



This Application & Contract to participate the AHRMM23 Annual Conference & Exhibition (“Event”) at Orange County Convention Center (“Event Facility”) over August 6-9, 2023, including but not limited to move-in and move out dates (“Event Dates”) shall become effective when it has been submitted by the exhibiting company and accepted by AHRMM. The individual signing this Application & Contract represents and warrants that he/she is duly authorized to execute this binding Application & Contract on behalf of the exhibiting company. By submitting an Application & Contract, the exhibiting company agrees to be bound by the terms and conditions below. The exhibiting company agrees that upon acceptance of this Application & Contract by AHRMM with or without appropriate payment of the exhibition fee and further action by the exhibiting company, this Application & Contract, together with the terms and conditions below, (collectively “this Contract”) shall become a legally binding contract between AHRMM and exhibiting company (“Exhibitor”).

1. EVENT MANAGEMENT

Smithbucklin will orchestrate management of Event and will be known as AHRMM Event Management. Smithbucklin is responsible for assignment of exhibit booth space, exhibit logistics and collection of exhibitor payment. Smithbucklin acts as a liaison between exhibitors, AHRMM and all official contractors. If you have any questions about your exhibit booth, contact Smithbucklin directly.

Smithbucklin

330 N. Wabash Ave.

Ste. 2000

Chicago, IL 60611 USA

Phone: 312-673-5607

E-mail: AHRMM@smithbucklin.com

2. BOOTH RENTAL FEE

\$33.00 per square foot / \$3,300 per 10’x10’

\$300 corner fee

For purposes of this Contract, the amount of the rental cost associated with the booth selected by Exhibitor is referred to as the “Exhibit Booth Fee.”

3. ASSIGNMENT OF SPACE

For all Applications and Contracts received on or before July 29, 2022, space is assigned the week of August 8, 2022, via an exhibit booth space selection during AHRMM22 Annual Conference & Exhibition in Anaheim, CA.

For all Applications and Contracts received after August 22, 2022, space will be assigned on a first-come, first-served basis starting the week after the space selection is complete.

Points:

1 point – Sponsorship(s)* valued up to \$5,000

2 points – Each booth purchased for each AHRMM event

2 points – Each previous consecutive AHRMM event in which your company has participated as an exhibitor.

2 points – Sponsorship(s)* valued from \$5,001 to \$10,000

3 points – Sponsorship(s)* valued from \$10,001 to \$15,000

4 points – Sponsorship(s)* valued from \$15,001 or more

*Sponsorship points applied to space assignments for AHRMM23 are those sponsorship points earned from sponsorships purchased for AHRMM22. Sponsorship points earned for Sponsorships purchased for AHRMM23 will be applied to exhibit booth space selection for AHRMM24.

If an Exhibitor is acquired by another Exhibitor prior to the initial space selection, the Exhibitors may select booth space using the priority point status of the highest Exhibitor if exhibiting together. Priority points are not combined. If an Exhibitor is acquired by another Exhibitor after their initial space selection, the acquired Exhibitor can retain its originally contracted space, move to the acquiring Exhibitor's booth or alternately combine booth square footage and move to a new location. Exhibitors are obligated financially for the total square footage contracted by each Exhibitor. AHRMM reserves the right to require Exhibitor to provide documentation of acquisition.

All Exhibitors should frequently review their space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. AHRMM anticipates alterations to the initial plan and cannot be held responsible for changes that may affect a participating Exhibitor's selection of space.

AHRMM will maintain a waitlist for any Exhibitor who wishes to be placed in a different booth location after their initial selection. To be added to the waitlist, the Exhibitor shall submit a written request, including the requested size of space to AHRMM@smithbucklin.com. Exhibitors are added to the waitlist on a first-come, first-served basis based on date and time of email receipt by AHRMM Event Management.

AHRMM reserves the right to change Event Hours or dates, to rearrange the floor plan, and/or to relocate any Exhibitor as it deems necessary at any time.

4. PAYMENTS, CANCELLATIONS & REFUNDS

Exhibitor must remit a 100% percent of their total fee within 30 days of receipt of their invoice from AHRMM Event Management. Full payment must be received on or before July 7, 2023, regardless of Contract submission date.

