

Rules and Regulations

The signed exhibit booth application and subsequent notice of space assignment constitutes a contract between the American Roentgen Ray Society (ARRS) and the exhibitor. The following rules, as well as others listed in this brochure, are part of the contract. Any point not specifically covered in these rules is subject to the decision of the ARRS, and that decision is final.

1. Exhibits: All exhibits must conform to and enhance the professional, educational, and instructional atmosphere of the meeting.
2. Floor Plan: ARRS reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space, and confirmed exhibiting company will be given a comparable booth location. In said event, all exhibitors will be notified.
3. Payment: Application for space must be accompanied by the full fee in order to guarantee reservation. Exhibiting/sponsoring company is responsible for payment of space.
4. Requirements/Regulations: Exhibitors are not permitted to display products or conduct demonstrations regarding products outside the exhibit hall. Any distribution of literature or samples shall be limited to the exhibitor's booth. Exhibitors may not interfere with any exhibitor displays or materials that are not produced by said exhibitor. Violation of this will result in cancellation of exhibit space during show without refund. ARRS reserves the right to impose limitation on noise levels and any other methods of operation which become objectionable. The use of music, dancers, mimes, or other similar entertainment will not be permitted in the exhibit hall. The exhibitor must, at his/her expense, maintain and keep the booth and exhibit in clean and good order. All food and beverage must be provided by the Marriott Wardman Park Marriott Hotel and must be distributed only within the Exhibitor's booth. Audiovisual and other sound and attention-getting devices and effects will be permitted only if they do not interfere with the activities of neighboring exhibitors and must be approved in advance by ARRS Exhibit Management. NO EQUIPMENT OPERATED IN THE EXHIBIT HALL MAY PRODUCE RADIATION AT ANY TIME DURING MOVE-IN, THE EXHIBIT PERIOD OR MOVE-OUT. Prize drawings in booths are permitted, consistent with applicable state and local laws that govern drawings. Exhibitors may distribute small, tasteful token gifts such as pens, notepads, etc. from their booth. Distribution of any beverage or food items not ordered through the hotel requires prior approval from the Marriott Wardman Park Hotel. Any debris resulting from giveaways or packaging will be cleared by Freeman Decorating Company at the exhibitor's expense. Giveaways must meet the appropriate ethics

guidelines and have minimal monetary value. All items are subject to the approval of ARRS management prior to the opening of the exhibit hall and must be distributed from the confines of the exhibitor's booth. The following items are NOT approved: pen or pocket knives, pocket tools, badge holders, badge lanyards, and cameras. All products exhibited must be presented and marketed in strict compliance with all federal, state/province, and local laws pertaining to the labeling and marketing of medical devices and/or drugs. Devices/drugs awaiting FDA approval (i.e., those qualifying for an Investigational Device Exemption), including but not limited to PMA and 510(k) devices, must be identified to ARRS as such at the time of application for exhibit space. Documentation of compliance with all applicable FDA guidelines relating to the marketing and promotion of investigational devices must be submitted to ARRS with the space application. Failure to meet marketing and labeling standards will result in removal of the device/drug in question from the exhibit hall or forfeiture of exhibition space.

5. Sublet: No exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those they purvey, except that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the exhibitor.

6. Official Contractor/EAC: Freeman Decorating Company is the official exhibition service contractor for the 2018 ARRS Annual Meeting. Any booth furnishings and equipment must be contracted through the official exhibition service contractor as indicated in the exhibitor service kit. Registered exhibiting companies will receive an exhibitor service kit by HTML link 3 months prior to the meeting. The exhibitor service kit will contain all necessary information and order forms including: drayage and shipping, labor regulations and rates, furniture and carpet rentals, electrical, Internet, and audiovisual order forms. Please note: Phone, Internet, audio visual, drayage, cleaning/porter services, etc. are NOT included in your exhibit space. Exhibitors who wish to use a service contractor other than the official service contractor appointed by ARRS must obtain advance written approval. The written request must include the contractor's name, address and phone number, name of supervisor to be in attendance, and a certificate of insurance. An exception to use an EAC will be granted only if it will not interfere with or prejudice the orderly set-up, interim services, or dismantling of the exhibition. No exception will be granted if it is inconsistent with the commitments made and obligations assumed by ARRS. The written request to use an EAC must be submitted to ARRS Exhibit Management by March 9, 2018. All EAC representatives must obtain badges by checking in at the ARRS Exhibitor Registration Desk. No badges will be issued to EAC companies that are not pre-registered and for whom insurance certificates have not been submitted.

