

# Sponsorship & Exhibit Rules & Regulations

## Eligibility for Sponsoring & Exhibiting

The National Oncology Conference (NOC) is an ACCC premiere conference. 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 exhibitor must, at its own expense, maintain and keep the booth and 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 two or more companies may not share a single leased space.

## Utilities

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

## Lead Retrieval

Lead retrieval will be available to exhibitors wanting this service. Lead retrieval services must be ordered directly from the designated vendor and are not included in the booth 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 booth 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

Exhibitor 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.

Exhibitors 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 Exhibit 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, exhibitor acknowledges that neither ACCC, the conference hotel/venue, its owners, its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

### **Hotel Use**

ACCC reserves the right to control suite reservations and other meeting space at the hotel. No sponsor and/or exhibitor 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 you in contact with the hotel directly. It is the responsibility of the sponsor to finalize arrangements with the hotel.

### **Press Conferences**

Press conferences by sponsors and/or exhibitors on the exhibit floor during the exhibit hours are prohibited. All news conferences must be coordinated with the ACCC meeting manager.

### **Assignment of Exhibit Space**

Booth assignments are managed by ACCC and coordinated in a priority order beginning with the ACCC national corporate members first. Non-member conference sponsors and exhibitors will be assigned on a first come-first served basis in the dated order commitments are received. ACCC reserves the right to assign and re-order space as necessary in the best interest of the conference.

### **Exhibit Specifications**

The exhibit hall is carpeted. Show colors will be indicated in the decorator kit that will be sent to all exhibitors 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 4' from the backwall if over 4' tall. No walls, partitions, decorations, or any other obstructions may be erected which in any way interfere with the view of another exhibit. 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 exhibit hall.

### **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% non-refundable deposit must be received with a copy of the signed agreement to secure sponsorship. Full payment must be received by July 31, 2023, otherwise sponsorship will 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 sponsor 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 July 31, 2023, all monies will be returned to the sponsor, less the non-refundable deposit. If cancellation occurs after July 31, 2023, no refunds will be made.

### **Attendee List**

All sponsors and exhibitors 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 two weeks before the meeting and the final, post conference 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 in how you connect with attendees before and after the conference.

### **Exhibit Set Up & Dismantle**

Exhibitors 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 an exhibitor must be surrendered in the same condition as originally leased at the commencement of occupation.

### **Exhibitor Shipping Information**

Exhibitors are responsible for all shipping and handling charges associated with their packages. ACCC recommends using show decorator services and taking advantage of cost savings associated with shipping to the advance warehouse or other trackable service. The shipping address, dates and information will be in your exhibitor kit sent directly to you from the ACCC show decorator. ACCC, the decorator, its employees and agents are not responsible for the shipping of stored materials. If the conference hotel accepts direct to site shipments, that information will also be made available in the exhibitor services kit.

### **Booth Traffic Drivers & Prize Drawings**

Participating exhibitors can offer raffles for attendees visiting the ACCC Exhibit Hall. Attendees will be invited to drop their business cards in a bowl supplied by you at participating booths. ACCC will conduct the prize drawing during a specified date and time. An ACCC liaison will draw the winning business card from your bowl and announce the winner. Any exhibitor without company restrictions can participate by indicating on the sign-up form you will be hosting a raffle. Let us know what prize you will be offering, and we will advertise it to all registered attendees on your behalf. Attendees must be present to win. This is an opportunity for you to support the ACCC Exhibit Hall and to encourage attendees to visit and leave their information at your booth.

### **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. Sponsors and exhibitors, 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](mailto:CorporateRelations@acc-cancer.org)