Credit card payments can be made online using American Express, Discover, MasterCard or Visa. Make all checks payable to Association for Healthcare Resource & Materials Management (AHRMM 2023) Event and remit to the following address via the U.S. Postal Service:

Association for Healthcare Resource & Materials Management (AHRMM 2023)
75 Remittance Drive
Suite 1272
Chicago, IL 60675 USA

Alternatively, Exhibitor may remit via overnight courier (e.g., FedEx) to the following address:

AHA-AHRMM
Suite# 1272
5505 North Cumberland Avenue
Suite 307
Chicago, IL 60656-1471

Exhibitors who wish to pay by ACH/wire must email AHRMM@smithbucklin.com for remittance instructions.

AHRMM reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official contractors to deny goods and services.

5. CANCELLATION OF FULL OR PARTIAL SPACE BY EXHIBITOR

Cancellation of exhibit space must be directed via email to AHRMM@smithbucklin.com. For cancellations of space received between the initial space selection and February 3, 2023, Exhibitor is responsible for, and AHRMM shall be entitled to retain, 50 percent of the total Exhibit Booth Fee as a cancellation fee. Should an Exhibitor cancel a portion of its space between initial space selection and February 3, 2023, Exhibitor is responsible for, and AHRMM shall be entitled to retain, 100 percent of the total Exhibit Booth Fee as a cancellation fee.

Full payment is required and no refunds whatsoever will be made on cancellations or reductions of space on or after February 3, 2023. Should an Exhibitor cancel even partial space on or after February 3, 2023, the Exhibitor is responsible for the full Exhibit Booth Fee for the originally contracted exhibit space.

Notwithstanding the foregoing, Exhibitor will have no right to cancel all or any portion of assigned exhibitor space or this Applications & Contract subsequent to AHRMM's cancellation of the Event pursuant to Section 6.

6. CANCELLATION OR CHANGES TO EVENT BY AHRMM

If for any reason beyond AHRMM's control AHRMM determines that AHRMM Event must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that AHRMM shall not refund the Exhibit Booth Fee paid to it by Exhibitor and that all losses and damages that it may suffer as a consequence thereof are its responsibility and not that of AHRMM, AHRMM Event Management, or its directors, officers, employees, agents or subcontractors. Exhibitor understands that it may lose all monies it has paid to AHRMM for space in the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc.

Exhibitor, as a condition of being permitted by AHRMM to be an Exhibitor in the Event, agrees to indemnify, defend and hold harmless AHRMM, its directors, officers employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside AHRMM's control. The terms of this provision shall survive the termination or expiration of this Contract.

7. ELIGIBILITY TO EXHIBIT

AHRMM reserves the right to determine the eligibility of any exhibitor for inclusion in the Event and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of AHRMM, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. An Exhibitor's eligibility to exhibit in the Event must remain in effect from the time of submission of the Application & Contract to the time of the Event and should AHRMM determine that an Exhibitor which it had previously determined was eligible to exhibit at the Event is no longer eligible to do so, AHRMM may notify the Exhibitor and may terminate the Application & Contract without liability upon written notice to Exhibitor. Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials for other companies.

8. SUBLETTING OF EXHIBIT SPACE PROHIBITED

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of The AHRMM Event as determined by AHRMM in its sole discretion.

9. PROMOTIONAL ACTIVITIES

Further, Exhibitors shall not engage in any promotional activities which AHRMM determines to be outside the purpose and/or character of the AHRMM Event as determined by AHRMM in its sole discretion.

10. RETAIL SALES

No retail sales, where payment is received and product delivered, are permitted during the Event at any time. Payment and/or orders may be taken for future delivery.

11. INTELLECTUAL PROPERTY MATTERS

The Exhibitor represents and warrants to AHRMM that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify AHRMM of any information of which the Exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold AHRMM, its officers, directors, employees, agents, successors and assigns harmless from and against all losses, damages and costs (including attorney's fees) arising out of or related to claims of infringement by Exhibitor, its employees, agents, or contractors of the trademarks, copyrights and other intellectual property rights of any third party.

Notwithstanding the foregoing, AHRMM, its officers, directors, employees, agents, and each of them, shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any Exhibitors. The terms of this provision shall survive the termination or expiration of this Contract.

