

**Please note: These Terms and Conditions may be supplemented by additional rules included in the Exhibitor Prospectus and Exhibitor Resource Center as well as any updates or clarifications communicated to all exhibitors via fax, mail, or email.**

**Advertising:** All exhibitors must comply with the Advertising and Promotion at Scientific Sessions document included in the Exhibitor Resource Center.

**Age Restriction:** No one under the age of 18 is allowed on the exhibit floor.

**Assignment of Booth Space:** Booth space is assigned according to priority points for a period of time and thereafter on a first-come, first-serve basis.

**AdvaMed and PhRMA Codes:** All exhibiting companies must comply with the AdvaMed and PhRMA Codes on interaction with healthcare professionals.

**Blood Samples:** Only licensed individuals, including phlebotomists, and technicians, are permitted to take blood samples, either by fingertip or intravenous drawing of blood. Exhibitor is responsible for disposing of samples and the materials used to obtain the samples in accordance with local and state health ordinances and laws and must arrange for the disposal of these waste materials as further detailed in the Exhibitor Resource Center. In addition to ensuring that the medical waste company complies with federal and state regulations concerning the screening, handling, and disposal of infectious medical waste, under OSHA rules, phlebotomists, and technicians are required to use gloves when body fluids are handled. Protective clothing must be available. Spills must be immediately cleaned and disinfected. Needles are not to be recapped, purposely bent, or broken by hand, removed from disposable syringes and needles, and scalpel blades and other sharp items must be placed in a puncture-resistant container for disposal.

**Booth Construction:**

**Linear Booths:** Standard 10-foot-deep and 10-foot-wide booths with a back-wall sign bearing the exhibiting company name and booth number will be furnished to each exhibitor by ADA. The booth background drape is 8-foot-high with 3-foot-high sidewall dividers. The aisles in the exhibit hall are carpeted, so you must supply the required booth carpeting. Booth furniture, carpeting, special drapery, and other special services are NOT supplied and may be obtained at the prevailing rates through the General Service Contractor using forms found in the Exhibitor Resource Center. Display booths and other exhibits shall not be placed in such a manner as to interfere with other exhibits. Booth constructions in areas with a back wall will be restricted to 8 feet in height. If exhibit construction includes side structures, they may be carried to the 8-foot height for a distance of only 5 feet from the back wall. The balance of the distance must be confined to 4 feet in height. These Terms and Conditions must be adhered to so that no booth will interfere with other exhibitors.

**All Island and Multistory Displays:**

- 1. All island and multistory displays must have access from all four sides, unless the exhibitor wanting limited access receives permission from ADA (at ADA's sole discretion).
- 2. A fifty percent (50%) see-through effect on the portion of the booth from the floor up to a minimum of 8' in height is required. Compliance will be determined from a minimum of two (2) angles. No exhibit structure may span an aisle by roofing or floor covering.
- 3. A twenty-five percent (25%) see-through effect on the portion of the booth from 8' up to the maximum height of 25' is required. Compliance will be determined from at a minimum of two (2) angles.
- 4. Display components from 8' to 25' in height may extend to the edge of the exhibit space (see AREA 2).
- 5. Complete scale drawings, both concept and construction, indicating applicable set back, exhibit height, live demonstration areas and supplemental/black out lighting requests must be submitted to ADA Exhibit Management for approval no later than 60 days prior to the Scientific Sessions.
- 6. Exhibit and/or display components exceeding a height designated by the center, must be approved by a licensed structural engineer prior to installation. A copy of the engineer's certificate or stamped floor plans must be available for on-site inspection (check the exhibitor Resource Center).
- 7. Move-in/setup may not begin without written preliminary approval of plans by ADA Exhibit Management. Final determination will be made during installation of exhibit. Any changes required to bring an exhibit into compliance with the island and multistory display rules shall be made at the exhibitor's expense.
- 8. No part of any island or multistory display may exceed a height of 25' from the floor of the exhibit hall.

**All Island and Multistory Displays 20' x 30' or larger must meet all of the above criteria as well as number 9 below:**

- 9. Display components from the floor to 8' in height may NOT be closer than 1' to any external boundary of the exhibit space (see AREA 1). This applies only to displays that are 20' x 30' or larger.

**Please note that the display and banner height restriction remain at 25 feet. Multistory displays require prior written approval from the ADA, facility and the fire marshal.**

If an exhibitor creates debris during the construction and installation of the display, they must immediately restore a clean environment for neighboring booths.

