

NWACUHO Exhibit Area Regulations

The NWACUHO Exhibit Hall provides excellent opportunities for Exhibitors to meet and discuss service needs and products with NWACUHO members attending the conference. The NWACUHO Products and Services Committee is dedicated to making each individual exhibitor's and delegate's experience in the Exhibits Hall a positive one. To this end, these modest regulations will be enforced. Exhibitor behavior toward other exhibitors, hotel and conference staff, and conference participants is expected to be professional at all times. Respectful treatment of other exhibitors and their products is expected. Exhibitors are expected to adhere to the following policies.

Exhibitors **may not**:

1. Sublet or assign any portion of their booth(s) to any other company or organization without prior written authorization from NWACUHO. Sharing booth space with a non-affiliated company will not be permitted.
2. Conduct business activities in a manner that interferes with easy navigation of the aisle in front of the Exhibitor's booth(s). Demonstrations and sales activities are to be conducted within the Exhibitor's designated booth space.
3. Distribute advertising or promotional materials outside of the exhibitor's designated booth(s). The exchange of business cards from registered exhibitors is permitted.
4. Photograph or videotape any product, material, or booth other than the exhibitor's own. Any photography in the Exhibit Hall must be authorized by NWACUHO Products and Services Coordinator.
5. Have access to the Exhibit Hall during non-exhibit hours. Exhibit Hall hours will be included in the Exhibitor Check-In package.
6. Tamper with or remove materials from any booth other than the exhibitor's own.
7. Initiate or participate in actions perceived as intimidating, hostile, disrespectful, or inappropriate.
8. Have staff working in the booth without a badge.

Exhibitors presenting Program sessions during the conference are to adhere to guidelines herein.

Process for Handling Reported Violations

When a violation of the Exhibition regulations is brought to the attention of the NWACUHO Products and Services Coordinator, the following will occur:

1. An investigation into the reported violation will occur.
2. A review of the findings of the investigation will occur by the NWACUHO Products and Services Coordinator
3. The Coordinator will recommend appropriate action to the NWACUHO Executive Board.

Upon review of the investigative summary and recommendation for action, the NWACUHO Executive Board will render a decision. The decision of the NWACUHO-I Executive Board is final and may not be appealed.

Possible Action for Violations of Exhibits Regulations

When information supports a decision that a violation(s) of the regulations has occurred, sanctions may include, but are not limited to:

- A written warning to be kept on file.
- Specific company representatives or individuals may be prohibited from attending NWACUHO conferences for a specified period of time.
- The company or organization may be prohibited from exhibiting at NWACUHO conferences for a specified period of time.
- The company or organization may be prohibited from inclusion or acknowledgement in NWACUHO publications or media.

Submitting Conference Program Proposal(s)

The primary presenters are required to be registered to attend the conference. (Conference registration is complimentary with the purchase of an exhibit booth, as described in the *Exhibitor Information and Application* materials.)

Exhibitors are required to pair with delegates from member institutions when submitting and presenting conference programs. The Program Committee does allow additions of presenters after the program has been accepted, but will not accept full-scale substitutions of presenters to include only Exhibitors.

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The Program Committee reserves the right to consider who presenters are because it is necessary to limit the number of programs one presenter is involved with, and ensure the overall variety and quality of the conference program.

Program proposals are to include a detailed abstract of the presentation. The information presented during the program is to remain consistent with the abstract. It is unacceptable for program content to not accurately reflect the description of the program listed in the conference program.

Find the Call for Programs at the conference website http://uhds.oregonstate.edu/NWACUHO_2005.

Conference programs are to provide an educational perspective that is balanced and impartial, and not be a sales or product showcase. The Program Committee will not accept programs that are designed to promote a particular product/service. Additionally, if complaints are received from attendees that this has occurred during the program, future program proposals from the Exhibitor may be restricted from the next annual conference.

Program slots are limited in number and by category or track. Prior to making final selections, the Program Committee reviews the number of programs slated by presenters and may eliminate programs if:

- a) There are more than two programs to be accepted from the same presenter / company.
- b) There are additional programs from institutional presenters on the same topic. The eliminated programs will be listed as "alternates" by the Program Committee and may receive a program slot for the conference if other programs are cancelled.

Sponsorship levels do not guarantee program selection - each program is selected based on merit.

Cancellation:

Cancellation of an Exhibit Hall booth or attendance will not cancel a program slated for presentation. To cancel Exhibit hall participation, contact the Products and Services Coordinator. To cancel a program presentation, contact the Program chair.

Presenting Program Sessions

1. Program sessions are open to all conference attendees. For presenting Exhibitors, this may mean that competitors may attend the program.
2. It is expected that all program attendees are provided materials, including those who may be a competitor of the presenting Exhibitor.
3. Presentations made by Exhibitors are not eligible for the Best of the Northwest program competition.

Attending Program Sessions

1. The Program Committee specifically requires that Interest sessions not be used as an opportunity to make a sales-type presentation that promotes their products or services during a program presentation. While these comments are often well intended, they are typically not well received by attendees and are often considered inappropriate. Interest sessions are not an appropriate forum for sales.
2. Exhibitors are expected to exhibit professionalism, and will not make disparaging remarks about competitors.

Program Sessions

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Placement in the Exhibit Hall

1. The NWACUHO Products and Services Coordinator will assign booth space to the exhibitors.
2. Every effort will be made to place booth displaying similar products from being located next to one another and to accommodate adjacencies to other booths as requested by the exhibitors. However, we do not guarantee particular placement in the exhibit hall.
3. Assignments will be based on the order in which fax back registrations and checks are received.
4. Assignment decisions of the NWACUHO Products and Services Coordinator are final.
5. All booths are charged the same rates regardless of location.

Please sign the acknowledgement and agreement prior to faxing the registration form back. Registrations without signatures will not be accepted. Signature is on the last page of the fax back form.