

## EXHIBITOR GUIDELINES

**CHARACTER OF THE EXHIBITION:** The purpose of the Cleveland Clinic Center for Continuing Education (CCCCE) meetings and exhibits is to further the education of the registrants by providing an area for exhibitors to present information on products or services pertinent to the physicians and other healthcare providers professional interests. CCCCE reserves the right to determine the eligibility of any company product or service and the rights to restrict, prohibit, or evict any exhibitor or product that, in the opinion of CCCCE, detracts from the character and/or purpose of the exhibition. In the event of such restriction or eviction, CCCCE is not liable for refunding exhibit fees or any other cost incurred by the exhibitor.

**ELIGIBLE EXHIBITS:** CCCCE (Event Management) reserves the right to determine whether any company or product is eligible for inclusion in the exhibit. This determination may be made at any time before or after the start of the meeting. Exhibitor or its agent/agency must have no outstanding past due invoices with CCCCE or its affiliates. Past due invoices billed to the exhibitor or its agent/agency must be paid before exhibitor will be allowed access to the exhibit space.

**EXHIBIT SALES/ORDERS:** No organization/company is permitted to engage in direct sales or cash-and carry transactions at their exhibit table. Attendees may place orders with exhibitors for products/services during exhibit hours, but the product or service ordered/purchased must be delivered to the attendee after the close of the meeting. No soliciting of attendees shall be permitted outside of exhibitors purchased space or in other exhibitors' areas. Signs showing the prices of items must not be displayed. CCCCE reserves the right to prohibit or allow sales/orders before or during the meeting.

**EXHIBITOR REPRESENTATIVE:** Exhibitor must name at least one person (including hotel and local phone number) to be its representative with primary responsibility for the exhibitor's display (including installation, operation and removal of the exhibit). Such representative shall be authorized to make decisions and enter into service contracts that may be necessary (or as requested by CCCCE or event venue) onsite or in the case of an emergency and for which the exhibitor shall be responsible.

**EXHIBITOR PERSONNEL:** Exhibitor will furnish CCCCE, in advance, the names of those persons who will staff the booth. Representatives staffing the exhibit will be owners, employees or agents of exhibitor, and such representatives will wear proper badge identification furnished by CCCCE.

**REGISTRATION:** Each person attending the exhibit will be required to register and wear an appropriate badge. The badge issued will allow exhibitor personnel to attend the educational sessions, however if CME credit is desired, you must register as an attendee. Additional fees apply.

**CANCELLATION BY MANAGEMENT:** CCCCE retains the rights to cancel the exhibit with no liability to exhibitor other than a refund of any paid exhibitor rental fees, for any reason beyond its control including, but not limited to, civil unrest, labor disputes, acts of government or acts of God.