



EXHIBITOR POLICIES & REGULATIONS

AMENDMENT TO RULES AND REGULATIONS

Florida Health Care Association (Show Management) shall have sole authority to promulgate, interpret, and enforce all rules and regulations, and make any amendments to the regulations as shall be necessary for the orderly conduct of the Trade Show. All matters and questions not covered by these regulations are subject to the decision of Show Management.



CONTRACT OF SPACE

The application for exhibit space, the formal notice of space assignment by Show Management, and these Rules and Regulations constitute a contract for the right to exhibit at the FHCA 2022 Annual Conference & Trade Show. Exhibitor also agrees to comply with any rules and regulations of the Hyatt Regency Orlando.



UNOCCUPIED SPACE

Should any rented space remain unoccupied after the 3:00 p.m. inspection deadline prior to Show's opening on Monday, August 1, Show Management reserves the right to sell or occupy said space.



EXHIBIT ACCESS

Show Management reserves the right to limit access to the exhibit floor to anyone during times when the show is not officially open.

PAYMENT, REFUND & CANCELLATION POLICIES

The total amount for exhibit space is due upon the reserving of space and signing of the contract. If an exhibitor finds it impossible to attend, and a letter (email is acceptable) is sent to the Show Management main contact (Jenny Early at yearly@fhca.org) to that effect by 5 p.m. June 3, 2022, the exhibitor will be charged an administrative fee of \$200 per booth and the balance of the booth price will be refunded. No refunds for any portion of the booth fee will be made after June 3; exhibitors who purchase booths after June 3 are not entitled to any refund. **Please note, membership dues are nonrefundable.*

All sponsorship fees can be refunded until April 29, 2022, without penalty unless any expenses have been incurred up to the effective date of the postponement or cancellation. The expenses will then be withheld from the refund including, without limitation, any marketing collateral that has been purchased as part of the sponsorship agreement. After April 29, 2022, all sponsorships are nonrefundable.

In the event that a situation should arise where Show Management does postpone or cancel the Conference for any reason, the following cancellation policy will take effect:

- If the Conference is moved from the original date to a new date within the same calendar year and the exhibitor cannot attend the new dates; a full refund (not including dues) will be granted or the exhibitor will have the opportunity to apply their funds to the following year's show dates.
- If the Conference is cancelled completely and will not take place within the same calendar year, a full refund (not including dues) will be granted or the exhibitor will have the opportunity to apply their funds to the following year's show dates.



DIRECT SALES

Due to security and sales tax implications, no firm or organization sponsoring the FHCA Annual Conference or serving as an exhibitor is permitted to engage in direct sales (cash, check, or credit card) activity within the exhibit area or contracted conference space. Payment information for future orders is not permitted to be collected as well within the exhibit area or contracted conference space. Any exhibitor found violating this policy will be escorted off the Trade Show floor immediately.



FOOD SERVICE

In an effort to provide the safest environment, samples of food, beverage, or any product may not be distributed by any exhibitor without prior written approval of Show Management. This includes large bowls of candy. The exhibitor must notify Show Management of any dispensing of food and beverage (3 oz. or less) from their booth thirty (30) days prior to arrival. The hotel ultimately has the final say when samples are concerned. Anything over 3 oz. is not permitted or is subject to hotel corkage and service fees and applicable taxes. All alcohol must be provided by the hotel in ordinance of the Orange County liquor laws and hotel policy. Bartenders and cashiers will be scheduled accordingly, and charges will be applied based on the need. Please contact show management to be put in contact with a hotel sales representative to arrange for alcohol service from your booth.



NAME BADGES

Exhibiting companies must request and obtain name badges for distribution only to the exhibiting company’s employees who will staff their booth during show hours. Name badges will include the name of the employee along with the name of the Company. Information will be sent out several weeks prior to the show on making these requests online. Each booth will receive up to 8 name badges. An online order form will be available at a later date.