It is understood that the EAC shall be cosignatory to and conform to all applicable labor contracts and shall comply with all ARRS exhibit rules and regulations. All employees, representatives, or agents representing the exhibitor must be fully identified by official badges. If an exhibitor, with advance written approval from ARRS, plans to use a service contractor other than Freeman Decorating Company, the exhibitor must submit to ARRS an original certificate of insurance certifying that the contractor maintains general public liability insurance, in an amount not less than \$1 million (\$1,000,000) for any one occurrence, against claims for personal injury, death, or property damage, and that such coverage may not be cancelled or reduced without at least ten (10) days prior written notice to ARRS. Please note the Marriott Wardman Park Hotel requires proof of insurance for any contractor or supplier working within the facility. Insurance coverage is \$5,000,000.00 liability, per occurrence.

7. Exhibit Design and Construction: The regulations listed herein are not intended to unduly restrict exhibits as to either design or utility. The spirit in which the rules are presented is to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. All exhibits/tabletops must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal. Exposed parts of any display must be finished so as not to be objectionable to other exhibitors. Exhibits must render a safe assembly during installation, dismantling, and exhibition periods. Every effort has been made to ensure the accuracy of all information distributed by ARRS, however, due to the ever-changing needs and maintenance schedules of facilities, up-to-the minute information is not always available. The ARRS, Marriott Wardman Park Hotel, their contractors, or agents can make no warranties as to the accuracy of floor plans issued in conjunction with or pertaining to the exposition. If the location of building columns, utilities, or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor and/or his/her agent to physically inspect the facility to verify all dimensions and locations. In-line Exhibits (10'x10' or multiple thereof): The back half of the basic exhibit may be furnished up to a height of 8'. The front half of the rented space may be furnished from the floor up to a height of 4', with the exception of equipment that may exceed the 4' height limit but may not be higher than 8' and must be placed so it does not block the view of or impede the sight lines of adjacent exhibits, including solid walls. 20'x20' Exhibits (Islands): Islands can be furnished up to a height of 12'. The edges of the rented space may be furnished from the floor up to a height of 4', with the exception of equipment that may exceed the 4' height limit but may not be higher than 8'. All components of the space should be placed so they do not block the view of or impede the sight lines of surrounding exhibitors, including solid walls.

8. Protection of Exhibit Facility: Exhibitors shall not deface any part of the exhibit facility. The cost of repairing any damage done to the exhibit facility by the exhibitor, his/her employees, representatives, or agents will be billed to and paid by the exhibitor. Nothing shall be taped, affixed, nailed, pinned, or attached in any manner to any surface in the facility. Banners, posters, signs, etc., are not allowed to be hung from any portion of the exhibit hall without prior written approval. All setup and dismantling of exhibit booths and equipment must be conducted within the exhibit hall. No storage of exhibit materials or personal items will be permitted between or behind booth draping.

9. Force Booth Setup: In the event that no representative of an exhibiting organization has claimed its space by 9:00 am, April 23, 2018, ARRS has the right to relocate the exhibit space. All exhibits must be fully operational by 9:00 am on April 23, 2018. After this hour, no installation work will be allowed. If exhibitor has not begun booth set up by 4:00 pm April 22, 2018, ARRS has authority to allow site decorator to assemble booth space. The Exhibitor agrees to pay for reasonable assembly charges in said event, and will be invoiced accordingly. Exhibitors not planning on exhibit move-in must contract for booth installation or incur an assembly charge.

10. Exhibit Installation & Dismantling: No exhibiting organization can begin packing its booth or dismantling until 1:00 pm on April 26, 2018. By signing the exhibit space application, the exhibitor agrees not to begin dismantling until the exhibit hall is officially closed. All exhibit material must be packed and ready for shipment by 6:00 pm on April 26, 2018. If exhibits cannot be removed, special arrangements must be made. All material not removed by that time will be shipped at the exhibitor's expense by a carrier selected by Freeman Decorating Company.

11. Liability: Each Exhibitor or its third party representative in charge of providing installation and dismantling services must submit an executed release of liability prior to set-up. If Exhibitor or its third party representative in charge of providing installation and dismantling services fails to deliver the release, Exhibitors will be prohibited from utilizing exhibition premises. The release must include the following language: Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Marriott Wardman Park Hotel, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Marriott Wardman Park Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof. Neither the management of the host facility nor ARRS shall be liable for the

damage, loss, or destruction to the exhibits by reason of fire, theft, accident, or other destructive causes. Exhibitor shall lease booth(s) at its sole risk. Neither the management of the host facility, ARRS, nor any of their agents, servants, or employees will be liable for accidents to exhibitors, their agents, or employees, except in the event of negligence or willful misconduct by the host facility, the society/meeting, or any of their officers, employees or agents.

