

Rules & Regulations

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the Florida Association of Nurse Anesthesiology (FANA), the show sponsor.

2. **Exhibit Space Description:** Packages include one 6' draped and skirted table, two chairs, an ID sign, and two representative name badges. All additional Exhibitor representatives will be charged \$350.00 each to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit on one table, you will be required to purchase a second table or forego use of the oversized Exhibit Unit. As per FANA Rules, all additional charges incurred including but not limited to electrical or internet services, and shipping are at the Exhibiting Company's expense.

3. **Space Assignment:** Table locations will be selected during a booth selection call. Order of placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow.

4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that FANA incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse FANA for any such additional expenses. It is imperative that booths be properly manned during the posted hours. Booths are subject to modification prior to the meeting to adapt to necessary changes in session times; however, all exhibitors will receive adequate notice should this be necessary.

5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the meeting as posted. This agreement is for the rental of the exhibit space only. FANA has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the meeting, (2) the number of attendees who will visit any of the exhibits, or (3) whether or not any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.

6. **Unoccupied Space:** FANA reserves the right, should any rented tables remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and FANA shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of the Association.

7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, FANA must be notified in writing for refunds to be made. There will be a \$100.00 administrative fee assessed for all cancellations, except **imprinted items** such as tote bags, lanyards, or pads/pens, received by **September 8, 2023**. No refunds will be issued for cancellations received after **September 8, 2023**.

8. **Food Service:** FANA reserves the right to provide food and beverage service during certain hours in the exhibit area. Exhibitor fees include the continental breakfast and refreshment breaks. Tickets must be purchased for all other events.

9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. The Association reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of the Association is detrimental to or distracts from the general order of the exhibits.

10. **Fire and Safety Regulations:** In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All

local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times.

11. **Indemnification and Limitation of Liability:** Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless FANA, the Hotel, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.

12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.

13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and is the responsibility of the Exhibitor.

14. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of the Association.

15. **Prizes:** We request each exhibitor donate a gift or money to be used as a door prize valued at \$50.00 or more (i.e., gift baskets, books, etc.). Your company will be acknowledged as the provider of that door prize. This has proven to strongly enhance attendance during the breaks in the Exhibit Hall. Each attendee will be given an Exhibitor Bingo Card where they must visit ALL exhibitor booths to be placed in a raffle for a chance to win the various door prizes. Exhibitors **MUST** submit their application **no later** than **September 20, 2023** to be placed on the Bingo Card.

16. **Use of FANA Materials:** By signing this contract, exhibitor agrees not to use the name, image, service/trademarks or confidential and/or strategic information of FANA, its Affiliates or their resources or property in connection with any commercial or other interest or activity not associated with FANA and its Affiliates.

17. **Right of Refusal:** FANA reserves the right, in its sole and absolute discretion, to refuse exhibit space to any applicant, or to revoke the right to display and to eject from the exhibit hall (or any other area over which FANA exercises control), any person, business, exhibit or other exhibitor property.

18. **CAN-SPAM Privacy Laws:** In compliance with CAN-SPAM privacy laws set forth by the Federal Trade Commission, FANA is required to give attendees the option to "opt-out" of the attendee list during the registration process. Those individuals who choose to opt-out are not included in any Meeting attendee listings.

19. **Suit casing and Outboarding** are strictly prohibited throughout any of the event space during the convention. Suit casing is the "selling from the trade show aisles without having an exhibit." Outboarding is "taking meeting space at a hotel near the convention venue and using it for hospitality/demos/meetings/competing events."

20. If you plan to host an ancillary event during the FANA 2023 Annual Meeting, carefully review the event policy. An ancillary event is any function held adjunct to a FANA meeting by a group other than FANA. FANA requires that all groups respect the educational focus of our meeting by reviewing all ancillary events through the association before they are finalized. To limit disruptions to FANA meeting attendees, ancillary events should be scheduled after the conclusion of the last educational session of the day; this ensures that FANA is aware of every activity, so we can better assist attendees in planning their agendas or finding a specific activity. This policy shall be in effect **October 6 – 8, 2023**.

Event space may be available at the JW Marriott Orlando Bonnet Creek Resort & Spa. Events may include Hospitality Suites: A corporate or social function taking place in a hotel suite, Internal Corporate Business Meetings: Internal sales, business, or staff meetings, and Social Events: Receptions, dinners, alumni events, reunions, specialty groups, or other hospitality events. For questions about the policy, email fana@fana.org.