



Exhibitor Rules and Regulations

Interpretation of Rules

SDBP management shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the rules and regulations shall be subject to the final judgment and decision of SDBP. These rules and regulations can be amended at any time by SDBP and the amendments so made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the 2023 SDBP Annual Meeting, and may be given to any authorized agent or representatives of the exhibitor.

Purpose of Exhibits

The purpose of the exhibits, an integral part of the meeting's educational activity, is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in products and/or services presented for use by professionals specializing in the field of developmental and behavioral pediatrics, child psychology, education, and related disciplines.

Sales and/or Solicitation of Orders

The sole purpose for contracting space is to display and/or demonstrate products and/or services. SDBP Management must pre-approve the selling of any products in the exhibit area.

Eligibility to Exhibit

The exhibits at the SDBP Annual Meeting are designed for the display and demonstration of products and services directly related to the practice and advancement of the field of developmental and behavioral pediatrics, child psychology, and education. Only companies exhibiting products and/or services related to the field of developmental and behavioral pediatrics, child psychology, and education are eligible to exhibit. SDBP management reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

Exhibiting companies must be in good financial standing with SDBP in order to exhibit. Exhibit space will not be assigned until any outstanding fees have been paid in full.

Payment Information

The exhibit fee of \$1200.00 must be received before the meeting. Payment by check or credit card will be accepted. Checks should be made payable to SDBP and must be drawn on a U.S. bank in U.S. funds. Remit to information will be on the application.

FDA Compliance

All products exhibited must have fulfilled all applicable Federal Drug Administration (FDA) regulations. Products that are not FDA approved for a particular use in humans or are not commercially available in the United States will be permitted to be displayed only when accompanied by appropriate signs that indicate FDA clearance status. The signs must be easily visible and placed near the product and on any graphics depicting the product. Display of Investigational Products is to remain within the expectations and limitations of the Food and Drug Administration's Guidelines on Notices of Availability. Any investigational product that is graphically depicted on a commercial exhibit should:

1. contain only objective statements about the product;
2. contain no claims of safety, effectiveness, or reliability;
3. contain no comparative claims to other marketed products;
4. exist solely for the purpose of obtaining investigators;
5. be accompanied by directions for becoming an investigator and list of investigator responsibilities;
6. contain a statement on signage: "Caution - Investigational Product - Limited to Investigational Use" (or similar statement) in prominent size and placement.

Please contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug, and Cosmetic Act. The phone number is: 301-796-3100.

Subletting of Space

The subletting, assignment, or apportionment of the whole or any part of an exhibitor's space by the exhibitor is strictly prohibited. Exhibitor may not advertise or display goods in their booth other than those manufactured or carried by them in the regular course of business.

Refund/Cancellation

Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify SDBP management in writing on or before August 25, 2023. All sums paid by the exhibitor, less a service charge of 50 percent of the net contract price, will be refunded. No refund for cancellation will be made until after the meeting.

In the event that the premises where the exhibition is to be held shall, in the sole discretion of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, act of terrorism, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation, or by reason of any other occurrence beyond the control of SDBP management, SDBP management may

cancel or terminate the exhibition.

In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against SDBP or SDBP management for damages or expenses and agrees to accept in complete settlement and discharge of all claims of the exhibit management an equitable refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Exhibit Tables and Arrangement

It is the intention of SDBP to offer **tabletop exhibits** at this meeting. The area in which the exhibits shall be set will be carpeted. No display material exposing an unfinished surface to neighboring booths will be permitted. Exhibitors will be provided one 6-foot skirted table and two chairs. Exhibitors may use tabletop pop-up displays or a freestanding backdrop, provided the entire display/exhibit does not exceed 10 feet deep or 8 feet wide.

Regular and specialty built back walls, including signs, may not exceed an overall height of 8 feet. The maximum booth height of 8 feet may extend out 50 percent of the booth from the back wall. Height limitations of the display in the balance of the area are 36 inches, except for product and equipment on display, which in itself exceed this height.

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her space or fails to pay the space rental at the time specified, SDBP management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem appropriate.

