

EXHIBITOR RULES AND REGULATIONS

Thank you for partnering with The Hip Society and The Knee Society (hereinafter, “CCJR” Organizers”) with the shared goal of educating orthopaedic surgeons and advancing care for orthopaedic patients globally. Your involvement in CCJR’ 2021 (hereinafter, “CCJR”) is instrumental to our success.

These Exhibitor Rules and Regulations are designed by the CCJR’ Organizers specifically for CCJR’. The Rules and Regulations are subject to change without prior notice. Each updated version will supersede all previous versions.

1. General Information

By applying for exhibit space, a company agrees to adhere to all terms and conditions of these Rules & Regulations. The CCJR’ Organizers require the full cooperation of exhibiting companies in their observance. Please ensure that your promotional or marketing department, or anyone else involved in planning your exhibit, has a copy of these Rules & Regulations.

2. Show Management

If you have any questions regarding booth space or logistics throughout the planning process, please contact:

Jola Tricroce
Manager, Education and Meetings, The Hip Society / The Knee Society
Direct: (847) 384-4330
Email: Jola.Tricroce@hip-knee.org

3. Important Deadlines

August 9, 2021	Exhibit applications and a 50% deposit due
August 9, 2021	Full refund of paid exhibit fees or adjustment of fees due to space reduction
After August 9, 2021	Exhibitor service kit released to confirmed exhibitors
August 16, 2021	Learning Objectives due
September 15, 2021	Full balance payment due
October 1, 2021	Exhibit space assignments confirmed
November 8, 2021	Detailed floor plans for island booths due

4. Learning Objectives

Required! By applying for exhibit space, your company agrees to submit Learning Objectives. These Objectives help focus your corporate message at the meeting, highlight your unique offering (including objective data when available), attract the maximum number of attendees to your booth, and facilitate meaningful discussions between surgeons and your team.

Each exhibiting company is asked to submit 1-3 Learning Objectives. These will be made available to CCJR’ attendees, in print and on display. The CCJR’ Advisory Committee will assist you in developing Learning Objectives.

We request that the representatives working at your booth are familiar with your company’s Learning Objectives and are willing and capable of discussing them in a meaningful way with meeting participants. **Learning Objectives are due Monday, August 16, 2021.**

5. Exhibitor Conduct

It is the responsibility of the official exhibitor contact to ensure that all booth staff and vendors/contractors/agents are aware of and adhere to all CCJR’ Organizers’ Rules and Regulations and conduct themselves in a professional manner. During CCJR’, all exhibitors, their vendors, contractors and agents must wear attire that is consistent with the professional atmosphere of the meeting. No exhibitors, including vendors/contractors/agents hired to work a booth, may solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue. Exhibitor personnel may not enter another exhibitor’s booth space without obtaining permission, nor should personnel block access to another booth. At no time may anyone enter an unstaffed booth of another exhibitor. Any questionable exhibit or activity that exceeds the bounds of good taste as interpreted by the CCJR’ Organizers will be required to be curtailed.

6. Exhibit Space Fees

Exhibit space will be rented at the rate of \$65.00/sq. ft. for a minimum of 10’ x 10’ booth. All spaces are sold in 10’ x 10’ increments. Exhibitor must pay the CCJR’ Organizers a deposit of 50% of total booth space **by no later than August 9, 2021** in the manner set forth on the invoice. The invoice will be issued once a complete and signed exhibitor application is received and approved. The full balance of booth space charges must be received **by no later than September 15, 2021**. If any of the above payments is not made in accordance with the above terms and conditions, the CCJR’ Organizers will be under no obligation to keep the previously reserved space that may be released at the CCJR’ Organizers’ sole discretion without notice or further obligation. Companies that submit applications **after August 9, 2021** must include full payment to be considered an exhibitor. Late payments may impact booth selection priority placement for CCJR’ 2022.

7. Space Assignment

Exhibitors shall identify their ideal exhibit space location as further set forth on the application. Exhibitors are encouraged not to concentrate all space choices in one area of the floor plan. Space assignments will be confirmed by **October 1, 2021**.

8. Cancellations and Refunds

All cancellations or reductions in exhibit space must be received in writing, submitted to CCJR’ Organizers. Full refund of booth fees already paid, or adjustment of fees following space reduction, will be issued if received **by August 9, 2021**. **No refunds or adjustments will be issued after that date.** A company’s reduction of exhibit space will result in appropriate decrease in number of allocated complimentary exhibitor badges and other benefits, as previously listed.

9. Wait List to Exhibit

Companies that wish to purchase exhibit space after all exhibit spaces are sold will be notified that they have been placed on the wait list. As exhibit space becomes available, companies will be notified of space availability.

10. Booth Construction

Inline Booth has only one (1) side exposed to an aisle and is generally arranged in a series along a straight line. Multiple inline booths may be combined to form a larger inline booth space.

Corner Booth is an inline booth exposed to aisles on two (2) sides.

Use of Space: Regardless of the number of inline booths utilized, exhibit fixtures should be arranged in such a manner as not to obstruct sight lines of neighboring exhibitors. Show Management or its agents or representatives will enforce this policy.

Island Booth is any-size booth exposed to aisles on all four (4) sides. The entire cubic volume of this booth may be used up by exhibiting company. Any exhibitor occupying an island booth is required to submit a detailed floor plan, with dimensions, including height or all items in the booth (inclusive of hanging signage), to CCJR[®] Organizers by **November 8, 2021**.

11. Exhibitor Service Kit

Exhibitor service kit will be made available to confirmed exhibitors **after August 9, 2021**.

