1. PURPOSE
The Annual Convention and Trade Show is sponsored by the Kansas Hospital Association, a not-for-profit corporation. The purpose of the Annual Convention and Trade Show is to provide educational opportunities to health care personnel; to offer a forum for the exchange of current information on health-related issues, services, skills and technology; and to promote effective communication between the providers of health care and the suppliers of related products and/or services.

2. GENERAL
The "Association" shall mean the Kansas Hospital Association, its officers, committees, agents or employees acting for it in the management of the Annual Convention and Trade Show.

The Association shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not governed by the regulations shall be subject to the final judgment and decision of the Association.

These regulations may be amended at any time by the Association upon written notice by the Association to such exhibitors as may be affected by them.

3. ELIGIBILITY
The Association reserves the right to determine the eligibility of any exhibit for inclusion in the Annual Convention and Trade Show. The acceptance of a booth space for the Annual Convention and Trade Show does not carry the Association's endorsement of the products and/or services. Exhibits and the conduct of exhibits are subject to the approval of the Association. The Association reserves the right to require modification of any exhibit which, in its opinion, is not in character with the Annual Convention and Trade Show. This regulation applies to displays, literature, advertising novelties, souvenirs, conduct of representatives, etc.

4. APPLICATION FOR EXHIBIT SPACE
Applications for space are submitted on the KHA Exhibit Booth Application form. Return the completed application to: Kansas Hospital Association, 215 S.E. 8th Ave., Topeka, KS 66603.

Upon acceptance of the application, a confirmation will be returned to each exhibitor which will include their booth assignment. Each firm represented at the Annual Convention and Trade Show must have reserved space.

5. EXHIBIT DAYS, DATES AND HOURS
The exhibit area will be open to Annual Convention and Trade Show attendees according to the following schedule:

Thursday, September 8, 2022
3:00 p.m. – 6:00 p.m.

Friday, September 9, 2022
11:00 a.m. – 12:30 p.m.

6. BOOTH RENTAL FEE
All convention exhibit booths are ten (10) feet deep by ten (10) feet wide. The rental fee for one booth is $1,050. Space assignments shall not be less than one booth. Multiple booths are available at the standard fee of $1,050 for each 10' x 10' section utilized.
7. **PAYMENT**

The total payment for exhibit space rental is required with the return of the KHA Trade Show Booth Application Form.

Exhibitors will not be allowed to occupy assigned space until all monies due the Association are paid in full. Payment may be made by check, American Express, Discover, MasterCard or Visa.

8. **REFUNDS FOR CANCELLATION**

If written notice of cancellation is received by the Association prior to August 12, 2022, a full refund will be made.

Any space not occupied by 2:00 p.m., Thursday, September 8, 2022, shall revert to the Association.

9. **ASSIGNMENT OF SPACE**

Booth assignment is made on the basis of criteria established solely by the Association. The criteria includes: preference of the exhibitor; number of spaces requested; date of receipt and acceptance of KHA Trade Show Booth Application; the level of KHA sponsorship; the dispersion of similar exhibits; and previous participation. Every effort will be made to assign the booth space requested or the next closest location; however, the final assignment of all booths is the sole discretion of the Association.

There are a limited number of booths available for the show and they will be filled on a first-come-first-served basis.

The Association reserves the right to rearrange the floor plan and may relocate any exhibit with the understanding that the exhibitor shall be consulted prior to such relocation.

10. **SUBLETTING OF SPACE**

Exhibitors may not assign, sublet, or in any other manner transfer the whole or any part of space assigned to them, and may not advertise or display products and/or services, other than those manufactured or sold by them in the regular course of their business. Spaces can be subdivided only if companies are subsidiaries of the exhibitor.

11. **BOOTH EQUIPMENT**

Standard booth equipment consisting of draperies, assembled on polished aluminum stanchions and telescopic crossbars, a 6’ draped table, 2 chairs, eight feet high back wall drapes, thirty-six inch side rail dividers, trash can, electricity, carpet and lunch are included with the space. A standard identification sign, bearing the name of the exhibiting firm, is furnished for the backdrop at no extra charge.

