

IDWeek | **Terms for Exhibiting**

Definition of IDWeek 2022™

"IDWeek™ 2022" - (hereinafter "IDWeek") is a joint meeting of the Infectious Diseases Society of America (IDSA), the Society for Healthcare Epidemiology of America (SHEA), the HIV Medicine Association (HIVMA), the Pediatric Infectious Diseases Society (PIDS), and the Society of Infectious Diseases Pharmacists (SIDP). IDWeek 2022 will be held live in Washington, DC Oct. 19-23, 2022 with virtual components.

Eligibility for Exhibiting

All companies and organizations with products or services directly related to the field of infectious diseases are welcome to exhibit. IDWeek reserves the right to determine eligibility. Market research companies are welcome to exhibit provided they submit a letter of authorization from a sponsoring company.

Cancellation of Exhibit

If IDWeek is cancelled due to fire, power outages, strikes, acts of war, acts of God, or other causes that would prevent IDWeek from continuing the meeting, IDWeek and exhibiting companies will have no further obligation to each other. After considering expenses and obligations, IDWeek will issue a partial refund to exhibiting companies.

Contract for Space

The electronic signed application for exhibit space and the deposit for rental charges constitute a contract for the rights to use the space allotted.

Contract/Application

Please complete the online application and submit a 50% deposit for the exhibit rental charge by June 30, 2022. The remaining balance must be paid on or before July 29, 2022. If full payment is not received by this date, space can be reassigned or sold.

Enforcement of Rules and Regulations

The exhibiting company has a terminable license to exhibit. If an exhibitor fails to comply with any rules or regulations of IDWeek, the license to exhibit may be terminated and the exhibit closed without notice or refund. IDWeek reserves the right to adopt, interpret, or amend these rules and regulations.

Fire and Electrical Regulations

All exhibiting companies must comply with local, state, and federal fire and electrical regulations and safety rules. Additional information will be provided in the Exhibitor Service Manual.

Food and Drug Administration

Exhibitors with products regulated by the Food and Drug Administration (FDA) must comply with FDA guidelines and restrictions. For more information, contact the FDA Division of Drug Marketing.

Vaccination Policy

Proof of COVID-19 vaccination will be required for all in person participants of **IDWeek 2022**.

Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims of bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The general liability insurance should recognize the Infectious Diseases Society of America (IDSA) as an additional insured. Such insurance shall include contractual liability and products liability coverage with the combined and single limits of liability of not less than \$1,000,000. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract worker's compensation and occupational disease insurance in full compliance with all federal and state laws governing all of the exhibitor's employees engaged in the performance of any work for the exhibitor. The exhibitor shall obtain and shall furnish upon the request of exhibit management a certificate of insurance evidencing the required insurance.

Liability

IDWeek will not be responsible for any loss, injury, theft, or damage of any kind to any of the exhibiting company's employees or property. The exhibiting company shall hold harmless **IDWeek**, Washington, DC, USA, the Walter E. Washington Convention Center, and their respective employees, agents, and contractors against all claims, fines, liabilities, thefts, injuries, and damages of any kind to persons or property. If **IDWeek** is held liable for an exhibitor's action or inaction, the exhibitor shall reimburse **IDWeek** for all expenses and hold **IDWeek** harmless from any liability.

Market Research

Market research companies are welcome to exhibit provided they submit a letter of authorization from a sponsoring company. The sponsoring company is responsible for the conduct of the market research firm. As with other exhibitors, market research companies may not vacate their booths until the end of the exhibition. Surveys must be conducted within the confines of the virtual booth assigned.

Non-Contracted Exhibit Space

Any person, firm, or organization not having contracted with **IDWeek** for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, or services; solicit orders; or distribute advertising materials in the convention center or in any hotel used by **IDWeek** to house registrants. Any noncompliance with this regulation will result in the prompt removal of the offending person and property from the area. No exhibits will be allowed in hotel rooms.

No-Smoking Policy

The Walter E. Washington Convention Center is a non-smoking facility.

PhRMA Code and OIG Guidance

IDWeek staff is knowledgeable about the Pharmaceutical Research and Manufacturers of America (PhRMA) Code, and the Office of the Inspector General (OIG) Guidance and can assist exhibiting companies with compliance.

