

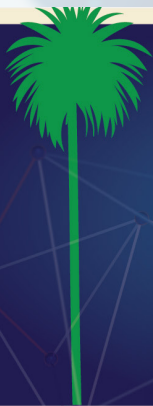
AAPM



SPRING CLINICAL MEETING

2025

2025



M HOTEL
MARCH 29-APRIL 1

HENDERSON, NV



EXHIBIT

REGULATIONS & DESIGN RULES



AMERICAN ASSOCIATION
of PHYSICISTS IN MEDICINE

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Exhibit Regulations & Design Rules

The AAPM Spring Clinical Meeting Regulations and Design Rules are a binding and integral part of the exhibitor's contract with the AAPM. We encourage you to read them in their entirety to ensure booth personnel and contractors working on the behalf of the Exhibitor will adhere to the regulations and rules and conduct themselves in a professional manner.

Overview

Purpose of the Exhibit

The use of the exhibit hall during the Spring Clinical Meeting is to provide a venue for showcasing solutions (devices, software, etc.) presented by the exhibitor, educational opportunities, and professional networking.

Who Can Exhibit?

Qualified exhibitors are limited to firms, organizations, and agencies whose exhibits promote and further the scientific, professional, technical, and educational advancement of the theory and practice of medical physics and the related arts and sciences.

The AAPM Technical Exhibit Subcommittee (TES) has been granted authority to oversee the use of the exhibit space in the exhibit hall; therefore, TES has the sole right to determine the final eligibility and qualification of any firm, organization, agency that wants to rent exhibit space in the exhibit hall.

Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space that they are allocated. Only the exhibitor as identified on the AAPM Exhibit Space Application and Contract that has been approved by TES may exhibit at the Event in the Exhibit Hall. Only those products and/or services that are manufactured or distributed by Exhibitors may be displayed in the Exhibit Hall.

No person, firm, or organization without a contract with the AAPM for the occupancy of space in the exhibit hall will be permitted to display or demonstrate products, processes, or services, solicit orders, or distribute advertising materials in the exposition facility or elsewhere in the host hotel. Noncompliance with this regulation will result in the prompt removal of the offending person and property. **New Exhibitors must provide:**

- Evidence of business license or LLC or certificate of incorporation
- Photos and clear descriptions of the product or service

Agreement to the Rules and Regulations

The AAPM Technical Exhibit Space Contract must be signed by an official of the exhibiting company indicating that the exhibitor rules and regulations as well as the [AAPM Code of Conduct at Meetings and Social Events \(AP 133-A\)](#) have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of the signed contract and a confirmation letter.

Enforcement of the AAPM Exhibitor Rules and Regulations

Technical Exhibit rules and regulations serve to:

1. Protect the integrity of the exhibition.
2. Ensure compliance with laws, codes, ordinances, and contracts with the exhibition facility.
3. Ensure all exhibitors are treated fairly.

During the booth setup and throughout the meeting, representatives of TES will be inspecting the booth space for compliance with the rules and regulations.

Meeting Schedule

The 2025 Spring Clinical Meeting commences on March 29th, and adjourns on April 1st, with the Exhibition taking place March 29th through March 31st.

Exhibit Hours

The Technical Exhibits will be open to meeting registrants and must be fully operational and staffed on **Saturday, March 29th at 9:00am through Monday, March 31st at 2:00pm**. Exhibitors are **not permitted to dismantle** their exhibits before Monday, March 31st at 2:00pm.

NOTE: Exhibitors can begin tear-down at 2:00 pm on Monday, March 31 and must be finished by 5:30 pm that evening. If exhibitors begin to break down earlier, penalties will be accrued.

Meeting Attire

The dress code is business casual for the AAPM Meeting.

Age Requirements for Attendees

To uphold the professional and educational standards of the AAPM meeting, children under 12 years of age are not permitted in the exhibit halls or sessions. Children ages 12 -17 are permitted in the exhibit halls and session rooms when accompanied by an adult.

Security

The Pavilion will be locked when the exhibit hall closes each evening. However, please make sure to secure any valuables whenever you are not manning your booth.

AAPM is NOT providing a security guard. Exhibitors are responsible for the security of all display materials. If an exhibitor is displaying any items of value (equipment, computer laptops, etc.) it is advised that such items be removed from the display table anytime the table is not staffed.

