

# Exhibiting Rules & Regulations

**GENERAL:** All matters and questions not covered by these Rules and Regulations are subject to the decision of the Society of Gynecologic Oncology (SGO). In the event of any such decision being of general interest, written notice will be given by the Association to Exhibitors that may be affected. The words "the Association" or "SGO" used herein shall mean the Society of Gynecologic Oncology, its committees, agents or employees acting for the management of the Meeting and Exhibition.

**EXHIBIT PARTICIPATION:** The Exhibition is for the express purpose of furthering SGO's mission, which is to stimulate and promote original scientific investigation of gynecologic oncology, and disseminates information concerning new developments in gynecologic oncology and assists in the education of physicians and others interested in the gynecological cancer patient. Companies may exhibit commercially available gynecologic and/or related products, equipment and services approved, where applicable, by the Food and Drug Administration (FDA).

Displays or graphical depictions of drugs or devices that are investigational or not approved by the FDA must include prominent signage noting which product(s) are for viewing by non-U.S. attendees only and guide attendees accordingly. SGO does not guarantee, warrant, endorse or otherwise approve of the companies exhibiting at the SGO meeting nor any of the products, equipment or services exhibited by the companies. Each exhibitor is solely responsible for compliance with FDA Rules and Regulations which address the labeling of displayed products and for determining if a product may be promoted for a use that is generally accepted among oncologists or other medical professionals and for which FDA approval is not required.

Compliance with all applicable laws and regulations is required of every organization which participates in SGO meetings. Organizations that violate SGO policies, applicable law, or the terms and conditions as set forth in the Application for Exhibit Space will be subject of disciplinary action that could include loss of priority in selection of exhibit space and/or hotel accommodations, termination of the Application for Exhibit Space, or loss of the opportunity to participate in future SGO meetings.

**SALES ON EXHIBIT FLOOR:** The Society of Gynecologic Oncology' exhibit program educates attendees by providing information, services and products, and presenting industry trends pertinent to the physician's professional interest. Therefore, taking orders and selling exhibited products will be permitted. The sale of non-gynecologic oncology-related products is strictly prohibited. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. Exhibiting companies that sell taxable goods or services on-site are responsible for registering as a dealer with the respective state's department of revenue.

**ELIGIBLE EXHIBITS:** Exhibits will be limited to the company and the product(s) listed on the Exhibit Application and are subject to approval by the SGO Executive Board for accepted and acknowledged efficacy, and commercial availability. Only the sign of the company whose name appears on the application may be placed on the tabletop exhibit or appear on any printed list of exhibitors. No exhibits or advertising will be allowed beyond the perimeters of the assigned space.

**SUBLETTING OF SPACE:** Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method of assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit area without obligation on the part of SGO for refund of any fees. The demonstration of products, advertising of products or distribution of advertising and/or solicitation of business on behalf of non-exhibiting companies is strictly prohibited in any part of the exhibit area (including but not limited to guest rooms, suites and function space).

**TABLETOP EXHIBIT PAYMENT:** Full payment is due with the exhibit application to reserve space by **October 31, 2014**.

**TABLETOP EXHIBIT CONSTRUCTION:** SGO will provide the standard tabletop exhibit consisting of a six (6) foot draped and skirted table, two (2) chairs, and an 8" x 11" identification sign. Exhibits must conform to the contracted space and all display rules as set forth in the Exhibitor Service Kit. Any exposed part of the display must be covered so as to not be objectionable to the other exhibitors, or in the best interest of the overall exhibition. Any variances in exhibit construction must be approved by SGO after a written request is made by the exhibitor.

**EXHIBIT DATES AND HOURS:** The Exhibit Area opens at 6:00 a.m. on Thursday, December 11, 2014 and closes on Friday, December 12, 2014 at 5:00 p.m. Detailed hours can be found on the [website](#) in June.

## **USE OF SPACE – GENERAL:**

- A. All exhibit materials must be displayed on the top of the provided table.
- B. Limited storage of extra handout materials may be kept underneath the display table.
- C. Flammable materials are not allowed.
- D. Only informational/educational papers, promotional pieces or small equipment samples which will fit on six (6) foot table and/or items which do not exceed five (5) feet in height from the tabletop will be allowed.