12. USE OF AHRMM NAME

AHRMM, AHRMM23 and the Event logo are registered trademarks owned by AHRMM. Participation by an Exhibitor in the Event does not entitle the Exhibitor to use such names or logos, except that the Exhibitor may reference AHRMM22 and use the Event logo with reference to the Exhibitor’s participation as an Exhibitor at AHRMM23. Participation in the Event does not imply endorsement or approval by AHRMM of any product, service or participant and none shall be claimed by any participant.

13. SET-UP TIME

Set-up of exhibits begins in the Facility at 8:00 a.m., August 6, 2023. Exhibitors may request early set-up on August 5, 2023, by emailing AHRMM@smithbuckli.com. Exhibitors must be approved in advance to set-up on August 5, 2023. If an exhibit is not set-up by 10:00 a.m., August 7, 2023, AHRMM reserves the right to cancel such space, to re-assign such space to another Exhibitor, or to make such other use of the space as deemed necessary or appropriate. AHRMM reserves the right to set-up the exhibit or remove the freight from the booth at the Exhibitor’s expense. No refund will be made to the original contracting Exhibitor. AHRMM reserves the right to modify move-in/move-out/Event Hours, in which case all Exhibitors will be notified prior to the effective date of such changes.

14. EVENT HOURS

Monday, August 7, 2023
2:15 p.m. - 5:30 p.m.

Tuesday, August 8, 2023
9:00 a.m. – 12:00 p.m.

Schedule is subject to change.

15. DISMANTLING OF EXHIBITS

Exhibits are to be kept intact until the closing of the Event on August 8, 2023, 12:00 p.m. No part of an exhibit shall be removed during the Event without special permission from AHRMM Event Management. Any Exhibitor who begins dismantling of its booth before the close of the Event may lose part or all of their priority points and may entirely lose the privilege of exhibiting at future AHRMM events.

All freight must be removed from Facility by 10:00 a.m., August 9, 2023. If exhibits are not removed by this time, AHRMM reserves the right to remove exhibits and charge the expense to the Exhibitor and AHRMM shall have no liability for any loss or damage to Exhibitor’s exhibit property caused by such removal.

16. BADGES

Exhibitors are provided (3) complimentary Exhibitor badges per (100) sq. ft. of exhibit space purchased, with a minimum of (3) badges per company. See grid for badge allotment per booth square footage:

Booth Size in Square Feet Number of Complimentary Badges

100 sq. ft.	3
200 sq. ft.	6
300 sq. ft.	9
400 sq. ft.	12
600 sq. ft.	18

Exhibitors are provided (1) complimentary Exhibitor Full Conference badges for access to exhibit hall and education sessions per (100) sq. ft. of exhibit space purchased.

All Exhibitor badges are for Exhibitor's full and part time employees or contractors. Exhibitor badges allow access to the Exhibit Hall during the following move-in, Event and move-out hours, please note these dates and times are subject to change:

Saturday, August 5, 2023 (set-up by appointment)
8:00 a.m. – 5:00 p.m.

Tuesday, August 9, 2023 (Event day 2 & dismantle)
8:00 a.m. – 7:00 p.m.

Sunday, August 6, 2023 (set-up)
8:00 a.m. – 5:00 p.m.

Wednesday, August 10, 2023 (dismantle)
8:00 a.m. – 12:00 p.m.

Monday, August 7, 2023 (set-up & Event day 1)
7:00 a.m. – 6:00 p.m.

Event attendees do not have access to the Exhibit Hall until 2:15 p.m. on August 7 and 9:00 a.m. on August 8. Exhibitors who give their badges to an Event attendee in order for the attendee to gain access to the Exhibit Hall prior to this time may, at the sole discretion of AHRMM, lose part or all of its company's priority points, and may entirely lose the privilege of exhibiting in future AHRMM events. AHRMM reserves the right to give an Exhibit Hall pass to any Exhibitor or Event attendee in order to grant them access to the Exhibit Hall at any time.

17. MINIMUM AGE FOR ADMISSION

Children under the age of 16 are not permitted on the Exhibit Hall at any time. Any attendees arriving with children under the age of 16 will be denied access to the Exhibit Hall with such children without any exceptions or refunds.

