



Dear ACG Exhibitors,

Thank you for your interest in exhibiting at ACG 2021. The American College of Gastroenterology is currently planning to host a hybrid event in October 2021 with both live and virtual components. We are still working in uncertain times; therefore, we are planning to slowly roll out exhibit and sponsorship opportunities as we firmly establish the ACG 2021 program in a new hybrid model.

We understand safety is top of mind when considering the return to live events. The American College of Gastroenterology is committed to providing the highest safety standards for all attendees, exhibitors, staff, and vendors during ACG 2021 in Las Vegas. We are consistently monitoring regulations, guidelines, and best practices so we can *safely* meet again in person. ACG is working closely with Mandalay Bay, our decorator, Freeman and others to ensure we are keeping up to date on all restrictions and recommendations. We will continue to update exhibitors throughout the year on developments.

**ACG 2021**

**October 22- 27, 2021 (exhibits open October 24 – 26)**

**Mandalay Bay, Las Vegas, NV**

**Please note:** Due to anticipated social distancing restrictions, we will need to be strict about booth sizes to allow for one-way directional aisles throughout the exhibit hall. We will assign island space that is 20x\_\_\_, 50x\_\_\_ or 80x\_\_\_ only.

**Exhibit Hall:**

- We will be located in the Shoreline Exhibit Hall on Level 2 of the South Convention Center. The general session room and registration will be located on the same level.
- Entrances are marked on the bottom of the floor plan.
- Ceiling height throughout the hall is 30'.
- Weight limit on the floor is 350 lbs per net sq ft.
- There are several columns on the floor in aisle spaces. They average 6'x6' and are 6' in height (above the 6' height they are a post). We will reach out to you directly if the space you choose would be impacted by a column. We are also happy to share photos of the columns if you require them.
- The Hands On Workshop will be located on the left side of the hall and has been assigned as booth 113 on the floor.
- Posters are located in the back of the exhibit hall.

We expect to release information about exhibiting virtually by late Spring 2021. Sponsorship opportunities will also be available in the late Spring 2021 timeframe.

Sincerely,

American College of Gastroenterology



## ACG 2021 Live Exhibiting Information

**Please note that the information provided below is preliminary and may change based on regulations set by Nevada, Las Vegas, Mandalay Bay or the American College of Gastroenterology.**

### **Exhibit Space**

10 x 10 Inline exhibit space:	\$3,400
10 x 10 Corner exhibit space:	\$3,600
Island space:	\$40.00 per square foot

### **Exhibit Set-up Hours:**

Friday, October 22	8:00 am – 5:00 pm
Saturday, October 23	8:00 am – 5:00 pm
Sunday, October 24	8:00 am – 12:00 noon

### **Exhibit Hall Hours:**

Sunday, October 24	3:00 pm – 7:00 pm
Monday, October 25	10:00 am – 4:45 pm
Tuesday, October 26	10:00 am – 4:30 pm

### **Advance Shipments to Warehouse:**

Tuesday, September 21 – Thursday, October 21

Note: Shipments received after Wednesday, October 13<sup>th</sup> will incur an additional fee for late arrival.

Direct Shipments to Mandalay Bay:

Friday, October 22

### **Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

ACG Annual Mtg 2021 C/O FREEMAN

6675 W Sunset Rd

Las Vegas, NV 89118

**Direct shipment address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
ACG Annual Mtg 2021 C/O FREEMAN  
MANDALAY BAY RESORT AND CASINO  
3950 S LAS VEGAS BLVD.  
LAS VEGAS, NV 89119

**Assignment of Booth Space**

Booth space will be assigned on a point system to establish priority as follows: 3 points for exhibiting plus 1 point for each additional 100 square feet over the initial 100 square feet up to a maximum of 6 points per year. Additional points may be earned by increasing booth space from one year to the next and by exhibiting at ACG Regional Courses. An exhibitor's point standing, and the complete priority point policy are available upon request. Space assignments will be made starting in March 2021.

The College reserves the right to make variations in the established priority system and /or relocate previously assigned space. If previously assigned space is relocated, the exhibitor is given 15 days to accept the relocation or request a refund. The Management of the American College of Gastroenterology also reserves the right to alter the exhibit layout at any time.