Storage of shipping containers is the responsibility of the exhibitor.

The M Resort and AAPM Staff will NOT be responsible for any missing equipment or materials.

Smoking

The M Resort is a smoke-free facility. A smoke-free policy is enforced and in effect during installation, meeting operation and dismantling hours. Designated smoking areas will be located out of doors in accordance with the Nevada law.

Photography

By registering, you acknowledge the possibility of being photographed or filmed and give AAPM consent to potentially use your image for marketing or promotional purposes.

Exhibitor

Picture taking, other than by the AAPM official photographer, is prohibited, except for an Exhibitor photographing his or her own display area. Each Exhibitor has control over their rented space and may prevent those considered competitors from gaining access to, photographing, videotaping, or otherwise recording its exhibit or presentations. Exhibitors are encouraged to report any violations of this rule to Exhibit Management. No Exhibitor will deny any reasonable request from Exhibit Management to photograph the exhibit from outside the perimeter of the booth.

Exhibitor Hosted Events

Exhibitors agree not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia, and hospitality suites that conflict with the official program of the Spring Clinical Meeting, whether such activities are held at or away from the official hotel. Staff meetings, comprised only of exhibitor personnel, may be held at any time. However, permission from the AAPM must still be requested.

Any Exhibitor wishing to hold any outside activity in conjunction with its exhibit must contact sarah@aapm.org for written approval. You will receive an approval notification from AAPM HQ via e-mail. The notification will include contact information for the designated 2024 hotel. Upon approval, you will work directly with the hotel or location of your choice on your event plans. To post your event announcement on the meeting site, please contact sarah@aapm.org.

The form and designated times when Exhibitors may conduct any of the above-mentioned activities will be included on the Exhibitor Website.

Exhibitor Registration and Attendance

Exhibition hall attendance is limited to qualified exhibitors, professional registrants, and spouses/family members. Exhibitor badges are produced using only the company name submitted on the Exhibit Space Application/Contract. The official AAPM badge is non-transferrable and must be always worn while in the exhibit hall. Badges should not be defaced by inserting company business cards or applying novelty items; defaced badges will be confiscated, and the wearer escorted off the exhibit floor. Each exhibiting company is allotted One (1) full complimentary badge for the first table purchased. Premium Island Exhibit Companies will be allotted two (2) full complimentary badges. A fee will be assessed for each badge produced over this complimentary allotment. **No refunds will be issued for badges purchased but not used.**

An exhibitor badge allows access to the technical exhibit halls. Exhibitors are permitted in educational sessions if space permits after all badged AAPM member registrants have entered. CME/CE credit is not tracked or awarded to those with exhibit hall only badges. Exhibitor personnel that wish to obtain CME/CE credit must register as a full conference professional exhibitor and pay the applicable registration fee.

Exhibitor personnel may not enter another exhibitor's booth space or meeting space without obtaining the exhibitor's permission; all exhibitors should be considerate of other participating companies. Exhibitor personnel are strictly prohibited from entering an unstaffed booth or meeting space of another exhibitor at any time. Exhibiting companies are responsible for monitoring their own space. Exhibitors are strictly prohibited from soliciting/conducting business outside their booth or meeting space.

It is a violation to admit a person eligible for professional registration as exhibitor personnel. False certification of individuals as exhibitor representatives, misuse of exhibitor badges, or any other method of assisting unauthorized persons to gain access to the exhibit floor will be cause for a change of exhibiting status and/or payment of the registration fee for each violation.

No Shows

It is explicitly agreed by the Exhibitor that, in the event he or she fails to show up to use the exhibit space by Saturday, March 29th at 9:00am, TES will have the right to take possession of said space and lease the same or any part thereof to such parties and upon such terms and conditions as it may deem proper. AAPM will not provide refunds to exhibitors that do not show up. Future requests for space will be on last space available basis.