18. EXHIBITOR LIABILITY

Exhibitor remains solely responsible for the safety of its property at all times during transit to and from the Facility and in the Exhibit Hall. Neither AHRMM, its directors, officers, employees, agents, subcontractors nor AHRMM Event Management (collectively "Show Management") are responsible for Exhibitor's property or any loss thereto from any cause.

EXHIBITOR HEREBY WAIVES AND RELEASES ANY CLAIM OR DEMAND IT MAY HAVE AGAINST ANY OF SHOW MANAGEMENT BY REASON OF ANY DAMAGE TO OR LOSS OF ANY OF ITS PROPERTY.

19. INDEMNIFICATION

Exhibitor agrees that it will indemnify, defend and hold Show Management harmless from and against a) the performance or breach of this Contract by Exhibitor, its employees, agents or contractors; b) the failure by Exhibitor, its employees, agents or contractors to comply with applicable laws, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Exhibitor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of Show Management by Exhibitor is effective unless such injury was caused by the sole gross negligence or willful misconduct of Show Management. Exhibitor agrees that if Show Management or AHRMM is made a party to any litigation commenced by or against Exhibitor, or relating to this Contract or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including attorneys' fees, INCURRED BY OR IMPOSED UPON SHOW MANAGEMENT OR AHRMM BY REASON OF SUCH LITIGATION. THE TERMS OF THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS CONTRACT.

20. INSURANCE

Exhibitors are required to maintain and to provide a certificate of insurance to AHRMM Event Management on or before July 7, 2023, evidencing the following:

- (a) General liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits not less than \$1,000,000 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000
- (e) Commercial umbrella liability with limits not less than \$5,000,000
- (f) Personal property and equipment on a special form replacement cost basis

AHRMM, Smithbucklin Corporation and the Orange County Convention Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability.

A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII.

Exhibitors will not be permitted to set up their booth without submitting the proper certificates. Certificates should be sent to:

AHRMM Event Management
C/O Smithbucklin
330 N. Wabash Ave.
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Chicago, IL 60611 USA

21. USE OF SPACE — GENERAL

- (a) No Exhibitor is permitted to display or distribute literature or any promotion outside the confines of the assigned exhibit space in the Exhibit Hall. Distribution or display of promotional material in public areas of the Facility or meeting rooms is strictly prohibited. AHRMM also reserves the right to remove, at Exhibitor's cost, any promotional material or product deemed by AHRMM or AHRMM Event Management as not suitable for display at the Event.
- (b) Exhibitors are prohibited from possessing, displaying or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, and price) of another company.
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- (d) Distribution by Exhibitors, or their agents, of any printed materials, souvenirs or other articles shall be restricted to the Exhibitor's exhibit space. No noisemakers, helium balloons, lighter-than-air objects, gummed stickers, popcorn, or labels will be permitted as handouts.
- (e) Any special promotions, music or stunts planned for the Exhibit Hall, must be approved with AHRMM. Details should be submitted to AHRMM Event Management via email to AHRMM@smithbucklin.com at least 10 business days prior to the start of the Event. AHRMM reserves the right to designate specific days and hours during which special promotions and stunts may be conducted, if they are permitted at all.
- (f) AHRMM allows drawings, games of chance and raffles on the Exhibit Hall, subject to the prior written approval of AHRMM. Exhibitors must abide by all Orlando, Orange County and State of Florida statutes and regulations regarding drawings, games of chance and raffles.
- (g) No animals are permitted in the Facility other than service animals.
- (h) Exhibitors must abide by all of the General Policies, Rules, and Regulations of the Facility, a copy of which is included in the Exhibitor Services Manual. The Facility has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual. To obtain a copy of the General Policies, Rules, and Regulations of the Facility prior to publication in the Exhibitor Services Manual Exhibitor may email AHRMM@smithbucklin.com.
- (i) AHRMM Event Management shall publish health and safety guidelines for COVID based on CDC recommendations and the Facility General Policies, Rules, and Regulations in the Exhibitor Services Manual. Exhibitor agrees to abide by the guidelines. AHRMM reserves the right to update, change or amend the guidelines after publication in the Exhibitor Services Manual.
- (j) All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act. The Exhibitor shall indemnify, defend and hold Event Management harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor's breach of this provision consequences of Exhibitor's failure in this regard. The terms of this provision shall survive the termination or expiration of this Contract. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

