



The 49th ASAM Annual Conference
Innovations in Addiction Medicine and Science
April 12-15, 2018, San Diego, CA
ASAM Exhibit/Support Rules & Regulations

Rules and Regulations

ASAM's Exhibit/Support Rules and Regulations become part of the contract between the exhibitor/supporter and ASAM. These policies have been developed in the best interests of the exhibitors/supporters as a whole. Management respectfully asks the full cooperation of all exhibitors and supporters in observing these policies. All points not covered are subject to the decision of management.

Contract and Terms of Payment for Exhibit Space

The application and contract for space and the full payment of rental charges constitute a contract for the right to use the exhibit space. It is the exhibitor's responsibility to confirm that their contract and payment have been received by the ASAM meetings office.

Full payment of the exhibit rental charge **MUST** accompany the signed application/contract. Applications not accompanied by full payment will be returned unassigned. Payment is accepted in the form of check or credit card (American Express, MasterCard or Visa).

Exhibit Cost & Sizes

Cost: 8' x 10' Exhibit Booth: \$1,450 Tabletop: \$1,050

Per booth space, price includes standard drapery, company identification sign, two complimentary personnel badges per 80 sq. ft. of booth space, company profile in Exhibit Guide, show security and online exhibitor service manual. Tables and chairs can be purchased for an additional fee through Freeman Exposition Services. Table and chairs for each tabletop are included in the tabletop fee.

Space Assignment

The floor plan is designed by ASAM's Meetings Department in accordance to Fire Marshal regulations and the facilitation of floor traffic for all exhibitors. Exhibit assignments will be done on a first-come, first served basis. Applications with full payment will be date-stamped.

Space assignments will begin early September. Every effort is made to accommodate special requests for space and position on the floor. Special requests to avoid or be placed next to certain exhibitors must be sent directly to Show Management via email: ivayner@asam.org.

Cancellation of Space

A \$150 cancellation fee will apply to all cancellations received through **Friday, March 9, 2018**. There will be **no refunds** on cancellations received after **Friday, March 9, 2018**. All cancellation requests must be made in writing and sent to: American Society of Addiction Medicine, Meetings Department, 11400 Rockville, MD 20852 or emailed to ivayner@asam.org. Refund will be processed after the program.

Liability

Neither ASAM nor the Hilton San Diego Bayfront hotel will assume liability for loss of merchandise or of monies received, or damaged to exhibitor's property. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor displays, equipment, and other property brought on the premises of the Hilton Baltimore and shall indemnify and

hold harmless ASAM, the Hilton Baltimore, their agents, servants, and employees from any and all such losses, damages, and claims.

Badge Registration

Each exhibitor is provided two complimentary exhibit-only registrations. The fee for additional exhibit-only or registrations is \$200 per badge.

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. The number of badges issued to each exhibitor may be limited by ASAM.

Conditions

All exhibitors are to remain open during the scheduled hours. Set-up is between 8:00 am – 5:00 pm on Thursday, April 12, 2018. There will be no set-up during scheduled open hours and no teardown until after the closing on Saturday, April 14, 2018, 11:00 am.

Course Location & Shipping Information

The Annual Conference 2018 Exposition will be held at the Hilton San Diego Bayfront Hotel, One Park Boulevard, San Diego, CA 92101. Exhibits will be held in the Sapphire Ballroom, Level 4. It is the responsibility of each exhibitor to manage their shipment directly with Freeman. Freeman will provide shipping and other related logistical instructions and information will be sent early January 2018.

Exhibit Activities

The exhibitor may demonstrate the company's equipment and make formal presentations regarding the product line or service in the booth. The exhibitor must confine all promotional activities to their booth. Sales calls to other exhibitors on the show floor are not permitted. Exhibitor giveaways should be educational or modest in value.

Food and Beverage

The distribution of food and/or beverage must be approved in advance by ASAM. Exhibitors may not dispense food of any kind, including bottled water of any type, without written permission from ASAM.

Photography in the Exhibit Hall

The taking of photographs is strictly prohibited. Exhibitors interested in engaging a photographer for photos of their booth must contact show management for scheduling.

Sound Restrictions

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other exhibitors. Show management reserves the right to determine at what point sound and traffic constitutes interference with others and whether it must be discontinued.

General

All matters and questions not covered by these regulations are at the discretion of ASAM. These regulations may be amended at any time by ASAM, and all amendments shall be equally binding on all parties upon publication.

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