



EXPOSITION SPONSOR & MANAGEMENT – The Exhibit Hall is sponsored by and shall at all times be conducted under the direction of the Association (NHIA). The Association, through its Board of Directors, shall have full power to interpret and enforce all rules and regulations contained herein. The Association reserves the right to restrict or remove any exhibit(s) for any infraction or non-compliance with the Rules and Regulations. If this occurs, no monies paid will be returned. NOTE: Setup and conference hours are subject to change — please refer to Exhibitor Newsletters and the Exhibitor Service Manual for the most current information.

ELIGIBILITY – Eligibility to exhibit in the exposition is limited to manufacturers, suppliers and/or companies providing services within the alternate-site health care industry. NHIA reserves the right to reject an application for exhibit space or remove any exhibitor for any reason at its sole discretion.

APPLICATION FOR SPACE – Companies desiring to exhibit must complete and return the Association a signed Exhibit Application and Contract. A floor plan showing exhibit space layout in the exposition facility is included in this prospectus.

Assignment of booths will begin no later than March 31, 2023. Such assignment of exhibit space will be made on a first-come, first-served basis according to the order of receipt of contracts and deposits (without regard to product classification). The Association reserves the right to limit the amount of space assigned to one exhibitor.

PAYMENTS AND CANCELLATIONS (Booths) –

On-site Sign ups –

A 50% deposit must be received by May 31, 2023. Final payment is due October 1, 2023. Exhibitors failing to make the final payment as required will forfeit their right to participate as an exhibitor and lose their deposit. In the event an exhibitor cancels reservation of assigned space, a written notification must be sent to the NHIA Exhibits Manager, nhia@discoversb.com. If the cancellation occurs before October 1, 2023, a 50% refund of the total contracted amount will be granted. After October 1, 2023, the cancellation fee is 100% of the booth price, no refunds will be granted. All cancellation fees must be paid in full before exhibiting at NHIA in the future. Checks must be payable in U.S. dollars to NHIA (all international bank fees are the responsibility of the Exhibitor). Checks will not be accepted after February 1, 2023.



Reservations made before October 1, 2023 –

A 50% deposit must accompany the exhibit application and contract. Deposits must be received within 60 days of reservation. Applications received without payment will not be processed, nor shall space be assigned. Final payment is due October 1, 2023. Exhibitors failing to make the final payment as required will forfeit their right to participate as an exhibitor and lose their deposit. In the event an exhibitor cancels reservation of assigned space, a written notification must be sent to the NHIA Exhibits Manager, nhia@discoversb.com. If the cancellation occurs before October 1, 2023, a 50% refund of the total contracted amount will be granted. After October 1, 2023, the cancellation fee is 100% of the booth price, no refunds will be granted. All cancellation fees must be paid in full before exhibiting at NHIA in the future. Checks must be payable in U.S. dollars to NHIA (all international bank fees are the responsibility of the Exhibitor). Checks will not be accepted after February 1, 2023.

Reservations made after October 1, 2023 –

Full payment must accompany the exhibit application and contract. Payments must be made within 60 days of reservation or before the conference date, whichever is sooner. Applications received without payment will not be processed, nor shall space be assigned. Final payment is due October 1, 2023. Exhibitors failing to make the final payment as required will forfeit their right to participate as an exhibitor and any payments made. In the event an exhibitor cancels reservation of assigned space, a written notification must be sent to the NHIA Exhibits Manager, nhia@discoversb.com. After October 1, 2023, the cancellation fee is 100% of the booth price, no refunds will be granted. All cancellation fees must be paid in full before exhibiting at NHIA in the future. Checks must be payable in U.S. dollars to NHIA (all international bank fees are the responsibility of the Exhibitor). Checks will not be accepted after February 1, 2023.

PAYMENTS AND CANCELLATIONS (Sponsorships) – Sponsorship payments are due in full at the time of reservation. Payments must be received within 60 days of reservation. If payment is not received, the sponsorship will be released. Sponsorships are non-refundable. If the sponsorship is canceled before payment is received, full payment must be made. All cancellation fees must be paid in full before exhibiting at NHIA in the future.



SUBLETTING AND ASSIGNMENT OF SPACE – Subletting of exhibit space or occupation of exhibit space by more than one exhibiting company is not allowed. Only actual employees of the contracted exhibiting company may occupy and operate within said contracted exhibiting company's contracted booth space. Only products, services and materials from the contracted exhibiting company may be displayed or distributed within such booth space.

EXHIBITOR SERVICE MANUAL – An exhibitor service manual containing general and technical information regarding rates and instructions for shipping, drayage, labor, power and other decorating needs will be provided to each exhibiting company (via email) approximately 2-3 months prior to the exposition.