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- (j) All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act. The Exhibitor shall indemnify, defend and hold Event Management harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor's breach of this provision consequences of Exhibitor's failure in this regard. The terms of this provision shall survive the termination or expiration of this Contract. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

APPENDIX

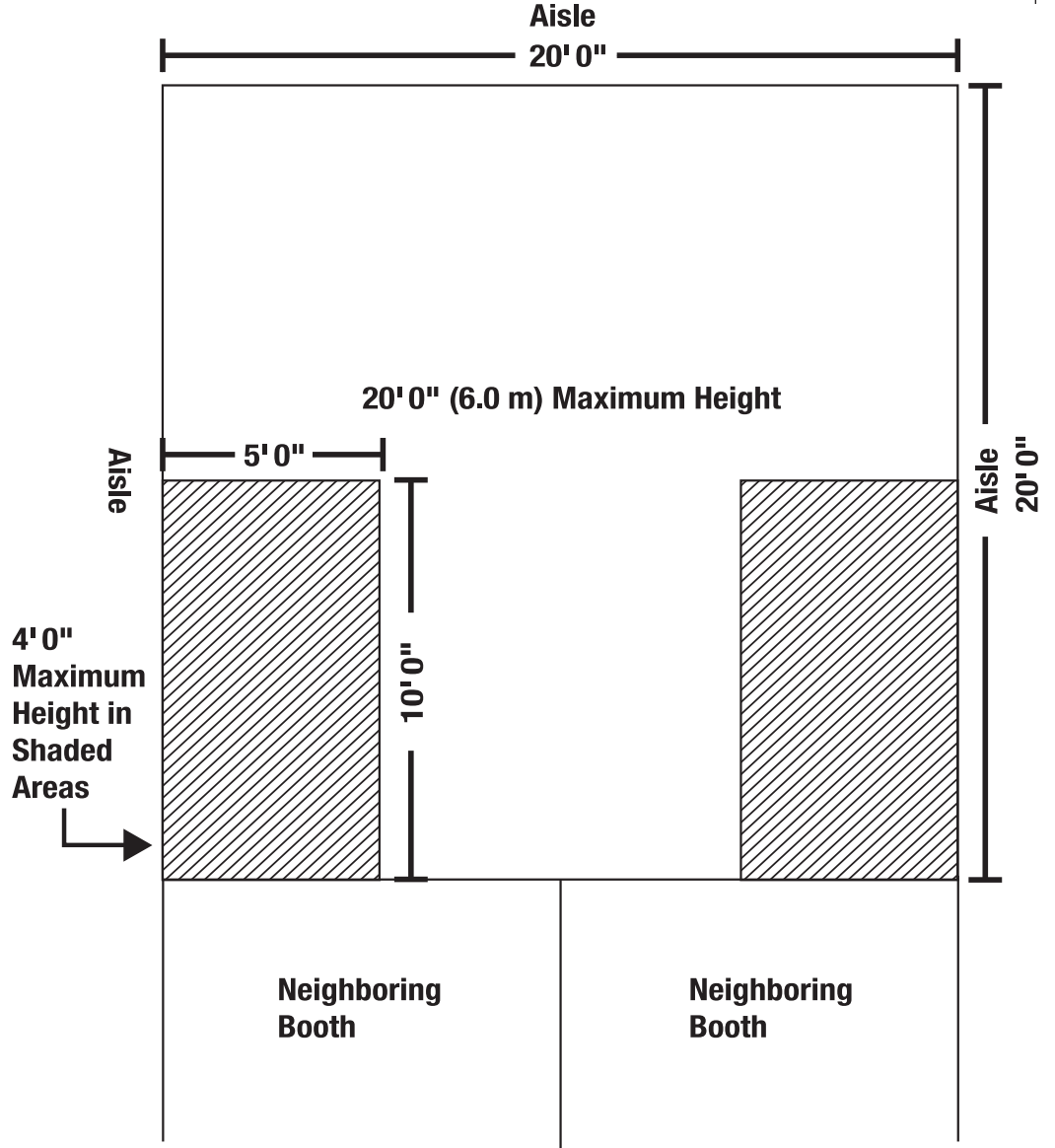
BOOTH CONSTRUCTION | DISPLAY RULES AND REGULATIONS

PENINSULA BOOTH

A peninsula booth is exposed to aisles on three (3) sides and composed of a minimum of four (4) booths. When combining booths to create a peninsula booth, any service aisle space becomes part of the usable booth space. Backwalls must be finished and cannot contain copy. There are two (2) primary types of peninsula booths: one which backs up to inline booths and one which backs up to another peninsula booth and is referred to as a split island booth.

