



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 (7:00 a.m.)

No approval will be granted for access to the show floor prior to 7:00 a.m. each day.

If an exhibitor requires access to the show floor on any of these days prior to the above, the exhibitor is required to contact the Exhibits Manager directly. Security and the Moscone Center public safety officers are not permitted to grant any early access.

BADGES REQUIRED

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

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

Due to safety considerations, under no circumstances are children allowed inside the Exhibit Hall during installation or dismantle.

Children under the age of 18 are required to be accompanied by an adult that has an attendee badge. Strollers are not permitted 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 Annual Meeting.

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.

It is the discretion of the Exhibits Manager to ask the exhibiting company(ies) to vacate the premises immediately or at the close of the day, as well as either penalize or prohibit the parties' attendance at any future meetings held by the association.

PHOTOGRAPHING AND VIDEOTAPING

Exhibitors may not take photos or videos of other booths.

An exhibitor may photograph or videotape only within the confines of their booth.

Exhibitors who designate any third party to provide this service will be required to submit an EAC form, and the EAC must submit a COI form by the noted deadline.

EACs are prohibited from videotaping outside of the assigned booth space without proper approval from the 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.

SECURITY

ASCRS 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 recommended that you hire the official show security company to provide security detail services. An order form will be provided in the Exhibitor Service Kit available in February.

ASCRS 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 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, STATE OF CALIFORNIA (BUSINESS LICENSE)

If any merchandise is sold on-site during an event, by either show management or exhibitors, the State of California requires the selling party to have a valid California Seller's Permit. This applies to all exhibitors selling or taking orders from the exhibit floor. It pertains to show management if the organization sells merchandise in a bookstore or other sales outlet. This applies to both non-profit as well as for-profit organizations.

Exhibitors should be formally advised of this requirement as it is show management's responsibility to demonstrate proof that all exhibitors either hold a valid California Seller's Permit or are not offering for sale any merchandise that is subject to California sales tax.

- ▶ For more information on the California Seller's Permit Application, please visit the California State Board of Equalization website: www.boe.ca.gov.
- ▶ The California Sales permit application can be found at: www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm.
- ▶ Permits can also be requested by phone from the Permit Request Line: 800-400-7115, from TDD phones: 800-735-2929, or from voice phones: 800-735-2922.

SOUND & PRESENTATIONS IN BOOTHS

When conducting a presentation in your booth, it is the exhibitor's responsibility to keep overflow crowds clear of the aisles. ASCRS reserves the right to determine whether sound presentations and any audio/visual being displayed are the correct decibel level.

Earphones/headsets are required for booth presentations.

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