth (including external aisles) is prohibited. Special effects (spinning or rotating) must not interfere with other exhibits or detract from the professional atmosphere of the exhibition.

## Request to Black-Out Overhead lights

**Exhibitors with island booths measuring 1,000 square feet (92.9 sqm) or greater may request overhead exhibit hall lights to be shut off.** Make your request by using the Island Booth Design Form found in the Exhibitor Service Kit. Lights may only be turned off when directly overhead and in the confines of your booth. No light will be turned off if located outside the confines of your booth or too close to an aisle. Exhibitors are not permitted to modify or mask house lights without review and approval by a TES representative. TES has the final decision on which building lights will remain operational. The exhibitor will be responsible for all costs associated with this request. To request a lighting grid illustration showing location and number of lights over your booth, contact the official utility provider listed in the TES Exhibitor Service Kit.

## Exhibit Hall Lighting Check

The lighting in the Exhibit Halls will be turned up to full capacity on Saturday, July 18<sup>th</sup> at 1:00pm to allow Exhibitors the opportunity to make booth adjustments. Please inform the necessary personnel.

## Rigging Information

All rigging is performed by RiggIt Services, Inc.. Guidelines will be provided in the on-line Exhibitor Services Kit. All exhibitor requests for rigging are subject to RiggIt's review and approval.

**NOTE:** Proposed rigging requirements and plot diagrams should be submitted for approval a minimum of twenty-one (21) days in advance of AAPM Annual Meeting, **June 24<sup>th</sup>, 2026**.

## Booth Equipment and Services

Items included in the rental fee are:

- general aisle cleaning
- general area lighting
- air conditioning
- 8' high backdrops (Inline Booths)
- 36" high dividers (Inline Booths)
- 7" x 44" ID sign (including booth number and company name - Inline Booths)
- 24hr perimeter guard service

**It is the responsibility of the Exhibitor to order carpet, furnishings, electrical, internet, and other items needed for the booth space. Exhibitors are responsible for the fees of these items. Information to place these orders will be included in the Service Kit.**

## Canopy or Covered Areas

A canopy is defined as a structure that covers part or all the square surface area of the booth.

- Canopy or covered areas must be identified, and construction material must be disclosed.
- Canopy or covered areas that are structurally supported from the floor or hanging from ceiling may extend to edge of booth.
- Canopy or covered areas with graphics **MUST** be setback 5' (1.52m) from edge of booth.
- Bottom of canopy or covered area must be at least 8' (2.43m) from the floor of the booth

Per the Convention Centre rules, permits and possibly a fire watch, are required for booths with canopies or covered areas. It is dependent on:

- The dimensions of the booth.
- How much of the booth the canopy covers?
- Ingress and egress of the booth.
- The number of people expected to be in the booth at one time.

**NOTE: Fire Marshal Approval of such Island Formations will be required.**

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be confirmed to meet the requirements should not be used. A flame proofing certificate should be readily available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Ministry of the Environment and the Ministry of Health and the facility.

## Electrical Requirements

Every exhibit facility has different electrical requirements; however, following minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using zip cord, two-wire cord, latex cord, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are not recommended and are often prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

## Bare Floor Booths Not Permitted

All exhibit floor spaces must be completely carpeted or covered with an approved material. **If an Exhibitor's floor space is not covered by Saturday July 18<sup>th</sup> at 12:00pm, AAPM Show Management will arrange for the Official Service Contractor to install carpet at the Exhibitor's expense.**

## Unfinished Sides/Booths Not Permitted

Electrical cords, rear sides of audio-visual equipment and other aspects of the exhibit not intended for public view must be concealed or displayed so as not to distract from neighboring exhibits. Any portion of exhibit with visible unfinished sides or back exposed must be draped off at the Exhibitor's expense.

## Exhibit Elements Not Permitted

**Balloons, flashing lights, and strobe lighting of any kind are prohibited.** Any changes required to bring an exhibit into compliance will be made at the Exhibitor's expense.

## Placement of Prohibited Signage and Banners Outside of Booth Area

Absolutely no signs or graphics may be placed outside the area of the booth. No signs or graphics may be placed on posts or columns in, or adjacent to, standard booths occupied by exhibitors, or on carpeted areas beyond the confinement of the booth space. No materials may be placed on any surface of the facility including columns. Any damage caused by violation of this rule will be charged to the exhibitor whose material is found in violation.

