

## DURING THE EXHIBITION

### Access to Exhibits

Exhibitors will have access to the hall prior to opening each day in accordance with the below:

**Saturday–Monday**, 2 hours before the hall opens (7 a.m.)

**NO APPROVAL WILL BE GRANTED FOR ACCESS TO THE SHOW FLOOR PRIOR TO 7 a.m. EACH DAY.**

If an exhibitor requires access to the show floor on any of these days prior to the above, the exhibitor **MUST** contact the Exhibits Manager directly. Security will not grant you access.

The exhibit hall will close at 5 p.m. on all days. If an exhibitor requires to stay in the exhibit hall past 5 p.m. Saturday–Monday, the exhibitor must contact the Exhibits Manager directly with the reasoning and how many people are staying. Requests will be reviewed on a case by case basis. No approval will be granted for access to the show floor past 5:30 p.m. on these days.

### Badges Required

Everyone is required to have a badge on in order to gain access to the exhibit hall.

### Biomedical Hazardous Waste (Supplies & Removal)

Companies with exhibits that include the use of animal tissue, human tissue, disposable needles, sharps, human blood, or products contaminated with blood must complete the ASCRS•ASOA liability waiver, the Hazardous Waste Removal Order Form and pay a fee for the removal of the waste. A GES representative will pick up the medical waste every evening from your booth.

More information can be found in the service kit available in November.

### Care of Facility

#### Protection of convention facility property:

Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the facility or convention hall exhibit area without permission from the proper building authority. Please ask the Exhibits Manager.

Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the convention hall managers or their assistants.

### Children in the Exhibit Hall

Under no circumstances are children allowed inside the exhibit hall during installation or dismantle due to safety considerations.

Children under the age of 18 are required to be accompanied by an adult that has an attendee badge.

Strollers are prohibited in the exhibit hall.

### Professional Behavior

Exhibitors may not enter another exhibitor's booth. Professional behavior is expected by each company, its representatives, and exhibitor appointed contractors at all times during the ASCRS•ASOA Symposium & Congress. Any provocation of another either verbally, physically, or by any other means will result in all parties involved surrendering their badges immediately and being escorted off the premises by security, and all parties being prohibited from attending the remainder of the meeting, exposition and functions.

If there is more than one offense, ASCRS•ASOA will prohibit the parties' attendance at ALL future shows.

Penalty will be at the discretion of the ASCRS•ASOA Exhibits Manager.

## Photographing and Videotaping

Exhibitors may not take photos for videos of other booths.

An exhibitor may photograph or videotape in his or her own booth only.

Exhibitors who designate any third party to prove this service will be required to submit an EAC form and EAC/COI form by the noted deadline.

EACs are prohibited from videotaping outside of the assigned booth space without proper approval from the ASCRS•ASOA Exhibits Manager.

Exhibitors understand and agree that photographs of their exhibit will be taken by the official show photographer while documenting the annual meeting. Exhibitors agree that photos of their booth, possibly containing logos and trademarks may appear without restriction, in promotional and other documents produced by ASCRS•ASOA.

## Security

ASCRS•ASOA will hire security guards for the public areas of the convention center. Should you have valuable items in your booth that need to be left overnight, it is preferred that you hire the designated security company that the association has listed. An order form of these services will be provided in the exhibitor service kit available in November.

ASCRS•ASOA is not responsible for lost, stolen or damaged items.

## Selling

Selling or order taking is permitted, however the exhibitor is expected to maintain proper decorum, follow ASCRS•ASOA's high standards, and be consistent with the educational purposes and integrity of the show and profession.

Exhibitors must obtain any/all permits/licenses required by the host state/city prior to selling/taking orders on-site. All taxes related to sales/orders on-site are the sole responsibility of the exhibitor.

## Seller's Permits / Sales Tax Information

You must submit a special event registration application with the DC Office of Tax and Revenue in advance of the event, and must provide information regarding sales tax collection to their exhibitors. Form FR-500B, special event registration application may be obtained by visiting the DC Office of Tax and Revenue, special events office or online.

For further information, contact:

**District of Columbia Office of Tax and Revenue,**  
Customer Service Administration  
1101 4th Street SW, Suite W270  
Washington, DC 20024  
202-442-6304  
<http://cfo.dc.gov/otr/cwp>

## Sound & Presentations in Booths

Earphones are required for group presentations, both oral and audiovisual.

When conducting a presentation in your booth, it is the exhibitor's responsibility to keep overflow crowds clear of the aisles. ASCRS•ASOA reserves the right to determine whether or not sound presentations are the correct decibel level.

**Seating for presentation areas must be free and clear from the aisles and be monitored and controlled so that all aisles remain congestion free.**