



The International Society for Aerosols in Medicine

EXHIBITOR RULES AND REGULATIONS

1. **Organization:** International Society for Aerosols in Medicine, hereinafter referred as ISAM.
2. **Management:** Abbie & Company, LLC, hereinafter referred as OFFICE.
3. **Event Location:** Boise Centre, 850 W. Front St, Boise, ID 83702
4. **Registration and Payment. Registration shall be completed online. Booth purchase \$5000 and above will be invoiced for payment. Credit cards accepted for booths \$2500 and below. Booths \$5000 and above to be paid by check or bank transfer. Checks to be made payable to Abbie & Company and include invoice. All exhibit space must be paid in full by April 1, 2021. Payment in USD.**
5. **Provisions.** All exhibit spaces include one 6 foot table, 2 chairs, and 1 wastebasket. The area is based on 8'x10' booth without pipe and drape.
 - Only one company is permitted to exhibit at each table.
 - Pop up or roll in banners must fit within defined exhibit space and not interfere with neighboring exhibitors.
 - You may bring your own logo table skirt. If you do not have one, a white tablecloth will be provided.
 - Pop up booths are not allowed.
 - Display materials must fit on top of table.
 - Please advise office if there is a company that you prefer to next to or nearby.
 - Actual space location to be determined by OFFICE.
6. **Electrical Power. Fee \$175 for the full event.** 120 VAC electricity with standard US receptables for use in the exhibit hall must be ordered from OFFICE and will be provided by Boise Centre. Exhibitors from outside of the USA must provide their own appropriate electrical adaptors.
7. **Storage.** Boise Centre has limited storage space. Contact OFFICE for information about shipping your booth exhibits and materials. Items must not arrive sooner than 3 days ahead of event. For additional shipping information contact OFFICE at abbie@abbieandcompany.com. The OFFICE and Boise Centre are not responsible for items shipped directly to the Boise Centre or paying for such charges.
8. **Cancellation Policy.** A cancellation fee will be assessed on all cancellations as follows: 91 - 120 days prior: 50%; 90 days or less: No refund. **All cancellations requests must be received by OFFICE headquarters in writing by email to abbie@abbieandcompany.com.**
9. **Exhibit Setup, Hours and Teardown.**

Sat. May 22, 2021	1:30pm – 4:00pm 5:00pm - 7:00pm	Vendor Set-up Welcome Reception in Exhibit Hall
Sun. May 23, 2021	10:00am – 10:30am 3:00pm – 3:30pm 6:00pm – 7:00pm	Exhibit Hall and Posters Break Exhibit Hall and Posters Break Exhibit Hall and Posters Evening Session
Mon. May 24, 2021	10:00am – 10:30am 3:00pm – 3:30pm 6:00pm – 7:00pm	Exhibit Hall and Posters Break Exhibit Hall and Posters Break Exhibit Hall and Posters Evening Session
Tues. May 25, 2021	10:00am – 10:30am 3:00pm – 3:30pm	Exhibit Hall and Posters Break Exhibit Hall and Posters Break
Tues. May 25, 2021	3:30pm – 6:30pm	Teardown

No company may dismantle their booth prior to 3:30pm, May 25, 2021 unless approved with the OFFICE. All exhibitors must clear the event area by 7:00pm, May 25, 2021.

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- 10. Exhibitor Badges, Personnel and Conduct.** No blank badges are allowed. Companies needing additional badges must register personnel at the one-day registration rate. Onsite registration will be available. On site badges will be prepared throughout the event. At least one representative from each exhibiting company must be present in the assigned location during exhibit hours. Unprofessional conduct by company representatives will not be tolerated and company will be subject to immediate removal from exhibit space/hall.
- 11. Poster Set up/Teardown**
Poster set to follow same timeline as Exhibit space set up/teardown. Materials for attaching posters will be provided.
- 12. Compressed Gas Cylinder Regulations. No compressed gas cylinders are allowed.**
- 13. Cleaning**
The exhibit areas must be left in a clean condition after teardown.
- 14. Food & Beverage**
The Boise Centre is solely responsible for the provision of food and drink. No outside food or beverage is allowed.
- 15. Right to Refuse Service.** ISAM and/or OFFICE reserves the right to revoke or deny exhibit privileges to any person or company who refuses to comply with the Exhibitor Rules and Regulations or for any other reason deemed by OFFICE necessary to eliminate exhibitor conduct which, in OFFICE's estimation, may interfere with its Annual Meeting.
- 16. Insurance/Liability**
Exhibitors shall be fully responsible to pay for any and all damages to the Boise Centre and/or any of the area hotels utilized by exhibitors and staff. Exhibitors must provide a general liability insurance policy prior to the beginning of the event. Additional insurance against loss of or damage to the exhibit are and items during set up and/or teardown, the duration of the event, is recommended. Exhibitors are liable for any damages caused by their staff or any assigned companies. The exhibitor is not entitled to claim against ISAM, OFFICE or Boise Centre should there be any discrepancy regarding space size.
- 17. Liability – COVID-19.**
Enhanced health and safety measures have been taken for your safety. You must follow all posted instructions while attending ISAM 2021 Congress. Instructions include federal, CDC, state and local requirements. Your attendance means you voluntarily agree to assume all risks and expenses related to exposure o COVID-19.
- 18. Indemnification.**
Neither ISAM, OFFICE and/or Boise Centre, agents and employees of each, shall be liable for injuries to any persons or for damage to property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, or arise from or be in any way connected with the exhibitor's occupation of display space, or on account of the neglect by exhibitor any rule, regulations or instruction of ISAM, OFFICE or Boise Centre; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold ISAM, OFFICE and or Boise Centre harmless against all such claims.
- 19. Force Majeure.** Neither party shall be liable for any delay or failure to perform its obligations due to the occurrence of a force majeure event (including, without limitation, strikes, shortages, riots, insurrection, fires, floods storm, explosions, acts of God, war, civil unrest, acts of terrorism, earthquakes, or any other similar event in the areas in which the services are performed), (ii) or any material condition beyond such party's reasonable control (whether foreseen or not). The OFFICE shall have no liability for power disruptions of any kind.