Dimensions

A peninsula booth is usually 20' wide (6.10m). When a peninsula booth backs up to two (2) inline booths, the backwall is restricted to 4' (1.22m) in height within 5' (1.52m) of the aisle and 10' (3.05m) of the adjoining booths. 20' (6.0m) is the maximum height allowance for the center portion of the backwall, exhibit fixtures, components and identification signs.

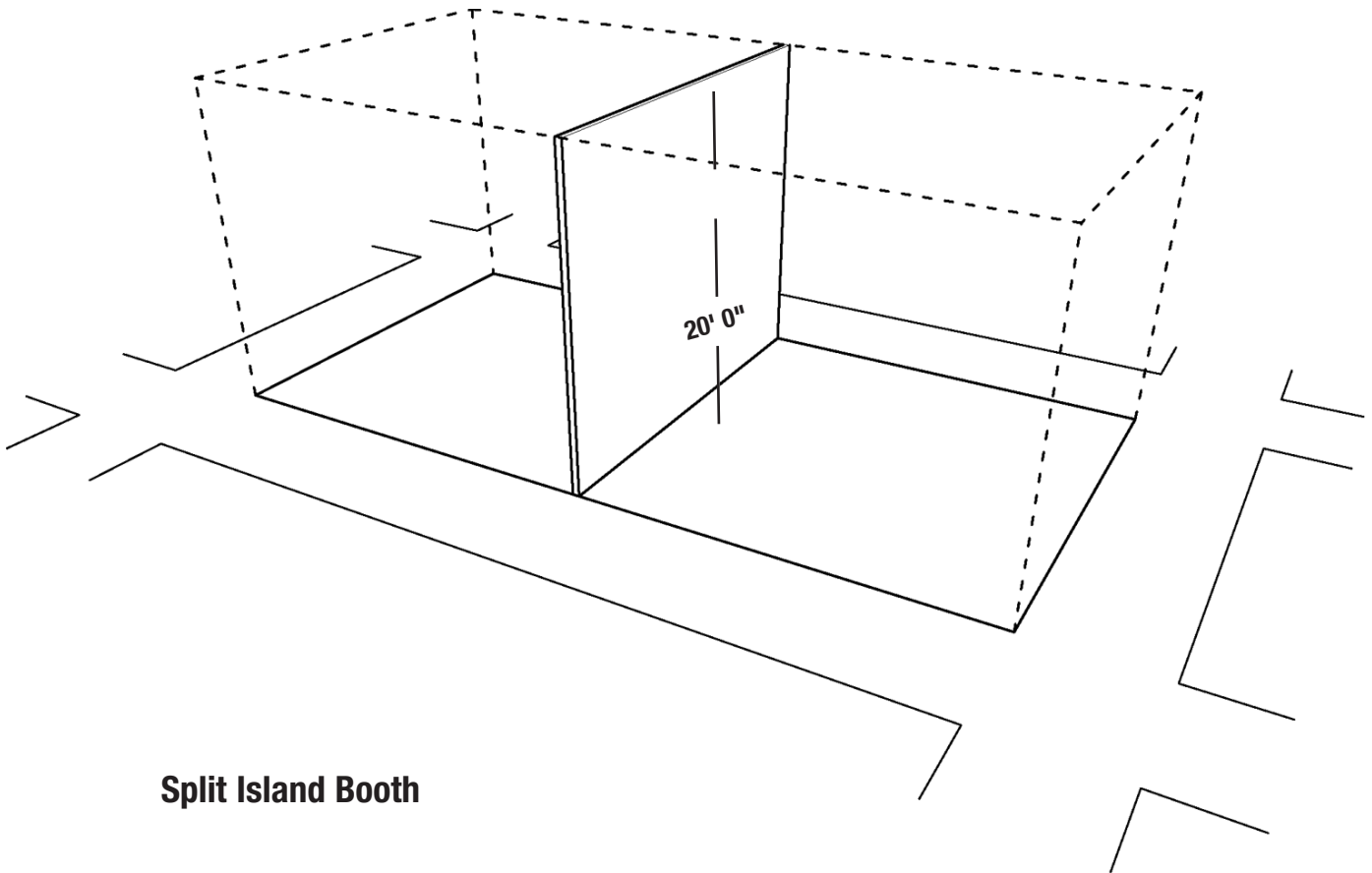


APPENDIX

BOOTH CONSTRUCTION | DISPLAY RULES AND REGULATIONS

SPLIT ISLAND BOOTH

A split island booth is a peninsula booth that shares a common backwall with another peninsula booth. The entire cubic content of this booth may be used up to the maximum content of 20' (6.0m), including signage. Backwalls must be finished and can not contain copy.