Please note, only current employees of the exhibiting company may acquire a badge! All employees of an exhibiting company must be prepared during show hours to show proof of employment with a business card. The failure of an employee to demonstrate proof of employment with a business card will result in confiscation of the unauthorized name badge and immediate escorting of the nonemployee individual off of the trade show floor. In addition, should it be discovered that a nonemployee of an exhibiting company is wearing a name badge or that the exhibiting company obtained a name badge for a nonemployee or participated in a scheme to obtain a name badge for a nonemployee, the exhibiting company will be prohibited from exhibiting at the following year’s FHCA Annual Conference Trade Show.

QUICK FACTS

8
NAME BADGES PER BOOTH

REGISTER NAME BADGES ONLINE
(LINK OPENS 6 WEEKS PRIOR)

ONLY CURRENT EMPLOYEES OF EXHIBITING COMPANY

BADGES WILL BE PICKED UP ON SITE AT EXHIBITOR REGISTRATION



T.E.N.S. UNITS

All Exhibitors must follow the guidelines established by the Agency for Health Care Administration (AHCA) as stated below:

Anyone selling T.E.N.S. units to consumers are required to have a Home Medical Equipment License (HME) by AHCA.

Florida Statute 400.93 Licensure required; exemptions; unlawful acts; penalties.—

- (1) Any person or entity that holds itself out to the public as providing home medical equipment and services or accepts physician orders for home medical equipment and services is subject to licensure under this part.
- (2) Any person or entity that holds itself out to the public as providing home medical equipment that typically requires home medical services is subject to licensure under this part.



SECURITY

Show Management will provide basic security services from 6 p.m. on Sunday, July 31 to 6:30 p.m. on Tuesday, August 2. The exhibitor agrees to hold Show Management and the Hyatt Regency Orlando harmless and to indemnify Show Management and the Hyatt Regency Orlando against claims or liability arising out of the actions, fault, or negligence of the exhibitor, its agents, or employees, prior to, during, and after the Trade Show. Show Management and the Hyatt Regency Orlando shall not be responsible for any loss, damage, or injury that may occur to the exhibitor or the exhibitor’s agents, patrons, guests, employees, or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of Show Management or the Hyatt Regency Orlando prior to, during, or subsequent to the Trade Show). The exhibitor hereby releases Show Management and the Hyatt Regency Orlando from, and agrees to indemnify them against, any and all claims for such loss, damage, or injury.



DAMAGE TO PROPERTY

The exhibitor, its agents, guests, or patrons shall not injure, mar, nor in any manner deface the Hyatt Regency Orlando premises or equipment therein, and shall not cause or permit anything to be done whereby the Hyatt Regency Orlando or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen, or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks, or screws into any part of the Hyatt Regency Orlando, and will not make nor allow to be made, any alterations of any kind therein. Should any of the Hyatt Regency Orlando equipment used by the exhibitor in the conduct or operation of the exposition be damaged, lost, or stolen, the exhibitor will promptly pay for the equipment by cash or certified check.



ATTORNEY'S FEES & COSTS

Should any litigation arise out of this contract, both parties agree to binding arbitration; the exhibitor shall pay all costs and reasonable attorney's fees incurred by Show Management, and/or the sponsoring organization, and/or the co-sponsoring associations as the prevailing parties.



ELIGIBLE EXHIBITS & RESTRICTIONS

Show Management reserves the right to accept or reject without reason any Exhibit Contract received. Show Management also reserves the right of exhibit space reassignment and reserves the right to cancel this contract, whenever it discovers that exhibitor's product is not as described in this contract or is incompatible with the purposes of the Trade Show. Contract for space may also be cancelled if Show Management deems the exhibitor's demeanor inappropriate or disruptive.



FIRE SAFETY & HEALTH

The exhibitor agrees to accept full responsibility for compliance with city, county, state, and federal Fire Safety and Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents to spectators. The exhibitor hereby represents and warrants to Show Management that the exhibitor has taken all steps reasonably necessary in its judgment to ensure the sound engineering and structural integrity of its exhibit design and the proper construction and safety of the exhibit itself, as erected.



