



**Commercial Exhibit and Sponsorship Policy of the
International Academy of
Oral Medicine and Toxicology (IAOMT)**

Last updated September 12, 2019

IAOMT COMMERCIAL EXHIBIT AND SPONSORSHIP POLICY

1.1. IAOMT CHOICE OF LAW AND CHOICE OF VENUE PROVISIONS.

The foregoing policy, its validity, construction, and effect will be governed by, and construed under the laws of the State of Oklahoma, where IAOMT is incorporated. Any lawsuit brought by the IAOMT to enforce the policy set forth herein against one or more persons subject to the policy hereby consent to the jurisdiction of the District Court of Tulsa County, Oklahoma, as the exclusive venue where such claims may be brought. Likewise, any claims or causes of action (whether in contract, tort, or statute) brought against the IAOMT by any person who is subject to the policy set forth herein, who brings any claims or causes of action (whether in contract, tort, or statute) that arise wholly or in part from this policy, shall be brought exclusively in the District Court of Tulsa County, Oklahoma.

1.2. ACKNOWLEDGEMENT OF THESE POLICIES.

The acts of exhibiting with the IAOMT constitute an implicit acknowledgement of each person's willingness to abide by, and be bound by, the policy set forth in this document and each of the provisions therein. This policy is intended to supplement but not replace or conflict with any applicable state and federal laws.

1.3. TYPES OF EXHIBITORS. There shall be the following three types of exhibitors:

1.3.1. ESTABLISHED EXHIBITOR. An Established Exhibitor shall be a company or individual who has exhibited in person at least once in the preceding twelve months.

1.3.2. NEW EXHIBITOR. A New Exhibitor shall be a company or individual who has not exhibited with IAOMT in the preceding twenty-four months.

1.3.3. ABSENT EXHIBITOR. An Absent Exhibitor shall be a company or individual who desires access to our attendees through exhibition of products or services, but who cannot physically be present to staff an exhibit booth, which may happen due to the exhibit hall reaching capacity. Absent exhibitors can reserve space on a table the IAOMT has reserved for this purpose. Refer to fees for rates.

1.4. SPONSORSHIP. A Sponsor shall be a company, organization, or individual who wishes to support IAOMT above standard exhibiting fees. Special recognition of our sponsors shall be included on the meeting app, our website, and from the podium as well as signage throughout the exhibit hall and on the registration table.

1.5. **STANDARDS FOR EXHIBITORS.** In order to maintain the standards of the IAOMT and its dedication to evidence-based health care, companies or organizations applying for exhibit space shall submit a company description about the products/devices/services to be exhibited. Products/devices that are FDA approved, FDA registered, or under FDA consideration, shall disclose such status on the exhibitor application.

1.6. **ADVERTISING/MARKETING.** Only participating paid exhibitors or Absent Exhibitors may advertise/market materials on the meeting app and at the meeting to attendees. At no time shall a company, organization, or individual hand out materials outside the exhibit hall or beyond their allotted booth space. A company, organization, or individual shall not distribute any advertisement or marketing materials in any of the meeting rooms.

1.7. **RESERVATIONS.** All reservations shall be subject to approval by the Exhibit Committee. Reservations shall be reviewed as they are received, and space shall generally be granted on a first-come-first-served basis. IAOMT may decline any registration or request for reservation. Exhibitor shall adhere to all exhibit fees, policies of IAOMT, applicable rules and regulations of the conference facility, and any applicable local and state laws where the conference is held. It shall be the responsibility of the Exhibitor to obtain information about local and state laws in reference to the materials to be on display.

The Exhibit Committee shall make every effort to notify Exhibitor within seven business days of status of application/reservation but may take additional time when necessary to accommodate availability of Exhibit Committee members or to allow response time for inquiries when evaluating documentation for claims.

In the event that there are a greater number of registration/reservation requests than space allows, the deciding factor shall be the date the registration/reservation was received in the IAOMT office. If registration/reservation request was initially received without the required deposit, then the date the deposit was received shall be the deciding factor.