**Cancellation of Event:** If an emergency arises prior to the opening date of the event, or during the event, which prevents its scheduled opening and/or operation, such as strikes, destruction or damage of the exhibit hall, acts of war, terrorism, or a declaration of a national emergency by the President, it is expressly understood and agreed that the ADA may retain as much of the full payment for exhibit space as necessary to cover expenses incurred up to the time of such emergency. If our event is cancelled due to the coronavirus in 2026 refunds or credits will be available less the 10% non-refundable administrative fee. However, if the company/exhibitor participates in a virtual exhibit due to the cancellation of the in-person event due to the coronavirus in 2026 the 10% non-refundable administrative fee will be fully waived and applied towards the virtual exhibit.

**Cancellation/Reduction Policy:** In the event, State or facility regulations change in the locale where the meeting is held, exhibitors/sponsors/attendees will be expected to abide by the existing/changed regulations and those changes are not in themselves an acceptable reason for cancelling or receiving a refund. Cancellations/Reductions must be provided in writing to ADA Exhibit Management and must be by mutual consent of the applicant and ADA. Reductions in booth space are considered the same as cancellations. There is a 10% non-refundable administrative fee assessed of the full booth fee plus:

- 50% of the full booth fee for cancellations or reductions received prior to December 31, 2025; after December 31, 2025, the exhibitor is responsible for 100% of the full booth fee, which includes the 10% non-refundable administrative fee.

**Care of Exhibit Space:** Exhibitors must, at their expense, maintain and keep booths and exhibits in clean and good order. Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by the Convention Center, the ADA Exhibit Management, or the ADA.

**Contracted Services and Information:** ADA has, in the best interest of the exhibitors, selected Freeman to serve as the official General Service Contractor to provide services to the exhibitors. The contractor will provide to the exhibitors, for a fee, all labor, equipment, and supervision. Complete information, instructions, and schedules of prices for services and rentals is included in the Exhibitor Resource Center. An Exhibitor Service Center will be maintained on the exhibit floor to facilitate service requests for exhibitors.

**Damage:** Exhibitors are responsible for all damage to the building, including damage by employees, representatives, or agents. No nails, tacks, or screws shall be put into walls, columns, woodwork, or flooring of the building.

**Deposits and Payments:** Applications must be accompanied by a 50% deposit if received before March 2, 2026. Full payment is due on March 2, 2026. After March 3, 2026 applications must be accompanied by full payment. The ADA will accept payments by credit card, echeck, ACH or wire transfer. Through the online portal. Payments made by wire transfer should include an additional \$50 to offset wire fees. Checks mailed should be made out to the American Diabetes Association. Please contact us for further information.

**Donation Activities Policy:** The ADA acknowledges that due to changes in regulations and rules – exhibitors have shifted from an environment of giving out promotional items at their booths to a situation where they will make a donation in the name of the attendee for stopping by. Since ADA is a non-profit organization that funds programs for people with diabetes and research in the field of diabetes, we would prefer that any donation activities taking place during our meeting result in a donation to the ADA. Exhibitor donations can be made in support of a particular ADA activity – StepOut Walk to Stop Diabetes, Tour de Cure, ADA Research Foundation, local activities, – or they can be made as general donations to ADA. Exhibitors may choose to donate to other organizations – however, they are strongly encouraged to work with the ADA to find a solution that best fits the goals of the exhibiting company.

**Electrical Connections and Charges:** All electrical wiring must be approved and installed in accordance with local regulations. An electrical order form can be found in the Exhibitor Resource Center.

**Eligibility:** The ADA reserves the right to accept, reject or condition acceptance, based on the ADA's sole discretion, for any reason, which need not be disclosed to the applicant. All new exhibitors will be sent an additional form to complete and submit to be considered for eligibility. The application and description will be reviewed by the Exhibitor Review Committee for approval prior to payment processing and before space assignment. Please do not make any travel/lodging arrangements until you receive final approval to exhibit. Exhibit management reserves the right to accept, reject or condition acceptance, based solely on our discretion, for any reason, which need not be disclosed to the applicant, the right to deny products that are not in line with the intent of the meeting and/or the professional interests of our audience. **Only the products that ADA approves can be exhibited.** All outstanding obligations to the ADA or to ADA Exhibit Management, by the potential exhibitor, including payment of debts must be fulfilled. No exhibitor will be allowed that are not directly related to diabetes care, the treatment of diabetes or diabetes research. Exhibitors must comply with the ADA's Food and Beverage policy as outlined in the Exhibitor Resource Center. Companies who have not previously exhibited at the Scientific Sessions must provide a description of their products and the appropriate government approval status along with their application for booth space. Booth space will not be assigned until such application is approved by the ADA.

