

Exhibitor Rules and Regulations

ADMISSION TO CONFERENCE

Exhibitor name badges entitle wearer to attend conference sessions as “observers” only. CME credits will be awarded only to individuals who have paid full attendee registration fees and been issued a PCRS 2010 Annual Meeting official paid registration name badge.

Exhibitors and their representatives must wear exhibitor badges at all times while in the conference area. These badges are issued for the exhibitor’s protection and identification. A final list of company representative names must be provided to the PCRS office by Friday, March 19, 2010.

Anyone not on your company’s list may face delays when requesting a name badge on site and will be charged a \$25.00 on site badge fee. Name badges are not transferable and must not be loaned or given to other persons; violators will be barred from the Exhibition Premises. The Exhibits Manager shall have sole control of admission policy at all times.

After exhibit set-up day, an Exhibitor will be permitted to enter the Exhibit Hall one hour before the scheduled opening time. Exhibitors are expected to vacate the hall at listed exhibit hours. Should an Exhibitor desire to enter the Exhibit Hall at any time other than the official Exhibit hours, a written request specifying the reason and names of all persons needing access shall be presented to the Exhibits Manager for approval.

REJECTION AND PENALTIES

The Exhibits Manager reserves the right to restrict, reject or prohibit any exhibit in whole or part which because of noise or for any other reason becomes objectionable, with or without giving cause. If an Exhibitor is rejected because of violation of these rules, or for any stated reason, no return of exhibit fees shall be made. The Exhibitor shall abide at all times by any and all regulations and requirements of the hotel and PCRS.

ADVERTISING MATTER

The Exhibits Manager reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter or anything else considered objectionable. Distribution of allowed materials other than from within an Exhibitor’s space is forbidden. The Management must approve name signs or courtesy cards on any equipment loaned an Exhibitor. Prize drawings, raffles or promotions contests are prohibited.

SOLICITATION OF BUSINESS

Solicitation of business will be permitted by Exhibitors only.

ARRANGEMENT OF EXHIBITS

Exhibitors must agree to arrange their exhibits so as not to obstruct the general view or hide other exhibits (see booth diagram insert). The Exhibits Manager must approve large display signs, but Exhibitors may use cards signs of appropriate size on individual exhibits and on partitions following the rules and regulations of the Exhibit Manager. Rules are slightly different for large areas of 3 or more booths.

Exhibit tables are 6 feet long and 29” tall.

The maximum height for display materials on a center table is 65" from the floor (table at 29" plus your table top display at a maximum of 36" will equal 65" from the floor).

The maximum height for display materials on a table adjacent to a wall is 90" from the floor (table at 29" plus your table top display at a maximum of 61" will equal 90" from the floor).

INSTALLATION OF EXHIBITS

Booth spaces will be available for installation from 4:00 to 7:00 PM on Wednesday, April 14, 2010 and 7:30 to 9:30 AM on Thursday, April 15, 2010. The installation of exhibits and removal of all boxes and crating must be completed before 9:30 AM on Thursday, March 15, 2010.

DISMANTLING

The Exhibitor agrees not to dismantle the booth or do any packing before 12:00 PM, Saturday, April 17, 2010, and further agrees to have all materials removed by 3:00 PM, Saturday, April 17, 2010. Because the Saturday Night Awards Dinner will take place in the same room used as the Exhibit Hall, no extensions will be made to the teardown schedule. Any materials left on the floor after this time will be stored and charged at the prevailing rates. Greater than average amounts of refuse (large crates, etc...) will be discarded with cartage rates charged.

NOISY AND OBNOXIOUS EQUIPMENT

If the operation of any apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Exhibitors and guests, it will be necessary to discontinue such operation. The Exhibitor agrees that radio, television, motion picture or other audio-visual aids will be operated in such a manner and place as to provide no inconvenience to other Exhibitors. Sound may be at a level to reach the immediate vicinity of the Exhibitor's area only and the Exhibits Manager reserves the right to prohibit the use of any equipment contravening these regulations.