## Raised Floors

Must be non-hazardous and wheelchair accessible. Edges of raised floors must be ramped or guarded sufficiently to prevent people from tripping or falling at the transition.

## Americans with Disabilities Act

Exhibitors are reminded that structures within the AAPM exhibition are subject to public accommodation provisions under the Americans with Disabilities Act of 1991 (ADA). Exhibits that utilize second-level space shall provide appropriate accommodations in accordance with the ADA. Elevated floor structures placed within the setback area of island exhibits must be ramped on all sides of the exhibit. Elevated floor structures within any island exhibit that are not ramped must be marked or lighted appropriately around their perimeter.

***Please consider the accessibility and inclusivity of your booth design including, but not limited to, furniture selection and height of the demonstration stations.***

## B. Inline Exhibits (10' x 10' or multiples thereof)

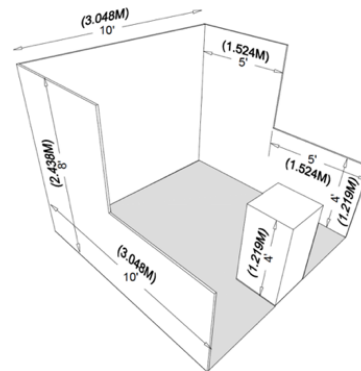
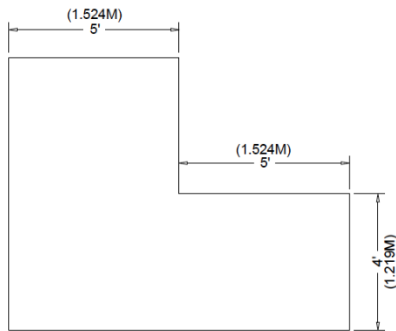
The minimum exhibit space is 10' x 10' (3m x 3m). The back 5' (1.52m) of the basic exhibit may be occupied up to a height of 8' (2.44m). The front 5' (1.52m) of the rented space may be occupied from the floor up to a height of 4' (1.22m). Equipment may exceed the 4' (1.22m) height limit but may not be higher than 8' (2.44m) and must be placed so as not to block the view or impede the sight lines of adjacent exhibits. Live or video demonstrations must be confined to the back 5' (1.52m) of the rented space. The exhibit space must maintain a 1' (0.305m) setback of all exhibit structures 8' (2.44m) in height.

**Please note, the following height exception for Inline Booths along the perimeter of the hall:**

- Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12 feet in **perimeter wall** booths.

**IMPORTANT REMINDER: Inline Exhibits are not permitted to hang signs or banners.**

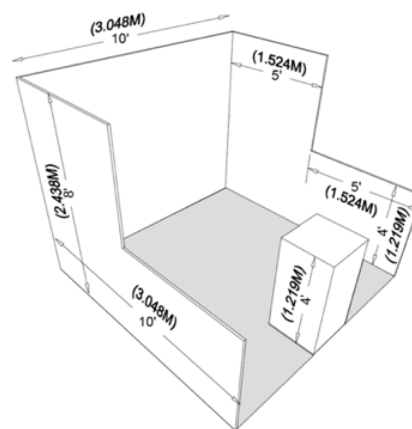
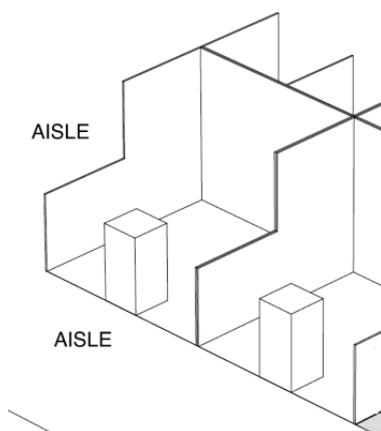
Below are images showing an example of an Inline Exhibit:



## C. Corner Exhibits (10' x 10')

Defined as an inline booth which is open at one end with intersecting aisles on two sides. All other guidelines for inline booths apply.