**Payment & Restrictions**

Exhibit space at Mandalay Bay is priced as follows:

- 10' x 10' Linear Booth: \$3,400
- Corner Booth: \$3,600
- Island Booth Space: \$40.00/sq. ft.

Full payment must accompany your application. A service fee of 25% of the total booth cost will apply to any cancellation or space reduction. No refunds will be issued to firms canceling if space cannot be resold. There will be no refunds whatsoever for space canceled after May 7, 2021.

Checks should be made payable to the American College of Gastroenterology and sent to:

Attn: Exhibit Manager  
American College of Gastroenterology  
6400 Goldsboro Road, Suite 200  
Bethesda, MD 20817  
(301) 263-9000

The American College of Gastroenterology also accepts American Express, MasterCard and VISA. There is a 4% service fee applied to each credit card charge.

## COVID – SAFETY PROCEDURES

We understand safety is top of mind when considering the return to live events. The American College of Gastroenterology is committed to providing the highest safety standards for all attendees, exhibitors, staff, and vendors during ACG 2021 in Las Vegas. We are consistently monitoring regulations, guidelines, and best practices so we can *safely* meet again in person. ACG is working closely with Mandalay Bay, our decorator, Freeman and others to ensure we are keeping up to date on all restrictions and safety recommendations. While things will most certainly change between now and October, the following guidelines are under consideration:

- Limiting number of attendees on exhibit hall floor at one time
- Hand sanitizing stations located throughout the exhibit hall
- One-way aisles throughout the exhibit hall
- Face masks required for all exhibitors, attendees, staff and vendors
- Confirmation of vaccination
- Daily temperature checks

We also encourage exhibitors to keep safety top of mind while designing your booth space for ACG 2021.

- Design your space using materials that are easily disinfected and plan to disinfect frequently
- Design your exhibit so your staff and attendees can easily maintain a 6' distance while interacting

## **Exhibitor Rules and Regulations**

All matters and questions not specifically covered by these Rules and Regulations are subject to the decision of the American College of Gastroenterology.

Exhibitors agree to comply with all subsequent reasonable rules adopted or changed by the College. Any changes will be provided to exhibitors in writing.

### **Advertising**

The American College of Gastroenterology must approve any use of the ACG logo, ACG 2021 meeting logo, taglines, trademarks, or trade names prior to any exhibitor use. The ACG must approve the language in any advertisement which mentions the American College of Gastroenterology. Please contact Elaine McCubbin at [emccubbin@gi.org](mailto:emccubbin@gi.org) for additional information.

### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, the ACG will make all reasonable efforts to accommodate persons with disabilities. Please contact ACG's VP, Meetings & Exhibitions, Elaine McCubbin at [emccubbin@gi.org](mailto:emccubbin@gi.org), no later than August 20, 2021, to make arrangements. Exhibitors are responsible for complying with the ADA requirements within their assigned booth space.

### **Badge Requests**

Exhibitors may request an unlimited number of Exhibit Hall passes at no charge to their company. These badges will only allow company representatives onto the trade show floor. Any exhibitor who wants to attend the scientific sessions must register for the meeting separately. Set-up badges are available at the meeting registration prior to the Exhibit Hall opening for appointed contractors and staff entering the Exhibit Hall during setup and dismantling times.

### **Balloons**

The use of balloons as part of the exhibit display or as a giveaway is prohibited.

### **Booth Design**

#### **Inline and corner spaces**

Standard in-line and corner booth spaces are 10 feet wide, 10 feet deep, and 8 feet high. Side rails and counters are limited to 4 feet in height. Any obstructions in the front half of the booth cannot exceed the 4-foot height limit. The height for rear wall displays is 8 feet, which is allowed in the back half of the booth space. Corner booths are permitted to eliminate the outside draped side rail.

#### **Island spaces**

Each exhibit shall be installed as to not obstruct the view of or interfere with the exhibits of others. The visual disadvantage created by an island should be no greater than that which would be caused by an in-line space. All display material, including hanging signs, is restricted to

20' in height and a sufficient "see-through" or "walk-through" area with at least 40% visibility per side must be provided to avoid blocking the view of adjacent exhibits. Should a company's booth be designed in such a way that neighboring spaces are obstructed, the company will be asked to redesign their booth or relocate. All associated fees will be the responsibility of the exhibitor.