EXHIBIT DISPLAYS – Dimensions of all exhibit spaces are provided on the exposition floor plan. Linear/In-line booths are commonly 10x10 booths arranged in a straight line. Display materials should be arranged so as not to obstruct sight lines of neighboring exhibitors. The maximum back wall height is 8' from the rear half of the booth (i.e. 5'). The front 5' may not exceed 4' high. Corner booths are linear booths exposed to aisles on two sides. All other guidelines for linear booths apply. Island booths are exposed to aisles on four sides and have greater flexibility with use of the entire cubic content of space. The maximum allowable height is 18' with approval. All rigging diagrams must be approved by the rigging company and show management no later than February 1, 2024. Island booths must be set up so as to utilize the entire space for flow and is not allowed to have a back wall facing a linear booth (i.e. a booth behind it facing into a blank wall). Exhibitors are urged to check with the Association before preparing any special displays. No walls, wings, partitions, decorations or other obstructions may be erected which will in any way interfere with the view of any booth. The exterior of any display cabinet or structure visible from an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor installing the display. Exhibitors desiring to use other than standard booth equipment, signs, decorations or arrangement of display material conflicting in any way with these exhibit rules and regulations must submit a detailed sketch of the proposed layout to NHIA at least 60 days prior to the exposition. If the exhibit hall is not carpeted, NHIA exhibitors are required to carpet each booth space contracted.

INSTALLATION – NHIA will designate an official service contractor to provide all services to the exhibitor. The official contractor will have complete control of all dock and loading facilities and will receive all direct and advance shipments, handle all freight and provide all rigging labor and equipment. All services not ordered in advance must be procured through the Official



Contractor's Exhibitor Service Desk onsite. General setup for all exhibitors will begin at 11 a.m., Saturday, March 23, 2024. If setup of any exhibit has not started by 11 a.m., Sunday, March 24, 2024, NHIA may order the exhibit to be set up and the exhibitor billed for all charges incurred. NHIA will not be responsible for any damage incurred. All exhibits must be substantially completed by 1 p.m., Sunday, March 24, 2024, and all aisles cleared of exhibit materials and crates. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, furniture or other parts of the exposition facility. Damage resulting from such actions shall be repaired at the expense of the exhibitor. Space not occupied by 1 p.m. on Sunday, March 24, 2024. will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

DISMANTLING/EXHIBIT REMOVAL – Dismantling of exhibits begins no earlier than 1:30 p.m., Tuesday, March 26, 2024, and move out must be completed by 11:59 p.m., Tuesday, March 26, 2024. Exhibitors expressly agree not to begin packing or dismantling exhibits until 15 minutes after the official closing of the exposition. Exhibits or materials left in booths without instructions will be packed and stored at the discretion of NHIA and all charges will be billed to the exhibitor.

REGISTRATION OF EXHIBITORS/PERSONNEL – Exhibit Hall attendance is restricted to qualified exhibitors and those certified by them. Exhibitor personnel (booth staff only) are entitled to four [4] complimentary registrations per 10 x 10 booth for NHIA Supplier Members (Two [2] complimentary registrations per 10' x 10' booth for non-members). Exhibitors requesting more than the above designated complimentary booth staff badges per 10' x 10' booth will be charged a fee per additional booth staff person. Any such additional booth staff registration is strictly limited to individuals who will also work as booth staff, provided the exhibiting company's contracted booth space is large enough to accommodate such requested additional booth staff personnel. All booth staff (complimentary or paid) must be actual employees of the contracted exhibiting company. All booth staff registrations (complimentary or paid), once made, are intended to be nontransferable; as such, a processing fee will be applied for each registration reassignment request made to transfer a registration (complimentary or paid) from one individual to another due to liability, children under 16 years of age will not be permitted on the exhibit floor at any time. Exhibitors using companies other than NHIA's official contractors must check in at the Exhibitor Registration Desk upon their arrival for a badge. Upon verification, setup/tear down badges will be issued allowing access to the exhibit area during service hours only.



CONDUCT & PURPOSE OF EXHIBITORS – All exhibits, activities and/or personnel must confine their activities to within the exhibitor’s booth space and cannot interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Distribution by exhibitors of any printed matter, promotional materials, etc. is strictly limited to the confines of the exhibitor’s booth. Non-exhibiting companies or organizations will not be permitted to solicit business within the exposition area nor in any public spaces controlled by NHIA. Exhibitor representatives should be attired professionally and maintain a businesslike climate conducive with the conference. The exhibitor must, at its expense, maintain and keep its exhibit clean and in good order in accordance with the conference. Distribution of food and beverages must be consumed within the exhibitor’s booth and distribution of alcoholic beverages is strictly prohibited. Exhibitors may not deface or otherwise obstruct the logo or branding of materials or events sponsored by other companies throughout the conference, i.e., signs, badge holders, conference bags, etc.

The purpose of the exhibition is to further the education of meeting attendees through product and service displays and demonstrations. Products or services exhibited must be pertinent to the attendees’ professional interest. NHIA reserves the right to restrict sales activities that it deems inappropriate or unprofessional. All exhibits will be to serve the interest of the NHIA members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit that NHIA believes to be injurious to the purpose of NHIA. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by NHIA to be objectionable are expressly prohibited in the exhibition area and in any meeting room. NHIA reserves the right to restrict direct sales and other companies from participating in the conference. Registrations from these companies will be removed at NHIA's discretion.