Below are images showing an example of Corner Exhibit:



## D. Peninsula Exhibits (10' x 20' or larger “end cap”)

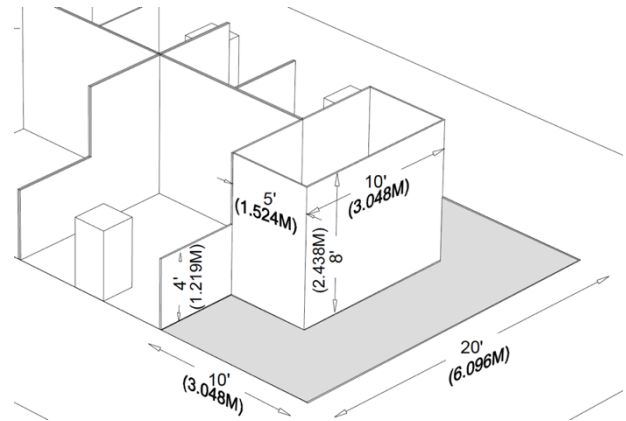
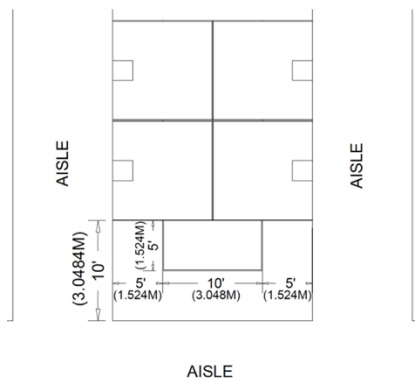
Defined as an exhibit which occupies both corners at the end of a row of standard inline booths with an aisle on three sides. Due to this verify unique configuration, it is the responsibility of the exhibiting company to ensure that you're processing and procurement department, or anyone else involved in the design and construction of your exhibit, has a copy of the following rules and regulations. If any of the design rules are violated during the construction phase, TES has the authority to act against the exhibiting company. The action taken will be determined based on the circumstance of each case. However, in cases involving major violations, the action is subject to relocation, or immediate closing of an exhibit without refund to the exhibitor. All matters in question not specifically covered by these rules and regulations are subject to the decision of the AAPM meeting leadership through the staff or Board of Directors.

All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

**Complete accurate scaled drawings of all peninsula booths must be submitted to TES for review and approval.** This process is to ensure that the exhibiting company's booth satisfies the basic criteria for technical exhibits.

**IMPORTANT REMINDER: Peninsula Exhibits are not permitted to hang signs or banners.**

Below are images showing an example of Peninsula Exhibit:



## E. Island Exhibits (20' x 20' or larger “island”)

When assigning exhibit space, TES considers island design elements and their effects on surrounding exhibits. Regulations governing such exhibits include:

Island booths must be constructed to allow access on all four sides. **Solid walls cannot span more than 25% of the booth and must have a 25% see-through effect from front to back and side to side**, so that the surrounding area can be viewed around and through the booth and neighboring booths are not inappropriately obstructed.

### Example:

30' x 30' booth (each side represents 30'). The wall of that booth could then represent the other 75% of the total width of the booth on each side. The width of the wall could be no more than 22.5' which equates to 75% of the total width leaving the other 25% free and clear of any structures.

For an exhibit with limited access, the exhibit booth space assignment will be at the discretion of TES.

Complete accurate scaled drawings, both concept and for construction, indicating applicable setback, exhibit height, hanging signs, live demonstration areas, food and beverage services, and supplemental/black out lighting requests must be submitted to TES for basic approval with the Island Booth Approval Form by **May 8<sup>th</sup>**. If floor plans are not submitted and approved, and construction is determined to be in violation of regulations, TES has the right to prohibit construction of the booth. Island booths are subject to onsite review and required modification where necessary at the exhibitor's expense.

Exhibits and/or display components **may not exceed 24' (7.31m)** in height from the floor to the top of any exhibit structure. This includes but is not limited to hanging signs. The top of a hanging sign **may not exceed 24' (7.31m)**. **All hanging signs and lighting trusses weighing 500 lbs. or more must accompany a drawing reviewed, signed, and stamped by a licensed structural engineer to certify structural integrity and safety.** A copy of the engineer's certificate or stamped floor plans must be available for onsite inspection. More information on signage is included below.

**UPDATE:** Towers and other components over 16 feet in height will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.

