

**The Catholic Health Association of the United States
2019 Catholic Health Assembly
Exhibiting Rules and Regulations**

All exhibits and exhibitors are subject to the following rules and regulations. The word "Association" and the letters "CHA" refer to The Catholic Health Association of the United States acting through its officers, employees or agents in the management of the 2019 Catholic Health Assembly. The term "Assembly" refers to the 2019 Catholic Health Assembly.

Exhibit Dates and Hours (all shown in Central Time)

Saturday, June 8, 2019

- Exhibitor Setup **Noon to 5:00 p.m.**

Sunday, June 9, 2019

- Exhibitor Setup **7:00 a.m. to 8:30 a.m.**
- Exhibit Hall Open **9:00 a.m. to 7:00 p.m.**, with the following peak hours:
 - 9:00 a.m. to 12:45 p.m. Networking, Wellness Lab Sessions and Lunch
 - 2:30 p.m. to 3:15 p.m. Networking Break and Wellness Lab Sessions
 - 4:15 p.m. to 5:00 p.m. Networking Break
 - 6:00 p.m. to 7:00 p.m. Welcome Reception

Monday, June 10, 2019

- Exhibit Hall Open **7:00 a.m. to 4:45 p.m.**, with the following peak hours:
 - 7:00 a.m. to 8:00 a.m. – Breakfast
 - 9:30 a.m. to 10:00 a.m. – Networking Break
 - 12:15 p.m. to 1:30 p.m. – Lunch
 - 2:45 p.m. to 3:15 p.m. – Break
- Dismantle 4:45 p.m. to 6:00 p.m.

1. **Assembly Exhibiting and Objectives:** Exhibitors are expected to display their products or discuss their services with awareness of the professional and practical needs of Catholic health care leaders. CHA reserves the right to refuse space to any applicant in its sole discretion.
2. **Contract for Space:** The Application and Contract for Exhibit Space, these Exhibiting Rules and Regulations, the notice of space assignment by CHA, and the full payment of exhibit fees, if applicable, together constitute a contract for the right to use the space. All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. CHA reserves the right to reject any application for exhibit space for any reason. If any exhibitor changes ownership or management, this contract becomes binding on such company/organization. Applications must be filed promptly and must be accompanied by the full exhibit fees. Any cancellation must be in writing to CHA. If notification is received before May 17, 2019 all monies less \$50 service charge for members and a \$100 service charge for nonmembers – all per exhibit space – will be refunded. No refunds will be granted for space canceled after May 17, 2019.

Should any contracted space remain unoccupied on opening day, or for any time thereafter, CHA reserves the right to reassign such space to any other exhibitor, and no refund shall be made to the original exhibitor.

3. **Booth Construction, Design and Layout:** The standard equipment provided to the exhibitor by CHA will consist of the items noted in "Booth Option A," listed below. Booth Options B and C are available at an additional expense to the exhibitor. Additional exhibit space may be available for an additional charge, at exhibitor's expense. CHA reserves the right to adjust such displays to accommodate all concerned. All aisle spaces belong to CHA. Exhibitors may not obstruct the aisles.

Exhibitors must choose one of the following three package options:

Booth Option A (standard package, included in base exhibiting price)

- 8' high gray back drape
- 3' high gray side dividers
- One (1) 6' gray skirted table
- Two (2) side chairs
- One (1) wastebasket
- One (1) one-line identification sign

Booth Option B

- 8' high gray back drape
- 3' high gray side dividers
- One (1) 6' gray skirted table
- Two (2) side chairs
- One (1) 42"H cocktail table
- Three (3) black diamond stools
- One (1) wastebasket
- One (1) one-line identification sign

Booth Option C

- 8' high gray back drape
- 3' high gray side dividers
- One (1) 42"H cocktail table
- Two (2) black diamond stools
- One (1) Naples black loveseat sofa
- One (1) wastebasket
- One (1) one-line identification sign

Wireless internet connection will be made available to exhibitor as part of its booth rental fee. If exhibitor is interested in additional furnishings, carpet, electricity, hard wire internet access, computers, etc., exhibitor can procure from Freeman, the official exhibit services contractor for Assembly. The Exhibitor Services Kit information will be provided prior to the Assembly and will contain order forms, rates, price sheets and instructions on how to order services as required. These additional services are the responsibility, and at the expense, of the exhibitor.

Additional exhibit space may be available at an additional charge. CHA reserves the right to adjust such displays to accommodate all concerned. All aisle spaces belong to CHA. Exhibitors may not obstruct the aisles.

4. **Exhibit Fees:**

| | Option A | | Option B | | Option C | |
|---------------------------------------|-----------|---|-----------|----------------|-----------|----------------|
| CHA Member | 10' x 10' | \$1,395 | 10' x 10' | \$1,585 | 10' x 10' | \$1,990 |
| Friend of the Assembly Sponsor | 10' x 10' | No charge Included in sponsorship | 10' x 10' | \$190 | 10' x 10' | \$595 |

For CHA Member exhibitors, booth options A, B, and C include one full conference registration.

Exhibitor representatives may purchase additional full conference registrations at the following rates:

- CHA Member representatives \$895
- Nonmember representatives \$1,195

Exhibitor representatives may purchase an Exhibitor Personnel badge at the following rates:

- CHA Member representatives \$450
- Nonmember representatives \$550

Please note the following:

- Exhibitor representatives with Exhibiting Personnel badges are invited to attend the following food and beverage events in the exhibit hall:
 - Sunday – Lunch and Welcome Reception
 - Monday – Breakfast and lunch
- Exhibiting Personnel exhibitors are welcome to attend CHA's Liturgy services.
- The Exhibiting Personnel badge does not allow admittance to general session and/or Innovation Forum programming at any time during the Assembly, nor does it allow admittance to any food and beverage events on Monday evening or Tuesday.