12. **CONTRACTOR SERVICES AND INFORMATION**

The Association has, in the best interest of both the exhibitor and the Association, selected certain firms to serve as official contractors to provide various services to exhibitors. Contractor services include the following: shipping and drayage, labor for erecting and dismantling, electrical work, furniture, custom decorating, etc.

All contractor services must be provided by the official contractors selected by the Association. Complete information, instructions and schedule of prices regarding shipping and drayage, labor for erecting and dismantling, electrical service, furniture, etc., will be included in the Exhibitors' Service Kit to be forwarded after July 15, 2022 when space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor to facilitate service requests from exhibitors.

An electrical outlet of 110 volts will be provided with each booth. Additional electrical services must be requested from the Overland Park Convention Center at least ten (10) days in advance. **Multiple plugs such as twin sockets will not be permitted.** Exhibitors should bring their own extension cords or make arrangements for obtaining them through the service contractor.

Payment for services provided to the exhibitors by the official contractor(s) is the responsibility of the respective exhibitor. All services not ordered five (5) days in advance of September 8, 2022 must be procured through the Exhibitors' Service Center that will be maintained in the exhibit area.
13. **SHIPPING AND STORAGE**
The OPCC will not accept shipments for storage. Arrangements have been made with an official contractor to accept shipments for storage one month prior to September 8, 2022. All shipments must be sent PREPAID and all packing material such as paper, excelsior, etc., must be totally enclosed in containers. Shipments will be delivered to the assigned booth space on September 8, 2022. An information sheet detailing procedures for handling shipments and providing rate data will be included in the Exhibitors Service Kit. All packages are subject to inspection.

14. **EXHIBITOR HOUSING**
Hotel information will be available on the KHA website, [www.kha-net.org](http://www.kha-net.org). Exhibitors are responsible for making their own lodging arrangements.

15. **DELIVERY OF EXHIBIT MATERIAL**
Each exhibitor will be responsible for the delivery of their equipment and/or display material to the exhibit hall and for removal of equipment and/or display material from the exhibit hall. The Association shall control all traffic into and out of the exhibit areas to minimize delays and tie-ups. Dollies will be provided by KHA as part of the exhibitor’s contract fee.

16. **INSTALLATION OF EXHIBITS**
Installation of exhibits will be scheduled as follows: 8:00 a.m. to 2:00 p.m., Thursday, September 8, 2022.

Exhibitors must have their displays in completed form one hour prior to the opening of the trade show. If erection of any exhibit has not started one hour prior to the opening, the Association shall order the exhibit to be erected and the exhibitor will be billed for and is liable for all charges incurred.

17. **COMBUSTIBLE MATERIALS**
All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution that will meet the inspection by authorities of the Overland Park Fire Department. Items such as brochures, literature, giveaways, etc., with the booths are limited to a one-day supply. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the OPCC, shall have no more than a ¼ tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting of visqueen must be placed underneath the vehicle for any possible leakage.

18. **BOOTH CONSTRUCTION AND ARRANGEMENT**
All exposed parts of the display must be finished so as not to be objectionable to the Association.

19. **STANDARDS FOR DISPLAYS**
The official booth height is eight feet. No part of any display, except products of the exhibitor, may extend above the official booth height of eight feet. All exhibits must conform to the size of the space, and must not be of such a character or arrangement to obstruct the view or interfere with other exhibits. Any modifications to the booth arrangement need to be approved by the Association.

20. **CARE OF BOOTH**
The Association will arrange for the sweeping of aisles daily. The exhibitor shall keep in good order their occupied space. Exhibitors may not place anything in the aisles during open hours of the exhibit. Tape of any kind is prohibited in all areas of the building.

21. **LABOR REGULATIONS**
All plumbing, electrical or telephone work required to be done on the premises of the OPCC shall be furnished by the OPCC employees or designated contractors.