**Enforcement of Terms and Conditions:** Each exhibitor agrees to observe all policies. Violators will incur one penalty for each violation:

1. The first violation of any terms or condition detailed on the Application and Contract for Exhibit Space, in the Exhibitor Resource Center, or any subsequent amendments will result in the company receiving a written warning.
2. A second violation will result in forfeiture of priority points for exhibiting for that year.
3. A third violation will result in forfeiture of remaining accrued exhibit priority points.
4. A fourth violation will result in one year's suspension of exhibit privileges at any ADA meeting or exposition.

Notwithstanding the foregoing, ADA Exhibit Management reserves the right to remove any exhibitor or exhibition, in their sole discretion, for the best interests of the exhibitors, and attendees.

**Exhibitor and Meeting Registration:** Exhibitors' badges are restricted to personnel actually employed by the company reserving exhibit space. Each exhibitor will provide the ADA Exhibit Management, in advance, the names of those who will staff the booth. Instructions will be provided in the Exhibitor Resource Center for exhibitors to register their booth personnel. There may be a limit on exhibit booth personnel badges. One person per 10' x 10' booth space, not to exceed 10 people, may attend the program sessions on a complimentary basis as a Corporate Delegate; exhibitors must designate the name of such individuals prior to meeting registration. Exhibitor and Corporate Delegate badges can be picked up at Exhibitor Registration. If so, the company supervisor may pick up all company personnel badges, including the Corporate Delegate badges if bulk pick-up is chosen. If company personnel need admission to the exhibit hall at a time other than the listed hours, special permission must be obtained from the ADA Exhibit Management. Corporate Delegate badges DO NOT entitle delegates to receive CME credits.

**Exhibitor Identification:** Exhibitor identification in all ADA publications and on all signs and booth graphics must be the one company name submitted on the Application and Contract for Exhibit Space. The use of the ADA's logo, trademarks, or any other intellectual property shall not be used in connection with any product, service, advertising, or promotional material displayed or disseminated by the exhibitor, without the express prior permission of the ADA, which may be withheld in ADA's sole discretion.

**Exhibitor Resource Center:** An online Exhibitor Console will be provided as a comprehensive Resource Center, and will be updated as information becomes available. In case of conflict with the stated Terms and Conditions herein, the terms included in the Exhibitor Resource Center will prevail.

**FDA Regulations:** Each exhibitor must comply with all FDA regulations. Contact the Division of Drug Marketing, Advertising and Communications with any questions on Food and Drug Administration guidelines. Phone: 888-463-6332.

**Flammable Materials:** Flammable liquids, substances or materials are strictly prohibited for use in booth or storage within or behind a booth. All decorative materials must be flame-proofed before being taken into the exhibit hall and must comply with local fire regulations.

**Floor Plan:** The floor plan for this exhibit will be maintained as originally presented whenever possible. However, the ADA reserves the right to modify such plan to the extent necessary for the best interests of the market, exhibitors, and industry.

**Food and Beverage Guidelines:** All companies must adhere to the Food and Beverage Guidelines outlined in the Exhibitor Resource Center. No food and/or beverages may be served by exhibitors within the exhibit hall without the prior approval from the ADA Exhibit Management or the approved menu. Alcoholic beverages may not be distributed in the exhibit hall without prior written approval from the ADA.

**Hotel Room Blocks:** Exhibitors and agents may not negotiate blocks of hotel rooms directly with contracted ADA participating hotels. If a violation occurs, the company will lose twenty-five (25) percent of accrued exhibitor priority points, in addition to not accruing priority points for the current year. It is also a violation to negotiate blocks of rooms with hotels for future meetings that impede the ADA's ability to obtain rooms.

**Installation and Removal of Exhibits:** Receiving of shipments and return of crates is detailed in the Exhibitor Resource Center. Booths must be completely assembled and ready for inspection by the ADA Exhibit Management by 2:00 p.m. on Friday, June 5, 2026. Exhibits must remain intact until final closing hour of the exhibit hall.

## EXHIBITOR TERMS & CONDITIONS

**Insurance for Exhibitors Appointed Contractors:** Exhibitors must notify the ADA Exhibit Management by April 3, 2026 if they will be using an I & D contractor, other than Freeman. The outside contractors must utilize only union labor if required by the facility. All non-official contractors must provide a Certificate of Insurance to ADA Exhibit Management thirty (30) days prior to the meeting as outlined in the Exhibitor Resource Center, in the amount of \$2 million dollars naming the ADA as the additional insured. All EACs shall be bound by the Terms and Conditions set forth herein. EACs may not solicit exhibitors. Violation of any rule or regulation may result in the appointed contractor's removal from the exhibit floor.