Subletting/Sharing of Space

Subletting or sharing of space is not allowed at any time.

Terms of Payment

Payment Information

A deposit of 50 percent of the total exhibit rental charge for **IDWeek 2022** must accompany the electronic application by June 30, 2022. Applications not accompanied by at least a 50 percent deposit will not be processed. The remaining balance must be paid on or before July 29, 2022. If full payment is not received by this date, space can be reassigned or sold.

Method of Payment

The preferred method of payment is by company check made payable to **IDSA** in U.S. funds drawn on a U.S. bank. Companies paying by check will not incur the credit card fee of 3%. IDSA also accepts MasterCard, Visa, American Express and Discover.

Cancellations and Refund Policy

Exhibiting companies that cancel or reduce their exhibit space must provide written notice to **IDWeek**. Refund rules for exhibit rental charges:

- 100 percent is refunded if the booth is cancelled, or space reduced by June 30, 2022
- 50 percent of the total exhibit rental charge is refunded if the booth is cancelled or space reduced between June 30, 2022, and July 29, 2022
- 0 percent is refunded if the booth is cancelled, or space reduced after July 29, 2022
- All refunds, regardless of original payment method, will be made by check. Allow 4-6 weeks for refund.

Terms for Booth Assignment

Acceptance of Assignment

Exhibiting companies must inform **IDWeek**, in writing, within one week of receiving their assignment if it does not meet their needs. **IDWeek** will try to accommodate all requests.

Assignment of Space

The **IDWeek** assigns space as equitably as possible using a priority point system and then on a first-come, first-served, space-available basis. The first round of assignments will involve companies that have exhibited for each of the last five years and that have applied by Feb. 4, 2022. Thereafter, **IDWeek** will assign space based on the date the application is received. **IDWeek** reserves the right to revise the floor plan to meet the needs of the majority of exhibiting companies. Booth assignments will be issued by March 18, 2022.

Booth Relocation

IDWeek avoids relocating booths. If such a move becomes necessary, **IDWeek** will explain the situation to the exhibiting company. **IDWeek**, at its discretion, also reserves the right to move any exhibiting company which reduces its space after receiving its initial assignment. If the new assignment is unacceptable, the exhibiting company must inform **IDWeek** in writing within one week of the assignment.

Late Assignments

After Feb. 4, 2022, IDWeek will continue to sell space if it is available. All other deadlines remain in effect.

No-Shows

Exhibiting companies that reserve booth space and do not provide IDWeek with a written explanation of their inability to exhibit or fail to arrive by 9 a.m., October 20, 2022, will forfeit all priority points, forfeit the entire cost of the booth space, and may lose the opportunity to participate in future IDWeek meetings.

Priority Point System

The system places value on a continued relationship, not just booth size. Companies earn one point for each year they have exhibited at previous IDWeek meetings. After exhibiting for five years consecutively, companies earn an additional bonus point. Points accumulate annually without limit. If an exhibiting company merges with, is acquired by, or purchases another exhibiting company, the new company will receive the points earned by the company that had the higher total, if requested in writing by the merged company.

Denial of Booth Space

IDWeek and its affiliates reserve the right to deny a booth application for any group for any reason. If payment was received with the denied application, an immediate refund will be issued to the exhibiting company who was denied space. Please allow 4-6 weeks for refund by check.

Other IDWeek Exhibit Policies

Activities Outside the Designated Exhibit Hall Space

Exhibitors are not permitted to display or demonstrate any products, processes, or services, solicit orders, or distribute advertising materials outside their booth space without prior written approval from IDWeek. This includes non-exhibit areas of the convention center property, any hotel property used by IDWeek to house registrants, and the virtual chat features in the app or virtual platform separate from the exhibits. IDWeek reserves the right to charge a fee to use these areas for company or product promotion once permission is granted. To request written approval, contact djohnston@idweek.org.

IDWeek™ and Partner Society Name and Logo

IDWeek does not allow other companies or organizations to use the meeting's name or logo, nor does it allow the use of the Infectious Diseases Society of America (IDSA), the Society for Healthcare Epidemiology of America, the HIV Medicine Association (HIVMA), the Pediatric Infectious Diseases Society (PIDS), or the Society of Infectious Diseases Pharmacists (SIDP) names or logos unless the use is for a product or service that one of the aforementioned organizations sponsors or co-sponsors. The use of any name, logo, or trademark of IDWeek and the partner societies in any exhibitor advertising is strictly prohibited without IDWeek's advance written consent.