22. **CONDUCT OF EXHIBITS**
The purpose of the Association’s trade show is to educate persons engaged in the health care field in the utilization and
development of new products, equipment and/or services. This does not preclude the actual selling and delivery of products by exhibitors.

Exhibitors may conduct drawings within the confines of their booth. Exhibitors will be responsible for notifying winners and awarding prizes for these drawings.

The Association will be responsible for announcing the winner and awarding the prizes given by the Association.

23. **IRREGULAR ACTIVITIES**
All business activities of the exhibitor must be within the exhibitor’s allocated exhibit space. In keeping with the nature of a health care professional meeting, undignified promotional methods and/or materials considered to be objectionable by the Association are expressly prohibited. To ensure the quality of the meeting, any uncommon promotional techniques should have prior Association approval.

24. **SPECIAL VISUAL AND SOUND EFFECTS**
Audio-visual equipment and other sound and attention getting devices will be permitted only in those locations and in such intensity as, in the opinion of the Association, does not interfere with the activities of neighboring exhibitors. Audio-visual effects of purely entertainment character without educational or informative value will not be permitted.

25. **FOOD SERVICE**
Distribution of refreshments or other products for consumption on the premises is generally not permitted.

All food items and beverages are controlled by an exclusive agreement with the OPCC. If samples of these items are to be part of the exhibit, samples must not be greater than 2 oz. and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event.

26. **HELIUM BALLOONS**
Helium-filled balloons may be used for decorative purposes only. The distribution of helium-filled balloons is expressly prohibited. Helium bottles must be properly secured. If balloons become detached from displays, labor charges to remove the balloons will be charged to the exhibitor.

27. **LIQUID PROPANE GAS**
The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the OPCC and the Overland Park Fire Marshal.

28. **CANVASSING BY NON-EXHIBITORS**
Admission to the exhibits is limited to individuals, business firms, manufacturers and dealers who have paid for space assignments. No other person or concerns will be permitted access to the convention facilities for the purpose of demonstrating their products, distributing advertising material or for any other purpose. Any violation of this rule will be followed by prompt ejection of the persons offending.

29. **DISTRIBUTION OF ADVERTISING MATERIAL**
Circulars of advertising matter of the exhibitor may only be distributed within the booth assigned to the exhibitor and may not be distributed elsewhere in the convention facilities. No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.

30. **DISMANTLING AND REMOVAL OF EXHIBITS**
All exhibits must remain intact until after the exhibit closing at 12:30 p.m., Friday, September 9, 2022, and may not be dismantled or removed before that hour. All exhibits must be dismantled, packed and ready for removal by 3:00 p.m., Friday, September 9, 2022. Exhibitors are responsible for making arrangements for prompt pickup for all outbound shipments. The official drayage contractor will be available to assist exhibitors with shipments. All freight not arranged for by 3:00 p.m., Friday, September 9, 2022, will be shipped by carrier selected by the official drayage contractor and the exhibitor will be billed for and is liable for all charges incurred.
31. **EXHIBITORS' REPRESENTATIVES**
Each exhibitor must name one person to be their official representative in connection with installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Each exhibitor should keep an attendant in his booth(s) during the hours designated as official exhibiting hours.

Representatives are defined as individuals who receive commission, brokerage or salary from the exhibiting firm and must be so certified. Excluded from this category are representatives who maintain and own inventories of merchandise for resale. Such people are considered to be dealers and must purchase exhibit space in order to be admitted to the exhibit floor.

32. **EXHIBITOR REGISTRATION**
In addition to submitting a Trade Show Booth Application form, the exhibitor must register each of his organization's representatives by completing a registration form that will be enclosed in the Exhibitors Service Kit. Two representatives may register at no charge and will be allowed to participate in all of the educational sessions and convention activities included in the usual convention registration fee. You are encouraged to pre-register your representatives well in advance of the exhibit. Early registration will expedite admission to the exhibit area upon your arrival at the show. Exhibitors may register more than two persons by paying the usual convention registration fee for the extra people.

