

## Rules and Regulations Governing Residency Showcase Programs

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**Participation Eligibility**

The following qualifications are required of all Residency Showcase Programs exhibiting at the 2021 ASHP Midyear Clinical Meeting and Exhibition to be held at the Orange County Convention Center West Building in Orlando, Florida (the “Meeting”):

1. At least one pharmacy residency opening to participate and exhibit at Residency Showcase.
2. At least one representative present at the Meeting to meet with potential candidates.
3. Due to the individual program and candidate focus, recruitment companies, including but not limited to, staffing firms, hiring agencies, executive search organizations, and so forth, are not eligible for participation in Residency Showcase.
4. ASHP reserves the right, in ASHP’s sole judgment, to determine eligibility or compatibility of any company or its products to participate in the Residency Showcase.

**Use of Official ASHP Hotel Block**

All hotel reservations must be made through the official ASHP Housing Company, Orchid Events. Procedures and policies for reserving hotel rooms and room blocks will be available on the official Meeting hotel reservation form and web page and must be adhered to. Programs who do not adhere to these procedures may be subject to restrictions at future ASHP meetings, including but not limited to, denial of exhibit space and/or meeting room requests, and ineligibility for convention hotel room rates.

**No Sales Policy**

Because of the nature of Residency Showcase, solicitation of business, all order taking, selling activity, conferences in the interest of business and similar activity in the Residency Showcase hall is expressly prohibited. This policy will be strictly and actively enforced. Violations of this policy may result in, among other things, the shutdown of the violator’s booth and/or ejection from Residency Showcase.

**Assignment of Space**

Booth space will be allocated in the sole and exclusive discretion of ASHP with due regard to grouping of programs. ASHP reserves the right, in the best interest of Residency Showcase, to relocate a program’s selected booth space to areas other than that which has been requested by the program. The decision of ASHP with respect to allocation of booth space will be final and binding upon all programs.

**Space**

The Residency Showcase booth arrangement is shown by the floorplan on the Residency Showcase website. Dimensions and location of each booth are reasonably accurate, but only warranted to be approximate. ASHP may, in its sole discretion, change the floor plan. Please refer to our website for an updated floorplan.

### **Application for Residency Showcase Booth Space**

The application for Residency Showcase Booth Space must be completely filled out and properly executed online. If the application is accepted by ASHP, it shall become legally binding upon both ASHP and the program with respect to the space assigned and the use thereof as will all other provisions included in both the Contract and these Rules and Regulations Governing Residency Showcase Programs, including, but not limited to, the booth construction guidelines detailed at the end of this document. ASHP will assign and confirm booth space to the program in writing.

### **Pricing**

The program agrees to the following payment and cancellation terms below:

Residency Showcase is sold to programs by the booth size. The size of the booth that you purchase will determine the location of your space and the equipment provided inside the booth.

#### 2021 Residency Showcase Pricing

<b>Booth Size</b>	<b>Cost</b>
10' x 10'	\$840
10' x 20'	\$1,680
10' x 40'	\$3,360

#### **Payment:**

- A valid credit card along with an authorization for ASHP to charge such credit card must be submitted at time program submits its application.
- The credit card on file will be charged for the full amount of the booth at the time the application is submitted, unless ASHP has agreed to invoice the program as further provided herein.
- If a program must be invoiced, the program must submit a written request to ASHP for approval. ASHP must receive payment on all invoices on or before Residency Showcase opens on December 6, 2021.

### **Cancellation Penalties**

Withdrawal by any program from Residency Showcase will not be accepted unless written notice of such withdrawal has been received by ASHP. All payments for booth space are 50% nonrefundable, and any Residency Showcase program that withdraws after August 9, 2021, shall forfeit 100% of the full price of said Residency Showcase.

Any booth reserved must be paid in full by the program at the time ASHP assigns its booth space, unless ASHP has agreed to invoice the program as provided herein. Should a program fail to make any payment when due, ASHP has the full authority and discretion to cancel any and all booth space assigned to the program. In such cases, 100% of any payment submitted with the Contract shall be

retained by ASHP on and after August 9, 2021, while only 50% will be retained if booth space is cancelled before August 9, 2021. Programs will not be permitted to install or furnish the booth space until full payment of the booth purchase fee has been paid to ASHP. Payments to ASHP are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

### **Activity within Residency Showcase**

Any activity within Residency Showcase, including, without limitation, distribution (free of charge or otherwise) of any literature, product, or any other item must conform to the educational and professional nature and character of the Meeting, and be in compliance with state and federal laws. ASHP reserves the right to prohibit and require immediate cessation of any activity or distribution that, in ASHP's sole and absolute discretion, is determined not to conform to the nature of Residency Showcase. ASHP will provide advance approval of activities and items upon request of a program. ASHP's decision to prohibit and require cessation of any activity will be at the sole and absolute discretion of ASHP and will be final.