Once a registration/reservation form has been accepted, the exhibitor shall be notified in writing of the details for shipping materials, marketing materials to attendees, hotel reservation deadlines, and any rules of the conference facility that IAOMT has been notified of in advance. Electric service shall be available for an additional fee.

1.8. **EXHIBIT STAFF.** Exhibit fees shall include two persons to staff the exhibit except where otherwise noted, and shall include admittance to the lectures, continental breakfast, breaks, and lunches on Friday and Saturday. Additional staff for the exhibit shall be charged an additional fee for each additional person. Each staff person listed on the application/reservation form shall receive an identification/name badge, which shall be worn at all times while in attendance at the exhibit.

1.9 **EXHIBIT SPACE.** The general policy for exhibit location is first come first served. However, some exhibit locations are assigned based on special needs/requirements of the exhibitor. If you have a special need (such as a phone line or have a floor back drop), you should

indicate this on the registration form. Upon arriving for set up, your name will be posted on the assigned table/space. Please, do not switch spaces without consulting the Exhibitor Liaison.

If you are shipping large display items that are crated or in return shipping containers, you are required to clear these materials from the exhibit space before the exhibits open on the first day. You should make arrangements with the hotel to store these items for you. They cannot stay in the exhibit hall unless they can be safely stored in your space. Walkways and common areas of the exhibit hall must remain clear of any items that impede the flow of traffic or pose a potential safety hazard for the meeting attendees or other exhibitors. Items used for exhibiting (tables, chairs, free standing exhibit pieces, etc.) must be restricted to your immediate space and may not spill over into another exhibit area or block traffic in the walkways.

1.10. **SHARING EXHIBIT SPACE.** Exhibitors shall not permit any other party to use the assigned booth space for exhibition, solicitation, or promotion without approval of the Exhibit Committee, and such use shall require payment of a sharing fee. This fee shall cover only one staff person. If the second company registers more than one staff person, an additional staff fee shall apply. To request a shared space, call the main office prior to registering and speak with the Exhibit Liaison to obtain official approval for this arrangement.

1.11. **EXCESSIVE NOISE, MUSIC.** In consideration of others in the exhibit area, excessive noise that interferes with other exhibits shall not be permitted. No unlicensed, copyrighted music may be played at IAOMT exhibits.

1.12. **SPEAKERS REQUESTING EXHIBIT SPACE.** Speakers who request exhibit space shall be subject to the same exhibit fees as regular exhibitors. If a speaker would like to make products available for floor sales, a standard exhibit space may be reserved at the usual fee. Speakers may choose to have a standard exhibit space in lieu of an honorarium. In addition to covering the difference in cost, the speaker shall be required to cover any other extra costs, such as electrical service and additional attendees.

1.13. **ADDITIONAL TABLES FOR EXHIBIT.** Additional tables (L-shape) may be rented for an additional fee and shall be within the regular booth space allotted. Double the booth space shall require double the regular exhibiting fee.

1.14. **EARLY RESERVATIONS.** Registrations and requests for reservations for the next scheduled meeting may be made immediately upon the close of the current meeting.

A deposit of fifty percent of the total fees shall be required to secure the exhibit space. Balance of fees shall be required no later than thirty days prior to meeting date. Requests for exhibit space less than thirty days prior to the meeting shall require full fees to be paid at the time of the request.

1.15. **SECURITY.** The security and safekeeping of exhibitor's property shall be the responsibility of the exhibitor. IAOMT shall not make any guarantees against loss, theft, or damage of any kind.

