

**Required**  
**Hold Harmless Letter and Agreement for Exhibitors**  
**This form may be altered, the required information is indicated below.**

**Exhibitor Fee**

- 6' Exhibit Table <Insert Fee>

**EXHIBITOR INFORMATION**

**Badge Pick-up**

Once full payment is received you will receive a badge request form for up to two representatives. Badge pick-up will occur during exhibitor registration. No person will be admitted to the Exhibition area without a badge.

**Installation of Exhibits**

<Date> • <Times>

All exhibits must be installed by <Date> by <Time>

**Dismantling of Exhibits**

Exhibits are to be dismantled between <Time> on <Date>.

**Staffing of Exhibits**

Exhibits must be staffed and operational during event breakfast and breaks

**Booth Operations**

Exhibitors should not operate in a way that violates the rights of another exhibitor. Exhibitors may not obstruct the view or interfere with the traffic of other exhibitors. General promotion, demonstration and distribution of literature/samples must take place inside your assigned booth. Exhibit areas should be kept clean and in good order. No part of any exhibit, or related signs, shall be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface them. The exhibitor is liable for damage from failure to observe these rules.

***Information required***

**Industry Guidelines**

In recent years, much attention has been given to the relationships between the pharmaceutical and medical device/equipment industry and health care professionals. Gifts, individual relations, and professional education have been topics at the forefront of discussion. The conference organizers reminds all exhibitors of their responsibility to be aware of and abide by all applicable association codes including but not limited to, those listed below:

- Advanced Medical Technology Association (AdvaMed)
- Code of Ethics for Interactions with Health Care Professionals
- American Medical Association Opinion 8.06
- Gifts to Physicians from Industry
- Compliance Program Guidance for Pharmaceutical Manufacturers
- Pharmaceutical Research and Manufacturers of America (PhRMA)
- Code of Interaction with Healthcare Professionals

**Distribution of Product:**

**FDA Regulations**

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations. This information may be obtained from the FDA at this website: <http://www.fda.gov/cder/ddmac/>.

***Information required***

Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the promotion of approved drugs or devices for unapproved uses. All products that have not been FDA approved for a particular use in humans or that are not commercially available in the United States will be permitted to be exhibited only when accompanied by appropriate signage indicating the device's clearing status. The signs must be easily visible and placed near the products themselves and on any graphics depicting the product. The exhibitor shall have available at the booth a letter from the FDA, which

describes the allowable use status of the product(s). Exhibitors are cautioned about the FDA's prohibition on promoting cleared-for-marketing devices for unapproved uses. Requests for information and guidance should be directed to the FDA.

## ***Information required***

### **Selling of Products or Services**

Exhibitors may display products that they have manufactured. Exhibitors may not accept cash, checks or credit cards for merchandise in the exhibition Hall; however, orders may be taken. Exhibitors electing to take orders must do so in a manner consistent with the professional nature of the exhibit.

### **Giveaways, Contests, and Raffle Drawings**

Exhibiting companies are permitted to distribute giveaways in accordance with the AMA Ethical Guidelines on Gifts to Physicians. Giveaways should be associated with products or services of the exhibiting company. Contests, drawings and raffles cannot be more than \$100 in value.

### **Sound Restrictions**

No equipment or voice-reproducing machines can be operated in such a manner as to cause a disturbance to other exhibitors. Earphones should be provided, or such devices should be enclosed in a special soundproof booth. Feinberg School of Medicine reserves the right to determine when sound is interfering with another exhibit and must be discontinued.

### **Photography and Videotaping**

The taking of photographs, other than by the official photographer is expressly prohibited.

### **Third-Party Representatives**

Any agency representing a technical or professional exhibitor must submit their client's name, contact information, address, telephone & fax numbers, signature and title with application.

### **Handicapped Access**

<Location> is in compliance with accessibility as defined by the Americans with Disabilities Act (ADA). Exhibitors are reminded to construct their booths in full compliance with the ADA.

### **Use of the NUFSM Name, Insignia, Logo or Acronym**

The Northwestern University's Feinberg School of Medicine's name, insignia, logo and acronym are proprietary marks and may not be used in signs, advertising, or promotions in any media or product literature either inside or outside of the exhibit area unless prior written approval has been received from the conference organizers.

### **Liability and Security**

Exhibitors must make provisions for safeguarding their display and property at all times. General guard service will be provided by the conference organizers for the exhibition period, but conference organizers, the guard service, and <Location> will not be responsible for the loss of any material by any cause. The exhibitor is responsible for all liability, losses, claims, and damages relating to any injury, death, or damage to property (including the Exhibition Hall), however occurring, arising from the acts of the exhibitor, his or her employees, agents, licensees, or contractors. The exhibitor agrees to indemnify and hold harmless NUFSM and <Location> from and against any and all liability, losses, claims, and damages that may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the exhibitor.

### **Cancellation of Annual Meeting**

Upon execution of the exhibitor application, it is mutually agreed that in the event of cancellation of the Annual Meeting due to fire, strikes, governmental regulations, or causes that would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and NUFSM planning committee shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and previous commitments.

### **Terms and Conditions**

As a condition for exhibiting, each exhibitor shall agree to observe all stated policies in this prospectus. NUFSM reserves the right to refuse exhibit space to any applicant at its sole discretion.

We acknowledge and agree to the hold harmless provisions set forth in this letter.

***Information required***

Company:

---

Representative's Signature:

---

Print Name:

Date:

---

Telephone Number:

E-Mail:

---