All island exhibit spaces 20' x 20' or larger must submit a booth layout for management and Fire Marshall approval by August 20, 2021. Plans can be submitted to Elaine McCubbin, VP, Meetings & Exhibitions at [emccubbin@gi.org](mailto:emccubbin@gi.org).

### **Booth Relocation**

The Management of the American College of Gastroenterology reserves the right to alter the exhibit hall layout at any time. If previously assigned space is relocated, the exhibitor is given 15 days in which to accept the relocation or request a refund.

### **Cancellation and Reduction Policy**

Notice of cancellation or reduction must be received in writing. A service fee of 25% of the total booth cost will apply to any cancellation or space reduction. No refunds will be issued to firms canceling if space cannot be resold or if the trade show floor does not sell out. There will be no refunds whatsoever for space cancelled after May 7, 2021. Reductions and cancellations will result in a loss of priority points.

### **Carpeting and Furniture Requirements**

Carpeting is required and is the responsibility of the exhibiting company. The exhibitor may provide carpeting or rent carpeting through the Official Decorator. At 12:00 noon on Sunday, October 24 an inspection will be made of the Exhibit Hall and exhibits that do not have carpeting will be assigned to the Official Decorator for installation and cleaning prior to opening. Charges will be billed to the exhibitor.

Exhibitors are not permitted to carpet outside their booth area without prior permission from the American College of Gastroenterology.

Furniture is not provided with the booth space and is the sole responsibility of the exhibitor.

### **Catering Guidelines**

Exhibitors are permitted to distribute food and beverages within their booth space. All catering items must be ordered through Mandalay Bay. A menu selection and order form will be included in the Official Exhibitor Service Manual.

### **Conduct of Exhibits**

Interviews, demonstrations and the distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own booth will not be permitted. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Use of microphones, television or other sound aspects of displays, compressed air, gases or other similar media must be confined to the booth area, may not interfere with other exhibitors and

are subject to being prohibited by Management, which shall have absolute discretion in its judgment on such matters. Character of the exhibits is subject to approval of the College.

ACG reserves the right to determine the acceptability of applications for exhibit space. The products or services to be exhibited must be of professional or educational interest and related to the field of gastroenterology. The right is reserved to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. The Management of the American College of Gastroenterology reserves the right to remove at any time any exhibit deemed undesirable without refund. Management's decision must be accepted as final in any disagreement between exhibitors.

### **Exhibit Services / EAC Requirements**

The College and Exhibit Management (including exhibit managers, decorators, etc.) make every effort to accommodate exhibitors who prefer to use the services of subcontractors with whom the exhibitor contracts or assigns certain duties. However, it is the Exhibit Management's responsibility to ensure that the Exhibit Hall opens on time and that all regulations are observed. Therefore, the exhibitor acknowledges and assigns to the Exhibit Management the right and discretion to undertake any activities or services, on behalf of the exhibitor and at the exhibitor's expense, which the Exhibit Management believes are needed to meet these requirements, if those activities or services have not been timely provided by the exhibitor or by any subcontractor designated by the exhibitor.

Exhibitor agrees to be financially responsible for any debts incurred either by himself, by his subcontractor(s), or by Exhibit Management on his behalf, both generally and under the specific circumstances noted above. The exhibitor specifically agrees to indemnify the College, exhibition management and their agents and to hold them harmless in any dispute over fees. In the event that a subcontractor fails to make payment to the College, Exhibit Management or any agent of either for any costs incurred on the exhibitor's behalf, for whatever reason—including bankruptcy of the subcontractor, or payment dispute—exhibitor agrees that such fees are his direct responsibility. Nothing included above shall constitute an obligation upon the College, or Exhibit Management or their agents to arrange for or otherwise provide any activities and services normally the obligation of the exhibitor, and not specifically provided for elsewhere in this Agreement.

