

EXHIBITOR RULES AND REGULATIONS



APHA 2021

ANNUAL MEETING & EXPO
DENVER | OCT. 23 – 27

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CREATING THE HEALTHIEST NATION:
STRENGTHENING SOCIAL CONNECTEDNESS

APHA 2021 ANNUAL MEETING AND EXPO

These Exhibitor Rules and Regulations (“Rules”) for the APHA 2021 Annual Meeting and Expo (“Event”) are incorporated into the Application and Contract for Exhibit Space and Exhibitor Contract – Terms and Conditions and are binding on the Exhibitor.

TERMINATION FOR FAILURE TO FOLLOW RULES

APHA reserves the right to terminate the Agreement and Exhibitor’s display privileges at any time for breach of any Rule.

Such termination may become effective before or during the Event, at which time the Exhibitor agrees to close its exhibit space upon receipt of a notice of termination, and thereafter remove its exhibit from the exhibition hall as soon as possible without disruption of the Event. Termination of the Agreement under these rules shall not give rise to a claim for a refund of the fees paid by Exhibitor.

LIMITATION OF LIABILITY

Exhibitor releases and waives any claim against APHA, its committees, executive board, members, agents, contractors or employees, the State of Colorado, the Colorado Convention Center and Authority, and Visit Denver, their respective board members, facilities, officers, directors, employees, contractors and agents (hereinafter referred to as “Indemnitees”), arising from or in connection with any cause whatsoever, including negligence, loss, theft, damage, or destruction of goods, or for any injury to itself, its agents, employees and contractors while in or about the Colorado Convention Center, or for any damage of any nature or character whatsoever including any damage to its business by reason of failure to provide space for the exhibit or the removal of the exhibit or for any action of any nature by the Indemnitees for failure to hold the Annual Meeting & Exposition on schedule. The Exhibitor agrees to indemnify and to hold harmless and defend the Indemnitees from any losses, claims, liabilities, damages and expenses (including attorneys’ fees) arising from whatever cause whatsoever, including without limitation property damage or loss and injury or harm to persons, arising out of or caused by Exhibitor’s maintenance, use, set-up, construction, removal and operation of its exhibit and booth, or the acts or failure to act of the Exhibitor and its officers, directors, employees, agents, contractors and invitees while in or about the Colorado Convention Center and from any breach of the Agreement.

This limitation of liability in in addition to the limitation of liability in Section X of the Exhibitor Contract.

STANDARDS FOR EXHIBITS

ELIGIBILITY FOR EXHIBITING

Exhibits are a vital extension of the educational program at APHA’s 2021 Annual Meeting and Expo. To exhibit, products and services must be related to the field of public health. APHA reserves the right to exclude any company whose products and/or services are deemed inappropriate. Displaying or selling products or services deemed inappropriate by APHA may be excluded from the Expo and the Agreement may be terminated in accordance with Section V of the Exhibitor Contract.

SALE OF PRODUCTS/SERVICES

Exhibitor is responsible for collecting and remitting applicable sales and use taxes to the city of Denver and the state of Colorado for its sales of products or services. APHA has no responsibility to do so and will cooperate with Colorado officials to make available requested information and/or to provide access to such officials to the exhibit area.

BASIC BOOTH SPECIFICATIONS

All exhibits must adhere to the APHA booth and exhibit specifications. Exhibitors desiring to use other than standard booth equipment or any signs, decorations or arrangements of display material conflicting in any way with these Rules must submit to APHA a detailed sketch of the proposed layout and receive written variance approval from APHA. Island booths must be approved prior to installation. APHA, in its sole discretion, reserves the right to alter the locations of exhibits or booths.

BOOTH CONSTRUCTION AND LAYOUT

10’x10’ booth spaces include:

- Eight-foot (8’) high back wall drape.
- Three-foot (3’) high side wall drape (not applicable to island booths).
- A booth sign that includes your booth number, company name, city and state and floor decal with the booth number sign on floor in front of the booth.