- All Island Exhibits must maintain a 1' (0.305m) setback of all exhibit structures 4' in height or taller from the floor.
- Theater presentations and/or product demonstrations must be set back from the aisle to allow for chairs and standing room within the booth to accommodate attendees.
- Signage: Only Island Exhibits (20'x20' [6.1m x 6.1m] or larger) are permitted to have hanging signs and banners.
  - These booth elements must be fixed and located within the confines of the booth. Hanging signs or banners between contiguous exhibits will not be considered.

- Maximum height permitted for hanging signs and banners is 24' (7.31m) at top.
- **IMPORTANT REMINDER:** Signs ARE NO LONGER REQUIRED to be setback 5' (1.52m) from the edge of the booth.
- The lighting truss must remain within the contracted space.
- All rigging is performed by Levy Exposition Services (The Show Decorator). Guidelines will be provided in the on-line service kit. All exhibitor requests for rigging are subject to Levy's review and approval.
- **IMPORTANT REMINDER:** All hanging signs above 16' and weighing 500 lbs. or above, require a drawing reviewed, signed, and stamped by a licensed structural engineer to certify structural integrity and safety. If weight is unknown, a licensed structural engineer must provide an engineer stamp of approval.

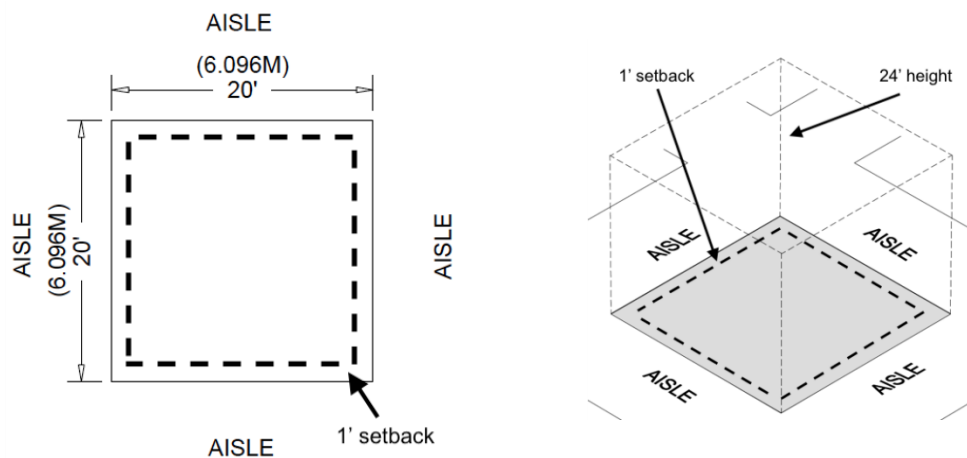
Exhibitor identification in all TES publications and on all signs and booth graphics must be the company name submitted and approved by TES on the Application/Contract.

Where product/brand names are used in the primary identification, product/brand names may not appear in type larger than that of the company name. Wholly owned subsidiaries of the exhibiting company may, however, be identified so long as the principal identification is the parent company name and logo.

**Exhibitors wishing to hang signs and banners are required to indicate the request on the TES Island Booth Design Form and submit with complete accurately scaled drawings on or before May 8<sup>th</sup>.**

All requests must be reviewed and approved by TES.

Below are images showing an example of an Island Exhibit:



## F. Multi-Story Island Exhibits (20' x 20' or larger “island”)

This booth must comply with the same rules as an Island exhibit as listed in section E. There is additional fee for a second level (\$18.00 per square foot). A copy of the booth plans and specifications for the booth must be **submitted for approval by May 8<sup>th</sup>**. These plans must be stamped by a certified, licensed structural engineer and attest to the exhibit's structural integrity, and subject to fire marshal approval.

Per the Convention Centre rules, Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters are permitted in West Halls ABC providing they meet the following minimum life safety requirements.

## REQUIREMENTS:

- Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
- Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
- Measurements must be in inches/feet (not metric).
- Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
- Stairway widths shall be:
  - A minimum of 36 inches where the occupant load of the upper level is less than 50.
  - A minimum of 44 inches where the occupant load of the upper level is 50 or more.
  - Occupant loads shall be stated on the plan.
- Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
- Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating, "Please Use Caution and Hold the Handrail".
- Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
  - Occupant load does not serve more than 3.
  - Clear width of stairs is not less than 26 inches.
  - Handrails shall be provided on both sides.
- Guards shall:
  - Not be less than 42 inches high.