**Liability:** The ADA, the Ernest N. Morial Convention Center, Freeman, A. Fassano & Company and their representatives claim any and all responsibility for any injury, loss or damage that may occur to the exhibitor, its agents or employees, or its property or products, arising from any cause whatsoever, prior, during, or subsequent to the exhibit. Each exhibitor, by signing the application and contract to exhibit, and agreeing to be bound to its terms and conditions, including those detailed in these Terms and Conditions, expressly understands that it indemnifies, releases and holds harmless the ADA, the Ernest N. Morial Convention Center, Freeman, and A. Fassano & Company and the employees thereof, from each, against any, and all claims for loss, injury or damage. Exhibitors are advised to remove after closing hours, place in safekeeping or otherwise secure small or easily portable articles of value. Exhibitors are required to insure themselves against property loss or damage, and against liability for personal injury. **Each exhibitor must provide a Certificate of Insurance.**

**Literature Distribution:** Exhibitors may distribute materials only from their assigned booth. NO materials may be placed on seats, attached to walls, ceilings, columns, or woodwork in the facility, left in public places or distributed in the aisles of the exhibit hall. Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by exhibitors and their representatives (including models) only within their own booths. ADA may reject any or all materials in its sole discretion. Distribution of any printed material, showing of equipment or product presentations to ADA attendees by exhibitors, other than in the exhibitors' assigned booth space or that which products were not approved by ADA Exhibit Management during the official dates of the Scientific Sessions are prohibited.

**Live Booth Theater Productions/Demonstrations:** Exhibitors planning a live booth theater production/demonstration must adhere to the following guidelines (Also see "Meet the Expert Presentation" Guidelines):

1. Live booth theater productions must take place during exhibit hall hours only.
2. Live booth theater productions may only be produced related.
3. The number and length of product presentations in a live booth theater atmosphere is not limited as long as the speaker is a full-time employee of the company and is not a professional registered attendee of the Scientific Sessions (refer to the "Meet the Expert Presentations" section for further speaker guidelines).
4. The "theater" layout must be submitted for approval to ADA Exhibit Management no later than sixty (60) days prior to the Scientific Sessions.
5. Theater style/arrangements must be set back from the aisle to allow for chairs and standing room within the booth to accommodate attendees.
6. Sound enhancement may be used but the level must not reach more than sixty-five (65) decibels and must not interfere with adjacent exhibitors. ADA Exhibit Management reserves the right to monitor all sound levels and require exhibitors to adjust the volume accordingly regardless of the decibel level stated above if the level interferes with adjacent exhibitors.
7. Theater speakers must be positioned so that they face downward into the theater, may not be taller than 12-feet-high, and may not be positioned to face directly into an aisle.
8. Use of celebrities is permitted only upon approval.
9. No copyrighted music may be used unless the exhibitor has obtained written permission from the copyright owner for such use. ASCAP/BMI fees are the responsibility of the exhibitor.
10. Theater programs, including times and length of presentations, the proposed speakers, and topics, must be submitted to ADA Exhibit Management for approval no later than sixty (60) days prior to the Scientific Sessions.
11. Exhibitor with a booth size of 10x10 are not eligible for live booth theater productions due to limited space.
12. ADA Exhibit Management reserves the right to object to objectionable presentations discontinued until such time as mutually agreeable presentation may be developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

**Meet the Expert Presentations:** Exhibiting companies will have the opportunity to conduct "Meet the Expert Presentations" within their exhibit booth space under the following guidelines.