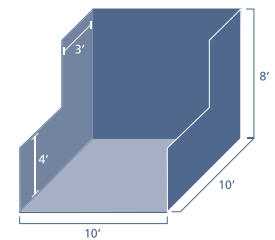
No exhibit shall obstruct or otherwise interfere with the other exhibit booths. Exhibitors are responsible for bringing and/or ordering their own booth furnishings (tables, chairs, etc.) and electrical requirements.

CARPETING

Booths are not carpeted. Exhibitors are to provide carpeting. If carpeting is not ordered by 10 a.m. on Oct. 24, APHA will order it and charge the fee to the exhibitor. Companies occupying island booths must have carpeting to cover the entire booth or contract with the general service contractor (GSC) to fill in space with aisle carpeting.

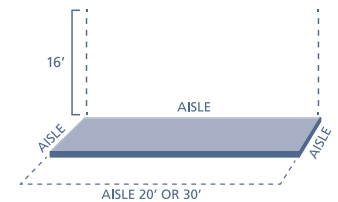
STANDARD AISLE BOOTH

- A display must not be higher than eight feet (8’) behind the booth.
- The eight-foot (8’) back wall limitation may extend three feet (3’) forward into the booth space but must drop to four feet (4’) unless the exhibitor has a written variance permit from APHA.



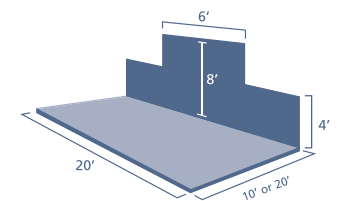
ISLAND BOOTH

- A display may not exceed sixteen feet (16’) in height. APHA management must approve a sketch of the exhibit before installation.



PENINSULA BOOTH

- The maximum height of eight feet (8’) along the back wall is permitted to extend three feet (3’) from the center and must drop down to four feet (4’).
- Exhibitors who want to use any equipment other than standard booth equipment including any signs, decorations or arrangements of display must receive permission. Materials conflicting in any way with these rules and regulations must submit a detailed sketch of the proposed layout to APHA with the contract and must receive a written variance approval from APHA.
- No objectionable noise, odor or other disagreeable features allowed by any exhibitor. Each exhibit should be installed so that it will not project beyond the space allotted.



PROTECTION OF HALL PROPERTY

Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, columns, or booth drape, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage. No helium balloons are allowed in the Colorado Convention Center. Smoking is prohibited in the Colorado Convention Center.

DEFAULT IN OCCUPANCY

Any Exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be used by APHA for any other purpose.

BOOTH MOVE IN AND MOVE OUT

The Colorado Convention Center will be available for installation of exhibits on:

- **Fri., Oct. 22** 1 p.m. – 6 p.m.
- **Sat., Oct. 23** 8 a.m. – 6 p.m.
- **Sun., Oct. 24** 8 a.m. – Noon

Please note that overtime for all trades will be in effect during the following times:

- **Mon.-Fri.** 7 a.m. – 8 a.m.
- **Mon.-Fri.** 4:30 p.m. – Midnight
- **Sat. & Sun.** 7 a.m. – Midnight

Double time for all trades will be applicable between Midnight and 7 a.m. on all days. All shipping containers must be emptied and cleared away for storage by 6 p.m. on Saturday. No freight can be brought in after aisle carpet is laid. Exhibitors may set out materials in their booths on Sunday, Oct. 24, until 1:30 p.m. as long as their activities do not interfere with the installation of the aisle carpeting.

Move Out begins Tues., Oct. 26 at 5 p.m.

Exhibits may not be vacated or dismantled before this time. All booths must be dismantled, packed and ready for shipping by Wed., Oct. 27, 2 p.m. APHA reserves the right to set up and/or dismantle the booth of any Exhibitor that does not comply with the time deadlines. The Freeman Company LLC will provide the labor and bill the Exhibitor accordingly.

