

TERMS AND CONDITIONS FOR EXHIBITING & SYMPOSIUM AT THE SGSU ANNUAL MEETING

PURPOSE: The purpose of the exhibits is to complement the scientific sessions by providing the opportunity for the display and/or demonstration of products and services that could advance the knowledge of attendees and improve the quality of health care. The Society of Government Service Urologists is hereinafter referred to as SGSU.

EXHIBIT DESCRIPTION: SGSU will provide a table top for display and 2 chairs in the dedicated exhibit room.

HOTEL: All exhibitors will be entitled to the same preferred rates for accommodations as are available to SGSU members and guests.

PAYMENTS AND REFUNDS FOR EXHIBITS AND SYMPOSIUMS: The cost per exhibit is \$2,900. Cancellations by any exhibitor will not be accepted unless written notice of such withdrawal has been received by SGSU. **No refunds will be made for cancellations received after October 1, 2020 FOR EITHER EXHIBITS OR SYMPOSIUMS. Cancellations prior to October 1, 2020 and after June 30, 2020 are subject to 50% cancellation fee. Cancellations prior to June 30, 2020 are subject to 40% cancellation fee.**

ELIGIBILITY: Any producer or supplier of equipment, products or services whose proposed exhibit is related to the urological sciences and/or practice of medicine and whose exhibit will contribute to the education of registrants may apply for exhibit space. SGSU reserves the right to reject any application, which in its sole judgment, does not meet these exhibit criteria or for any other reason.

ASSIGNMENT OF SPACE: Assignment of exhibit space will be at the sole discretion of SGSU. Factors affecting exhibit location include the date upon which the completed Agreement for Exhibit Space is received by SGSU, payments received, the exhibit locations requested, the number of exhibits requested, and the proximity of competitors.

GENERAL RESTRICTIONS AND RULES

- A. **DISPLAYS:** Exhibits must be arranged so as to not obstruct the view or otherwise interfere with the displays of other exhibitors. This restriction includes person(s), equipment, printed material or anything that may interfere with the Exposition as a whole. The SGSU strives to conform to the rules and regulations formulated by the National Association of Exposition Managers and Exposition Service Contractors Association which can be summed up as follows: "All exhibitors are equal regardless of size, and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience."
- B. SGSU reserves the right to direct revisions, at the exhibitor's expense, of any Exhibit that does not comply with the rules and regulations.
- C. No exhibitor may sublet, assign, or share any part of its allocated space with another company or person without the written consent of SGSU.
- D. No promotion signs or decorations will be permitted in aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities.
- E. Admission to the Exhibit Hall for all personnel will be by badge only. All Exhibitors are required to register and to wear the badges provided by the SGSU or will not be permitted entry to the exhibit hall or any other function.
- F. All rights and privileges granted Exhibitors hereunder are subject to and subordinated to a master agreement between the SGSU and the facility containing the Exposition.
- G. Exhibitors shall comply with all applicable statutes, ordinances, regulations, union labor rules (if any), and requirements relating to health, fire, safety and use of the premises.
- H. Exhibitors shall not mar, deface, post signs or other material, or otherwise damage any area of the facility containing the Exposition.
- I. Exhibitors shall assume all responsibility for its exhibit personnel, employees, contractors, servants, and agents.
- J. Exhibits must be kept clean. Debris must not be allowed to collect on the floor or display area of the exhibit.
- K. Exhibitors must staff their exhibits during the official show hours. No exhibit materials other than hand carried shall be moved through the exhibit hall during show hours.
- L. **EXHIBIT TEAR DOWN:** Exhibitors may dismantle and vacate exhibits after the official close of show and upon such time that all visitors have exited the exhibit hall. Early vacancy or early teardown activities (e.g. use of packing tape, boxes, etc.) is very disruptive to other companies, detrimental to the overall show environment and will not be permitted.

SAFETY PRECAUTIONS: All construction material must conform to standard safety practices. Displays are subject to inspection and approval for safety by the Fire Department of the city or facility in which the exhibit is held. Volatile, explosive or other dangerous material or any substance prohibited by law or insurance carriers, are not permitted on the premises.

