

2018 HHC RULES AND REGULATIONS

These rules and regulations are drafted to provide safety and convenience to all parties involved. This list is by no means exhaustive, and any subject matter not covered in this list will be determined by the conference coordinator.

Location of Exhibits

The Institute for International Medicine (INMED), herein called "Conference," reserves the right to make modifications as deemed necessary to adjust the floor plan at any time to meet the needs of the exhibit, the exhibitors, or the event.

Care of Building and Equipment

Exhibitors or their associates must not damage the building, the exhibit space, or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture, unless authorized by conference management. If damage results from such use, the exhibitor is liable to the Conference.

Installation and Dismantling

It is the responsibility of each exhibitor to install the exhibit on **Wednesday, April 11, 2018** between 4 - 6 pm and to dismantle it on **Friday, April 13, 2018** between 5 - 6 pm. Late installation is available upon request on **Thursday, April 12, 2018** from 7:30 - 8:00 am.

Badges

Each organization will be issued badges for their representatives.

Shipping

Shipping and insurance of displays are the responsibilities of the exhibitor. INMED advises all conference exhibitors to hand deliver their exhibit displays. If this is not possible and exhibit displays require shipment, please review the following requirements:

- 1) Shipments will **only** be accepted between **April 2 - 5, 2018** during business hours: 9:00 am - 4:00 pm.
- 2) All shipments must be accompanied with a "Proof of Delivery" service.
- 3) A courtesy email to office@inmed.us with the estimated time of delivery is requested.
- 4) All shipments must be delivered to the INMED office (2340 E. Meyer Blvd. Building 1, Suite 338, Kansas City MO 64132-1100)
- 5) **Do not ship any items directly to Graceway.**
- 6.) Return shipping is your responsibility. INMED will not be providing return shipping services. Please see below for local return shipping options:

FedEx Office Print & Ship Center
3721 South Noland Road
Independence, MO 64055
(816) 833-6677

The UPS Store
6222 Raytown Trafficway
Raytown, MO 64133
816-743-8118

FedEx Office Print & Ship Center
612 West 47th Street
Kansas City, MO 64112
(816) 960-2030

Mailing Lists

Exhibitors may compile a mailing list by direct solicitation of persons visiting their booths; however, compiling a mailing list of conference attendees from any other source is strictly prohibited.

Liability

Neither the Conference nor its officers, directors, agents, or employees are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor's employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned from any and all liability, claims, losses, and expenses for personal injury, accident, property damage, or loss arising out of, in, at, or in connection with the exhibitor's display, including losses arising from cancellation of the conference.

Restrictions

The Conference reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of the Conference, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the Conference will not be liable for any refunds or other exhibit expenses.

Sales

Exhibitors are permitted to make sales in the exhibit area only. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors. Any items or services being sold

must receive prior approval by the Conference.

Security

The Conference will not be providing security. Therefore, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire, or other causes.

Use of Space

All demonstrations or other promotional activities must be confined within the limits of the exhibit space. There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without prior consent of the Conference.

Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the Conference. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business. An organization not purchasing exhibit space will not be permitted to solicit business during the conference. Interference with the light and/or space of other exhibitors is prohibited. The Conference reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor's expense and are subject to the approval of the Conference.

Electricity

Exhibitors are required to purchase access to electricity prior to the conference. Exhibitors are responsible for bringing any extension cords and power strips needed. The Conference will provide access to power outlets.

General

Exhibitors promoting any product(s) that require approval by the Food and Drug Administration (FDA) must receive approval before our company will be eligible to exhibit. By signing this application, we are signifying that FDA approval has been granted.

Exhibit displays and demonstration of products and services relating to the practice and advancement of the art and science of medicine, and the professional education of the members of the INMED. To this end INMED may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of INMED.

Refunds

No refunds will be issued once an exhibitor payment is received.

Continuing Education

As the exhibitor, we understand and agree to follow the policies and procedures on commercial support of CME, which has been issued by the American Medical Association, the Accreditation Council for CME and the Pharmaceutical Manufacturers Association, as furnished to me.

Entire Agreement

IT IS UNDERSTOOD THAT THERE ARE NO ORAL AGREEMENTS BETWEEN THE CONFERENCE AND EXHIBITORS HERETO AFFECTING THIS RULES AND REGULATIONS, AND THIS RULES AND REGULATIONS SUPERSEDE AND CANCEL ANY AND ALL PREVIOUS NEGOTIATIONS, ARRANGEMENTS, BROCHURES, AGREEMENTS AND UNDERSTANDINGS, IF ANY, BETWEEN THE PARTIES HERETO OR DISPLAYED BY CONFERENCE TO EXHIBITOR.