Exhibitor designated contractors must carry their own insurance to cover exhibit material against damage and loss, as well as public liability insurance of at least \$1 million per occurrence and \$1 million aggregate against injury to the person and property of others. A certificate of insurance naming the American College of Gastroenterology as additional insured must be received at least 30 days prior to the Exhibit Hall opening.

### **Exhibitor Service Kit**

A complete Official Exhibitor Service Kit from the Official Decorator will be available in July 2021. A link to the Kit will be available on the ACG 2021 meeting website and will be emailed to each exhibitor.

## **FDA Guidelines**

The FDA imposes rules and regulations on some of the products exhibited at healthcare meetings. It is the exhibitor's responsibility to understand and follow the FDA rules and regulations. Specific information may be obtained from the FDA.

## **Fire Regulations**

All materials used in the Exhibit Hall must be flame proofed and fire resistant to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flame proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise.

Display racks, signs, spotlights, and special equipment must be approved before usage, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be dismantled.

All aisles and exits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

## **Giveaways and Promotional Items**

The American College of Gastroenterology requires approval for giveaways. A giveaway approval form will be included in the Official Exhibitor Kit. All exhibitors planning to give away products, novelties, souvenirs, or any other item other than company literature are required to complete the form.

## **Hospitality Suites**

Only those companies participating in the commercial exhibit program will be allowed to conduct hospitality suites in Las Vegas. Suites are limited to hospitality and may not be used to display products or services. These hospitality suites may not be open or advertised to be open at times that conflict with official functions of the College such as scientific sessions or College sponsored social functions (including exhibits).

## **Independence of ACG CME Education in Accordance with ACCME Requirements**

Accredited continuing education must protect learners from commercial bias and marketing. ACG and the exhibiting company agree to the following conditions, as well as all requirements of ACCME's Standards for Integrity and Independence in Accredited Continuing Education:

- ACG must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.
- ACG is responsible for ensuring that education is separate from marketing by ineligible companies\*—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.
- Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
  - a. Influence any decisions related to the planning, delivery, and evaluation of the education.



- b. Interfere with the presentation of the education.
- c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
- ACG must ensure that learners can easily distinguish between accredited education and other activities.
  - a. *Live continuing education activities*: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
  - b. *Print, online, or digital continuing education activities*: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
  - c. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
- Ineligible companies may not provide access to, or distribute, accredited education to learners.

*\*Ineligible companies (formerly, “commercial interests”) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.*

### **Interpretation**

All matters and questions not specifically covered by these Rules and Regulations are subject to the decision of the American College of Gastroenterology. Exhibitors agree to comply with all subsequent reasonable rules adopted or changed by the College. Any changes will be provided to exhibitors in writing.

### **Liability and Insurance**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold the American College of Gastroenterology, and their employees and agents harmless against all claims or fines and attorney’s fees arising out of or caused by Exhibitor’s installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the American College of Gastroenterology, Mandalay Bay, their employees and agents. In addition, Exhibitor acknowledges that the American College of Gastroenterology and Mandalay Bay do not maintain insurance covering Exhibitor’s property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property loss/damage insurance covering such losses by the Exhibitor.

### **Labor**

Labor must be used in accordance with local union requirements in the erection and dismantling of exhibits. Exhibitors utilizing firms other than the Official Decorator are requested to notify the American College of Gastroenterology in writing with the name of the contractor.

Those exhibitors will be required to present a Certificate of Insurance from such outside contractors to protect the American College of Gastroenterology against disputes arising from services not performed. The exhibitor agrees that if outside contractors do not perform labor services in a reasonable period of time, the Official Contractor will provide for labor services and the exhibitor will be invoiced accordingly.

Exhibitor designated contractors must carry their own insurance to cover exhibit material against damage and loss, as well as public liability insurance of at least \$1 million per occurrence and \$1 million aggregate against injury to the person and property of others. A Certificate of Insurance naming the American College of Gastroenterology as additional insured must be received at least 30 days prior to the Exhibit Hall opening.

### **Lead Retrieval**

Lead retrieval services are available at ACG 2021. Information will be included in the Official Exhibitor Service Kit and at [acgmeetings.gi.org](http://acgmeetings.gi.org).