**TABLETOP EXHIBIT SPACE INCLUDES:** One (1) six-foot skirted table, two (2) chairs, and one (1) sign display. SGO will provide two (2) complimentary badges with the purchase of tabletop exhibit space. Additional Exhibitor badges providing access to all conference events may be purchased for \$250 each. Each company is allowed a maximum of five (5) exhibitor badges. If maximum number is exceeded, company must register additional attendees at the non-member rate.

**ADDITIONAL EXHIBIT ORDERS:** To request additional items for your booth including extension cords, power strips, etc., please contact Rana Habayeb Tracy with the Roosevelt Hotel at 212/885-6195. An exhibitor order form will be included in the Exhibitor Service Kit.

**WIRELESS INTERNET ACCESS:** Wireless internet access *will not* be available in the general meeting room or exhibit space.

**TABLETOP EXHIBIT REGULATIONS & ATTENDANTS:** Set-up time for the tabletop exhibits is restricted to the published hours. No installation or dismantling of exhibits or display material is allowed during open exhibition viewing hours. All demonstrations shall be confined to the exhibitor's own tabletop exhibit. Excessive audio or visual attention-getting devices or effects are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. Admission to exhibit area is limited to registered owners, representatives and employees of exhibiting companies. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's tabletop exhibit; any costume, if not standard business attire, must conform to proper decorum of the meeting and may be subject to approval by SGO exhibit management. Sales representatives of an exhibitor who also represent one or more other companies may not demonstrate, promote or sell products or services of any non-exhibiting companies. Exhibits must remain fully intact and staffed during published meeting hours. Dismantling of exhibits and removal of products or display material is limited only to published move-out hours. Premiums and giveaways must be approved by SGO exhibit management prior to the exhibition. The SGO name and/or logo may not be part of any exhibitor's materials.

**MUSIC LICENSE:** No exhibitor shall allow any copyrighted music to be played or performed at any time during the published official exhibition hours. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

**SAFETY & FIRE LAWS:** All applicable safety and fire laws and regulations must be strictly observed by all exhibitors. Cloth decorations must be flameproof. Wiring must comply with local fire department and conference facility rules. Aisles and fire exits must not be blocked by exhibits. No combustible decoration, such as crepe paper, cardboard or corrugated paper, shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may not be stored under tables/behind exhibits. Open flames, butane gas and oxygen tanks are not permitted.

**SOCIAL FUNCTIONS & ACTIVITIES:** Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities sponsored by SGO. Requests for social functions and other activities must be submitted in writing and are subject to approval by SGO.

**CANCELLATION:** Submission of the exhibit application, payment of deposit and assignment of space shall constitute a contract with SGO. Cancellations of exhibit space must be submitted in writing to SGO Headquarters and shall be effective upon receipt of notice by SGO. From time of signature of contract until **September 1, 2014**, 50 percent will be refunded for all tabletop exhibit cancellations. After **September 1, 2014** there will be no refunds whatsoever for cancellation of exhibit space. If, for any reason beyond the control of SGO, the exhibition has to be cancelled, shortened, delayed or otherwise altered or changed, the exhibitor understands and agrees that losses and damages, which it may suffer as a consequence thereof, are its responsibility and not that of SGO, its directors, officers, employees or agents. The exhibitor understands that it may lose all monies it has paid to SGO for space in the show, as well as other costs and expenses it has incurred, including travel to the exhibition, setup, lodging, freight, employee wages, etc.

**SET-UP AND TEARDOWN OF TABLETOP EXHIBIT SPACE:**

The set-up of exhibits begins at 9:00 a.m. on Wednesday, December 10, 2014 and must be completed by 6:00 p.m. If an exhibitor is not set-up or in order by that time, the SGO reserves the right to reassign space to another exhibitor, or to make other use of the space as deemed necessary or appropriate, with no refund being made to the original contacting exhibitor. Teardown of exhibits will begin at 5:00 p.m. on Friday, December 12, 2014 and must be completed by 9:00 p.m. If exhibits are not removed by that time, SGO has the right to remove the exhibits and charge the expense to the exhibitor. **Teardown of exhibits may not begin prior to 5:00 p.m. on Friday, December 12, 2014.**