1. Exhibitors must request permission and adhere to the guidelines required in order to conduct such presentations.
2. The ADA strongly encourages exhibiting companies to refrain from making any final arrangements, including but not limited to speakers or travel, prior to receiving approval.
3. The ADA will allow presentations in company exhibits if the presentations are focused on a specific drug/product manufactured by that company. Clinical management presentations within a broader area, such as "Lipid Lowering in Patients with Diabetes," are not permitted. Those should be presented as a Corporate Symposium.
4. An unlimited number of presentations may be held each day.
5. Each presentation cannot exceed twenty (20) minutes in length.
6. Presenter/speaker can be an attendee of the Scientific Sessions.
7. Presenter/speaker can be a symposium speaker or an oral/poster presenter at the Scientific Sessions; however, the content of the exhibitor presentation may not be identical to the presenter's official session/poster presentation.
8. If the exhibitor presentation refers to the speaker's oral/poster presenter's official presentation, the exhibitor presentation may only occur after the scheduled session/poster presentation has taken place.
9. The exhibiting company must submit via email the titles, names of speakers, and an outline of content of the Meet the Expert Presentation for approval no later than thirty (30) days prior to the Scientific Sessions.
10. Non-profit organizations are not eligible to conduct Meet the Expert Presentations in their booth.
11. Meet the Expert Presentations must be set back from the aisle to allow for chairs and standing room within the booth to accommodate attendees.
12. Presentations must maintain a level of sixty-five (65) decibels or lower.
13. Audio speakers must be facing down in order to prevent distractions from exhibit booths.
14. ADA Exhibit Management reserves the right to object to objectionable presentations discontinued until such time as mutually agreeable presentation is developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

**Meeting Room Request:** All requests for meeting space, including a location other than the official ADA hotels or convention center, must be submitted via the Ancillary Event Request Form and submitted to the ADA Convention Operations Department. Do not submit requests directly to the venues. After meeting space assignment is made by the ADA, the organizer is responsible for finalizing all arrangements with the assigned hotel or convention center. Hospitality suites and meeting room requests will be released at the discretion of ADA. Further instructions regarding meeting space will be available in the Exhibitor Resource Center. Hospitality Suites may be requesting through ADA Housing.

**Music Licensing:** The exhibitor shall be responsible for securing any and all necessary licenses or consents for (a) any performances, displays or other uses of copyrighted works or patented inventions and (b) any use of any name, likeness, signature, voice or other impression, or other intellectual property owned by any third party which is used directly or indirectly, by the exhibitor. The exhibitor agrees hereby to indemnify, defend and hold ADA harmless from and against any claim of liability and any incident or resulting loss, cost or damage (including costs of lawsuit and attorney's fees) for failure to obtain these licenses or consent and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.

**Photography/Videotaping and Camera Crews:** Photography, including using camera-enabled cell phones, videotaping or otherwise examining another exhibitor's equipment or display without permission is forbidden. Live public/media broadcasts by exhibitors are strictly prohibited. Exhibitors that wish to use a photographer other than the designated official show photographer and/or mobile camera crews, must comply with the following procedures:

1. Exhibitors may request permission from ADA Exhibit Management to use non-official photographer/mobile camera crew to take pictures/recruit their own booth for internal marketing purposes only. Requests must be submitted in writing no later than thirty (30) days prior to the opening of the exhibit hall.
2. Non-official photographers and/or mobile camera crews who have received prior approval from ADA Exhibit Management must obtain a pass from the ADA Exhibit Management office upon their arrival on site.
3. Non-official photographers and/or mobile camera crews must be escorted to and from exhibitors' booths by ADA Exhibit Management.

**NOTE:** ADA Exhibit Management does not require schedules or request approval for personnel to enter the hall for the installation and dismantle of stationary cameras and video equipment which will be used by exhibitors for approved booth presentations or activities as long as these are not used for live public/media broadcasts. Badges are still required for all personnel.

**Press Guidelines for Exhibitors:** Organizations wishing to display information for members of the media attending the Scientific Sessions through the ADA's News Room are subject to the following guidelines:

1. Only media information directly related to an abstract being presented at the Scientific Sessions program will be permitted.
2. This media information must be confined to the specific abstract being presented. It is strongly recommended that the promotion of the abstract is shared through a news release. Marketing or sales materials will not be accepted (e.g., fact sheets, product brochures, etc.).
3. Product-specific literature, company, or product promotional or marketing materials are not permitted, and media kits are not allowed.
4. No materials may be displayed without ADA approval. The ADA reserves the right to reject any materials for any reason, which need not be disclosed.

If you have any questions about the ADA's media policies, please send a message to: [SciSessionsPress@diabetes.org](mailto:SciSessionsPress@diabetes.org)

**Preview of Products:** Products which are not yet available to the general public may be exhibited provided that the products are clearly labeled as not yet available and pending proper government approval, as long as such approval has been applied for from the appropriate government entity. Exhibitors who fail to comply with this rule will be removed from their booth with no refund of payment.

**Prizes:** No exhibitor will be permitted to conduct any prize drawings, raffles, sample giveaways, premium gifts, awards for the signing of names and addresses, etc. without prior approval of the ADA or its Exhibit Management. Further information will be provided in the Exhibitor Resource Center.