Cancellation or Termination of Exposition

In the event that the premises where the exposition is to be held will, in the sole determination of AAPM, become unfit or unavailable for occupancy, or will be substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, 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 Exhibit Management, Exhibit Management may cancel or terminate the exposition. In the event of such cancellation, the Exhibitor waives any and all claims the Exhibitor might have against AAPM for damages or expenses and agrees to accept incomplete settlement and discharge of claims against AAPM the Exhibitor's pro rate share of the total amount paid by all Exhibitors less all costs and expenses incurred by AAPM in connection with the exposition including a reserve for future claims and expenses in connection therewith.

List of Exhibitors

The list of 2025 AAPM Exhibitors will not be published, in whole or in part, other than in AAPM official publications. Said list will not be released for use by others for promotional purposes, with the exceptions of AAPM Chapters on an annual basis and service providers assisting in the production of the meeting. Exhibitors will be contacted prior to the annual distribution of the list to AAPM Chapters; inclusion on the list is optional.

Responsibility, Compliance, Liability

If the Exhibitor fails to comply in any respect with the terms of this agreement, Exhibit Management will have the right, without notice to the Exhibitor, to offer said space to another Exhibitor or to use said space in any other manner. This will not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract.

The Exhibitor assumes all responsibility for compliance with all ordinances, regulations, and codes of authorized Federal, State, and City governing bodies concerning fire, safety, and health, together with the rules and

Regulations of the operators/owners of the property wherein the exhibit is held. Federal, State, and City laws must be observed. Wiring must comply with Fire Department and UL rules.

The AAPM and M Resort, its agents or employees will not be responsible for any loss, theft, or damage to the property of the Exhibitor, their employees, or representatives. Further, Exhibit Management 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 of occupancy of the exhibit space by the Exhibitor or their assigns, and the Exhibitor will indemnify and hold harmless Exhibit Management and the M Resort 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 there under. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the persons and property of others.

Exhibitor Appointed Contractors

Exhibitors' installation and dismantling (I&D) and or third-party contractors utilizing multiple outside subcontractors must submit an Exhibitor Appointed Contractor form for each individual outside subcontractor that will be operational in your booth. A certificate of insurance must be submitted by each individual outside subcontractor before access is permitted to the show floor. Both the Exhibitor Appointed Contractor form and the Certificate of Insurance must be submitted and on file by all named insured parties by the due date. Failure to complete and comply will result in a forfeiture and limit reduction of their services to a supervisory capacity. More information is available in the Exhibitor Service Kit.

Penalties for Violations

Members of the Technical Exhibits Subcommittee (TES) will assist with supervision of the exhibition, including routine monitoring of the exhibit hall during installation and throughout the meeting for possible violations. In addition, TES has sole discretion in determining what constitutes the misuse of the exhibit hall, loud sounds, entertainment violations, etc.

Identification of a rule violation results will be provided via written communication to exhibitor representatives explaining the nature of the violation.

The written notice will explain the timing/process for correcting the violation: (a) immediately, if violation poses a safety hazard, (b) by **Friday, March 28th** the evening before official opening, when the violation occurs during installation, or (c) before opening of the next exhibition day, if the violation occurs during an official day of exhibition.

Written notice will identify a specific time for re-inspection of specified violation. If the violation has not been corrected by that time, a second notice will be issued, and the exhibitor is subject to a fine equivalent to 10% of total booth fee. If the violation is not immediately rectified, the exhibitor may be fined an additional fee equivalent to 25% of the total booth fee.

TES reserves the right to expel an Exhibitor from the Exhibit Hall and/or event without refund of any fees for any case involving a willful or grossly negligent violation, or a violation causing or threatening a significant safety hazard or disruption of the exhibition.

Amendments/General Supervision

All exhibit matters and questions not covered by these Exhibit Regulations and Design Rules are subject to the decision of TES and Show Management.

These 2025 Exhibit Regulations and Design Rules may be amended at any time by TES and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Exhibit Regulations and Design Rules, written notice will be given by TES to exhibitors as may be affected.

Exhibit Space Information

Booth Space Fees

The following fees are for booth space only.

- **Welcome Reception Sponsorship & Premium Island Display Tables**
 - \$6,250 (Three Tables Included)
 - Included with this fee:
 - 2 complimentary Full Conference registrations.

- **Premium Island Display Tables**
 - \$3,375 (Three Tables Included)
 - Included with this fee:
 - 2 complimentary Full Conference registrations.

