



APRIL 14-17  
2019

Pennsylvania  
Convention Center  
Philadelphia, PA

Academic  
Internal  
Medicine  
Week

2019

## Exhibiting Terms & Conditions

By registering to exhibit at AIMW19, your company agrees to the following terms:

### 1. Restrictions on Location of Exhibits and Solicitation

Vendors are not permitted to conduct or solicit business in the exhibit hall unless they have purchased exhibit space. Vendors are not permitted to exhibit products and services to the full conference except in the exhibit hall; exhibitors may privately demonstrate products to individuals in locations other than the exhibit hall.

### 2. Booth Assignments

Booth assignments will be made on a first-come, first-served basis. Assignments will not be made until the required registration fee is received. Every effort will be made to place exhibitors in their preferred positions and to separate exhibitors from competitors when requested; however, please note that assignments are subject to space availability.

### 3. Booths

A standard 10' x 10' booth package is provided to each exhibitor. If an exhibitor plans to install a completely constructed display so that the standard booth equipment is not required or installed, no part of the constructed display shall project so as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 3' must not extend further than 3' out from the back wall. Booth walls must not exceed 8' feet in height. Any exception must first be approved by AAIM. Audiovisual equipment may not be played at a volume that would interfere with adjacent exhibitors. Internet and electrical requirements will be installed at the exhibitor's request and all expenses incurred are the responsibility of the exhibitor. No food and beverage may be served at individual booths unless pre-approved by AAIM.

### 4. Payment and Cancellation

Full payment is required for booth assignment. Cancellations made prior to 5.00pm Friday, January 26, 2019 will receive a full refund less a \$75 administrative fee. No refunds will be issued for cancellations made after 5.00pm Friday, January 25, 2019. Cancellations are required in writing.

### 5. Use of Space

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to the signer of this contract, nor shall the exhibitor display articles not manufactured or normally sold by the vendor.

### 6. Limitation of Liability

AAIM does not assume responsibility for the protection or safety of the exhibitor, its officials, agents, or employees. AAIM does not assume any responsibility for the protection of property of the exhibitor or its representatives, or of the property used in connection with the exhibit from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold AAIM harmless from all such claims as well as claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. AAIM shall not be liable to the exhibitor for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space. The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibit premises or any part thereof. Exhibitors will be required to pay the cost of making good any damage to floors, wall structures, and accessories.

## **7. Security and Insurance**

AAIM will take responsible care to ensure security in the exhibition area. AAIM will not be liable for damage or loss to an exhibitor's property, nor shall the association be liable for any injury that may occur in the exhibition areas. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents and employees from any and all such losses, damages, and claims. Exhibitors are responsible for obtaining the insurance they require to participate. AAIM will furnish security guard protection at night in the exhibit area, but neither the management of the hotel, AAIM, the decorator nor their agents shall be responsible for any personal injury to the exhibitor, its agents, or for the safety of exhibits against robbery, damage by fire, accidents, or other causes.

## **8. Protection of the Exhibit Hall Facility**

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the hotel without permission from the proper building authority and AAIM.

## **9. Contractor and Shipping**

An exhibitor service kit containing information and rates for all labor, services, electrical connections, shipping, furniture, and miscellaneous equipment will be provided to exhibitors prior to the meeting. An exhibitor service desk will be maintained on the exhibit floor to facilitate service requests from exhibitors during set-up and breakdown of the exhibit hall.

## **10. Installation and Dismantling**

Packing, unpacking, and assembly of exhibits will be done only in designated areas and in conformity with directions of the exhibition manager, the hotel, or their assistants. The specific requirements as to the time for installation and dismantling of exhibits will be supplied to each exhibitor. Such requirements shall be binding. All displays must be in place and set up by the time of the official opening of the exhibit area. Space not occupied or set up by one hour prior to that time may be reassigned for other purposes.

## **11. Removal of Exhibits by AAIM**

AAIM has the right to prohibit, bar, prevent, or remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of AAIM is unsuitable or inappropriate for the exhibition. Such rights shall extend to, but shall not be limited to, all equipment, materials, displays, installations, or other items or things consisting of, part of, used, or distributed in connection with an exhibit. Specific punitive actions may be taken against companies that are determined by AAIM to have violated any provision of these rules and regulations.

## **12. Default Occupancy**

An exhibitor failing to equip space that has been contracted is not relieved of the obligation of paying for such space at the full rental price. AAIM shall have the right to use, as it sees fit, any such booth unoccupied by one hour before the exhibition opening.

## **13. Conduct**

As a professional organization participating in an AAIM event the representatives of the company should display professional conduct towards other companies as well as to AAIM members and staff. Children of exhibitors under the age of eight are not allowed in the exhibit hall. Unprofessional conduct will lead to the company being banned by AAIM from exhibiting at future meetings.

## **14. Distribution of Printed Matter or Samples**

Neither exhibitors nor non-exhibitors shall distribute to the conference participants printed matter, samples, souvenirs, and the like, except from within the rented spaces. Special distribution of such matter elsewhere must be approved by AAIM. Distribution of printed matter or samples in the conference material is available for a fee.

