

2024 OHIO OSTEOPATHIC SYMPOSIUM EXHIBITOR RULES AND REGULATIONS

1. **GENERAL:** All exhibitors agree to be bound by the following rules and regulations, which are part of this Exhibition Agreement: All points not covered will be subject to the decision of the Exhibit Committee.
2. **EXHIBIT CONTENT:** The Exhibit Committee reserves the right to decline or prohibit any exhibit or any part of an exhibit or proposed exhibit which, in its judgment is not suitable to or in keeping with the character of the exhibition. This reservation is all-inclusive and pertains to any person, product or printed material.
3. **EXHIBIT PRICING:**

Exhibit	\$1,000
Exhibit & sponsorship	\$1,500 (limit of 4 total)

Internet and electrical service for exhibitors is available from the hotel at additional cost.
4. **EXHIBIT ASSIGNMENTS:** Show management will make allocations of space guided by requirements of individual exhibitors and reserves the right to, upon notice to exhibiting firm, arrange the floor plans and/or relocate any exhibit if deemed advisable in the best interests of the exposition.
5. **DEADLINES:** The deadline for participation as a sponsor or exhibitor at the 2024 OOS is **April 5, 2024**. The deadline for advertising/logos is **March 15, 2024**. If deadlines are missed, sponsors will forfeit opportunities related to logos/advertising/signage or emails.
6. **SUBLETTING:** Subletting or changing of space is prohibited. Persons from non-exhibiting firms are prohibited from any detailing within the exhibition areas or the meeting rooms.
7. **MARKETING ACTIVITIES OUTSIDE EXHIBIT SPACE:** Exhibiting firm may not extend its marketing activities in any way or at any height level beyond the three-dimensional boundaries of its exhibit space. Displays of any kind, including products, advertising, promotional signs, literature, novelties, personal interaction, etc., will not be permitted in other exhibit spaces or public areas such as aisles, entranceways, lounges, approaches, corridors, meeting rooms, or other areas of the exposition hall or surrounding areas of hotel properties.
8. **EXHIBIT PERSONNEL:** The exhibitor agrees to furnish a complete list of exhibit personnel to the Ohio Osteopathic Foundation at least 15 days prior to the set up. The exhibitor shall see that the table is properly staffed at all times during the announced exhibit hours to initial physician cards which are entered into a prize drawing. The exhibitor agrees that at least one person remains in the booth until the closing of the exhibits at 5:00pm, Friday, April 19, 2024.
9. **SECURITY:** The sponsors do not provide security during or after hours of exhibition. Each exhibiting firm has the responsibility of safeguarding its own exhibit materials or goods from the time they are placed in the exhibit space until they are removed.
10. **LIABILITY:** The exhibiting firm agrees to make no claim against the Ohio Osteopathic Association, the Ohio Osteopathic Foundation, the Ohio University Heritage College of Osteopathic Medicine or any of its sponsoring organizations, agents, or employees on account of loss occasioned by fire, accident, theft, or storm; or on account of any injury to the exhibitor or exhibitor's employees while in the exhibit quarters; or for damage of any other nature or character, including any damage to the exhibiting firm's business as a result of the exhibit, or as a result of its installation or removal; or excepting claim for refund of amounts previously paid for failure to hold the exposition as scheduled; except where any losses, injuries, damages, or claims arise out of any negligent act or omission of the Ohio Osteopathic Association, the Ohio Osteopathic Foundation, the Ohio University Heritage College of Osteopathic Medicine, or any of its sponsoring organizations, agents, or employees.
11. **CANCELLATION POLICY:** The OOF must receive written notification of cancellation by **March 15, 2024** to grant refunds. Cancellations received after this date will be charged a \$200 cancellation fee. **There will be no refunds for cancellations made after April 5, 2024.**
12. **TERMS AND CONDITIONS:** As an accredited provider of continuing medical education, the Ohio Osteopathic

Foundation must ensure the separation of educational activities from promotional activities. Continuing medical education is for scientific and educational purposes only and will not promote any products or services, directly or indirectly. The exhibitor agrees to adhere to the AOA Standards for Commercial Support, adapted from the policy set forth in the Accreditation Council on Continuing Medical Education (ACCME) standards for commercial support. When commercial exhibits are part of an overall program, arrangements for these must not influence educational planning or interfere with the presentation of CME activities. Exhibit placement must not be a condition of support for a CME activity. Exhibits at scientific meetings are marketing, not educational activities and are beyond the scope of the present report. The physical separation of exhibits from conference rooms and meeting halls in which teaching activities take place underscores the distinction between education and marketing/promotional efforts.

All exhibitors must be in a room or area separate for the education; the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity. Promotional material cannot be displayed or distributed in the educational space immediately before, during or after a CME activity.

- Exhibitors may not engage in sales or promotional activities while in the space or place of the CME activity.
- No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
- Social events or meals at CME activities cannot compete with or take precedence over the educational events.
- Exhibit space will not be given as a condition of commercial support. A separate exhibit fee is for rental space and shall be paid to the sponsoring organization, department of division.
- Information and identity of learners at CME activities is considered to be confidential. Information on learners will only be released to third parties when learners have prospectively signed a document authorizing this release of information.