- **Inline Table exhibit**
 - \$1,800 (per table)
 - Included with this fee:
 - 1 complimentary Full Conference registration.

- **Publishers Rate**
 - \$1,200 (per table)
 - Included with this fee:
 - 1 complimentary Full Conference registration.

- **\$1,200 for each additional table.**

A full list of booth pricing is included on the Exhibitor Website under “Space Information”.

Electrical, AV and Internet are NOT included with the rental fee. It is the Exhibitors responsibility to order additional services. Information on ordering these services can be found on the Spring Clinical Meeting website under Exhibitor Information.

Display Arrangements

Premium Island Exhibits

- Exhibits will be so arranged as not to obstruct the general view, nor hide the exhibits of others.
- Exhibits will be permitted to a maximum height of 8ft.
- There will be 2ft between exhibitor tables. This space can be shared between neighboring exhibitors to display pop-up signs. Please be reminded, the arrangement should not block the view of other exhibits.
- **Included in the Rental Fee:**
 - Three Standard 6ft tables
 - 2 Chairs
 - 1 Waste Basket
 - Unopposed Exhibit Hall hours

Inline Table Exhibits

- Exhibits will be so arranged as not to obstruct the general view, nor hide the exhibits of others.
- Exhibits will be permitted to a maximum height of 8ft.
- There will be 2ft between exhibitor tables. This space can be shared between neighboring exhibitors to display pop-up signs. Please be reminded, the arrangement should not block the view of other exhibits.
- **Included in the Rental Fee:**
 - One Standard 6ft tables
 - 2 Chairs
 - 1 Waste Basket
 - Unopposed Exhibit Hall hours

Care of Exhibit Space

AAPM will provide aisle carpet cleaning service. The exhibitor must, at its own expense, maintain, and keep its exhibit clean and in good visual and working order.

Selecting Booth Space and Application Process

To be considered for first round placement, the space application must be turned in by January 8th. All applications submitted after this date, including Corporate Affiliates, will be assigned a space based on availability.

- Exhibit hall entrance(s) are identified on the draft floorplan.
- The floorplan posted currently shows Premium Island and Inline Table Exhibits. If you would like to reserve more than one table for an Inline Table Exhibit, please indicate that on the Exhibitor Contract.

To complete the Exhibit Space Application:

- Download the application posted on the website.
- Review the [2025 Spring Clinical Floorplan](#) and determine your top three (3) table space selection requests. Please note the entrance indicated on the floorplan when selecting your requested location.
- List any exhibitors you wish to be near and any competitors you do not want to be nearby.
- Return the application to sarah@aapm.org

Space assignments will be made on a first-come, first-served basis.

Space assignments will be sent via email on January 23, 2025.

Payment

If payment is not received by February 13th your booth will be removed from the floorplan and the booth space will be reassigned.

- Exhibitors will be sent an invoice via email for booth space requested. Payments can be made in full or in installments provided full payment is received by **February 13th**.
- Full Payment can be submitted by ACH or wire transfer.
 - **ACH or Wire Transfer information:**
Bank Name: TD Bank N.A
Beneficiary: American Association of Physicists in Medicine
Account No: 4313646741
ACH Routing No: 054001725
Wire Routing No: 031101266
Swift Code (US Currency): TDOMCATTOR
Swift Code (Foreign Currency): NRTHUS33XXX
- **Check Payments:**
 - Full Payment can be submitted in the form of a check in US funds made payable to AAPM and mailed to the AAPM HQ Office:

1631 Prince Street
Alexandria VA, 22314
- **Other forms of payment:** Contact AAPM at 571-298-1216.

Refund for Cancellations

Send your cancellation request to sarah@aapm.org

Exhibitors may cancel without penalty if your cancellation request is received on or before **February 13th**.

If your cancellation request is received between **February 14 – February 28**, all sums paid by the Exhibitor, less a service charge of 25% of the contract price, will be refunded.

No refunds will be provided for cancellations made after February 28th. If an exhibitor cancels **February 28th** or after, and has not made a payment, that does not release the exhibitor from any contractual financial obligation. The exhibitor is obligated to pay the outstanding invoice. **If the exhibitor wishes to exhibit with AAPM in future years, the Exhibitor must have any outstanding invoice from the prior year(s) paid in full.**

Exhibit Design

The regulations listed herein are presented to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives.