EXHIBIT HOURS

All exhibitors must install and dismantle exhibits during the hours specified in the prospectus. All exhibits must be fully staffed during Exhibit hours. Any exhibiting company who vacates or tears down its exhibit prior to the closing of the show or whose booth is not fully staffed during the show will not be invited to participate in priority registration for the 2021 APHA Annual Meeting. APHA reserves the right to alter the Annual Meeting hours in any manner whatsoever in the best interest of APHA.

RESTRICTIONS IN OPERATIONS OF EXHIBITS

Exhibitors may not alter the locations of exhibits or of booths without the written consent of APHA management. Exhibitors may not sublet their space or any part thereof. Exhibitors may not permit non-exhibiting companies' representatives in their

booths. No recorded or live music is permitted in the booth. APHA reserves the right to restrict or relocate at the exhibitor's expense any exhibits which, because of noise, method of operation, materials, traffic congestion, or any other reason, become objectionable. Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Exhibitors planning to sell must comply with all state and local sales permit requirements.

There will be no objectionable noise or odor or other disagreeable feature attendant to any exhibit. Each exhibit shall be so installed that it will not project beyond the space allotted. No exhibit shall obstruct or otherwise interfere with the other exhibits.

SECURITY

APHA will provide peripheral security only in the exhibit hall during the two set up days prior to the opening of the Event (October 22-23), during the three Event days (October 24, 25 and 26) and until 12 p.m. on the day after the last day of the Event (October 27). The Indemnitees will have no responsibility for the protection of the Exhibitor's booth, materials, or displays during the Event and the Exhibitor hereby releases each of them from any and all claims, losses, damages, and expenses arising out of any losses thereof. The Exhibitor will utilize lock boxes and/or arrange for its own security in its booth, as appropriate, at its own expense.

INSURANCE

An Exhibitor shall provide a certificate of insurance indicating at least \$1,000,000 of Commercial General Liability insurance with an insurer reasonably satisfactory to APHA. Not later than thirty days prior to the date on which the Exhibitor is first given access to Colorado Convention Center, the Exhibitor will provide to APHA a certificate of insurance evidencing the foregoing and naming the Indemnitees as additional named insureds. Such insurance certificate shall state that 30 days advance notice will be given to APHA of any material change or cancellation of the policy.

EXHIBIT REPRESENTATIVES

Each person assigned to staff exhibit booths must wear a convention badge and exhibitor ribbon. For each 10x10 booth reserved, an exhibitor may register a maximum of **three** representatives to receive full conference exhibitor badges. **These badges permit entrance to the exhibit hall and serve as full meeting registrations permitting attendance at APHA scientific programs and business meetings.** Exhibitors may purchase a maximum of three additional badges (\$90 per badge) for "exhibit hall only" use. Any additional booth staff must register for the meeting and pay the appropriate registration fee. Badges for exhibit personnel will be available for pick-up at the Exhibitor Registration Desk in the Colorado Convention Center. **Badges will not be mailed in advance.**

EQUAL OPPORTUNITY EMPLOYER (EOE) REQUIREMENTS

Only companies certifying that they are EOE will be eligible to exhibit at this convention and subsequent conventions held by the American Public Health Association.

OFF-SITE ACTIVITIES

Exhibitors who plan to have off-site activities agree that such events will not take place between 8 a.m. and 5:30 p.m. on Oct. 23, 24, 25, 26 or 27. Public notices of such events shall be displayed only in Exhibitor's booth or in the Activity Posting Center. Notices may not be posted in any convention hotel or in the common areas of the Colorado Convention Center.

Should you be interested in planning such an event, contact Lynn Schoen at 202-777-2479, or email Lynn.Schoen@apha.org.