## Vancouver Convention Centre Specific Multi-Story Booth Regulations

Exhibit booths that are multi-story, covered assembly areas (i.e., conference areas or theatres), or storage closets, are permitted in the exhibit halls, provided the following regulations are met:

- Multi-story booths will require the submission of an engineered drawing subject to approval by the Vancouver Convention Centre.
- Fully enclosed structures or roofed structures larger than 10'x10' may require supplemental smoke detection or fire suppression systems as required by Vancouver Fire and Rescue Services.
- Engineered plans for stages as described above and multi-storey booths must be submitted at least 30 days prior to your event for final approval.

## G. Start-Up Pavilion (10' x 10')

The exhibit space will be a 10' x 10' booth the Exhibit Hall and will operate during all show hours. Participation as a Start-Up Exhibitor is limited to one year.

Following equipment and services are included in the rental fee includes:

- general aisle cleaning
- general area lighting
- air conditioning
- 8' high backdrop
- 36" high dividers
- 24hr perimeter guard service
- Skirted table
- 2 Stools
- 7" x 44" ID sign (including company name)

Electrical is not included with the booth rental fee. Electrical can be purchased through the Exhibitor Service Kit.

Start-Up booths must follow the same rules as inline booths. See B, Inline Booths.

## H. Connecting Islands Across Aisle Space

If an Exhibitor wishes to connect one island formation with a second island formation across an official designated aisle, be it with a sign or archway, the Exhibitor will be responsible for the rental of the entire aisle space that runs the length of each booth. The price of the aisle space is \$3,800 per 100 sq. ft. (9.29 sqm) space. All requests must be reviewed and approved by TES.

Example:

If two 20' x 30' booths are rented by one Exhibitor and said Exhibitor wishes to connect the two booths across an official aisle, and that aisle space measures 10' x 30' in space, the Exhibitor will be responsible for the rental of the entire 10' x 30' aisle space.

## I. Meeting Suites

- Meeting Suites are only available to contracted exhibitors.
- Meeting Suites are available for full-duration-of-the-meeting rental to host meetings with customers, potential customers, and staff.
- AAPM member attendees are permitted in this area. Exhibitors are permitted to serve food and drinks in this area.
- All Meeting Suite labor, materials, and services will remain under the control and supervision of the Show Service Contractor. Additional information regarding construction, labor, and service costs is available through the Show Service Contractor.
- The official convention center caterer must supply all food/beverage service in the Meeting Suites.
- **Pricing:**
  - 10' x 20' (200 sq. ft.) = \$5,000
  - 20' x 20' (400 sq. ft.) = \$8,900
- **Included with the fee:**
  - 10ft high walls with lockable door
  - Carpet
  - Wi-Fi
- Signage is not provided for Meeting Suites. If exhibitors wish to have signage on their suites, contact Levy Exposition Services for costs.
- Exhibitors are responsible for furnishing the suites.

## J. Care of Exhibit Space

AAPM will provide aisle carpet cleaning service. The exhibitor must, at its own expense, maintain, and keep its exhibit clean and in good visual and working order.

## Booth Activities

All activities of each exhibitor, its employees, and/or agents during the AAPM Exhibit which are directed toward AAPM meeting registrants **must be confined to the exhibitor's booth space**, other than approved sponsored educational opportunities or exhibitor functions.

### A. Device/Drug Products

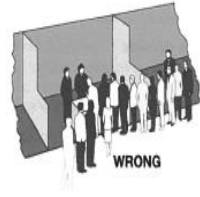
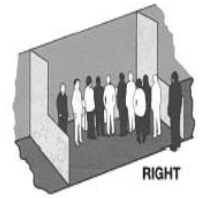
Equipment for demonstrations must not pose a safety hazard. If the equipment has energy beams that are hazardous, such energy beams must be made non-operative before installation. All products exhibited must be presented and marketed in strict compliance with all federal, state, and local laws pertaining to the labeling and marketing of medical devices/drugs products.

Devices/drugs products presented for marketing outside the United States and those awaiting FDA approval (i.e., those qualifying for an Investigational Device Exemption), including but not limited to PMA and 510(k) devices, must be clearly and conspicuously labeled as such so as not to cause confusion or possible misrepresentation. Failure to meet marketing, labeling standards and FDA guidelines will result in the removal of the device/drug product in question from the exhibit hall and/or forfeiture of exhibit space.