### **Mergers and Acquisitions**

Companies that have merged with or purchased another company may use the priority points from either company, whichever is higher, but may not combine the priority point totals. The ACG must be notified by both companies' that the acquisition or merger is complete. Request for transfer of points must also be submitted in writing to the ACG by the parent company.

### **Mobile and Airport Advertising**

ACG must approve all mobile advertising including advertising appearing on taxicabs and shuttle buses or advertising appearing at airports servicing the Las Vegas area. An advertising fee may apply if permission is granted.

### **Non-Exhibitors**

No firm or organization not assigned space in the Exhibit Hall will be permitted to solicit business within the Exhibit Hall or elsewhere in Mandalay Bay. Exhibitors are requested to inform the College of their knowledge of any such occurrence.

### **Official Drayage Contractor**

Freeman has been designated as the official drayage contractor. The official contractor is responsible for maintaining all in and out traffic schedules at the show site and handling the move-in and move-out of all exhibitors' materials and equipment. Freeman maintains control and always has priority at the loading areas.

### **Official General Service Contractor**

General questions regarding any services should be directed to:

**FREEMAN**

Tel: 888-508-5054

[exhibitorsupport@freeman.com](mailto:exhibitorsupport@freeman.com)

### **Photography and Videotaping**

Exhibitors, Attendees, Guests and Media are strictly prohibited from taking still photography, video or audio recording of the Exhibit Hall or any educational session or event of the meeting for publication, rebroadcast or placement on a non-ACG website or print publication without prior written permission from the ACG. Still photography is permitted only for personal, non-commercial purposes, including social media. For more information contact Elaine McCubbin at [emccubbin@gi.org](mailto:emccubbin@gi.org). Media should contact ACG at [mediaonly@gi.org](mailto:mediaonly@gi.org).

### **Prizes and Lotteries**

Prizes and lotteries are permitted at the ACG Annual Scientific Meeting provided they remain professional in nature. Written permission from the ACG is required. The exhibitor is responsible for any permits, occupational licenses, and city/state sales taxes, if applicable. The ACG reserves the right to restrict activities that it deems inappropriate or unprofessional.

### **Protection of the Convention Center**

Exhibitors will be held liable for any damage caused to the Mandalay Bay property and no material or matter of any kind shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts or portions of the facilities or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety, the Hotel Management will be the final judge thereof and their decision shall be binding on all parties concerned.

### **Room Drops**

The American College of Gastroenterology will offer the opportunity for exhibitors to participate in room drops. Exhibitors may only use the ACG's official room drop vendor. Individual room drops are strictly prohibited. A room drop rate card with room drop rates and delivery dates will be included on the ACG 2021 meeting website.

### **Sales and Order Taking**

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations related to the field of gastroenterology. Sales and order taking are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The ACG reserves the right to restrict sales activities that it deems inappropriate, unprofessional, or unrelated to the field of gastroenterology. All producers of events as well as individual exhibitors and/or other vendors, who conduct sales during an event, are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.

### **Security**

Security shall be furnished by Management to be on duty in the Exhibit Hall when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Exhibitors should not leave valuable materials or equipment on the exhibit floor outside the hours when exhibits are open. If security is required in your booth during or after normal show hours, you may contract directly with ACG's security contractor for that service. Information and order forms will be included in the Official Exhibitor Services Kit. The American

College of Gastroenterology can assume no responsibility for any losses sustained by exhibitors. Complete information regarding drayage will be forwarded with the Official Exhibitor Information Kit after confirmation of space assignment.

### **Set-Up/Dismantle Details**

#### **Installation of Exhibits**

Friday, October 22	8:00 am – 5:00 pm
Saturday, October 23	8:00 am – 5:00 pm
Sunday, October 24	8:00 am – 12:00 noon

All exhibit crates must be empty and tagged for storage no later than 2:00 pm on Saturday, October 23. All large display crates must be removed from the exhibit floor by 5:00 pm on Saturday, October 23, for the service contractor to have access to install the aisle carpet.

All installation must be completed by 12:00 noon on Sunday, October 24. Display space not claimed and occupied by 12:00 noon on Sunday, October 24, may be canceled or reassigned without notification or refund.