Americans with Disabilities Act

Exhibitors are reminded that structures within the AAPM exhibition are subject to public accommodation provisions under the Americans with Disabilities Act of 1991 (ADA).

In addition to the mandatory ADA requirements, we encourage vendors to consider the accessibility and inclusivity of the booth design. Specific suggestions from the AAPM's Accessibility Subcommittee includes consideration of the height of the demonstration stations and furniture selection (for example, high and low chairs and seating selections with and without arms). Please consider the use of microphones for in-booth presentations and the use of subtitles in videos displayed in your booths. [Accessible by Design](#) article for reference.

General Requirements

All exhibits must conform to and enhance the professional, educational, and instructional atmosphere of the meeting. Overstatement in the design is to be avoided. Exhibitors are required to provide floor coverings for all booths. Appropriate display components and furniture must be provided by the exhibitors at their expense.

If location of columns, utilities or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

Exhibitor identification in all TES publications and on all signs and booth graphics must be the company name submitted and approved by TES on the Application/Contract. Where product/brand names are used in the primary identification, product/brand names may not appear in type larger than that of the company name. Wholly owned subsidiaries of the exhibiting

company may, however, be identified so long as the principal identification is the parent company name and logo.

Flammable and Toxic Materials

Materials used in the exhibit hall must be flame retardant and be certified as flame retardant in accordance with the host city fire ordinances. Exhibitors shall possess a certificate of flame retardation for all display materials used in their exhibit. This certificate must be made available for inspection on demand by the host city. Materials that cannot be confirmed to meet the requirements should not be used.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Electrical Requirements

Electrical equipment and display components must conform to host city electrical code. Please refer to the service kit provided by the AAPM for complete and detailed information. However, the following minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using zip cord, two-wire cord, latex cord, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are not recommended and are often prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Exhibit Elements Not Permitted

Balloons, flashing lights, and strobe lighting of any kind are prohibited. Any changes required to bring an exhibit into compliance will be made at the Exhibitor's expense.

Projecting light beams or images outside the perimeter boundary of the booth (including external aisles) is prohibited. Special effects (spinning or rotating) must not interfere with other exhibits or detract from the professional atmosphere of the exhibition.

Placement of Signage and Banners Outside of Booth Area

Absolutely no signs or graphics may be placed outside the area of the booth. No signs or graphics may be placed on posts or columns in, or adjacent to, standard booths occupied by exhibitors, or on carpeted areas beyond the confinement of the booth space. No materials may be placed on any surface of the facility including columns. Any damage caused by violation of this rule will be charged to the exhibitor whose material is found in violation.

Food and Beverages

Exhibitors are permitted to serve food and beverages following these guidelines:

- Bite-size snacks and beverages may be distributed to meeting attendees in the exhibitor's booth or meeting space and cannot be displayed as a promotion or to attract attendees. Refer to the Booth Catering Menu for approved options in Exhibitor's Service kit.
- Food and beverages must be coordinated through the official hotel caterer and provided in generic cups or glasses supplied by the official hotel caterer; food preparation and cooking inside the exhibitor's booth are prohibited.
- The distribution of popcorn, peanuts, or any type of nuts is not permitted in the Exhibit Hall.
- Alcoholic beverages are strictly prohibited.

Giveaway Materials

Handout materials are to be straightforward, professional, and non-combative in nature. Distribution of small novelty items by an Exhibitor is limited to their rented space in the exhibit hall and meeting areas. AAPM reserves the right to remove all items deemed unacceptable from the show floor.

Market Research

Exhibitors may conduct market research as a booth activity. Attempting to survey or gather data in other areas of the convention center is strictly prohibited.

Disputes Between Vendors

TES will not attempt to settle disputes between exhibitors over issues such as trademark violations or brand copyright violations claims. Show management understands the sensitivity of these issues; however, TES is not a judge, jury, regulator or police officer, and its enforcement or protection options are limited.

Selling of Products/Services in the Exhibit Hall

Products may not be sold for delivery on the exhibit floor except for publishing that have been approved by Exhibit Management.

All other Exhibitors will be permitted to take orders for the sale of their products or services at the show provided their products or services are substantially related to the science of medical physics.