12. Indemnification: Both the exhibitor/contractee and the ARRS assume the entire responsibility and hereby agree to protect, indemnify, defend, and hold harmless one another, as well as the host facility, their officers, employees, and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas. Both parties assume the entire responsibility and liability for losses, damages, and claims arising out of their respective negligence and willful misconduct on the hotel premises and will indemnify, defend, and hold harmless the other, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

13. Insurance: Exhibitor acknowledges that ARRS does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences. Each exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the exhibitor shall deem adequate. Any policy providing such insurance must contain a waiver of any right of subrogation as to any claims against ARRS, its officers, directors, agents or employees. Each exhibitor must maintain general public liability insurance, in an amount of not less than \$1 million (\$1,000,000) for any one occurrence, against claims for personal injury, death or property damage connected in any way with the exhibitor's participation in the exhibition. Such insurance must include coverage of the society as an additional named insured. In addition, the insurance policy must provide that coverage cannot be cancelled or reduced without at least ten (10) days prior written notice to ARRS. The exhibitor shall provide ARRS with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph.

14. Security: Overall guard service will be provided by ARRS for the exhibit period, but neither the guard service nor ARRS nor the Marriott Wardman Park Hotel will be responsible for loss or damage to any property for any cause. No one will be allowed in the Exhibit Hall before or after the published hours without written permission from ARRS. Exhibitors must comply fully with pre- and post-exhibit hours regulations as set out in the Exhibitor Manual. ARRS badges must be worn by exhibitors at all times in order to gain entry to the exhibit space. Work badges are valid only for setup and breakdown of the exhibits. They may not be used during exhibit hours. ARRS

reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the Exhibit Hall at any time. Anyone not allowing such inspection will not be allowed to enter with, or remove, uninspected property from the hall until all other exhibitors have left. Please remember that protection of your exhibit and property is your own responsibility. Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment, and display at all times.

15. Function Space Requests: No hospitality functions or user meetings may be held during the program portion of the conference. Exhibitor only meetings may be scheduled any time during the conference. Exhibitors who wish to use the meeting facility for meetings must submit a written request directly to ARRS.

16. Personnel Registration & Badges A. The official ARRS Badge must be worn in the exhibit hall at all times. All setup and dismantling personnel must wear special work badges while in the hall. They may be obtained at the ARRS Registration Desk. B. Each individual exhibitor and/or exhibit representative will be responsible for procuring his/her badge at the ARRS Registration Desk. C. Exhibitor company badges or company cards are not to be substituted for official ARRS badges. ARRS badges are not to be defaced in any manner or distributed to non-exhibitor employees or agents. False certification of any individual as an exhibitor representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be cause for expelling the exhibitor and its representatives from the exhibit hall and/or removing the exhibitor's exhibit from the floor without obligation on the part of ARRS for refund of any fees. The exhibitor and anyone claiming a right to be on the exhibit hall through the exhibitor waive any rights or claims for damages arising out of the enforcement of this rule. D. No one will be admitted into the Exhibit Hall without the proper badge. Upon request, exhibiting companies will be issued up to two one-day guest badges.

17. Americans with Disabilities Act (ADA): Exhibitors must comply with all applicable provisions of the ADA for their booth space, including but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend ARRS its officers, directors, agents, members, and employees and the Marriott Wardman Park Hotel from and against any claims, liabilities, losses, damages, and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of the exhibitor's failure to comply with the provisions of the ADA.

18. Cancellation: In the event the exhibition is canceled or the exhibitor does not exhibit due to circumstances within the control of ARRS, the liability of ARRS will be limited to a refund of all moneys paid by the exhibitor for exhibit booth rental and registration fees. If ARRS should be prevented from holding the exhibition for any reason beyond its control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the

assigned exhibit space due to reasons beyond ARRS' control, then ARRS has the right to cancel the exhibition or any part thereof, with no liability to the exhibitor.

19. Photography is not allowed without the permission of the show manager.

20. Children younger than age 18 are not allowed in the exhibit hall unless accompanied by an adult. No children will be allowed in the exhibit hall during set up and tear down times.

21. Smoking is not permitted at the ARRS meeting, including the exhibit hall. The Marriott Wardman Park Hotel is a smoke free facility.

22. Violation and Penalties: Substantial violation of any of these rules and regulations by the exhibitor or its employees or agents may, at the option of ARRS, forfeit the exhibitor's right to occupy exhibit space, and such exhibitor shall forfeit to ARRS all moneys paid or due. Upon evidence of substantial violation, ARRS may take possession of the space occupied by the exhibitor and remove all persons and goods. The exhibitor shall pay all expenses and damages that ARRS may incur through the enforcement of this rule.

23. Amendments/General Supervision: All exhibit matters and questions not covered in these rules and regulations are subject to the decision of ARRS management. These rules and regulations may be amended at any time by ARRS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these rules and regulations, written notice will be given to such exhibitors as may be affected.