On-site registration will be conducted at the Trade Show Registration desk. Admission to the exhibit hall will be by official registration badge only. The official registration badge must be worn whenever the exhibitor is in the exhibit hall.

Any additions or changes in registration made during the meeting must be certified by an officer of the exhibiting firm or by the person in charge of the firm's booth space.

33. **SECURITY**
The Association is not responsible for loss or damage to the exhibitor for any cause and urges the exhibitor to exercise precautions to discourage damage or loss to the exhibit.

**THEFT AND FIRE INSURANCE**
Floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours and placed in safekeeping. The Kansas Hospital Association's insurance policies do not provide any coverage for the protection of the exhibitors.

34. **PROPERTY DAMAGE**
Any activity, equipment, apparatus or procedure that may physically alter the facility is prohibited. Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls or to the standard booth equipment, or for damages caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

35. **LIABILITY**
The exhibitor assumes all responsibility for property damage, loss by, or for any cause, personal injury or death to any party by reason of exhibitor's participation in the Annual Convention and Trade Show and the exhibitor agrees to defend, indemnify and hold the Association, its subcontractors and the OPCC harmless from all liability which might ensue from any cause, whatsoever, arising out of the exhibitor's participation in the Annual Convention and Trade Show. Exhibitors shall obey all federal, state, and municipal laws and ordinances applicable to their own exhibits and the conduct of their activities therein and on the premises of the OPCC.

The Association, subcontractors or the OPCC will not be responsible to any degree, whatsoever, for any ill effects caused any person or group of persons in attendance prior to, during and after the close of the Annual Convention and Trade Show for any sample drugs, medicines, food items or beverages taken orally or by
other means given them by the exhibitor representatives.

Each exhibitor attending the Trade Show will be asked at the time of registration to agree to liability waiver language relating to their participation in the Annual Convention and Trade Show.

36. CANCELLATION OF ANNUAL CONVENTION AND TRADE SHOW
If for any reason, whatsoever, the Association is prevented from holding the Annual Convention and Trade Show, the Association shall not be held liable for any expenses incurred by the exhibitor, except for the refund of money previously paid to the Association.

37. SOCIAL FUNCTIONS
Social functions sponsored by exhibitors must be scheduled at a time or place where they will not conflict with official activities scheduled by the Association. Social functions held at the convention headquarters must be arranged through the Kansas Hospital Association.

38. SMOKING
The Overland Park Convention Center is a smoke-free facility. Smoking is not allowed in any part of the facility.

39. INTERNET ACCESS
Internet service is available. Additional information will be provided in the Exhibitor Service Kit.

40. RULES AS A PART OF APPLICATION
These rules and regulations are to be considered as a part of all exhibitor applications. The Association reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

41. OVERLAND PARK CONVENTION CENTER REGULATIONS
All conference exhibitors must also abide by the rules and regulations of the Overland Park Convention Center. Details about these regulations can be found on the KHA Website at www.kha-net.org.

42. CODE OF CONDUCT
KHA is committed to providing a safe, productive and welcoming environment for all meeting participants and KHA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, KHA staff members, service providers, and all others are expected to abide by KHA’s Code of Conduct. This Code of Conduct outlines KHA’s expectations for participant behavior, as well as the consequences for unacceptable behavior. KHA’s Code of Conduct can be found on the KHA Website at www.kha-net.org.

43. MEETING HEALTH AND SAFETY PROTOCOLS
KHA’s number one priority is the health and safety of our attendees and exhibitors. Policies for the Annual Convention and Trade Show will be set according to CDC and public health recommendations, federal, state, and local regulations applicable at the time of the event, and what KHA deems necessary to manage the risk for its event attendees and exhibitors. KHA may change, update, or add to these requirements at any time as it deems prudent to best protect the health and safety of attendees and others, and attendees must comply with relevant policies and requirements as communicated by KHA.