5. **Installation/Setup:** Exhibits must be installed/setup in the exhibit hall on Saturday, June 8, 2019, from noon to 5:00 p.m. or Sunday, June 9, 2019 from 7:00 a.m. to 8:30 a.m. No individuals under the age of 18 are permitted on the exhibit floor during installation/setup or dismantling.
6. **Dismantling:** The exhibit hall officially closes on Monday, June 10, 2019 at 4:45 p.m. Exhibitors may not dismantle or disturb their exhibits until after the official closing time without the advance permission of CHA. Failure to observe this rule may jeopardize the exhibitor's space assignment or right to exhibit at forthcoming CHA conferences. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by 6:00 p.m. on Monday, June 10, 2019.
7. **Freight:** All shipments must follow drayage instructions provided by Freeman as outlined in Freeman's online exhibitor services kit. CHA will not assume responsibility for any and all shipments to the hotel. Exhibitors are responsible for all charges incurred including storage fees, labor and drayage.

8. **Cancellations:** Any exhibitor who fails to notify CHA of an exhibit cancellation will be considered a no-show, thus jeopardizing the exhibitor's right to exhibit at forthcoming CHA conferences.
9. **Work Rules:** Any help needed to move, erect or dismantle exhibits must be requested from Freeman. Exhibit items shipped to Freeman prior to the Assembly will be delivered to the respective exhibit by Freeman personnel. Exhibitor representatives may move materials they bring with them into the exhibit hall. The use of motorized equipment and forklifts is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.
10. **Care of Building/Regulations:** Exhibitors or their agents shall not injure or deface the walls or floors on the building, the exhibitors, the equipment or furnishings in the exhibit. The exhibitor will be held liable for any such damage caused by him or his agent. The exhibitor assumes full responsibility for complying with union regulations, local, city and state laws regarding sales taxes and regulations concerning fire, safety, electrical wiring and health.
11. **Use of Exhibit Space:** **No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the prior written consent of CHA and approval of the terms thereof.** No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit hall.
12. **Fire/Safety Regulations:** Exhibitors assume all responsibility for compliance with all local city and state ordinances and regulations including those covering fire and safety. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, CHA may cancel without refund, all or such parts of her/his exhibit that may be irregular.
13. **Entertainment:** The exhibitor agrees **not to sponsor group functions** such as tours, speeches or other activities **during Assembly program and exhibit hours** that would in any way interfere with attendance at regular Assembly sessions or induce attendees away from the exhibit hall.
14. **Circulation and Solicitation:** Distribution by the exhibitor of any printed matter, souvenirs or other articles **must be confined to the space assigned.** No undignified manner of attracting attention will be permitted. Exhibitors are responsible for keeping the aisle or aisles near their exhibit(s) free of congestion and promotion. **No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.**
15. **Prohibition on Gifts and Promotional Items/Materials:** In connection with the Assembly, exhibitor shall not offer or provide in any manner (e.g., in-person, through room drops, by messenger, etc.) gifts and/or promotional items/materials to some or all Assembly attendees. This prohibition does not preclude an exhibitor from making promotional items and materials generally available to all attendees at exhibitor's booth.
16. **Direct Sales:** Direct sales are defined as the on-the-spot transfer of goods for money, check, credit card, draft or any other kind of payment. Exhibitors who engage in direct sales are responsible for securing appropriate licenses/permits as required and collecting all applicable local city and state taxes.

17. **General Restrictions:** (a) Exhibitors can distribute only food and drink samples which are manufactured or handled by them in the regular course of business. (b) CHA reserves the right to restrict exhibits which, because of noise, methods of operation or any reason, become objectionable, and also to prohibit or evict without refund any exhibit or person which in the opinion of CHA may detract from the general character of the exhibit hall. (c) No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. (d) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies.
18. **Locations of Exhibits:** Exhibit space assignments will be made on a first-come, first-served basis. CHA reserves the right to alter location of exhibits shown on the official floor plans and to change the location assigned to the exhibitor as it deems advisable and in the best interest of the Assembly.
19. **Liability and Insurance:** CHA will employ reputable guards and will take reasonable precautions to safeguard the exhibitor's property; however, CHA will not be held liable for loss or damage to property of the exhibitor or its representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are encouraged to insure themselves at their own expense against property loss or damage and against liability for personal injury. CHA's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by gross negligence of CHA. The exhibitor shall indemnify CHA against and hold it harmless from negligence of the exhibitor or in connection with the exhibitor's use of display space. CHA shall require exhibitors to procure and maintain, at their own expense, insurance against liability for personal injury or property damage arising from the acts of omissions of employees or agents of exhibitors and to provide CHA with a certificate of insurance listing CHA as named insured or other satisfactory proof that such is in place upon request.
20. **Failure to Open:** In case the premises of the Sheraton Dallas Hotel, shall be destroyed or damaged, or if CHA exhibiting fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by CHA. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of CHA shall be to return to each exhibitor his exhibitor fees, less his pro-rata share of all costs and expenses incurred and committed by CHA.
21. **Regulations and Contract:** These rules and regulations have been formulated in the best interest of all concerned and become part of the contract between the exhibitor and CHA. All matters and questions not covered by these rules and regulations are subject to the decision of CHA.