

ONCOLOGY STATE SOCIETY NETWORK (OSSN)
DISPLAY RULES & REGULATIONS FOR THE RESOURCE CENTER (Exhibit Hall)

The State Societies in OSSN include:

The Arizona Clinical Oncology Society
Rocky Mountain Oncology Society
Hawaii Society of Clinical Oncology
Illinois Medical Oncology Society
Indiana Oncology Society
Iowa Oncology Society
Kansas Society of Clinical Oncology
Minnesota Society of Clinical Oncology

Missouri Oncology Society
Nevada Oncology Society
North Carolina Oncology Association
South Carolina Oncology Society
Tennessee Oncology Practice Society
Texas Society of Clinical Oncology
Virginia Association of Hematologists
and Oncologists

CORPORATE MEMBERS: As a benefit of the corporate membership, companies receive a complimentary display in the **Resource Center** at the state society membership conference(s) provided that the company completes the corporate membership application to attend and display.

NON CORPORATE MEMBERS: Applications for the display opportunity in the **Resource Center** can be found on the state society website and should be downloaded, completed and returned to reserve the opportunity for the display.

CONTRACT FOR SPACE: Application to attend and display in the **Resource Center** must be on the official form/application provided. The receipt of your signed application shall constitute a contract with the specific state society for the right to use the display space. Payment for the display space must be received no later than one week prior to the membership conference.

SPACE ASSIGNMENT: Display table locations are assigned in the **Resource Center**, with priority locations given to the corporate members of the state society. Space will be reserved only after receipt of a completed application and the payment of the appropriate fees. No company shall share, transfer, assign, sell or barter assigned space without the expressed written permission of the state society.

SPACE RENTAL:

Six foot draped tables are provided. Companies may provide their own backdrops, but props must fit within the allotted space.

All displays in the **Resource Center** must not exceed the height of 10'.

The display fee includes the use of marked and assigned space, two (2) registrant badges, and also the opportunity for those individuals to attend all the open programming of the conference and all food functions. The corporate member companies, based on their specific membership, have the right to have to four (4) or five (5) registrants plus the display opportunity.

There are no options to enhance the display area with furniture, electricity, telephones or audio visuals.

ADDITIONAL REGISTRANTS: Display fees entitle two (2) registrants to display and they may attend all open conference sessions and functions at no additional charge. Additional industry affiliates are welcome to attend conference sessions and functions, but additional registration fees are required to do so.

DISPLAY REGULATIONS: OSSN has developed these rules to protect the rights of all companies and to consider the general appearance the **Resource Center** and the conference as a whole, which must take precedence over that of any individual company. The rules require the cooperation of all companies in maintaining due respect for adjoining displays.

1. All companies, via their designated key industry contact, are responsible for informing their personnel and their authorized representatives of these rules and the "Industry Instructions and Details" which is specific to each state society membership conference.
2. No company shall host or sponsor an event, inviting the attendees and state society members, during the duration of the entire conference program, without communicating their express plans and details to the state society at least **30 days in advance** of the conference.
3. Table top and custom freestanding displays will be allowed as long as they fit within the confines of the display area and are placed against the back of the table and are no more than two feet deep.
4. Nothing may be glued, pasted, tacked, nailed, screwed or otherwise permanently attached to columns, walls, floors or other parts of the building or furniture. It is recommended that an easel be used for signage. Companies violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.
5. All demonstrations, discussions, or other activities such as distribution of descriptive literature of any kind must be confined to the display table.
6. All giveaway items must be distributed within the assigned display table. Items that cannot be stored in sufficient quantities within this space are not appropriate.
7. No company shall hold or sponsor any type of contest, raffle, or drawing for prizes either in the **Resource Center** or in connection with the meeting without advance approval by the state society.

INSTALLATION AND DISMANTLING OF DISPLAYS: Specific details of each OSSN membership conference are noted in the "Industry Instructions and Details" which are sent to the company key contact 2-3 weeks in advance of the conference date.

Set up of the assigned displays in the **Resource Center** are traditionally one hour prior to the start of the agenda and the dismantle of the displays may begin at the completion of the last break or meal, but not sooner than noted for that specific conference. Failure to comply with the assignment of the display tables will require relocation once the assignments are completed.

DISPLAY SPACE CANCELLATION: All cancellations and/or requests for refunds must be made in writing. **No telephone cancellations will be accepted.** In certain circumstances, refunds may be reviewed on a case by case basis.

LIABILITY:

The company with the display hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the state society and the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

The company with the display shall obtain and keep in force during the term of the installation and the use of the display premises policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Display Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

The state society and the Hotel, its owners, and its operator, shall be included in such policies and additional named insured. In addition, the exhibitor acknowledges that neither the state society, nor the Hotel, its owners, or its operator, maintain insurance covering company's property and that it is the sole responsibility of the company to obtain business interruption and property damage insurance insuring any losses by the displaying company.