## B. Crowd Control

As a matter of safety and courtesy to others, all presentations, demonstrations, and marketing/promotional activities, including meetings with customers and staff, must be confined to the exhibit space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Adequate space/seating for presentations and demonstrations must be provided within the exhibitor's booth. TES reserves the right to have the exhibitor discontinue any activity or dismantle any display/demonstration feature that interferes with the normal traffic flow.

Companies anticipating large crowd gatherings are responsible for keeping the aisles around their space clear and are required to rent rope and stanchion.



## C. Drawings and Raffles

Drawings and raffles may be conducted according to the following guidelines:

The selection process for drawings and raffles cannot take place on the exhibit floor during normal hours of operation. Winners do not have to be present to win. The total prize awarded for the Annual Meeting's entirety **must not exceed \$1,500 USD** in retail value. TES reserves the right to prohibit booth activity that it deems not in keeping with the professional purpose of the exhibition.

Except for drawings and raffles, contests, and games of any kind in conjunction with exhibitor activities are prohibited.

## D. Food and Beverages

Exhibitors are permitted to serve food and beverages following these guidelines:

- Bite-size snacks and beverages may be distributed to meeting attendees in the exhibitor's booth or meeting space and cannot be displayed as a promotion or to attract attendees. Refer to Booth Catering Menu for approved options in Exhibitor's Service kit.
- Food and beverages must be coordinated through the official convention center caterer and provided in generic cups or glasses supplied by the official convention center caterer; food preparation and cooking inside the exhibitor's booth are prohibited.
- The distribution of popcorn, peanuts, or any type of nuts is not permitted in the Exhibit Hall.
- Alcoholic beverages are strictly prohibited.
- Candy must be wrapped.

## E. Giveaway Materials

Handout materials are to be straightforward, professional, and non-combative in nature. Distribution of small novelty items by an Exhibitor is limited to their rented space in the exhibit hall and meeting areas. AAPM reserves the right to remove all items deemed unacceptable from the show floor.

## F. Market Research

Exhibitors may conduct market research as a booth activity. Attempting to survey or gather data in other areas of the convention center is strictly prohibited.

## G. Presentations

Demonstrations, product literature, and handout materials are to be straightforward, professional, and non-combative in nature and must avoid the use of sideshow or theatrical gimmicks. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the AAPM Meeting.

Presentations should be held within the booth and not run into the aisle. Live presentation and product demonstration areas should be positioned well within the island booth setback requirements. It is the responsibility of the exhibitor to receive prior approval from TES for any product demonstration or presentation that may be questionable in nature.

## H. Disputes Between Vendors

TES will not attempt to settle disputes between exhibitors over issues such as trademark violations or brand copyright violation claims. Show management understands the sensitivity of these issues; however, TES is not a judge, jury, regulator or police officer, and its enforcement or protection options are limited.

## I. Sound

Sound must be at a level that does not disturb neighboring exhibits (85 decibels when measured by TES from any adjacent aisle) and presentations must be done in a manner that does not encourage congregation of attendees in aisles. Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

The exhibitor will be required to stop using a system if, in TES's opinion, the sound level or presentation is objectionable to attendees or adjacent exhibitors.

## J. Selling of Products/Services in the Exhibit Hall

Products may not be sold for delivery on the exhibit floor except for publishing companies that have been approved by Exhibit Management. All other Exhibitors will be permitted to take orders for the sale of their products or services at the show provided their products or services are substantially related to the science of medical physics.

Exhibitors will not actively solicit visitors for sales or orders but only furnish visitors with a price list for their products or services and indicate on the list that visitors may purchase Exhibitor's products or services.

## Exhibitor Hosted Events

**Exhibitors agree not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia, and hospitality suites that conflict with the official program of the AAPM Annual Meeting**, whether such activities are held at or away from the official hotel. However, Exhibitors are allowed to hold staff meetings at any time, if only exhibitor personnel are involved. **Permission must still be requested.**

Any Exhibitor wishing to hold any outside activity in conjunction with its exhibit must contact [Sarah Driver, CEM](#) for written approval. You will receive an approval notification from AAPM HQ via e-mail. The notification will include contact information for each of the designated 2026 AAPM hotels and the convention center. Upon approval, **you will work directly with the hotel or convention center on your event plans**. To post your event announcement on the meeting site, please contact [Sarah Driver](#).

