



## SFB Exhibit Rules and Regulations

Carefully review the rules and regulations that appear below. Per the Application/Contract for Exhibit Space, all exhibitors have agreed to comply with these Rules and Regulations, as well as any regulations set forth by the Hilton Chicago, as will be indicated in the exhibitor manual. Questions may be directed to Dan Lemyre, Executive Director, (856) 642-4201 or [dlemyre@biomaterials.org](mailto:dlemyre@biomaterials.org).

**Exhibit Table Top Displays:** Table top exhibitors will be assigned a table space which will be confined to a specific area on the floor plan. Exhibit display rental rates include: one six foot table, two standard chairs, and one standard (44 x 7 inches) name sign. The pre and post-meeting attendee mailing list will be distributed to all exhibitors.

**Installation and Dismantling:** The installation of exhibits must be completed as indicated by the final exhibit schedule. If any table is not set up in full by this time, SFB reserves the right to re-assign the space to another exhibitor or to make use of the space as deemed necessary at the exhibitor's expense. No refund will be made to the original contracted exhibitor. Exhibits must be kept intact until the closing of the exhibits. Violators may be denied participation in future SFB expositions. All exhibits must be fully removed by the time/date indicated in the final exhibit schedule. If an exhibit is not removed by this time, SFB reserves the right to remove the exhibit at the exhibitor's expense.

**Registration of Exhibitor Personnel:** Each exhibiting company, purchasing at least one exhibit display space, is entitled to two (2) full conference registrations. Educational tabletop exhibitors are entitled to one (1) full conference registration. All exhibitors are required to register booth personnel in advance on the meeting. Exhibitors will be sent instructions for registering personnel at a later date. Exhibitor registration is restricted to exhibit space personnel only. All personnel in the exhibit space are required to display proper name badges throughout move-in, exhibit hours and move-out. Additional Exhibitor Badges can be purchased for a \$100.

**Character of Exhibits:** Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted. Solicitation of business or conferences, in the interest of business, except by exhibiting firms is prohibited. All literature must be distributed from within the assigned booth space. Only literature published or approved by SFB may be distributed in the registration area, meeting rooms, hotels, or in other areas used by the convention attendees. The use of loudspeakers, recording equipment, television sets, radios, or the use of machinery or any device which is of sufficient volume to annoy neighboring exhibitors will not be permitted. Such equipment, if permitted at all, must be within the confines of the contracted exhibit space and must be approved by SFB.

**Admission to Exhibits:** All exhibit personnel and persons visiting the exhibits will be required to wear a badge while in attendance. Exhibit personnel will be admitted to the exhibition hall one hour prior to opening each day. Children under the age of 12 will not be permitted in the exhibit area.

**Fire Regulations:** All materials used in the exhibit area must be nonflammable.

**Security:** Each exhibitor shall assume the risk of any injury, loss, or damage to exhibitor's property. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Exhibitors who wish 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. Security service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

**Limitations and Liability:** Exhibitor agrees to protect, save, and keep the Society For Biomaterials (SFB), Association Headquarters (AH), and the Washington State Convention Center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his/her employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between SFB, AH and the Hilton Atlanta regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless SFB, AH, and the Hilton Chicago against any and all loss, cost, damage, liability, or expense which arises out of, from or by reason of any act or omission of exhibitor, his/her employees or agents.

**Force Majeure:** In case said premises shall be destroyed by fire or the elements or by any cause, or in case of government intervention or regulation, military activity, strikes, or any other circumstances make it impossible or inadvisable to hold the show at the time and place provided in the application for exhibit space, then and thereupon the contract shall terminate and the exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for the space, after deduction of actual expenses incurred in connection with the exhibition, and there shall be no further liability on the part of either party.

**Music Licensing:** The exhibitor shall be responsible for securing any and all necessary licenses or consents for: a) any performances, displays, or other uses of copyrighted works or patented inventions, and b) any use of any name, likeness, signature, voice, other impression, or other intellectual property owned by any third party used, directly or indirectly, by the exhibitor. The exhibitor hereby agrees to indemnify, defend and hold SFB harmless from and against any claim of liability and any resulting loss, cost or damage (including costs of lawsuit and attorneys' fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.

**Americans with Disabilities Act:** Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold SFB harmless from any consequences of exhibiting company's failure in this regard.