

ACMA 2017 CONFERENCE & EXHIBITION POLICIES

Booth registration acknowledges your organization's acceptance and willingness to comply with the following conference and exhibition policies:

Right of Refusal

ACMA expressly reserves the right to refuse exhibit space, without notice or hearing to any applicant for exhibit space at any and all trade shows sponsored by ACMA or at any and all trade shows occurring in conjunction with the ACMA.

Exhibitor Hospitality Events & Staff Meetings

ACMA permits exhibiting companies to hold hospitality events and/or staff meetings in conjunction with the conference as long as the ancillary events do not occur during official conference hours as outlined on the conference schedule. Only exhibiting companies will be approved for ancillary events held in conjunction with the conference. Any company not exhibiting who attempts to conduct an ancillary event will be assessed a fee equal to the cost of an exhibit booth. The company may also be restricted from attending and/or exhibiting at future ACMA events. Space in the Gaylord National Resort & Conference Center is available on a first come, first served basis. Once the meeting request is approved, you will be provided with the appropriate contact information. Do not contact the Gaylord National Resort & Conference Center directly for space. They will not release space without approval from ACMA. All meeting space requests for exhibitor hospitality events and/or staff meetings must be approved in advance by ACMA. Send requests to bnations@acmaweb.org.

Use of Space & Restrictions

No exhibitor shall permit any other corporation or firm, or its representatives, to use the space allotted to them, nor shall display articles and/or marketing collateral not manufactured or sold normally by them.

- Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant may do so only with written permission from the ACMA, and shall be subject to additional charges.
- Solicitation of business by non-exhibiting firms is prohibited.
- No exhibitor may enter another exhibitor's booth without permission.
- Photographing or examining another exhibitor's material and/or equipment without permission is not allowed.
- Canvassing or distributing advertising material outside the exhibitor's own booth and exhibit hall is not permitted.

Display Guidelines & Requirements

Exhibits must be staffed at all times when the exhibit hall is open. All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule. As a courtesy to other exhibitors and all conference attendees, exceptions to installation and other dismantle times will not be allowed on the basis of flight times or any other travel arrangements made by an exhibiting company or any employee of that exhibiting company.

A complete set of display guidelines and requirements is available on the ACMA 2017 website and will also be included in your exhibitor services manual, which will be sent to exhibitors in January 2017. The display guidelines may also be requested in advance via email to bnations@acmaweb.org.

Booth carpeting, custom furniture, lighting, electric, Internet, phone, etc. are not included and must be purchased separately by the exhibitor through Freeman, the official general service contractor. Order forms will be included in the exhibitor services manual, which will be emailed by ACMA in January 2017.

Booth Assignment

Platinum booths are given priority booth selection. Once all exhibiting platinum booths have been selected, then Gold booths are given the opportunity to select their location. ACMA is responsible for booth assignments for Exhibitors. The following will be taken into consideration, but will not be the sole determining factor in booth location: order in which booth registrations/payments are received, company classification, suitability and availability of location. Exhibitors may request their preference in booth location (ie corner, near food, near main entrance, etc). Careful consideration will be given to all such requests but they are not guaranteed. ACMA reserves the right to assign, relocate or reassign exhibit booths at any time for the overall benefit of the event.

Staff Badges

Exhibitor receives (2), Gold receives (4) and Platinum receives (6) badges. Exhibiting companies may purchase extra badges for \$300/ea. Staff badges will admit exhibiting company reps to the exhibit hall during exhibit set-up and dismantling hours, to conference educational sessions, and to the Closing Party. Only representatives who are employed directly by the exhibiting company and who will be working at the booth in exhibit hall are eligible for staff badges.

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Consumables & Alcoholic Beverages

- Exhibiting companies will not be permitted to sell, serve or give away alcoholic beverages in the exhibit hall without written permission from ACMA.
- All consumable items (with the exception of individually wrapped candies) must be approved through ACMA and the Gaylord National Resort & Conference Center

Exhibitor Access to Exhibit Hall During Conference Hours

Exhibitor personnel will be allowed access to the exhibit hall 60 minutes prior to scheduled opening and are required to be at their booth 30 minutes prior to scheduled opening. Exhibitor personnel will be allowed access to the exhibit hall up to 30 minutes after scheduled closing except. Request for access to the hall outside of these times must be made in advance by contacting Becky Nations via email at bnations@acmaweb.org.

Exhibition Set-Up & Tear Down

Sponsors & Exhibitors agree to comply with all ACMA policies and procedures including the instructed set-up and tear down times for exhibition area. Failure to set-up during the designated hours gives ACMA sole discretion to offer or not offer an alternate set-up time without refund.

General Service Contractor

Freeman is the official General Service Contractor for ACMA 2017 and will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the exhibitor services manual to be forwarded from ACMA in January 2017. It will also be posted to Freeman's online portal. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Exhibitors are responsible for all information provided in the exhibitor services manual.

Security

Peripheral watchmen shall be furnished by ACMA to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Neither ACMA nor the meeting facility and/or general service contractor will be held responsible for loss of any material by or for any reason. It is recommended that each exhibiting company carry appropriate insurance to protect them against loss through theft, fire, damage, etc. Forms to order additional security in your booth will be included in the Exhibitor Service Kit made available in January 2017.

Notice of Disability

In compliance with the Americans with Disabilities Act of 1990, ACMA will make all reasonable efforts to accommodate persons with disabilities at the conference. Please email your request to bnations@acmaweb.org.

Cancellation Policy

All monies paid to ACMA for conference sponsorship/exhibition are non-refundable.

Payment / Additional Fees / Release of Booth Space

Booth registrations received without full payment prior to the deadline for Regular Pricing (January 27, 2017) will not automatically qualify for the discounted rate. The applicable rate will be assessed at the time full payment is received and an invoice will be sent for additional fees if applicable. Your company will not be assigned a booth, listed in conference materials, or receive the pre-conference directory until full payment has been received by ACMA. Full payment must be received no later than March 10, 2017 or your booth will be released unless prior arrangements have been made. Booth registrations made after March 10, 2017 must be accompanied by full payment at the time of registration.

Terms of Registration / Statement of Liability Waiver

ACMA expressly disclaims any liability arising from consumption of alcoholic beverages at the 2017 ACMA National Conference. Certain conference events, receptions and parties will serve alcoholic beverages, and conference participants are responsible for their own well being. Persons under the age of 21 will be denied alcoholic beverages. ACMA expressly disclaims liability for any acts or omissions resulting from excessive drinking, recklessness or negligence on the part of any conference attendee, exhibitor, sponsor and/or guest.

Conference attendees, exhibitors, sponsors and guests at the 2017 ACMA National Conference agree to indemnify, defend and hold harmless ACMA and the officers, directors, and agents against all claims arising out of actions or omissions of conference attendees, exhibitors, sponsors and guests at or in connection with the 2017 ACMA National Conference except for ACMA's own gross negligence or willful misconduct. ACMA agrees to indemnify and hold harmless conference attendees, exhibitors, sponsors and guests against all claims arising out of the acts of omissions of ACMA, the officers, directors, and agents in connection with the 2017 ACMA Case Management Conference except for conference attendees, exhibitors, sponsors and guests gross negligence or willful misconduct.