



[ WORLD CONGRESS ON OSTEOARTHRITIS ]

April 26–29, 2018 • Liverpool, United Kingdom

## OARSI Exhibit Rules and Regulations

Carefully review the rules and regulations that appear below. Per the Application/Contract for Exhibit Space and OARSI's web site, all exhibitors have agreed to comply with these Rules and Regulations. Questions may be directed to Dana Groves, Industry Relations Manager, by calling 856-642-4434 or emailing [dgroves@oarsi.org](mailto:dgroves@oarsi.org).

**Assignment of Space:** All space is assigned on a first come, first served basis. Every effort is made to accommodate requests for booth assignments. OARSI reserves the right to make such changes to the floor plan at any time as may be deemed necessary, and to revise some from time to time.

**Exhibitor Appointed Contractors:** If you are using a separate contractor to build your booth and did not designate the contractor on your original signed exhibitor application/contract, please notify Anthony Celenza, CMP at [acelenza@oarsi.org](mailto:acelenza@oarsi.org) by February 1, 2018.

**Exhibitor Service Manual:** An Exhibitor Services Manual containing complete exhibit information and order forms for all services will be made available to each exhibiting company by February 1, 2018. All forms should be completed and returned in advance to ensure that adequate labor, equipment, etc., is available for a smooth set up.

**Cancellation:** Cancellation of exhibit space must be directed in writing to Dana Groves, Industry Relations Manager, 1120 Rt. 73, Suite 200, Mt. Laurel, NJ 08054 USA or fax: (856) 439-0525. The contracting exhibitor agrees that any cancellation must be in writing and that booth fees will not be refunded on or after February 1, 2018. If written cancellation is received prior to February 1, 2018 a refund is issued less a service charge of 50 percent the contract price.

**Registration of Exhibitor Personnel:** Each exhibiting company is entitled to two exhibit hall floor pass registrations per 10 x 10 exhibit space assigned. The main contact from your company will be given a promotional code to register their exhibit booth staff. Additional floor passes may be purchased for \$100 a person. Exhibitors may also purchase full congress registrations for an additional fee. ***Exhibitor badges permit access into the exhibit hall only and will not allow access into any sessions.*** Should you wish to attend sessions, we ask that you please purchase a full congress badge.

**Installation and Dismantling:** The installation of exhibits must be completed between 10:00 a.m. and 7:00 p.m. on Thursday, April 26, 2018. If special set-up times are required, they must be requested by February 1, 2018 for review and approval. If any booth is not set up in full by 12:00 p.m. on April 26, OARSI reserves the right to re-assign the space to another exhibitor or to make use of the space as deemed necessary, at the exhibitor's expense. Refunds are not available in such cases. Exhibits must remain set up until the closing of the exhibits at 5:00 p.m. on Saturday, April 28, 2018. Dismantling before 5:00 p.m. may negatively impact your exhibiting presence at future OARSI congresses. All exhibits must be fully removed by 10:00 p.m. on Saturday, April 28, 2018. If exhibits are not removed by that time, OARSI reserves the right to remove the exhibit at

the exhibitor's expense.

**Booth Construction and Dimensions:** All booths have a surface of 100 sq. feet (10 feet x 10 feet) or multiples thereof. Linear booths will have an 8-foot-high back wall and a 3-foot-high side drapes. An identification sign (fascia board) of 44 inches long and 7 inches high, with the name of the exhibiting company will be furnished and properly located on the peripheral sides of the booth.

**Admission to Exhibits:** Exhibit personnel will be admitted to the area one hour prior to the time the exhibits opens each day. Children under the age of 12 years old will not be permitted in the area.

**Security:** Each exhibitor shall assume the risk of any injury, loss or damage to exhibitor's property. Exhibitors wishing to insure their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection. Guard service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

**Limitations and Liability:** Exhibitor agrees to protect, save, and keep the Osteoarthritis Research Society International (OARSI), Association Headquarters (AH) and the ACC Congress Center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his/her employees or agents as well as to strictly comply with the applicable terms and conditions contained in the agreement between OARSI, AH and the ACC Congress Center regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless OARSI, AH and the convention center against and from any and all loss, cost, damage, liability, or expense which arises out of, from or by reason of any act or omission of exhibitor, his/her employees or agents.

**Force Majeure:** In case said premises shall be destroyed by fire or the elements or by any cause, or in case of government intervention or regulation, military activity, strikes, or any other circumstances make it impossible or inadvisable to hold the show at the time and place provided in the application for exhibit space, then and thereupon the contract shall terminate and the exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for the space, after deduction of actual expenses incurred in connection with the exhibition and there shall be no further liability on the part of either party.

### **Terms of Payment**

Full payment to the OARSI World Congress is required with the exhibit space application/contract. Space will not be assigned or held without the application and full payment. For more information, please contact Dana Groves at [dgroves@oarsi.org](mailto:dgroves@oarsi.org) or by phone at +1-856-642-4434.

### **Bonus Exposure**

Contracted exhibitors will have their company Web sites linked from the OARSI site.

**Assignment of Space**

Booths are assigned upon receipt of applications on a first-received, first-assigned basis. Non-profit space assignments are made based on space availability at the discretion of show management. Every effort is made to satisfy exhibitor space requests; however, no guarantee is made. If preferences are not available, OARSI World Congress Exhibit Management reserves the right to make space assignments. Exhibit Management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibits.

**Security**

Security is provided during hours the exhibition is closed. However, each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. OARSI World Congress is not responsible for loss or damage.

**Notice of Disability**

OARSI World Congress will make reasonable efforts to accommodate persons with disabilities. If you have special needs, please contact Anthony Celenza ([acelenza@oarsi.org](mailto:acelenza@oarsi.org)).