Exhibits must be staffed at all times during open exhibit hours. SDBP reserves the right to remove items from a booth for those firms that do not keep their booth staffed and operating until the official close time.

Fire Regulations

All displays and exhibit materials must be fireproof to conform to all applicable federal, provincial, and city fire safety regulations and laws. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. Fire stations or fire extinguishers cannot to be covered or obstructed.

Exhibit Access

Exhibitor personnel must wear proper exhibitor badge identification while exhibits are open.

Set-up

Set-up hours on Saturday, September 9, 2023, 7:30am – 11:00am local time. All crates, packages, etc. must be removed from the exhibit floor and all exhibits must be presentable by 12:00pm on Saturday, September 9th.

Independent Contractors

Exhibitors who plan to use independent contractors must notify SDBP in writing no later than 30 days prior to the meeting. The company name, address, telephone number, Certificate of Insurance, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show

(including observance of local labor rules and regulations) are required.

Independent contractors must abide by the following:

1. Perform all services in a timely manner, in accordance with SDBP established deadlines.
2. Not engage in solicitation of business on the exhibit floor for present and/or future conventions.
3. Provide a Certificate of Insurance to SDBP no later than August 11, 2023.
4. Register all employees and temporary help at the SDBP registration desk.

Exhibitor Personnel

Each booth will receive two exhibitor badges. All participants affiliated with exhibits must check-in with the onsite SDBP registration personnel. Only individuals who are employed by the exhibiting company or have a direct business affiliation may be registered as exhibitors. **Additional employees/exhibitors must register and pay the posted fees.** Registration for exhibitors must be submitted through our meeting order system (link on the website at www.sdbp.org).

Use of Signage and/or Promotion for Exhibitor-related Events

Exhibitors may not promote non-approved events outside of their exhibit table. Unless approved in writing by SDBP, no signs are permitted outside of the exhibitor's table area. Signs and exhibitor staff holding signs or directing attendees to events or transportation are strictly prohibited in all public areas or common spaces of the host hotel. Any non-approved signs posted outside the exhibitor's table will be removed. Any exhibitor or employee, representative, agent, or guest of exhibitor holding signs or directing attendees to an event will be asked to immediately dismantle, close their exhibit, and leave the SDBP meeting and hotel. Additionally, door drops or other on-site promotion of any non-approved event is strictly prohibited.

Restrictions

SDBP reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of SDBP show management, may detract from the general character of the meeting. This reservation includes persons, things, conduct, printed matter, or anything exhibit management judges to be objectionable. In the event of such restrictions or eviction, exhibit management is not liable for any refund of any amount paid hereunder. Demonstrations must be located so that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must be approved in writing by SDBP Management.

Exhibitor Activities

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to receptions, seminars, symposiums, and hospitality suites that are in conflict with the official program of the Society for Developmental and Behavioral Pediatrics, whether such activities are held at or away from the hotel, without the written approval of SDBP. SDBP will not approve any event planned during official meeting hours.

Handouts and Giveaways

All giveaway items should conform with the AMA Ethical Opinion on Gifts to Physicians (Opinion 8.061). Distribution of descriptive product literature, notepads, pens, and pencils is permitted. Other items may be distributed with written approval from SDBP prior to the meeting.

Insurance

The exhibitor acknowledges that neither SDBP nor the Hilton Minneapolis Hotel, Minneapolis, MN shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitors. Exhibitors wishing to insure their exhibit materials and goods against theft or 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, fire, and theft) in such amounts deemed appropriate to comply with its obligations hereunder.

Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health, together with the rules

and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

Liability

The Society for Developmental and Behavioral Pediatrics, the Hilton Minneapolis Hotel, and their agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employee(s) or representatives. Further, SDBP and the Hilton Minneapolis Hotel will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of exhibit space by the exhibitor or his or her assigns, and the exhibitor shall indemnify and hold harmless SDBP and the Hilton Minneapolis Hotel from all liability which might ensue from any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder.

Contact SDBP

Direct questions regarding the meeting, exhibits, and registration to:

SDBP
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McLean, VA 22101
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