PUBLIC POLICY

All exhibitors are participating at the exclusive discretion of Show Management and must abide by all local codes, rules, regulations, and ordinances, including fire regulations, and must abide by the directions and instructions presented by official Show Management and the Hyatt Regency Orlando. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth.

ADDITIONAL INFORMATION



PRE- AND POST- CONFERENCE ATTENDEE LISTS

Each confirmed exhibitor will be emailed a list of all conference attendees in an Excel format, approximately six weeks in advance of the Trade Show and three weeks after. Please note, attendee email addresses are not permitted to be released in an exportable format per Florida Health Care Association's policy. A locked .pdf will be provided as well, which will contain email addresses. Show management is prohibited from sending an unlocked version to the exhibitors.



LEAD RETRIEVAL

Two forms of Lead Retrieval will be available. The first option will be through the FHCA Conference Mobile App. Exhibitors will be able to scan attendee barcodes to capture data in real time. The data will then be immediately available to all of the registered exhibitors from the same company within the app. Exhibitors purchasing App Lead Retrieval will also be able to use the App for notetaking and messaging. Traditional lead retrieval through MTS Tracking is available as well. MTS Tracking will provide a scanner to the exhibitor onsite and the scan reports will be emailed to the main contact. Visit the Conference Website for more information and registration links.



MOBILE APP

Annual Conference attendees can use the FHCA Conference App to build a custom agenda of CE Sessions and social/networking events. All Annual Conference CE/Mega Session handouts can be viewed via their corresponding session within the App. A list of Exhibitors, Sponsors and Speakers, an interactive Trade Show floor plan and an Annual Conference News Feed are also available to help the attendee make the most of their Conference experience. Stay tuned for more information about the App.



PRIZES & PRIZE ANNOUNCEMENTS

Exhibitors are permitted to give a raffle prize from their booth. The exhibitors are responsible for communicating with the winners directly either through the App or via the contact information provided by the attendee. In an effort to reduce gathering in small spaces, FHCA will NOT post the winners names on the screen in the silent auction area like years in the past. Rather attendees must claim their prizes from exhibitors. Exhibitors are ultimately responsible for delivering unclaimed prizes. Under no circumstances is FHCA able to hold or delivery the gift.

CONTINUING EDUCATION & SPECIAL EVENTS

Exhibitors are welcome to attend the seminars at Conference. Your badge grants you complimentary access. Exhibitors needing continuing education credit for a license can register via the Exhibitor CEU Form and pay a reduced fee of \$150 per person. This form may also be used to purchase additional tickets for special events not included with your booth fees, such as the Fun Night and the Circle of Excellence Awards Luncheon. This form will be available on the FHCA Conference Website at in early spring.



HOTEL RESERVATIONS

FHCA has acquired a special room rate at the Conference hotel. The room block will open in early spring and all paid exhibitors will be sent notice of how to reserve their rooms prior to that date. **FHCA does not endorse nor contract any third party booking agencies. All reservations should be made directly through the hotel. Visit www.fhcaconference.org/hotel for updated information.*



ADVERTISING

Promote your company with an advertisement in the FHCA 2022 Annual Conference Brochure or Program! Ad space is available for exhibitors in our Conference Brochure and Program. The Brochure is mailed to all FHCA members, nursing centers in Florida, corporate offices and the majority of Assisted Living Facilities in Florida. The Program is given to each attendee onsite at the Annual Conference. Attendees refer to the Program all during Conference when checking for details on seminars and other events. These full-color ads are a great way to gain additional recognition for your company and drive traffic to your booth. *Please note, you must be an exhibitor or sponsor in order to place an ad in our Conference Brochure or Program.*

Consider Conference Website advertising for dynamic, time-sensitive promotion. Each ad directs visitors to a landing page to learn more about your business. Visit the conference website under the Exhibitor Sponsorships & Advertising section.