Contests, lotteries, raffles, or games of chance are strictly prohibited unless preapproved in writing by ASHP. The rights and benefits hereunder are personal to programs and may not be assigned without the express written consent of ASHP. All Residency Showcase programs must conform strictly to these Rules and Regulations. ASHP reserves the right to restrict anything in or related to the booth that might be considered undesirable. This restriction includes, but is not limited to, specific items, conduct, dress of personnel, printed matter, or anything that ASHP deems objectionable to the Residency Showcase program or the Meeting as a whole.

### **Termination of Meeting and Residency Showcase Booth Space**

If, in the sole judgement of ASHP, the premises in which the Meeting is to be held become unfit for occupancy, or should the Meeting and Residency Showcase be materially interfered with by reason of weather, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ASHP, the Residency Showcase Contract may be terminated by ASHP. ASHP will not incur any liability for damages sustained by programs as a result of such termination. In the event of such termination, the program expressly waives such liability and releases ASHP from and against all claims for damages and agrees that ASHP shall have no obligations except to refund to the program a pro-rated share of the aggregate amount received by ASHP (as rental for Residency Showcase booth space for said booth), after deducting all costs and expenses in connection with such space, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the program.

### **Installation of Residency Showcase Booths**

The Orange County Convention Center has been reserved for programs to setup at the following times:

\*Monday December 06, 2021 12:00 p.m. - 12:45 p.m.: *Mon. Showcases only 4000 booths*

\*Tuesday December 07, 2021 7:00 a.m. – 7:45 a.m.: *Tues. Morning Showcases only 5000 booths*

\*Tuesday December 07, 2021 12:00 p.m – 12:45 p.m.: *Tues. Afternoon Showcases only 6000 booths*

\*Days and hours are subject to change

Bringing display panels, literature, and give a-ways for your booth is acceptable as provided herein. These may be delivered via the Residency Showcase program contractor, Shepard Exposition Services, and will be delivered to your booth. Information on how to arrange for shipping and other booth services will be available online in September. All materials used in the booth are the responsibility of the program, and ASHP is not responsible for their safekeeping.

### **Dismantle and Move-Out Information**

#### **MONDAY SHOWCASES**

- All showcase materials must be removed from the facility by Monday, December 06, 2021 at 5:00 p.m. Any materials left in the booth when the next group is moving in will be thrown away.
- To ensure all program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Monday, December 06, 2021 at 4:00 p.m.

#### **TUESDAY MORNING SHOWCASES**

- All showcase materials must be removed from the facility by Tuesday, December 07, 2021 before 12:00 p.m. Any materials left in the booth when the next group is moving in will be thrown away.
- To ensure all program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Tuesday, December 07, 2021 at 11:00 a.m.

#### **TUESDAY AFTERNOON SHOWCASES**

- All showcase materials must be removed from the facility by Tuesday, December 07, 2021 at 5:00 p.m. Any materials left in the booth after this deadline passes will be thrown away.
- To ensure all program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Tuesday, December 07, 2021 at 4:00 p.m.

### **Contract Labor**

Residency Showcase programs may use contractors other than the official exhibit contractor to set up, erect, and dismantle exhibits if at least thirty (30) days prior to the first official move-in day, Program provides to ASHP a written statement of authorization for each such contractor in which the Program gives the name and address of each contractor and lists the name of the supervisor who will be in attendance; assumes all responsibility for acts of its contractors and holds harmless ASHP, SPARGO, Inc., Shepard Exposition Services and the Orange County Convention Center for any loss or damage, including reasonable attorney's fees arising from any act or omission of its contractors and further holds harmless ASHP, SPARGO, Inc., Shepard Exposition Services and the Orange County Convention Center from an injury to property of the contractors and the contractors' employees, subcontractors' agents and servants; guarantees compliance with any and all laws, ordinances, or regulations, and all union and convention center requirements; and

guarantees all work will be coordinated through and subject to the direction of the official exhibit contractor to ensure orderly workflow. Programs must have onsite and provide to the official exhibit contractor certificate(s) of insurance for their contractor(s), naming the Orange County Convention Center, SPARGO, Inc., Shepard Exposition Services and ASHP as the additional insureds. This insurance shall afford immediate defense and indemnification, and the limit of the coverage must be no less than \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Contractors must strictly comply with the foregoing or they will not be permitted on the premises.

#### RESIDENCY SHOWCASE Hours:\*

Monday, December 6	1:00 a.m. – 4:00 p.m.
Tuesday, December 7	8:00 a.m. – 11:00 a.m.
Tuesday, December 7	1:00 p.m. – 4:00 p.m.

\*RESIDENCY SHOWCASE hours are subject to change.

