



## Resource Center Information

### **CORPORATE MEMBERS**

Corporate memberships receive a complimentary display table, in the **Resource Center**, at state society membership conference(s).

Corporate Memberships, based on their specific membership type, have the right to have up to four (4) or five (5) representatives who may attend all open programming of the conference, networking opportunities, and all open food events.

### **EXHIBIT TABLE REGISTRATION**

The Exhibit Table Registration Form to display in the **Resource Center** is located on the state society websites. The registration form reserves your opportunity to display and should be downloaded, completed and returned one month prior to the conference.

Exhibit Table Registration allows two (2) representatives who may attend all open programming of the conference, networking opportunities, and all open food events.

### **CONTRACT FOR SPACE**

Registration to attend and display in the **Resource Center** must be on the official form 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**

Corporate Memberships are assigned display tables in the Resource Center; Exhibit Table Registrations select from display tables not assigned.

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**

Display tables and the General Sessions are in separate rooms.

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'.

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

### **ADDITIONAL REGISTRANTS**

Additional fees apply for registrants over the allotted allowed to attend. The Conference Registration Form provides the additional cost or you can contact the Corporate Relations Contact.

### **DISPLAY REGULATIONS**

These rules have been developed to protect the rights of all companies and to consider the general appearance of the **Resource Center** and of the entire conference. This must take precedence over that of any individual company and 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 "Conference Details" specific to each state society membership conference.

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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 if 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 conference without advance approval by the state society.

### INSTALLATION AND DISMANTLING OF DISPLAYS

Specific details of each OSSN conference are noted in the "Conference Details" which are sent to the company key contact 7-10 days 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. The dismantle of the displays may begin at the completion of the last break or meal, but not sooner than noted in the "Conference Details" 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

Your registration and participation in this event is important to the State Society, the planning team and attendees. As such, refunds will not be provided after the registration purchase has been made.

### LIABILITY

The company with the display hereby assumes the 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 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 for personal injury and property damage.

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.