Use of IDWeek™ Name and Logo.

IDWeek must review and provide written approval for any products or materials featuring the IDWeek name prior to printing or production. The use of the IDWeek logo is prohibited. Announcements for affiliated events or exhibit booths should not imply that the program is an official activity of IDWeek. Phrases like “preceding” or “following IDWeek” are appropriate. IDWeek is one word, the ID should be boldface, use the superscript TM for trademark after the name. IDWeek™ or IDWeek™ 2022 are both acceptable uses. All uses of the IDWeek name must be approved in advance. To request written approval, contact djohnston@idweek.org.

Conference Participation Marketing on Social Media

All event organizer social media posts promoting their booths and sessions may include the following hashtags.

#IDWeek

#IDWeek2022

Copyright, Disclaimer, Advertising and Related Policies

All materials at IDWeek 2022 are subject to copyrights owned by IDWeek or other individuals or entities. Any reproduction, retransmission, or republication of all or part of any posting or document from IDWeek is strictly prohibited, unless IDWeek and the copyright owner of the material have expressly granted their prior written consent to so reproduce, retransmit, or republish the material. All other rights reserved.

Advertising Associated with IDWeek

Payment Policy

Payment in full is due 30 days after the reservation is made.

Advertisements Beyond those Offered

The display of advertisements or promotional materials beyond those officially offered and targeted to attendees of **IDWeek** (including, but not limited to, advertising in/on buses, taxis, Segways, boats, pedicabs, planes, street cars, building facades, hotels, or restaurants, etc.) is available exclusively through EMC Outdoor as **IDWeek's** Show Management contractor, offering outdoor advertising (OOH) and experiential sponsorship advertising opportunities to exhibitors at **IDWeek 2022**.

First Right of Refusal

Advertisements are secured on a first come first served basis. Some placements may offer first right of refusal to the advertiser from 2019 or 2021. All first right of refusal decisions must be made by May 13, 2022, or the space becomes available to other exhibitors. Wait lists are currently being accepted.

Cancellation Policy

Advertisements cancelled by June 30, 2022 will be refunded in full if the advertisement has not been placed. All placed ads are nonrefundable. Cancellation requests made July 1, 2022 and later are subject to refund (or balance due forgiveness) at the discretion of **IDWeek** and will be based on the ability to resell the space.

Door Drops

Deliveries of promotional items by hotels to individual guest rooms are not permitted unless approved in advance and organized in coordination with EMC Outdoor. Promotional items may be distributed in the exhibit hall only, and within the confines of the exhibitor's booth.

Embargo Policy

All exhibitor news releases, media alerts, and other news materials regarding research presented at the **IDWeek** meeting must be embargoed until the start of the meeting on Wednesday, Oct. 19, 2022 at 12:01 a.m. Eastern Time.

Gifts/Promotional Items

Exhibitors are permitted to mail gifts and promotional items, but the items must be approved by **IDWeek**. The deadline to submit this information to djohnston@idweek.org is Sept. 3, 2022. **IDWeek** can offer referrals for preferred vendors to source and ship these items.

IDWeek strives to maintain a mutually beneficial relationship with industry to enhance the educational benefits for members and to improve health care for the public. To ensure the establishment of relationships with industry entities without compromising accepted ethical

and educational standards, **IDWeek** endorses and conforms to the following statements and opinions that have been issued on this subject. Exhibitors must abide by these statements and opinions when providing gifts or promotional items:

- Standards for Commercial Support on Continuing Medical Education, Accreditation Council for Continuing Medical Education
- Gifts to Physicians from Industry, American Medical Association Council on Ethical and Judicial Affairs
- Code of Pharmaceutical Marketing Practices, Pharmaceutical Manufacturers Association

Booth Specifications

Booth Decoration

Standard booth construction includes 8' high back NexxtWall, 36" high side NexxtWall, and standard booth sign at no charge. All additional equipment is available in the Exhibitor Service Manual, which will be E-mailed to all exhibitors who are paid-in-full.

Carpeting

Booth carpeting is mandatory, must cover the entire space, and is the responsibility of the exhibiting company.