1.16. **LIABILITY.** Exhibitor covenants and agrees to hold the IAOMT, the owners, operators, and managers of the exhibition facility, and the respective officers, agents, and employees of each (hereafter collectively referred to as "Exhibit Management") harmless from any and all claims of liability, damage, or expense arising from any injury to or death of any person, including Exhibitor's employees, agents, contractors, or guests or any loss of, damage to, or theft of any property. Exhibitor also agrees that Exhibit Management is not responsible for any loss, damage, or theft of or to any property of anyone, including Exhibitor and its employees, agents, contractors, and guests while in transit to or from the facility, while in the facility, or otherwise. Under no circumstances is the Exhibit Management liable for lost profits or other indirect, incidental, consequential, or exemplary damages for any of their acts or omissions in connection with the Event, whether or not Exhibit Management has been apprised of the possibility of such damages or lost profits. Exhibit Management is not liable for any errors in any listing or descriptions or for omitting Exhibitor from the Event show guide or other materials. Exhibitor agrees to indemnify all members of the Exhibit Management group for any and all expenses, attorneys' fees, and any judgments awarded or settlement amounts agreed to. In no event will Exhibit Management's liability hereunder, or otherwise in connection with the event, exceed the amount actually paid to it by Exhibitor for the Space.

1.17. **INSURANCE.** The property of each exhibitor shall be insured by the exhibitor. Each exhibitor shall maintain, at its sole expense, comprehensive general liability insurance covering bodily injury and death to persons and property damage with minimum per occurrence limits of \$1,000,000 and workers compensation and employer's liability insurance covering all those engaged by Exhibitor to provide services on its behalf with minimum limits as required by the laws of state where exhibit will take place in addition to adequate casualty property coverage for its property. The general liability policy shall name IAOMT and the facility owner and/or manager as additional insureds with all rights of subrogation against Exhibition Management waived.

1.18. **CANCELLATION/REFUND.** Cancellations made sixty days prior to the conference shall receive an eighty-five percent refund of monies paid. Cancellations fifty-nine through sixteen days prior to the conference shall receive a seventy percent refund of monies paid. Cancellations made less than sixteen days prior to the conference and those who do not show up for the conference shall receive no refund of monies paid.

1.19. **CHANGES TO EXHIBIT RESERVATION.** Changes to registration or reservation (e.g., adding a person to exhibit staff; additional table; electrical service) may be made up to thirty days in advance of the conference. Any additional funds for requested change shall be due at the time of the change request. In the event that a change results in a refund of monies already paid, the refund shall be made by IAOMT by check or credit card. Requested changes made less than thirty days prior to the conference may be accommodated at the discretion of IAOMT.

1.20. **SHIPMENT OF MATERIALS.** Standard exhibitors are responsible for the shipment of their materials to and from the meeting.

Absent Exhibitors shall be responsible for shipping materials direct to the conference site in time to be included on the exhibit table. Absent Exhibitors shall be responsible for the payment of any

handling fees the conference facility may impose and for any and all costs of return shipment of any leftover materials.

Absent Exhibitors shall send prepaid shipping labels with the materials if return is requested. Return shipping labels shall be completely filled out as to destination and type of service being requested of the shipping company. The local telephone number of the shipper or an 800 number shall be in the return instructions. Shipper shall be a service that will pick up materials. Shipping labels and instructions for return shall be in a separate envelope (inside the box) marked "RETURN INFORMATION." IAOMT shall send separate instructions for shipping after reservations are approved and prior to the conference date to allow ample time for ground shipment to the conference site. Exhibit Committee staff shall oversee the packing and return of materials and shall pack returned materials with reasonable care, taping the box, affixing return shipping label, and contacting shipping company or returning box to conference site office for pick up by designated shipper. If the Absent Exhibitor does not wish any materials to be returned, they will be disposed of.

1.21. **SOLICITATION PROHIBITED.** No solicitation of any kind shall be permitted during any IAOMT event. Participants in IAOMT events shall refrain from using attendee lists or similar information for solicitation purposes without the express permission of the Board of Directors. Materials may be placed on the Absent Exhibitor table only (for a fee), and only after approval by the Exhibitor Chair.

1.22. **FEES.** All fees associated with this section shall be set by the Exhibit Committee, subject to any instructions from the Board of Directors.

1.23. **VIOLATION OF THIS POLICY.** Any individual or organization that violates this policy may be expelled from the event without refund of registration fees. Egregious or multiple violations of this policy may result in disqualification from future events at the discretion of the Board of Directors. This policy is intended to supplement but not replace any applicable state and federal laws.