



RULES AND REGULATIONS

SAMPLES, SOUVENIRS, ETC.

The distribution of samples and souvenirs is permitted provided there is no interference with other exhibitors and the giveaways pertain to the Medical and/or Health Care profession. If you have questions about what is permitted for giveaways on the show floor, please email Kristin Sullivan, Associate Director, Events, at ksullivan@pri-med.com to discuss your ideas prior to purchase. Animals are not allowed on the show floor without prior approval. All distribution of handouts, souvenirs, promotional literature, etc. must be done from your booth. If you are a Pharmaceutical Company, it is your responsibility to ensure that your exhibit and distributions are in accordance with all relevant industry regulations (PhRMA Code on Interactions with Healthcare Professionals and AdvaMed Code of Ethics on Interactions with Healthcare Professionals), federal regulations (Department of Health and Human Services, Office of the Inspector General Compliance Program Guidance for Pharmaceutical Manufactures and the FDA Guidance on Industry Supported Scientific and Educational Activities). In addition, all companies must adhere to the AMA Code of Medical Ethics on Gifts to Physicians.

For further information, please visit the following websites:
AMA guidelines: <http://www.ama-assn.org/ama/pub/category/13497.html>
Pharma guidelines: <http://www.phrma.org/>

NO SMOKING POLICY

There is no smoking allowed anywhere at the Rhode Island Convention Center.

CROWD CONTROL

It is the exhibitor's responsibility to arrange displays and product giveaway presentations in a manner which ensures all personnel and attendees are within the contracted space, and not encroaching on the aisle or neighboring booths. Exhibitor personnel must manage this onsite. This will be strictly enforced.

BALLOONS

Balloons are strictly prohibited by show management.

PORTER SERVICE (TRASH REMOVAL)

If an exhibitor is distributing samples or souvenirs, which can create excess trash in public space, they are required to make arrangements for porter service. Storing trash in the aisles is prohibited. Porter service can be ordered by the hour, half hour, or on continual service. Please contact T3 Expo to set up the service appropriate to your booths' needs.

PRODUCT TESTING AND EXHIBITOR DEMONSTRATION

All X-Ray machines that will be operated in the exhibit hall must be approved by the Exhibitor Services Specialist. Demonstrations that affect the quality of the show due to unpleasant odors or noise violations will be monitored. Show Management has the right to ask that a demonstration be stopped if there is a reasonable disturbance.

SOLICITING

It is against Pri-Med policy to solicit a crowd in any manner outside of the facility. Any acts of solicitation found will be taken seriously and may result in the loss of priority points.



SOUND/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 should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

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.

SYMPOSIA & PRESENTATION THEATER POLICY

Please be advised that direct promotion of symposia & presentation theaters is strictly prohibited in an exhibit booth on the tradeshow floor. Symposia & presentation theaters sessions are ticketed events with limited seating and are available on a first come, first served basis. It is imperative that exhibitors do not promise a seat/ticket for a symposium or presentation theater to a non-registered attendee on-site. If an attendee has not received a ticket, they may visit the attendee registration counters for an update on availability.

BOOTH DESIGN & BUILD

EQUIPMENT REMOVAL FROM THE EXHIBIT HALL

To reduce the occurrence of theft, we would like to discourage exhibitors from hand carrying materials out of the exhibit halls. Security will stop anyone hand carrying materials out of the exhibit hall and ask for a "Property Pass." These passes can be obtained in the show office.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site www.usdoj.gov/crt/ada/infoline.htm.

TEAR-DOWN

Dismantling or tearing down an exhibit early, or leaving your booth unattended is prohibited for the following reasons:

- It is unfair to attendees who plan to visit booths until the close of the show.
- It is unfair to neighboring exhibitors.
- It hurts the integrity of the show.

If you begin dismantling your booth prior to the official closing hour of the exhibition, it can result in the loss of priority points and/or the refusal by Show Management to accept or process future exhibit space applications.

Therefore, all exhibits must remain fully intact and staffed until the exhibition has officially ended.



STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly. Corner booths will be required to drape any unsightly areas behind the booth at their own expense.

CARPET OR FLOOR COVERING

****REQUIRED****

Exhibitors are required to cover their entire booth space. Exhibitors are entitled to bring in their own floor covering, or they can rent carpet from T3 Expo. If an exhibitor in an island booth does not have their carpet line up with the aisle carpet, causing the facility floor to show, aisle carpet will be used to fill in any gap that may exist. The "cut and lay" for this fill in will occur at the exhibitor's expense.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 100-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (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 cords, two-wire cords, latex cords, 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 the built-in over load protectors.



LIGHTING

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

-No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

Exhibitors intending to use hanging light systems should submit drawing to exhibition management for approval.

-Lighting should be directed to the inner confines of the booth space. Lighting should not project into other exhibits or show aisles.

-Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.

-Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.