**INBOUND SHIPPING:** Do not send packages more than two (2) days prior to your event. All packages must be properly labeled as follows:

Function Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Company Name/Table #: \_\_\_\_\_

Dates of Function: \_\_\_\_\_

Number of packages: \_\_\_\_\_

The Roosevelt Hotel

Attn: Convention Services/ Rana Habayeb Tracy

Hold for: [Company Name/Booth #]

45 East 45<sup>th</sup> Street

New York, NY 10017

**RAFFLES AND DRAWINGS:** Raffles and drawings are not permitted in the exhibit hall.

**INSURANCE AND LIABILITY:** Exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the Exhibition (except as otherwise provided in the Lease Agreement between the SGO and the Roosevelt Hotel). It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Truckee ordinances for any activities conducted in association with or as part of the Exhibition. Exhibitor shall protect, indemnify, hold harmless and defend the SGO, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of the SGO, its officers, directors, agents or employees. Exhibitor, its agents and representatives shall maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with Exhibitor's participation in the Exhibition, in an amount of not less than one million dollars (\$1,000,000) for personal injury, death or property damage in any one occurrence. Such insurance shall include coverage of the indemnification obligations of the Exhibitor under the rules and regulations and shall cover the SGO and the decorator as additional named insurers. Exhibitor shall provide the SGO with a copy of such insurance policy at least 30 days prior to the Exhibition. Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as Exhibitor deems appropriate.

Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any right of subrogation as to any claims against the SGO, its officers, directors, agents or employees. In the event an part of the exhibit hall is destroyed or damaged so as to prevent the SGO from permitting Exhibitor to occupy assigned space during any part or the whole of the Exhibition period, or in the event occupation of assigned space during any part or the whole of the Exhibition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of The Society, Exhibitor will be charged for space during the period it was or could have been occupied by Exhibitor; Exhibitor hereby waives any claim against the SGO, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against SGO being for a refund of rent paid for the period it was prevented from using the space.

**AMERICANS WITH DISABILITIES ACT:** Each exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold SGO harmless from any consequences of exhibiting companies who fail in this regard.

**SECURITY:** Neither SGO nor the hotel facility will guarantee exhibitors against loss and will not be held responsible for loss of any material by or for any cause. Exhibitors must make provisions for safeguarding of their goods, materials, equipment and display at all times, and exhibitors are urged to carry their own insurance through their own sources at their own expense.

**REGISTRATION/MINIMUM AGE FOR ADMISSION:** All exhibitors must pre-register and will be issued badges, which must be worn at all times. Exhibitor's badges are personal and are not transferable. Exhibitors are entitled to two (2) complimentary registrations per tabletop exhibit. All exhibitors will receive their badges on-site. Exhibitor badges allow access to the Exhibit Area and any meal functions and lunches served in the Exhibit Area. A maximum of five (5) exhibitor registrants is allowed. The minimum age for admission into the Exhibit Area is 18 years old.

**CONDUCT OF EXHIBITORS:** Exhibitors shall conduct themselves in an ethical and professional manner at all times and in conformance with these regulations. SGO reserves the right to deny the privileges of the floor to any and all exhibitors who do not comply.

**CARE OF EXHIBIT SPACE:** Exhibitors shall care for and keep occupied space in good order. Special cleaning and dusting of exhibit, display, equipment/material will be the exhibitor's responsibility and performed at the exhibitor's expense.

**MATERIAL HANDLING:** SGO does not provide material handling for the Meeting. Exhibitors are encouraged to facilitate shipments directly with the Roosevelt Hotel to secure timely receipt and set-up.

**GENERAL/AMENDMENTS:** These rules and regulations are to be constructed as part of all space applications and contracts. All interpretations, as well as answers to questions and matters not specifically covered by these rules and regulations, will be decided by SGO exhibit management. These rules and regulations may be amended at any time by SGO exhibit management and shall be sent in writing to participating exhibitor for mutual agreement; which will be equally binding for all parties affected. Written notification of any such amendments will be forwarded to exhibiting companies.

**QUESTIONS/CONTACTS:** Please direct all questions/comments to SGO headquarters. Contact Mandy Marneris at 1-312/676-3911 or via e-mail to [mandy.marneris@sgo.org](mailto:mandy.marneris@sgo.org).

