1. Rules & Regulations Location, Dates, and Hours of Exhibit: The Exhibition will be held at the Hilton Orlando. The exhibit area will be open free of charge to the meeting registrants as follows: Monday, July 8, 12:00 PM – 7:00 PM, Tuesday, July 9, 9:30 AM – 5:00 PM, and Wednesday, July 10 9:30 AM – 12:00 PM. These hours are subject to change as dictated by program requirements.

2. Installation and Dismantling: Booths will be accessible to Exhibitors for setting up displays from 8:00 AM – 5:00 PM Sunday, July 7 and are to be ready for display by Monday, July 8 by 11:00 AM. Packing and removal is from 12:00 PM – 6:00 PM, Wednesday, July 10.

3. All booth personnel must register using the exhibitor reservation form. Two registrants per booth space are allowed; these registrants may attend sessions. Each additional booth personnel may register as “Exhibits Only” for an additional $75, but do not have access to attend sessions or lectures.

4. Standard and Special Booth Equipment: Standard booth equipment consists of draperies assembled with polished aluminum attachments, backs 8’ high and side rail dividers 3’ high. These are included in the booth charge. A sign 7” by 44” with one line of copy for identification is furnished for the backdrop. Official Decorator and Drayage Company for the Exhibitors is Summit Expo. A complete line of furniture, display tables, and other items is available. All independent service companies performing work at the show site will be required to submit certificates of insurance for both workers comprehensive and general liability insurance at amounts established by the state of Florida. Deadline for receipt of these materials is June 10 — three weeks prior to the start of the show. In addition, such contractor must submit his request in writing using the EAC form in the exhibitor service manual and adhere to all rules and regulations listed.

5. Space assigned to an Exhibitor may be transferred by the Exhibit Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named “end product” of another Exhibitor without permission of that Exhibitor and the Exhibit Manager in writing.

6. General Regulations: Loud speaking sound displays are prohibited. The Society reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. All exhibits, back walls, and decorations will be limited to 8’ in height and not extending more than 5’ from the back wall except actual equipment which in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Exhibit Manager. Any large items must be placed in the rear 5’ of the booth. Please refer to the Booth Display Rules in the Exhibitor Service Manual.

7. Exhibitor will be responsible for sales tax owed to Florida. Exhibitor will be responsible for any business license required by Florida. No exhibitor will be permitted to give away premium items, nor to conduct any prize drawings, awards for signing of names and addresses, or other extreme promotions without first obtaining written permission from the Exhibit Manager. In addition there will no direct sales of merchandise by exhibitors unless approved by the Exhibit Manager.

8. Photographing booths is limited to non-exhibit hours or candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.

9. All exhibit and booth materials, particularly drapes, curtains, table covers, etc. must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel Safety Regulations, and must be flame-proof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted to materials which will pass fire inspection. Decorations of paper, pine boughs, leafy decorations or tree branches are prohibited. Volatile or flammable oils, gases, unprotected picture films, other explosives or flammable matter, or any substance prohibited by the City Departments or authorities will not be permitted in the exhibition areas. Likewise, all electrical wiring must be approved and installed in accordance with State and Local Regulations. Smoking in exhibits may be prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.
10. In their own best interest, and for security, Exhibitors shall keep an attendant in their own booths during all exhibit hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the Exhibit Manager.

11. Due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitor’s equipment against loss, theft, damage and breakage. Neither the Hotel nor any of its employees, nor representatives, nor any representatives of Health Physics Society, nor Burk and Associates Inc., nor any subcontractor will be responsible for any injury, loss or damage to the Exhibitor, the Exhibitor’s employees or property, however caused. In addition the Exhibitor must assume responsibility for damages to the Hotel property and indemnify and hold harmless the Hotel from liability, which might ensue from any cause, whatsoever, including accidents or injuries to Exhibitors, their agents or employees. The Exhibitor must also assume responsibility for any accident, injury or property damage to any person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the Exhibitor, his agents or employees. In view of the foregoing, Exhibitors are urged to place “extraterritorial” and other coverage on equipment and exhibits, and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.

12. Health Physics Society and the Exhibit Manager for the meeting will cooperate fully, but cannot assume responsibility for damage to Exhibitor’s property, lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor’s own responsibility. If exhibit fails to arrive, Exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.

13. Exhibitors wishing to have Hospitality Suites must reserve them through the Exhibit Manager. Such Suites cannot be open during any Meeting or Exhibit Hours and can be open after midnight only with Exhibit Manager’s permission.

14. The Exhibit Management will attempt to assist and generally protect Exhibitors, keep them informed and will assume responsibility for its own misconduct and negligence all in good faith.

15. Rejected Displays: Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area, in which event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor or his representatives. Alcoholic beverages may not be distributed from any booth, its attendees or company representative.

16. Care of Building and Equipment and Safety Precautions: Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment in the booths, when such damage appears, the Exhibitor is liable to the owner of the property so damaged.

17. The Exhibitor will engage at its expense, and through the official decorator where the venue so requires, all necessary labor and trade performing functions directly related to the exhibit. The Exhibitor agrees that any person employed to perform such functions on a temporary basis at the Hotel shall be represented by the appropriate bona fide Union.

18. Exhibit Booth Cancellation Policy: If space contracted for is canceled by an exhibitor after 30 April 2019, or if the exhibitor fails to occupy space contracted for, the Society is entitled to the full amount of the booth space charge. If the space reserved is canceled by the exhibitor on or before 30 April 2019, 50% of the booth fee will be retained by the Society and the balance refunded. If booth space is not occupied by 11:00 am Monday 8 July 2019, HPS will have right to use such space as it sees fit to eliminate blank spaces in the exhibit area.

19. Sponsorship/Advertisement Cancellation Policy: If advertising space contracted for is canceled after 30 April 2019, or if the advertiser fails to provide the ad contracted for, the Society is entitled to the full amount of the ad space charge. If the ad space reserved is canceled by the advertiser on or before 30 April 2019, 50% of the ad fee will be retained by the Society and the balance refunded. If sponsorship is cancelled on or before 30 April 2019, 25% will be retained by Society and the balance refunded. If sponsorship is cancelled after 30 April 2019, total amount will be retained by Society.

20. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of Health Physics Society. The foregoing regulations have been formulated for the best interests of all Exhibitors; the cooperation of all Exhibitors is requested.