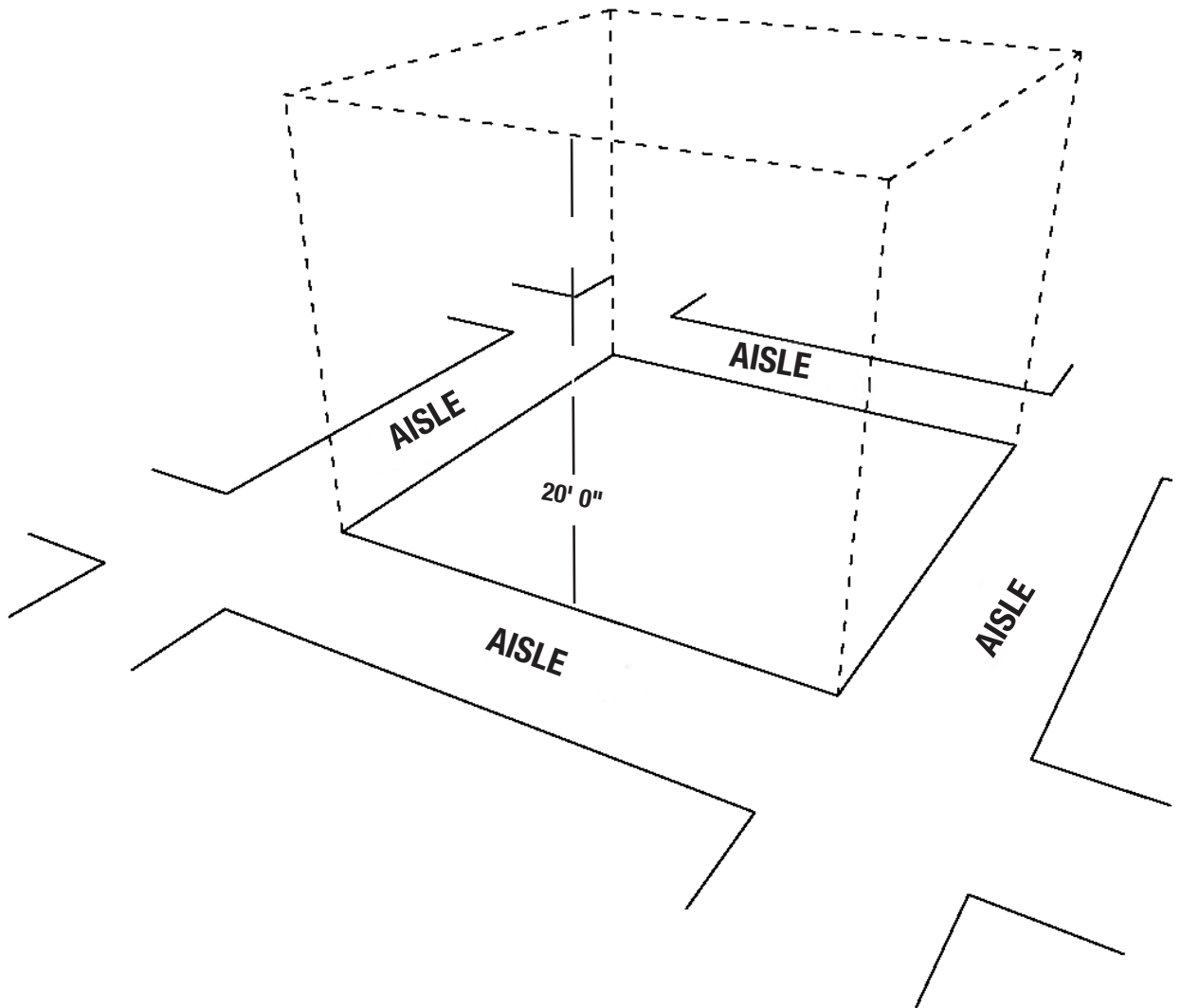
APPENDIX

BOOTH CONSTRUCTION | DISPLAY RULES AND REGULATIONS

ISLAND BOOTH

An island booth is any size booth exposed to aisles on all four (4) sides. The entire cubic content of this booth may be used up the maximum content of 20' (6.0m), including signage.

Exhibitors may delete booths from the floor plan to form an island only, and only, if the total number of booths on both sides of the aisle totals 400 square feet or more (see diagram below).

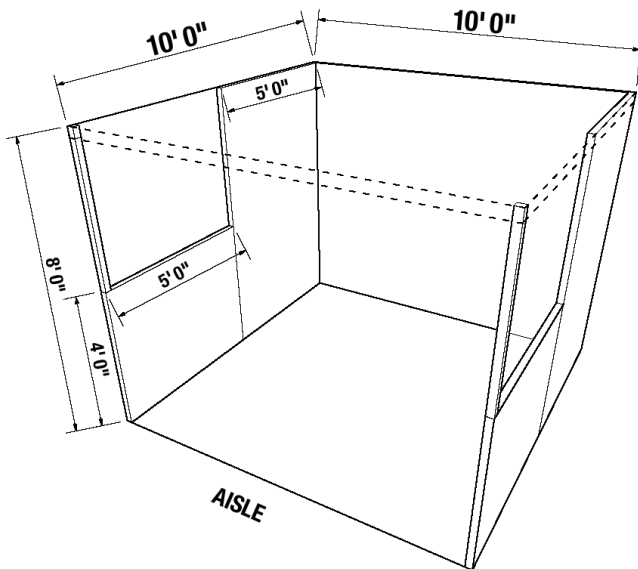


IMPORTANT BOOTH CONSTRUCTION DISPLAY CONSIDERATIONS

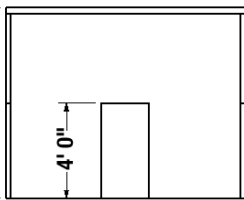
CANOPIES & CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for inline or perimeter booths should comply with line of sight requirements and may not protrude into the aisle.

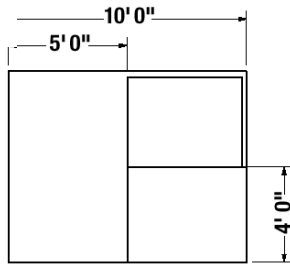
The base of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Canopy supports should be no wider than 3" (7.62cm). This applies to any booth configuration that has a sightline restriction, such as an inline booth. Fire and safety regulations for the convention center may apply to canopies and ceilings and will be included in the Exhibitor Services Manual made available to Exhibitors 90 days prior to show opening. The convention center has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual.



**10' X 10' INLINE BOOTH
with Canopy**



FRONT



LEFT SIDE

HANGING SIGNS & GRAPHICS

Hanging signs and graphics are permitted in all peninsula, modified peninsula, split island and island booths to a maximum height of 20' (6.10m) to the top of the sign. Whether suspended from above or supported from below, they should comply with all use-of-space requirements. If within 5' (1.53m) of an adjacent booth, and if the placement complies with the use-of-space requirements, the side facing the adjacent booth should be finished and not contain any copy.

MULTI-STORY EXHIBITS

A multi-story exhibit is permitted in all peninsula, modified peninsula, split island and island booths to a maximum height of 20' (6.10m). Multi-story exhibits require approval and building permits from the convention center and the fire marshal. Exhibitors should obtain permits early on to ensure that all time constraints are met. Additional information will be included in the Exhibitor Services Manual made available to Exhibitors 90 days prior to show opening.