

Sponsorship & Exhibit Rules & Regulations

Eligibility for Sponsoring & Exhibiting

The Annual Meeting and Cancer Center Business Summit (AMCCBS) is an ACCC premiere event. Its purpose is to enhance the professional development of its members. Accordingly, ACCC reserves the exclusive and total right to control all aspects of the conduct of the meeting, sponsorships, and exhibits. ACCC specifically reserves the right to determine the acceptability of applications for sponsorship and exhibit space. Applications must meet all the following criteria:

- The products or services to be exhibited are of professional or educational interest, or benefit to the registrants and are directly related to cancer care delivery.
- The applicant is determined by ACCC to be ethical and reputable, and the goods and services to be exhibited are reasonably believed by ACCC not to be harmful, ineffective, or illegal.
- The applicant agrees to comply with ACCC's rules and regulations governing exhibits.
- The application, fees, and any required documents are received prior to the established deadline

Care of Exhibit Space

The supporter must, at its own expense, maintain and keep the exhibit in clean and good order in accordance with these rules and regulations and all other applicable rules and ordinances.

Sub-Leasing

Subleasing of the exhibit space is NOT permitted, and 2 or more companies may not share a single leased space.

Utilities

Utilities (eg, electrical, internet, audio visual, etc) must be ordered directly from the designated vendors and are not included in the fee. Order forms will be provided by ACCC in the exhibitor services kit.

Security

Each exhibiting company is responsible for safeguarding its goods, materials, equipment, and exhibit at all times. ACCC is not responsible for loss of or damage to any property and recommends removing and storing any valuable items at the end of each event day.


Fire Regulations

All doors and openings must be kept clear. Exhibit signs, fire alarms and extinguishers must be always visible. Combustible decorations, including helium balloons, shall not be used. All packing containers, excelsior, wrapping paper, etc, are to be removed from the floor and must not be stored under tables or behind displays. All decorations must be able to stand a flameproof test.

Liability & Insurance

Supporter hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save ACCC, the conference hotel/venue, its owners, its operator, and each of their respective parent, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of ACCC, the conference hotel/venue, and its employees and agents.

Supporters shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Sponsorship Agreement, in an amount not less than \$2,000,000 combined single limit for personal injury and property damage. ACCC, the conference hotel/venue, its owners, its operator, shall be included in such policies as additional named insured's. In addition, supporter acknowledges that neither ACCC, the conference hotel/venue, its owners, its operator, maintain insurance covering



supporter's property and that it is the sole responsibility of supporter to obtain business interruption and property damage insurance insuring any losses by supporter.

Hotel Use

ACCC reserves the right to control suite reservations and other meeting space at the hotel. No supporter will be allowed access to a hotel suite or other meeting space for the express purpose of circumventing ACCC, its sponsorship offerings, and its attendant costs.

Conflicting Event Policy – Meetings, Entertainment and Social Functions

No entertainment, social functions or ancillary meetings may be scheduled to conflict with the official ACCC conference program, events, or specific exhibit hours. Requests for use of function space at the facility must be made in writing to ACCC. Upon receipt of request for function space and acceptance by ACCC, ACCC will put supporter in contact with the hotel directly. It is the responsibility of the supporter to finalize arrangements with the hotel.

Press Conferences

Press conferences by supporters during event hours are prohibited. All news conferences must be coordinated with the ACCC meeting manager.

Assignment of Exhibit Space

Exhibit assignments are managed by ACCC and coordinated on first come, first served basis in the dated order commitments are received. ACCC reserves the right to assign and reorder space as necessary in the best interest of the event.

Exhibit Specifications

The exhibit area is carpeted. An exhibitor services kit will be sent to all displaying companies 60 to 90 days out. To maintain uniformity and to prevent obstruction of the view of adjoining booths, displays must not be higher than 8' in the back and 4' high along dividers and aisles and not extend any more than 2' from the backwall if over 4' tall. No walls, partitions, decorations, or any other obstructions that in any way interfere with the view of another exhibit may be erected. Exhibitors desiring to use materials other than standard booth equipment or display any signs, decorations, or arrangements conflicting in any way with these above regulations must submit a detailed sketch or proposed layout by email at least 90 days prior to the event and must receive written approval

from ACCC. Helium balloons and confetti are not allowed within the event space.