FREEMAN DECORATOR & MATERIAL HANDLING SERVICES

Rental of booth furnishings, equipment, special sign service and labor will be handled directly by Freeman. Freeman's services are governed by Freeman's terms of use, which the Exhibitor can find here: <https://www.freeman.com/terms-of-use> Any issues relating to Freeman's services should be directed to Freeman.

An Exhibitor Service Kit containing information and rates for decorator and material handling services, including order forms for labor, cleaning and electrical services, will be emailed to exhibitors 90 days before the Event. Please note that instructions contained in the Exhibitor Service Kit takes precedence over those outlined here.

CUSTOM BOOTH DECORATION

If you are interested in a custom built booth, contact Freeman:

Decorator Services

The Freeman Company, LLC4493 Florence Street
Denver, Colorado 80238-2479
Phone: 303-320-5100

Email: FreemanDenverES@freemanco.com

BOOTH CLEANING

If Exhibitor wishes to have Exhibitor's booth cleaned after setup or during the Event, Exhibitor must fill out the proper form in the Exhibitor Service Kit. Each exhibitor is responsible for contracting with Freeman to ensure that the Exhibitor's booth is cleaned.

EQUIPMENT AND HANDLING ON-SITE

Equipment required for Exhibitors' use will be furnished at Exhibitors' expense. Any issues relating to equipment during the Event should be referred directly to Freeman.

Exhibitors planning to exhibit machinery or other heavy materials should also forward detailed information and instructions for handling to Freeman. Freeman will not be responsible for damage to uncrated materials, materials improperly packed, any concealed damage and/or loss/theft of materials after they have been delivered to booths or before Freeman has packed up for loading out of the exhibitor area.

LIGHT AND POWER

Sufficient light is provided for adequate general illumination of the entire area but **individual outlets are not included in the booth price.** If bright illumination is desired, exhibitors should order floodlights. All electrical services must be detailed on order forms provided in the Freeman Exhibitor Service Kit.

SHIPPING, HANDLING AND REMOVAL INSTRUCTIONS

All advance shipments must be delivered to Freeman at least seven days prior to the setup of the show. Freight shipments should be made on straight bills of lading and should be

prepared to show the number of pieces, weight, classification, etc. A delivery ticket showing number of pieces, classification, weight, etc. should accompany shipments made by other than straight bills of lading. If exhibitors fail to provide accurate weight, Freeman shall determine the weight and charge accordingly. **All shipments must be prepaid and insured.**

EXHIBITOR STANDARDS

ADVANCE (WAREHOUSE) SHIPMENTS

Freeman will receive exhibitors' freight store (up to 30 days prior to installation date), deliver to booths on installation day, remove and store empty containers and return empty containers to the booth for repacking. All warehouse shipments must arrive at the warehouse at least one week before the installation date. **Uncrated or loose materials will not be received at the warehouse.** At end of the show, freight will be delivered from booth to dock and located on owners or common carriers/trucks.

DIRECT (ON-SITE) SHIPMENTS

Freeman will receive exhibitors' freight at the loading dock, during the installation period only, from outside carrier or owner's truck. Rate includes unloading and delivery to booth, removal, storage and return of empty containers. At end of show, freight will be delivered from booth to common carrier at the loading dock.

Important: Any shipments arriving at the Colorado Convention Center before move-in will be refused.

For outbound movement, exhibitors must make arrangements by filling out bills of lading, routing or other pertinent materials, at the Freeman service desk any time before departure.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

Uncrated freight that requires special handling will be charged an additional rate. Any shipment requiring special handling will be handled on a time and material basis. See the Material Handling Rate Schedule in the Exhibitor Service Kit for more detailed information.

PAYMENT POLICY

Full payment of charges must be included with each advance order. Orders must be paid in advance or in full at the time of the service. American Express, VISA and MasterCard will be accepted at the Freeman Service Center.

RESERVE EXHIBIT SPACE NOW!

Lynn Schoen, CEM

202-777-2479

Lynn.Schoen@apha.org

apha.org/expo



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