#### Staffing of Residency Showcase Booths

Program assumes all responsibility for its booth personnel, employees, contractors, servants, agents, and for all persons admitted to the Residency Showcase area using its designated badge. All programs are responsible for informing their own personnel and authorized representatives of these rules and regulations.

#### Music

Programs shall not play or perform any music at any time.

#### Residency Showcase Program Contractor

Shepard Exposition Services  
10474 Armstrong Street  
Fairfax, VA 22030

A Residency Showcase program service kit is available on the Residency Showcase Information for Programs page on the Midyear website with more information.

#### Care of Residency Showcase Booth Space and Premises

All Residency Showcase program activities must be confined to the limits of the program's allocated space and must not interfere with the activity of other programs. The program, at its own expense, shall take good care of its Residency Showcase booth space, not deface or mar said premises, and will keep and maintain the aforesaid premises in good order at all times. Decorations may not be taped, nailed, tacked, or otherwise fastened to the ceilings, painted surfaces, columns, fabrics, or walls. Programs may not distribute adhesive-backed decals/stickers inside the Orange County Convention Center or on the premises. Electrical or any other mechanical apparatus must be muffled so noise does not interfere with other programs. Programs will not mar, deface, or otherwise damage any area or equipment of the Orange County Convention Center.

## **Safety**

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of the City of Orlando, Florida, Orange County Convention Center. Volatile, explosive, or other flammable matter or any substances prohibited by the law or insurance carriers, are not permitted on premises. All electrical equipment must meet applicable National Electrical Codes and Convention Center requirements. Electrical fixtures and fittings must be UL listed and so marked. Access to public elevators and escalators must not be blocked at any time. Utility panels, switchgear, fire hose cabinets, standpipes and fire extinguishers must remain visible and accessible at all times. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flame-proof material or treated with an approved flame proofing solution. Programs may not use helium balloons, compressed gas, heaters, heating devices, or motorized vehicles without the express written consent of ASHP and the Orange County Convention Center.

## **Children**

Due to health and safety considerations, children under the age of 16 will not be admitted to the Residency Showcase program.

## **Limitation of Liability**

ASHP, Shepard Exposition Services, the management of the Orange County Convention Center, and the officers, directors, agents, employees, contractors, and assignees of any of the aforesaid parties will not be responsible for any loss, injury, or damage whatsoever or howsoever arising, which may occur to a Residency Showcase booth, program or to its agents, or employees, or to its contractors and its agents and employees, or to the property or wares of the program, arising from any cause whatsoever, in connection with Residency Showcase. Each program expressly releases ASHP and the above-named parties from any and all claims for any such injury, loss or damage.

## **Residency Showcase Program Representative's Responsibility**

ASHP, Shepard Exposition Services, the management of the Orange County Convention Center, and the shareholders, officers, directors, employees, contractors and assignees of any of the aforesaid parties will not be responsible for any injury, loss, or damage whatsoever or howsoever arising, which may occur to program or to program's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the Meeting or Residency Showcase program. By signing the Residency Showcase Program Contract, program expressly, voluntarily, and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless ASHP, Shepard Exposition Services, the management of the Orange County Convention Center, and the shareholders, officers, directors, employees and contractors of

the aforesaid parties, from and against any and all claims and liabilities arising out of, or in any way related to, the acts or negligence of program, or any of the program's agents, employees or representatives.

### **Insurance**

Residency Showcase programs must adequately insure their activities, materials, goods, wares, and exhibits against theft, damage, loss, or injury of any kind and must do so at their own expense; ASHP, SPARGO, Inc., Shepard Exposition Services and the Orange County Convention Center are not responsible for any loss (howsoever caused) to any property of any Program. Programs are solely responsible for their own actions and all actions of their employees, personnel, representatives, agents or contractors during the Meeting. The Program shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than a minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name ASHP, SPARGO, Inc., Orange County Convention Center and Shepard Exposition Services as additional insureds. During the term hereof, the Program shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of Program's employees engaged in the performance of any work for Program. All property of the Program is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to ASHP Show Management or its agent or representative within three (3) business days after request, time being of the essence. Failure to remit such proof shall be a material breach of these rules and regulations.

### **Security**

ASHP will provide security guard service throughout the entire Meeting, including the official periods of Residency Showcase setup. The furnishing of such service is in no case to be understood or interpreted by programs as guaranteeing them or the content of their booth against loss or theft of any kind. For additional security services, please contact the official security contractor for the Meeting. Information about these services is contained in the service kit.

### **Use of ASHP Logo**

No Residency Showcase program shall record or photograph any content of the meeting specifically or of attendees entering the program's booth space. Programs will not use the ASHP logo, the name of ASHP, or in any manner associate any exhibit or any activity during the Meeting with ASHP without the express written and personal consent of ASHP.