The form and designated times when Exhibitors may conduct any of the above-mentioned activities will be include on the Exhibitor Website under "Exhibitor Activities".

## Exhibitor Registration and Attendance

Exhibition hall attendance is limited to qualified exhibitors, professional registrants, and spouses/family members. Exhibitor badges are produced using only the company name submitted on the Exhibit Space Application/Contract. The official AAPM badge is non-transferrable and must be always worn while in the exhibit hall. Badges should not be defaced by inserting company business cards or applying novelty items; defaced badges will be confiscated, and the wearer escorted off the exhibit floor. Each exhibiting company is allotted One (1) Full Conference badge and two (2) Technical Hall Exhibitor badge for each 100 sq. ft. (9.29 sqm) of exhibit space purchased (depending on booth type). A fee will be assessed for each badge produced over this complimentary allotment. **No refunds will be issued for badges purchased but not used.**

An exhibitor badge allows access to the technical exhibit halls. Attendees wearing visitor badges are permitted in educational sessions if space permits after all badged AAPM member registrants have entered. CME/CE credit is not tracked or awarded to those with exhibit hall only badges. Full Conference Exhibitor badges allow access to CME/CE credits, daily lunches, and receptions.

Exhibitor personnel may not enter another exhibitor's booth space or meeting space without obtaining the exhibitor's permission; all exhibitors should be considerate of other participating companies. Exhibitor personnel are strictly prohibited from entering an unstaffed booth or meeting space of another exhibitor at any time. Exhibiting companies are responsible for monitoring their own space. Exhibitors are strictly prohibited from soliciting/conducting business outside their booth or meeting space.

It is a violation to admit a person eligible for professional registration as exhibitor personnel. False certification of individuals as exhibitor representatives, misuse of exhibitor badges, or any other method of assisting unauthorized persons to gain access to the exhibit floor will be cause for loss of priority points, a change of exhibiting status and/or payment of the registration fee for each violation.

## Age Requirements for Attendees

To uphold the professional and educational standards of the AAPM meeting, **children under 12 years of age are not permitted in the exhibit halls or sessions.** Children ages 13-17 are permitted in the exhibit halls and session rooms when accompanied by an adult.

## Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment, and exhibit always. Perimeter guard service will be provided by AAPM for the exhibition period, but neither the guard service nor AAPM will be responsible for loss of or damage to any property. All equipment, cartons and booth materials may not be removed from the exhibit halls without completing a Property Pass. Passes may be obtained onsite from the security guard, Official Show Service Contractor.

## Photography

Photography and video recording by the AAPM Annual Meeting Official Photography vendor. will be used throughout the Convention Center, including in the exhibit hall. By registering, you acknowledge the possibility of being photographed or filmed and give AAPM consent to potentially use your image for marketing or promotional purposes.

### **News Media**

During exhibit hours, members of the media with TES press badges may photograph, videotape, or otherwise record the exhibit floor for news reporting purposes only. News media must have advanced consent of exhibitors before photographing or recording in their booths. All registered members of the press "sign an agreement to abide by these rules."

### **Exhibitor**

Picture taking, other than by the AAPM official photographer, is prohibited, except for an Exhibitor photographing his or her own display area. Each Exhibitor has control over their rented space and may prevent those considered competitors from gaining access to, photographing, videotaping, or otherwise recording its exhibit or presentations. Exhibitors are encouraged to report any violations of this rule to Exhibit Management. No Exhibitor will deny any reasonable request from AAPM Exhibit Management to photograph the exhibit from outside the perimeter of the booth.

## Smoking

The Convention Centre is a smoke-free facility. A smoke-free policy is enforced and in effect during installation, meeting operation and dismantling hours. All indoor spaces at the Vancouver Convention Centre are non-smoking. For the purpose of this regulation, the Vancouver Convention Centre considers the loading bays and truck routes to be indoor spaces. All outdoor spaces within a 7.5 m or 25 ft perimeter of the Vancouver Convention Centre are NON-SMOKING. Likewise, any outdoor space used by the building for business purposes is NON-SMOKING; this includes all sidewalk seating, retail area patios, kiosks as well as events taking place at the plazas. This is in accordance with the City of Vancouver Health By-Law #9535 and as required by LEED® building standards. Electronic cigarettes and vaporizers are subject to the same regulation by the Vancouver Convention Centre.