IRREGULAR ACTIVITIES:

- A. No person, firm or organization which has not contracted with the SGSU for occupancy of space in the exhibit, will be permitted to display or demonstrate any products, processes or services, to solicit orders, wear any identification other than that of the contracting exhibitor, or to distribute advertising or other materials at the exhibit. Any infringement from this regulation will result in prompt removal of the offending person from the hall. Exhibitors may not enter the exhibits of other Exhibitors without invitation; no exhibitor may call or invite a visitor out of one exhibit and into his own. Exhibitors must remain within their own space in distributing literature, product samples, or other materials; the aisles may not be used for this purpose.
- B. Use of noisemakers, and presentations which may be judged not in good taste, lacking in dignity, or not in keeping with the purpose of the exposition are prohibited.
- C. Use of sound motion pictures and tape recorders will be permitted, where appropriate to the display, provided sound is maintained at not more than "conversation level"; management reserves the right to restrict exhibitor's use of sound and other devices which may interfere with the best interest of the Exhibit as a whole.
- D. SGSU reserves the right to prohibit and require immediate cessation of any activity or distribution of materials it deems inappropriate.
- E. Complaints of any violation of rules and regulations are to be made promptly to the Exhibit manager, and Exhibitors and their personnel agree to abide by the decision and ruling of the management.

PRODUCT SALES: Selling of merchandise or services in the Exhibit Hall is not permitted. Money/credit cards may not be exchanged in the Exhibit Hall. If you will be taking orders for future delivery within the State of which the convention is being held you may be required to obtain a business license. Please call the local state taxing authority for more information on licenses.

PROMOTION: Gifts and promotional items may be given to each exhibit visitor; however, lotteries and drawings are not permitted on the exhibit floor, except as expressly authorized and supervised by the SGSU.

HOSPITALITY FUNCTIONS, SYMPOSIA AND PROGRAMS: Exhibitors may not hold hospitality functions or other programs concurrently with official consent of the SGSU. Hospitality function space may be requested by calling the SGSU office. Any hospitality function or other program, regardless of when or where it is held, must be reported to the SGSU.

TERMINATION OF EXPOSITION: Should the premises in which the Exposition is to be held become, in the sole judgment of SGSU, unfit for occupancy or should the Exposition be materially interfered with by any reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other circumstances beyond the control of SGSU, the Agreement for Exhibit Space may be terminated by SGSU. SGSU will not incur any liability for damages sustained by Exhibitor as a result of such termination, and the Exhibitor hereby expressly waives such liability and releases SGSU of and from all claims and damages. Exhibitor agrees that SGSU shall have no obligation in the event of termination hereunder except to refund the Exhibitor's pro-rated share of the aggregate amount received by SGSU (as rental for Exhibit Space for said Exhibit), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by Exhibitor.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL: Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in Exhibitor's exhibit or display. Exhibitor shall remain liable for and shall indemnify and hold harmless SGSU and the Facility and their respective agents and employees from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges.

FDA APPROVAL: Any medical device exhibited must have fulfilled all applicable Food and Drug Administration regulations or, if still under clinical investigation, must be prominently labeled as an investigational device.

INSURANCE: Each Exhibitor is required to insure itself against property loss or damage and against liability for personal injury. All agents or representatives who are performing services other than the Exhibitor's own employees must provide the SGSU with Certificates of Insurance which must include public liability and property damage for at least \$500,000 and workmen's compensation insurance in accordance with applicable law.

LIABILITY

- A. Neither the manager of the exhibits, the show sponsors nor the facility in which the exhibits are held can or will be responsible for damage to, loss or theft of property belonging to any exhibitor, his agent, employees, business invitees, visitors, or guests. In addition, Exhibitor is informed that SGSU and the facility do not maintain insurance covering

Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

- B. Exhibitor shall assume entire responsibility and shall protect, indemnify, defend, and hold harmless SGSU, the facility, and their respective employees, directors, officers and agents from and against any third party actions, losses, costs, damages, claims and expenses (including attorney fees) arising from any damage to property or bodily injury to exhibitor, his agents, representatives, employees by reason of the exhibitor's occupancy or use of the exhibition facilities.

AGREEMENT: I am an authorized representative for this Exhibiting Company with full power and authority to sign this Exhibitor Agreement. The Exhibiting Company has read and understands the Terms and Conditions as stated in the Exhibitor Agreement.

AUTHORIZED SIGNATURE

COMPANY

PRINTED NAME

DATE