12. Exhibitor Passport Program

The CCJR[®] Organizers are pleased to be offering our Exhibitor Passport Program. This successful initiative is designed to add excitement to the Exhibit Hall and increase booth traffic. Only exhibitors whose booth fees have been paid in full by the deadline will be included into the program. The CCJR[®] Organizers will provide incentives to attendees to promote participation.

13. Dismantle of Exhibits

Dismantle and removal of exhibits is strictly prohibited before the official posted closing* of the Exhibit Hall. Companies in violation of this will be addressed by the CCJR[®] Organizers to discuss penalties which may result in the exhibitor not being permitted to exhibit at future CCJR[®] events. (*Schedule is subject to change.)

14. Booth Noise

Loud speakers or operation of equipment with excessive sound volume that could be disruptive or unpleasant to other exhibitors or attendees is not permitted based on the 80/80 rule: any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable at 80 or more feet away from the source is considered objectionable and must be turned down or turned off.

15. Staffing of Exhibits

It is **preferred** that exhibit booths be staffed during all posted exhibit hours. The **mandatory times** for booths to be staffed include breakfasts, morning and afternoon breaks, lunches, and receptions. An exhibit company that fails to set up or properly staff its booth during the mandatory staffing times will forfeit all current exhibit rights and may be prohibited from exhibiting in the future. Temporary or contract personnel are considered company representatives and must be registered as such and wear an exhibitor badge to be admitted into the Exhibit Hall.

16. Subletting

Exhibitors may not assign or sublet their exhibit space, or permit others to use any portion of, or all, contracted exhibit space without the express approval of the CCJR[®] Organizers. Exhibitors may display only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting business entities is prohibited.

17. Sales Activities

Sales activities and price lists are prohibited in the Exhibit Hall at all times. This will be strictly enforced and may result in immediate closure of exhibitor's booth, without any refunds, as well as denial of future exhibit or sponsorship opportunities.

18. Multiple Divisions

Companies with multiple divisions that will share the same booth may not contract separately or be listed by division in meeting materials, online, etc. All divisions must be listed under one company name. Badges will not be split between divisions. The allotted number of complimentary badges for the booth must be shared among different division representatives who will all be identified under the contracted company name.

19. Distribution of Printed Materials

Distribution of printed materials by an exhibitor or its agents is limited to within the exhibitor's allotted exhibit or meeting space. Such materials are not permitted to be distributed in the aisles of the Exhibit Hall, lobbies, registration, common areas, in or near CME education rooms, parking lots, and/or any other hotel premises. Noncompliance with this regulation will be addressed by the CCJR[®] Organizers with the company in violation and will result in a loss of engagement privileges. Approved sponsorship opportunities may include distribution of materials on behalf of the sponsor by designated representatives or through approved channels and are exempt from this rule.

20. FDA Disclosure

Companies exhibiting products that are not cleared by the FDA for a particular use in humans or are not commercially available in the U.S. may exhibit only when accompanied by the appropriate signage that indicates the products' FDA status. The company will provide the following signs that should be prominently displayed:

This product is not cleared by the FDA for distribution in the U.S.

This product is intended to be used in the U.S. as described on the product's label.

The signs must be clearly visible and placed near the products and on any graphics or other materials depicting the product. Signage must be approved by CCJR[®] Organizers and produced at the exhibitor's expense.

21. No Endorsement

The presence of a company/product/service in the Exhibit Hall shall not be constituted as an endorsement of the company or the product/service by CCJR[®], The Hip Society or The Knee Society.

22. Artwork

Artwork deadlines are strictly enforced. Artwork not received by the stated deadlines may be subject to a surcharge or a pass-through rush fee. Artwork deadlines will be communicated in advance.

23. Photos and Videos

Exhibitors are permitted to take photos and videos of their booths and meeting space for internal or public use on websites, professional social media accounts, and in publications. It is strictly prohibited to take photos and videos of CME programming. CCJR[®] Organizers take photos and videos of CCJR[®] events for use in online and print publications.

24. Compliance with Local Ordinances

Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be responsible for compliance with local health, fire, and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations. CCJR[®] Organizers have no further responsibility to notify the exhibitors that this compliance is required.

25. Damage to Hotel Property

Exhibitors will be held responsible for any damage done to the hotel property by them, their employees or agents. No nails, tacks, or screws may be driven into the floor, wall, or woodwork of the building. Posters, banners, and other materials cannot be hung on the walls by exhibitors, their employees or agents.

26. Fire Ordinances

Exhibitors must strictly observe all city, state, and federal fire laws. Demonstration of products must be contained to your exhibit space. Do not block spaces between exhibits or aisles. The position and location of your specific exhibit space has been approved by the local fire marshal and may not be moved.

27. Security

A security officer will be patrolling the Exhibit Hall when it's closed. However, do not leave laptops, other electronic portable devices or valuables when your booth is unattended. **CCJR[®], The Hip Society or The Knee Society are not responsible for lost or stolen items.**

28. Insurance

The exhibitor acknowledges that neither CCJR[®] Organizers or the official service contractor/decorator nor the Hyatt Regency Grand Cypress shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitor, its employees or agents. It is the sole responsibility of the exhibitor to obtain such insurance and the exhibitor must do so at their own expense.

29. Indemnification

Each exhibitor of CCJR[®] 2021 agrees to indemnify, defend, and hold harmless The Hip Society, The Knee Society, their employees, directors, agents, representatives, and any and all affiliated organizations against any and all claims, judgments, fees, demands, settlements, and expenses (including reasonable attorney's fees) that arise as a result of the company's performance or non-performance, of duties of this Agreement.