Payment Policy

ACCC accepts payment by check, ACH, and credit card. For all credit card payments, a 3% processing fee will be imposed. A 25% nonrefundable deposit must be received with a copy of the signed agreement to secure sponsorship. Full payment must be received by December 8, 2023, otherwise sponsorship may be forfeited to a company on the waiting list. Sponsors with a balance due by the event go-live date will not be allowed to participate or display until the balance is paid in full.

Cancellation and Refund Policy

ACCC must be notified in writing in the event of cancellation. If cancellation occurs on or prior to December 8, 2023, all monies will be returned to the supporter, less the nonrefundable deposit. If cancellation occurs after December 8, 2023, no refunds will be made.

Attendee List

All supporters will receive the pre- and/or post- attendee list as a benefit of support. Please note that per ACCC policy, contact information such as email and phone numbers are not provided. The advance list will be distributed approximately 2 weeks before the meeting and the final, postconference list will be sent in the days following the conclusion of the meeting. It is important to keep in mind that our provider members are sensitive to solicitations. We ask that supporters not share or abuse the list in any way, and use discretion in how you connect with attendees you may have met.

Exhibit Set Up & Dismantle

Supporters, if displaying, will be held accountable for adherence to the set up and dismantle schedule as set forth by ACCC. ACCC takes this seriously. If an organization dismantles early, it may jeopardize its eligibility to exhibit at future ACCC conferences. All space occupied by a supporter must be surrendered in the same condition as originally leased at the commencement of occupation.

Exhibitor Shipping Information

Supporters are responsible for all shipping and handling charges associated with their packages. All shipments must be sent direct to the hotel and can be received up to 3 days prior to AMCCBS by Friday, February 23, 2024. Any items received

outside of this window may incur return shipping charges, which will be the responsibility of the exhibiting shipper.

When shipping, please include the following details:

ACCC AMCCBS
Feb 28-Mar 1, 2024
Guest's Name who will be retrieving the boxes on site
Capital Hilton
1001 16th Street NW
Washington, DC 20036

Number of packages (eg, 1 out of ___ packages shipped)

Ensure that all on-site contacts have complete shipping/receiving information, including tracking numbers and the guest's name on the package. Please note that Capital Hilton cannot be held responsible for locating packages that are not properly labeled and lack location information.

Outgoing Packages

Capital Hilton offers daily UPS and FedEx Air pickup/drop-offs. To be considered ready for shipping, packages must meet the following criteria:

- Securely sealed with packing tape or strapping material (not provided by ACCC or Hilton)
- Clearly labeled with carrier's shipping information (labels not provided by ACCC or Hilton)
- Carrier's shipping label must be fully and clearly filled out, including payment information
- After the show/tear down, please leave ready packages (for UPS & FedEx) on top of the exhibit table for pickup.

For shipments arranged through third-party vendors, couriers, and delivery services, please make arrangements privately between the exhibitor and the shipping vendor, ensuring they are scheduled for pickup during the exhibitor breakdown.

Interpretation & Enforcement

These rules and regulations become a part of the contract between the supporter and ACCC. ACCC has full power of interpretation and enforcement of these rules, and its decision is final. All matters in question not covered by these rules are

subject to the decisions of ACCC and all decisions so made shall be binding on all parties affected by them as the original regulations. Supporters or their representatives who fail to observe these conditions, or contract or who, in the opinion of ACCC, conduct themselves unethically, may be dismissed from the conference without refund or other appeal.



Association of Community Cancer Centers

For more information or questions about ACCC Rules & Regulations, contact:

Corporate Development at
CorporateRelations@acc-cancer.org