#### **Dismantling of Exhibits**

Tuesday, October 26	4:30 pm – 10:00 pm
Wednesday, October 27	8:00 am - 2:00 pm

Exhibits must not be dismantled or be in the process of being removed before 4:30 pm on Tuesday, October 26. Exhibitors dismantling before this time may lose earned priority points. All exhibit materials must be removed from the exhibit areas by 2:00 pm on Wednesday, October 27. If the exhibitor fails to remove their materials from the exhibit area in a timely fashion, the exhibitor shall indemnify, hold harmless and defend the American College of Gastroenterology from and against any and all fees or expenses the College must pay to Mandalay Bay as a result of late removal.

#### **Shipping Information**

Ship early, prepay all transportation charges. Collect shipments will not be accepted. Beginning September 21, 2021, advance warehouse shipments should be labeled and consigned as follows:

Exhibiting Company Name / Booth # \_\_\_\_\_  
ACG Annual Mtg 2020 C/O FREEMAN  
6675 W Sunset Rd  
Las Vegas, NV 89118

All shipments should be securely packed and fully prepaid. Bills of lading, showing the number of pieces, description and weight should be forwarded to the drayage agent when shipment is made. Each exhibitor agrees to ship his material at his own risk and expense. If its services are used, the drayage contractor will store the shipments without charge for 30 days prior to the installation of the exhibit.

The loading area at Mandalay Bay will be under the supervision of FREEMAN. Direct shipments should be labeled and consigned as follows, and delivery may begin on Friday, October 22, 2021:

Exhibiting Company Name / Booth # \_\_\_\_\_  
ACG Annual Mtg 2021 C/O FREEMAN  
MANDALAY BAY RESORT AND CASINO  
3950 S LAS VEGAS BLVD.  
LAS VEGAS, NV 89119

### **Signs**

A uniformly lettered, two-line decorative sign, 7" x 44", indicating the company name and booth number, will be furnished and properly located at the top of the back of each inline and corner booth. Additional signs for display purposes may be ordered from the Official Decorator.

Island booths, 400 square feet and larger, are permitted to hang signs from the ceiling, however, they may not exceed the 20' height limitation as measured from the top of the sign to the floor. Inline and corner booths are not permitted to have hanging signs over their booth space.

### **Staffing**

Each exhibit must be fully operational and staffed during the open exhibit hours. All participants affiliated with exhibits must be registered. Exhibitors utilizing firms other than the Official Decorator must obtain exhibitor set-up badges for non-booth personnel to use during set-up and teardown on:

Friday, October 22	8:00 am – 5:00 pm
Saturday, October 23	8:00 am – 5:00 pm
Sunday, October 24	8:00 am – 12:00 noon
Tuesday, October 26	4:30 pm – 10:00 pm
Wednesday, October 27	8:00 am – 2:00 pm

Everyone must have either an ACG Exhibitor Badge or an Exhibitor Set-up Badge during set-up and teardown.

Badges are not to be issued to representatives of leasing companies, financial institutions, publishers, suppliers, vendors, or others who wish to gain admittance for the purpose of making contact other than in your exhibit. An exhibitor may not register any other person eligible for paid registration.

### **Subletting Space**

The subletting, assignment, or apportionment of the whole or of any part of his space by any exhibitor is prohibited. No exhibitor may permit any other party to exhibit in his space any goods other than those manufactured or handled by the contract exhibitor, nor permit the solicitation of business by others within his space.

**Surveys**

Surveys must be conducted within the confines of the exhibit booth space. Exhibit personnel are prohibited from leaving the booth to encourage attendees to complete a survey.

**Transportation**

ACG prohibits companies from providing attendee transportation. If you have any questions, please contact Elaine McCubbin at [emccubbin@gi.org](mailto:emccubbin@gi.org).

**Violations**

Exhibitors who violate any provision of the official rules and regulations may face penalties commensurate to the severity of the violations. This may include, but is not limited to, loss of priority points, immediate closing of the exhibit without refund and exclusion from future ACG meetings.

**Weight Limitations**

The weight limit on the floor of the Exhibit Hall is 350 lbs. per net square foot.