Exhibitors will not actively solicit visitors for sales or orders, but only furnish visitors with a price list for their products or services and indicate on the list that visitors may purchase Exhibitor's products or services.

Booth Activities

All activities of each exhibitor, its employees, and/or agents during the AAPM Exhibit which are directed toward AAPM meeting registrants must be confined to the exhibitor's booth space, other than approved sponsored educational opportunities or exhibitor functions.

A. Device/Drug Products

Equipment for demonstrations must not pose a safety hazard. If the equipment has energy beams that are hazardous, such energy beams must be made non-operative before installation. All products exhibited must be presented and marketed in strict compliance with all federal, state, and local laws pertaining to the labeling and marketing of medical devices/drugs products.

Devices/drugs products presented for marketing outside the United States and those awaiting FDA approval (i.e., those qualifying for an Investigational Device Exemption), including but not limited to PMA and 510(k) devices, must be clearly and conspicuously labeled as such so as not to cause confusion or possible misrepresentation. Failure to meet marketing, labeling standards and FDA guidelines will result in the removal of the device/drug product in question from the exhibit hall and/or forfeiture of exhibit space.

B. Crowd Control

As a matter of safety and courtesy to others, all presentations, demonstrations, and marketing/promotional activities, including meetings with customers and staff, must be confined to the exhibit space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. **Adequate space/seating for presentations and demonstrations must be provided within the exhibitor's booth. TES reserves the right to have the exhibitor discontinue any activity or dismantle any display/demonstration feature that interferes with the normal traffic flow.**

Companies anticipating large crowd gatherings are responsible for keeping the aisles around their space clear and are required to rent rope and stanchion.

C. Presentations

Demonstrations, product literature, and handout materials are to be straightforward, professional, and non-combative in nature and must avoid the use of sideshow or theatrical gimmicks. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the AAPM Meeting.

Presentations including videography should be held within the booth and not run into the aisle. Live presentation and product demonstration areas should be positioned well within the island booth setback requirements. It is the responsibility of the exhibitor to receive prior approval from TES for any product demonstration or presentation that may be questionable in nature.

D. Sound

Sound must be at a level that does not disturb neighboring exhibits or scheduled programming (85 decibels when measured by TES from any adjacent aisle). Presentations must be done in a manner that does not encourage congregation of attendees in aisles. Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

The exhibitor will be required to stop using a system if, in TES's opinion, the sound level or presentation is objectionable to attendees or adjacent exhibitors.

E. Drawings and Raffles

Drawings and raffles may be conducted according to the following guidelines:

The selection process for drawings and raffles cannot take place on the exhibit floor during normal hours of operation. Winners do not have to be present to win. **The total prize awarded for the annual meeting's entirety must not exceed \$1,500 USD in retail value.** TES reserves the right to prohibit booth activity that it deems not in keeping with the professional purpose of the exhibition.

Except for drawings and raffles, contests, and games of any kind in conjunction with exhibitor activities are prohibited.

Exhibition Hall Arrangement and Configuration

TES reserves the right to rearrange the floor plan at any time when such action is deemed to be in the best interest of the total exhibit effort. TES reserves the right to relocate exhibitors should it become necessary for causes beyond the control of the AAPM, or advisable in the best judgment of the AAPM to transfer assignments.

The Spring Clinical Meeting Exhibit Hall is configured with 6ft. tabletop displays. Exhibits will take place in the M Pavilion at the M Resort.

Exhibit Installation

The exhibitor may not occupy exhibit space until meeting all conditions as set forth in following these rules and regulations. All power tools and equipment used in the installation of exhibits must be operated in compliance with safety guidelines, as prescribed by OSHA or other recognized authorities, for the protection of the operator and others working in the vicinity.

A. Final Exhibit Setup

Installation of all exhibit tables **must be completed by 9:00am Saturday, March 29th.** Exhibitor setup begins on Friday, March 28th from 2:00pm – 6:00pm.

B. Opening Day

All technical exhibits must be fully operational by Saturday, March 29th at 9:00am. After this hour, no installation work will be allowed without special permission from TES. No installation will be allowed during the published hours of the AAPM Technical Exhibits.

C. Storage of Crates and Boxes

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the Table area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.