



1. Contract: The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the Association of PAs in Oncology (APAO), the show host.
2. Exhibit Space Description: Packages include a 6' draped and skirted table, two chairs, a wastebasket, an ID sign, profile inside event app, and two representative name badges. All additional Exhibitor representatives will be charged \$400.00 each to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If additional space is needed for display purposes, additional fees will apply. As per APAO rules, all additional charges incurred, including but not limited to electrical or internet services and shipping, are at the Exhibiting Company's expense.
3. Space Assignment: Table locations will be chosen during a live Zoom call with all companies signed up by August 7, 2024. Companies must be present in order to select their booth location. Booth selection order will be based upon sponsorship level and the date contracts were received. If no representative is in attendance on the booth selection Zoom call, APAO staff will select your booth for you after those in attendance have selected. No exceptions.
4. Adherence to Schedule: Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. If APAO incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse APAO for any such additional expenses. It is required that exhibits be properly manned during the posted hours. Exhibit space is subject to modification prior to the Symposium to adapt to necessary changes in Symposium session times; however, all exhibitors will receive adequate notice should this be necessary.
5. Exhibit Disclaimer: This agreement is for the rental of the exhibit space only. APAO has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Symposium, (2) the number of Symposium attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
6. Unoccupied Space: APAO reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and APAO shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of APAO.
7. Payments and Refunds: The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, APAO must be notified in writing for refunds to be made. There will be a \$250.00 administration fee assessed for all cancellations. No refunds will be issued for cancellations after June 21, 2024.
8. Food Service: APAO reserves the right to provide food and beverage service during certain hours in the exhibit area. Exhibitor fees include continental breakfasts, refreshment breaks, lunch (if not sponsored), and any reception(s). Tickets must be purchased for any other events.

9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. APAO reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of APAO is detrimental to or distracts from the general order of the exhibits.
10. **Fire and Safety Regulations:** In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used at any table. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times.
11. **Indemnification and Limitation of Liability:** Exhibitor shall assume responsibility for damage to the Site caused by exhibitor and shall indemnify and hold harmless APAO, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, that directly or indirectly involved exhibitor including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, its agents or employees. All exhibit materials, equipment, and property of any kind belonging to or under the control of the exhibitors that may be on licensed premises of the Site shall be the SOLE risk of the Exhibitor. In the event that any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by APAO or the Site unless APAO or site had direct involvement in such loss or damage. In addition, exhibitor acknowledges that APAO and the Site do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Proof of liability insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.
12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard exhibit space equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard exhibit space equipment.
13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show.
14. **Compliance with such laws is mandatory for Exhibitors and is the responsibility of the Exhibitor.**
15. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of APAO.
16. **Pre-Shipping Materials:** Please remember that the Association of PAs in Oncology (APAO) cannot be held liable for your shipment. Upon receipt of your completed Exhibitor Application, you will receive an email from APAO headquarters confirming your company's registration along with the necessary paperwork to order electrical/AV services and shipping information.
17. **Sales in the exhibit hall are prohibited.**
18. **APAO reserves the right to limit any company, organization or individual from exhibiting at APAO's annual symposium for any reason whatsoever.**