**Purchasing Aisle Space/Spanning an Aisle:** Exhibitors may purchase aisle space between their exhibit space if (a) the aisle space does not infringe on a main aisle, and (b) the aisle area adjoining the booth spaces is the same length. This request may be granted at the discretion of ADA. Exhibitors requesting to span an aisle by roofing must purchase the aisle space. Exhibitors interested in purchasing aisle and roofing space must submit requests in writing to the ADA no later than thirty (30) days prior to the exhibit.

**Restrictions:** ADA reserves the right to establish restrictions for exhibits in order to enhance the success of the exposition. These restrictions cover persons, animals, conduct, printed materials, or anything which may be objectionable to or disrupt the exhibition as a whole. No motorized equipment is allowed outside of the booth. If the ADA Exhibit Management finds an exhibitor in violation of any rule or restriction, ADA may order the violation removed or may evict the exhibit/exhibitor. Upon such violation or eviction, the ADA shall not provide any refund, and is expressly not liable for any damage or injury resulting from such eviction. Exhibitors are expected to conduct themselves in a professional manner at all times. Any complaints will be resolved by ADA or ADA's Security Vendor.

**Terms and Conditions:** These Terms and Conditions are part of the contract between the exhibitor and the ADA. They have been formulated to ensure a successful exposition. All exhibitors must observe all terms and conditions. All points not covered are subject to the decision of ADA. This application for an exhibit space, the formal notice for space assignment by ADA Exhibit Management and all deposits for exhibit space together constitute a contract for the right to exhibit at American Diabetes Association's Scientific Sessions.

**Safety:** All exhibits must be constructed and operated safely. Construction shall be substantial and fixed in position for the duration of the exposition. Any exhibit that violates any municipal or state law, rule, or regulation, including safety codes, will NOT be permitted. No combustible decorations such as canvas, cloth, crepe paper, tissue paper, cardboard or corrugated paper shall be used or stored behind or under exhibits at any time. All packing containers, excelsior or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All combustible materials (i.e. crates and boxes) shall be limited to a one (1) day supply and maintained in an orderly fashion. All decorations, drapes, acoustical materials, table coverings and their decorative materials shall be flame resistant to the satisfaction of the local Fire Department. The determination of whether or not the display of any electrical, mechanical, or chemical device, the use, operation or presence of any entity that, in the opinion of the local Fire Department or the General Service Contractor, might be hazardous in a public place, must be obtained from the local Fire Department.

**Security & Insurance:** Solely as a courtesy and accommodation to exhibitors, security for the perimeter of the exhibit area will be furnished by ADA during the show. The furnishing of such services does not serve as a guarantee against loss or theft of any kind. Exhibitors must arrange to have at least one representative in attendance at all times during show hours and at least fifteen (15) minutes before and after show hours.

**Selling of Products or Services:** Selling of any products or services without prior approval from the ADA Exhibit Management is strictly prohibited. Any violation will result in eviction from the exhibit floor with no refund of payment. No warnings will be given. It is the responsibility of individual exhibitors to obtain necessary city or state sales permits where required. It is the responsibility of individual exhibitors to file all necessary city or state tax forms where required. The ADA shall not be responsible for obtaining or issuing seller permits or the filing or collection of taxes on sales. The ADA shall not be liable for individual exhibitors who do not have required documentation on file with appropriate agencies.

**Sharing Space:** No subletting or sharing of exhibit space is permitted.

**Solicitation:** Solicitation outside of contracted space is not permitted. Solicitation by exhibiting companies, including those who represent magazines or publications, of other exhibiting companies is not permitted. Violators will be asked to dismantle their displays at their own expense and will not be permitted to exhibit in the future.

**Sound Devices and Music:** In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices must be no higher than 12 feet tall and must be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise may not exceed sixty-five (65) decibels within the booth space.

**Use of Exhibit Space:** ADA Exhibit Management reserves the right to approve the character of the display and to prohibit any display that detracts from the general character of the exhibit. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to them. Each exhibitor must be attendant in the display during open hours of the exhibition. Exhibitor is not allowed to close their exhibit early and must remain open during all show hours. All attendants must wear ADA exhibitor badges and be registered as exhibitors. In the event that an exhibiting company finds it necessary to expand the size of its booth, all attempts will be made to accommodate the exhibiting company's existing location. However, the ADA will not relocate those companies that may interfere with the exhibitor's expansion if they do not wish to move.