

# International Congress on Integrative Medicine & Health 2024

## Sponsor, Exhibit & Marketing Rules and Regulations

### Sponsor, Exhibit & Marketing Rules and Regulations

**OFFICIAL GENERAL CONTRACTOR:** The Consortium has appointed Conference Solutions as the official General Contractor for the International Congress 2024. All references herein to the International Congress shall mean the International Congress, the Consortium and Conference Solutions.

**OUTSIDE ACTIVITIES:** Sponsors, exhibitors and/or marketing organizations shall not foster or conduct outside activities which would take qualified attendees from official Congress functions and/or activities. Use of meeting facilities or the International Congress' contracted hotels by sponsors, exhibitors, marketing organizations or companies or sales or business meetings during the International Congress must be approved in advance by the International Congress. Hospitality suites shall not be open during International Congress hours.

**SELECTION OF SPONSOR, EXHIBIT AND/OR MARKETING ORGANIZATIONS:** Only applicants whose activities are appropriately related to the purpose of the International Congress shall be permitted to apply to sponsor, exhibit or market. All applications are subject to approval, and any company that does not meet the above requirements will not be approved. The International Congress reserves the right to decline or prohibit any applicant which in its sole judgment is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.

**FEES AND PAYMENT:** Applications will NOT be processed or space assigned without the required payment. Receipt of payment does not obligate the International Congress to accept a contract as binding. The International Congress retains the option of returning funds.

**CANCELLATION:** Once application has been approved, cancellation of sponsorships is not permitted. Cancellations of an exhibit table must be directed by email to [register@conferencesolutionsinc.com](mailto:register@conferencesolutionsinc.com). Refunds, less an administrative fee of \$500 per table, will be made at the discretion of the International Congress, but no refund will be given for a cancellation received after February 29, 2024. Cancellation of marketing opportunities are not allowed after February 29, 2024.

**BENEFITS:** Benefits as outlined in the Sponsor, Exhibit and Marketing Opportunities brochure will be confirmed 90 days prior to the International Congress. Failure to utilize benefits does not constitute a reduction in fees.

The International Congress will provide shipping information to each sponsor, exhibitor and/or marketing organization (as relevant), approximately 45 days prior to the International Congress.

**SHOW CANCELLATION:** If the International Congress or exhibits are cancelled due to circumstances beyond the control of the International Congress, the International Congress will not be held liable for any expenses incurred by the sponsoring/exhibiting/marketing organization beyond the cost of the original sponsor, exhibit or marketing fee, minus expenses related to the fulfillment of benefits.

### FOR EXHIBITORS:

**ASSIGNMENT OF EXHIBIT SPACE:** Assignment of exhibit space will be onsite by the conference organizers. Every effort will be made to accommodate requests for space assignments (near or away from other organizations). The International Congress reserves the right to make such changes to the exhibit floor plan/layout as may be deemed necessary.

Exhibit space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the exhibiting organization. This space may be resold, reassigned or used by the International Congress.

**EXHIBITOR REPRESENTATIVES' REGISTRATION:** Purchase of an exhibit table includes one (1) complimentary Exhibit Representative registration. Exhibit Representative registration includes access to the exhibit area and all Congress meal functions held during exhibit hours. Additional Exhibit Representative registrations can be purchased for \$250 each. There are no name badge-only options. There is no limit on the number of full Congress or Exhibit Representative registrations that can be purchased (based on availability); however, only two representatives are allowed at an exhibit at any given time.

**EXHIBITS:** Exhibits will take place at the Hilton Cleveland Downtown Hotel, 100 Lakeside Ave E, Cleveland, OH 44114 USA. The exhibit table area will be comprised of six-foot skirted tables and two side chairs.

**EXHIBITOR INSTALL:** Thursday, April 11, 2024, 06:00 – 07:30

**EXHIBITOR DISMANTLE:** Saturday, April 13, 2024 08:00 – 10:00

Dismantling of exhibit may begin no earlier than 08:00 on Saturday, April 13 and the area must be completely cleared by 10:00 that same day.

Schedule is subject to change.

**EXHIBITOR USE OF SPACE:** Exhibitors shall not assign, share or sublet any space without written consent of the International Congress. Care must be taken that no display extends more than 8' above the floor, interferes with the view or disadvantageously affects the display of other Exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

**EXHIBITOR MATERIALS:** We suggest you provide reprints or preprints of studies documenting the efficacy of the products on display.

**EXHIBIT AREA FOOD & BEVERAGE POLICY:** No food or beverage may be brought from an outside source. If you wish to serve anything from your exhibit space, please contact the International Congress Planner to discuss what arrangements, if any, can be made through the venue.

**EXHIBITOR CONDUCT:** Aggressive sales tactics/methods to engage attendees are strictly prohibited. Prohibited or unethical conduct will subject the exhibiting company to dismissal from the Congress premises. In addition, the exhibiting company will be deemed to have forfeited all exhibit space fees and any other fees paid/due by the exhibiting company.

**EXHIBITOR LIABILITY:** The International Congress and the Hilton Cleveland Downtown Hotel will not be held responsible for the safety of Exhibitor's property from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold the International Congress and the Hilton Cleveland Downtown Hotel and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those operating under the Exhibitor. Further, Exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitee which arises from or out of or by reason of said Exhibitor's occupancy and use of the Exhibit premises or a part thereof.

**EXHIBIT AREA SAFETY REGULATIONS:** Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings and other materials must comply with fire department regulations.

**EXHIBIT AREA SECURITY:** The exhibit area is being held in the Hilton Cleveland Downtown Hotel and security will be not provided. Neither the International Congress nor the Hilton Cleveland Downtown Hotel can be held responsible for any lost, damaged or stolen exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials. The Hilton Cleveland Downtown Hotel recommends removing valuable materials when not at your exhibit.

### VIOLATION OF RULES & REGULATIONS:

Any violation by a sponsor and/or exhibitor of the official Rules and Regulations herein may, in the International Congress's sole determination, constitute a breach of the Agreement resulting in termination and forfeiture of any monies paid on account. Upon due notice of such termination, the International Congress shall have the right to revoke benefits and take possession of the exhibitor's space, remove all persons and properties, and hold the sponsor and/or exhibitor accountable for all liability, expenses, and damages arising from sponsor and/or exhibitor's breach/violation of official Rules and Regulations.