## Cancellation or Termination of Exposition

In the event that the premises where the exposition is to be held will, in the sole determination of AAPM, become unfit or unavailable for occupancy, or will be substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, or state of emergency declared by any government agency or by reason of any municipal, state, or federal law or regulation or by reason of any other occurrence beyond the control of Exhibit Management, AAPM Exhibit Management may cancel or terminate the exposition. In the event of such cancellation, the Exhibitor waives any and all claims the Exhibitor might have against AAPM for damages or expenses and agrees to accept incomplete settlement and discharge of claims against AAPM the Exhibitor's pro rate share of the total amount paid by all Exhibitors less all costs and expenses incurred by AAPM in connection with the exposition including a reserve for future claims and expenses in connection therewith.

## List of Exhibitors

The list of 2026 AAPM Exhibitors will not be published, in whole or in part, other than in AAPM official publications. Said list will not be released for use by others for promotional purposes, with the exceptions of AAPM Chapters on an annual basis and service providers assisting in the production of the meeting. Exhibitors will be contacted prior to the annual distribution of the list to AAPM Chapters; inclusion on the list is optional.

## Responsibility, Compliance, Liability

If the Exhibitor fails to comply in any respect with the terms of this agreement, AAPM Exhibit Management will have the right, without notice to the Exhibitor, to offer said space to another Exhibitor or to use said space in any other manner. This will not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract.

The Exhibitor assumes all responsibility for compliance with all ordinances, regulations, and codes of authorized Federal, State, and City governing bodies concerning fire, safety, and health, together with the rules and

Regulations of the operators/owners of the property wherein the exhibit is held. Federal, State, and City laws must be observed. Wiring must comply with Fire Department and UL rules.

The AAPM and Vancouver Convention Centre, its agents or employees will not be responsible for any loss, theft or damage to the property of the Exhibitor, their employees, or representatives. Further, AAPM Exhibit Management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use of occupancy of the exhibit space by the Exhibitor or their assigns, and the Exhibitor will indemnify and hold harmless AAPM Exhibit Management and Vancouver Convention Centre from all liability which might ensue from any cause whatsoever. If the Exhibitor's material fails to arrive, the Exhibitor is nevertheless responsible for all amounts due there under. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the persons and property of others.

Exhibitors' installation and dismantling (I&D) and or third-party contractors utilizing multiple outside subcontractors must submit a Non-Official Contractor form for each individual outside subcontractor that will be operational in your booth. A certificate of insurance must be submitted by each individual outside subcontractor before access is permitted to the show floor. Both the Non-Official Contractor form and the Certificate of Insurance must be submitted and on file by all named insured parties by the due date. Failure to complete and comply will result in a forfeiture and limit reduction of their services to a supervisory capacity. More information is available in the Exhibitor Service Kit.

## Penalties for Violations

Members of the Technical Exhibits Subcommittee (TES) will assist with supervision of the exhibition, including routinely monitoring of the exhibit hall during installation and throughout the meeting for possible violations. In addition, TES has sole discretion in determining what constitutes the misuse of the exhibit hall, loud sounds, entertainment violations, etc.

Identification of a rule violation results will in written communication to exhibitor representatives explaining the nature of the violation.

The written notice will explain the timing/process for correcting the violation: (a) immediately, if violation poses a safety hazard, (b) by Saturday, July 18th, the evening before official opening, when the violation occurs during installation, or (c) before opening of the next exhibition day, if the violation occurs during an official day of exhibition.

Written notice will identify a specific time for re-inspection of specified violation. If the violation has not been corrected by that time, a second notice will be issued, and the exhibitor is subject to a fine equivalent to 10% of total booth fee. If the violation is not immediately rectified, the exhibitor may be fined an additional fee equivalent to 25% of the total booth fee.

TES reserves the right to expel an Exhibitor from the Exhibit Hall and/or event without refund of any fees for any case involving a willful or grossly negligent violation, or a violation causing or threatening a significant safety hazard or disruption of the exhibition.

## Amendments/General Supervision

All exhibit matters and questions not covered by these Exhibit Regulations and Design Rules are subject to the decision of TES and Show Management.

These 2026 Exhibit Regulations and Design Rules may be amended at any time by TES and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Exhibit Regulations and Design Rules, written notice will be given by TES to exhibitors as may be affected.