### **Food and Beverage**

Certain packaged foods and nonalcoholic beverages may be distributed by programs from their Residency Showcase space. Companies wishing to serve food and beverages must complete the Request for Approval of Giveaway Form available through the online ASHP Program Resource Center by Friday, October 29, 2021. All food and beverages must be purchased through the Orange



County Convention Center's catering department. In an effort to maintain a clean and organized Residency Showcase, programs who will be providing food and beverage/hospitality in their booth must order porter service. Porter Service is provided exclusively by our general services contractor, Shepard Exposition Services. Programs need to be aware of the ASHP policy regarding the consumption of alcoholic beverages: "That alcohol is a drug and should be used with the respect and concern afforded to any drug; that pharmacists should extend their professional obligations and responsibilities to alcohol use by individuals and themselves; that pharmacists have an obligation to ensure that, if consumed, alcohol is used only responsibly; that pharmacists, by example in their personal conduct, should foster awareness of the nature of alcohol and responsible use of alcohol by those who choose to use alcohol; and that ASHP and its members continue to support and foster impaired pharmacists programs as a means of providing opportunities for such individuals to rehabilitate themselves."

### **Smoke-Free Environment**

ASHP monitors state and city laws related to smoking bans and considers meeting locations that have enacted smoke free regulations for public areas. The 2021 Midyear Clinical Meeting and Exhibition is a smoke free area.

### **Picture Taking, Videotaping/Audio taping**

Programs are not permitted to photograph, audiotape or videotape sessions or exhibits during the meeting without express prior written approval from ASHP.

### **Helium Balloons/Lighter-than-Air Objects**

The use of helium balloons and/or lighter-than-air objects is prohibited in Residency Showcase.

### **Waiver and Other Rules and Regulations**

The rights and benefits hereunder are personal to Programs and may not be assigned without the express written consent of ASHP. All exhibits must conform strictly to these Rules and Regulations. ASHP reserves the right, in its sole and absolute discretion, to restrict any exhibit ASHP | 4500 East West Highway, Suite 900, Bethesda, Maryland 20814 | 301-657-3000 16 that might be considered undesirable or outside the scope of the Meeting. This restriction includes, but is not limited to, specific items, conduct, dress of personnel, printed matter, or anything that ASHP deems objectionable to the exhibit program or the Meeting as a whole. ASHP shall not be deemed to waive any of its right here under unless such waiver is explicitly stated as a waiver in writing and signed by ASHP. No delay or omission by ASHP in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion. All rights and privileges granted to Programs are subject to and subordinated to a master lease agreement between ASHP and the Orange County Convention Center and its policies, rules, and regulations. This agreement provides a personal right to the Program and creates no interest or estate in the Orange County Convention Center or its equipment or facilities. Programs will comply with all applicable Federal, State and municipal statutes, ordinances, regulations, rules, and requirements including without limitation laws applicable to patents, copyrights, and trademarks and all rules and regulations of

the Orange County Convention Center. Programs will not discriminate against any person on account of race, color, ancestry, religion, national origin, age, gender, sexual preference, sexual orientation, gender identity, marital status, family status, genetic status, pregnancy, parenthood, political affiliation, veteran's status, or any other protected status

### **Booth Construction and Design**

- Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, (1) 6' draped table, (2) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.
- Each 10' x 20' booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped tables, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.
- Each 10' x 40' booth will be set with 8' high back drape, 3' high side dividers, (4) 6' draped tables, (8) side chairs, (2) wastebaskets, (1) 4'x4' poster board and a 7" x 44" one-line identification sign with booth number only.

### **Arrangement of Residency Showcase Booths**

All programs will receive a numbered booth assignment and a corresponding sign. Booth numbers will be published online, in the Residency Showcase on-site materials and accordingly on signage throughout the hall.

Programs are encouraged to bring their own signage and displays. ASHP cannot accommodate additional booth and chair requests onsite. If you need additional booths, you must order them in advance.

### **Facility Fire/Safety Guidelines**

The Orange County Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. It is the responsibility of each Exhibitor to ensure compliance with all Facility Regulations.

### **Lighting**

Residency Showcase program lighting must be limited to the confines of the booth space. Lighting that projects onto another program's space or ASHP aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. No requests will be granted to turn off lights which project over aisle space or other program's booths. The program is responsible for any lighting costs related to installation and dismantling, including any lights which may be denied approval on-site due to infringing on ASHP aisles, or other areas outside the program's booth space, etc.

No requests will be granted to turn off lights which project over aisle space or other programs' booths. The program is responsible for any lighting costs related to installation and dismantles, including any lights which may be denied approval on-site due to infringing on ASHP aisles, or other areas outside the program's booth space, etc.

**Signs**

Only professionally printed signs are allowed inside Residency Showcase. Forms for ordering booth ID signs and additional signs will be included in the Residency Showcase Service Manual.

**Booth ID Signs**

A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

Updated June 4, 2021