HOSPITALITY ROOMS & EVENTS – Private or public rooms for entertainment purposes will be available only to companies that have contracted for space in the exposition, and prior permission from NHIA is mandatory before scheduling these events (please discuss such matters with the key NHIA staff contact identified within this exhibitor prospectus). Exhibiting firms must confine these activities to hours, which do not conflict, with NHIA Annual



Conference activities. The distribution of promotional material for hospitality events in any public areas of either the host hotel or the exposition facility is strictly forbidden.

NHIA LOGO – Use of the NHIA logo in conjunction with advertisements, signs, promotional materials, endorsements, statements, contests and/or awards of any kind without the expressed written consent of the National Home Infusion Association is prohibited.

MUSIC LICENSING – Exhibitors agree to pay all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of any music either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, their agents or employees within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless NHIA, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. Exhibitors shall have the right to protest, and if desired to litigate and adjudicate any and all such claims.

FIRE REGULATIONS – Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specification of the local Fire Underwriters Inspection Bureau. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

SECURITY/INSURANCE/LIABILITY – Neither NHIA, its agents, employees or the trade show facility, its representatives or employees shall be liable for any damage to the property or loss of business to the exhibitor by theft, damage by fire or other means or for any injuries to the exhibitor, its employees, agents, customers or guests arising from any cause or matter caused or contributed by the negligence of NHIA or the trade show facilities.

The exhibitor, on behalf of itself, its employees and agents, agrees to protect, indemnify, save and defend and hold harmless NHIA, its agents and employees and the trade show facility, its agents and employees from all costs, losses, damages and expenses arising out of or from any accident or other occurrence connected with the use or occupation by the exhibitor of its exhibit space. Security guards will be maintained at all times by NHIA. The duty of the guards will be to control admittance and exit to the exposition area and to protect the general trade show area against fire or other catastrophes. The presence of the guards does not constitute



acceptance of any responsibility by NHIA for the safety of the exhibitor’s products and property, but is merely a service to aid exhibitors during the exposition. Exhibitors are advised to add to their existing insurance, a portal-to-portal rider to protect them against loss or damage to their materials by accidents, theft, fire, etc.

Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor’s expense: (a) Workman’s compensation insurance coverage for exhibitor’s employees which shall be in compliance with the laws of the State of Colorado; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/ operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before March 24 - 28, 2024 which shall include exhibitor’s move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person’s attendance at the exhibitor’s exhibit during the term of the NHIA 2024 Annual Conference (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection. You **MUST** provide your Certificate of Insurance to Show Management. We will not let you set up your exhibit booth unless you have sent us a certificate of your insurance.

SPONSORED CONTENT – The purpose of a Sponsored Educational Event is to further the knowledge of meeting attendees through product and service displays, education, and demonstrations. The speaker agreement is solely between the sponsoring company and the speaker. NHIA will take no responsibility for the content, instead relying on you, the sponsoring company, to oversee the appropriate material. You warrant that the content and all supporting material will not contain anything illegal, defamatory, or indecent or infringes on any third parties' statutory or common law right, including any intellectual property rights. Products or services exhibited must be pertinent to the attendees' professional interest. Show management reserves the right to request the immediate withdrawal of any presentation that NHIA believes to be injurious to the purpose of NHIA.

TERMINATION – In the event NHIA must cancel the conference and exposition for reasons such as strike, picketing, boycott, embargo, injunction, war, riot, acts of terrorism, threats of terrorism, emergency declared by a governmental agency or other reason termed “Act of God”, the exhibitors expressly waive such liability and release the Association of and from all claims



for damages and agree the Association shall have no obligation except to refund exhibitors pro-rated shares of the aggregate amounts received by the Association as rental for exhibit spaces for said exhibits after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deduction being hereby specifically agreed to by the exhibitor.

ARBITRATION – Any unresolved controversy or claim arising out of or relating to these Rules and Regulations or breach thereof, including without limitation any dispute concerning the scope of the this clause, will be settled by arbitration in Alexandria, VA in accordance with the commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any award shall be limited to actual damages; punitive damages shall not be awarded. The prevailing party shall be entitled to recover its expenses of arbitration, including but not limited to reasonable attorney’s fees and any other justifiable costs.

ADDITIONAL TERMS – Exhibitor/Sponsor expressly assumes, and releases NHIA and any affiliates from, all risks, claims, damages, losses, costs and expenses, whether or not reasonably foreseeable, associated with, resulting from or arising in connection with Company’s participation or presence at the Event, including, without limitation, all risks of harm, damage, illness (including viruses or illness from any communicable disease) or injury (including death) to or related to Attendee and his or her property.

Exhibitor shall comply with all applicable laws, codes, and rules and regulations of the federal, state, and city governments and the convention facility, as well as all rules and regulations of the Expo, set forth herein. NHIA reserves the right to remove any attendee from the event for failure to adhere to the required measures and protocols for attendance at the event.

AMENDMENTS – NHIA reserves the right to make changes, amendments and additions to these rules and to the Exhibit Schedule as considered advisable for the successful implementation of the Exhibit Hall and proper conduct of the exhibit with the provision that all exhibitors be advised of any such changes.