Cleaning

Exhibitors are required to keep their booths clean at all times. Cleaning request forms will be included in the Exhibitor Service Manual.

Carpet and Drape

The decorator will be using carpet and NexxtWall to divide the booths.

Construction of the Exhibit Booth

Please keep in mind that you are responsible for:

- constructing your booth within **IDWeek** guidelines
- maintaining a professional appearance
- ordering carpet, furniture, displays, and cleaning services for your exhibit

If any booth is deemed unsafe or unsightly, **IDWeek** staff will ask the exhibitor to correct it at the exhibitor's expense.

Hanging Signs and Banners

Island booth exhibiting companies may hang signs or banners. The maximum height for signs and banners is 19' and must not block any **IDWeek** signage. The decorator will provide riggers to load, unload, deliver machinery, un-skid, position, and re-skid all machinery, and operate forklifts to install and dismantle exhibit booth header signs.

In-Line and Corner Booths

In-line booths may not exceed 8' in height, including signage. All construction is restricted to a height of 48" in the front 5' of the booth and 8' in the rear 5'. NexxtWall will extend across the back of the booth at a height of 8' and will extend between the booths at a height of 36".

Island Booths

An island booth is defined as a booth of 20' x 20' or larger, with aisles on all four sides. Island booths may extend to a height of 19'. Full use of the floor space is permitted; however, the design of the booth must allow accessibility from all four aisles and have sufficient see-through and walk-through areas so as not to block the view of adjacent exhibits. Cross-aisle carpeting is not permitted. Demonstration areas may not extend to the aisle line of the exhibit and must allow for space for visitors.

Line of Sight

Every design should allow for adequate sight lines to other spaces and to the aisles.

Signs

The decorator will supply a standard booth sign, 7" x 44", with the company name and booth number. Sign service will also be available on site at the Exhibit Service Center in the exhibit hall. No sign may be placed outside the booth area, in doorways, hallways, or aisles.

Attendance

Admittance to the Exhibit Hall

Exhibitors must wear official exhibitor badges at all times. Exhibitors are allowed in the hall one hour prior to and one hour after exhibit hours or by special permission. Exhibitor-appointed contractors may enter the exhibit hall two hours prior to the opening of the show each day. No one under 18 is allowed in the exhibit hall without a waiver signed by a parent or guardian.

Booth Activities and Conduct

Please be considerate of other exhibitors and conduct business within the boundaries of your booth. Do not use flashing lights, megaphones, loudspeakers, side-show tactics or noisy displays, helium balloons, glitter, confetti, live animals, stick-on decals, or other adhesive items.

Convention Center Rules and Regulations

Exhibitors must comply with all the rules and regulations of the Convention Center and should leave the hall as they found it. Additional information will be available in the Exhibitor Service Manual.

Exhibiting Personnel

All exhibitors are expected to dress and conduct themselves in a professional manner at all times and comply with all IDWeek exhibitor policies.

Exhibitor Lounge

There will be an exhibitor lounge located in the exhibit hall. The lounge will be open during exhibit installation and regular exhibit hours.

Exhibitor Registration/Badges

For every 100 square feet of space purchased, each exhibiting company will receive four complimentary exhibitor registration badges. Additional badges will be available for \$100. Placing business cards over or altering official IDWeek badges is strictly prohibited. Badge exchange between exhibitor representatives is not permissible. IDWeek requires that all company representatives must be registered for the meeting. Exhibitor badges will not permit attendance to the sessions. **Exhibitors who wish to attend the sessions must register as full attendees either prior to the meeting or onsite.**

Information and the deadlines to register booth personnel will be sent under separate cover. No badges will be issued without proof of company affiliation.

No badge name changes will be allowed after the published deadline. This includes onsite at exhibitor registration. There are no refunds for badges purchased and not used.

Housing and Transportation

Housing and transportation information, including exhibitor room blocks, will be sent with the booth assignments.

Product Sales

Exhibitors are permitted to sell and take orders for their own products provided they are pertinent to the practice of science or medicine. Exhibitors are responsible for complying with all business license, sales, and tax requirements.

Work Passes

Installation and dismantling work passes are available to unregistered exhibiting personnel and exhibitor-designated contractors who provide proof of affiliation with the exhibiting company.

Work passes will be valid for move-in and move-out only.