



### **Rules and Regulations**

All information included in this Prospectus becomes part of the contract between the tabletop exhibitor 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 Tabletop Exhibit Space**

The application and contract for space and the full payment of rental charges constitute a contract for the right to use the tabletop 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 tabletop 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).

### **Tabletop Exhibit Cost & Sizes**

Available tabletops are \$900 for each six foot table space. The \$900 tabletop fee also includes the following: two (2) chairs and one (1) wastebasket.

### **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. Tabletop assignments will be done on a first-come, first served basis. Applications with full payment will be date-stamped. Space assignments will begin on Monday, September 26, 2016 and confirmations will be emailed beginning at this date.

Every effort is made to accommodate special requests for space and position on the floor. Due to the limited space available, special requests to avoid or be placed next to certain exhibitors must be sent directly to Show Management via email: [ivayner@asam.org](mailto:ivayner@asam.org).

### **Cancellation of Space**

A \$100 cancellation fee will apply to all cancellations received through Monday, **September 26, 2016**. There will be **no refunds** on cancellations received after Monday, **September 26, 2016**. All cancellation requests must be made in writing and sent to: American Society of Addiction Medicine, Meetings Department, 4601 North Park Avenue, Upper Arcade, Suite 101, Chevy Chase, MD, 20815 or faxed to: 1-301-656-3815. Refund will be processed after the program.

### **Liability**

Neither ASAM nor the Washington Hilton 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 Washington Hilton and shall indemnify and hold harmless ASAM, the Washington Hilton 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 tabletop exhibitors are to remain open during the scheduled hours. Set-up is between 12:00 p.m. and 5:00 p.m. on Wednesday, October 5, 2016. There will be no set-up during scheduled open hours and no teardown until after the closing on Sunday, October 8, 2016, 10:30 a.m.

### **Course Location & Shipping Information**

The State of the Art Course will be held at the Washington Hilton, 1919 Connecticut Avenue, NW, Washington, DC 20009, US. Exhibits will be held on the Terrace Level in the Columbia Ballroom Foyer. It is the responsibility of each tabletop exhibitor to manage their shipment directly with the hotel. Shipping and other related logistical instructions will be sent to all tabletop exhibitors four weeks prior to the start date of the program.

### **Tabletop 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.

### **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 and the Washington Hilton.

### **Photography in Tabletop 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.