



## EXHIBITION OPPORTUNITIES

### Exhibit Hours (Times subject to change based on final program.)

Thursday, September 29      7:30 am – 12:30 pm  
    2:00 pm – 6:30 pm\*

Friday, September 30      7:30 am – 12:30 pm  
    2:00 pm – 7:30 pm \*

\*Reception in exhibit hall 4:00 pm - 6:30 pm on Thursday and 6:30 pm – 7:30 pm on Friday

### Traffic Builders in Exhibit Hall

- Receptions on Thursday and Friday evenings in the Exhibit Hall
- Continental breakfast and coffee breaks each day will be served in the Exhibit Hall

### Offsite Social Events

The NEUA Reception and Dinner will take place on Saturday, October 1<sup>st</sup> at 6:00 pm at the Shipyard Brewery. Two tickets are available to each exhibitor on a first come, first service basis due to space limitations. All those who would like to participate must submit their names via email to [industry@neuaa.org](mailto:industry@neuaa.org) by July 31<sup>st</sup>.

### Exhibit Details

The exhibits and all breaks are located in the Casco Bay Exhibit Hall.

### Exhibit Space Fees

<u>Table Top Space</u>	<b>\$3,700</b>	<u>8' x 10' Booth</u>	<b>\$3,850</b>
Includes:		Includes:	
✓ 1 - 6' x 24" draped table, 2 chairs		✓ Side and back drape	
✓ Wastebasket		✓ 1 - 6' x 24" draped table, 2 chairs	
✓ Lead retrieval		✓ Wastebasket	
✓ Attendee Pre-registration List		✓ Lead retrieval	
✓ 2 Registrations		✓ Attendee Pre-registration List	
		✓ 3 Registrations	

Standing equipment in table top exhibit spaces, such as lithotripters, will be permitted provided it fits in table top space (8'x5') or the booth space (8' x 10'). In the case of a table top space this would preclude the use of the 6' table. Should equipment be larger than table top exhibit space reserved, that equipment will not be allowed to be displayed. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting. A 50% deposit of the contracted space should be forwarded with the Application for Exhibit Space. The balance must be paid by June 10, 2022. Checks should be made payable to the New England Section, AUA and sent to:

New England Section, AUA | 500 Cummings Center, Suite 4400, Beverly, MA 01915 | Telephone: (978) 927-8330 | [industry@neuaa.org](mailto:industry@neuaa.org).



## EXHIBITOR INFORMATION

### Refunds and Cancellations

Cancellations received in writing by June 10, 2022 will be subject to a 25% administrative fee. There will be no refunds for cancellations received after June 10<sup>th</sup>.

### Conducting Exhibits

Drawings, raffles, or quiz-type contests will be permitted, but must be submitted to Show Management for final approval. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Section. The right is reserved to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

### Space Assignment

Space assignment will be given to companies in the order in which applications are received. Following the June 11, 2021 deadline, exhibit assignments will be made on a space available basis. If space is filled by June 11, 2021, applications received will be placed on a waiting list and notified immediately. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate this on their application. Careful consideration will be given to such requests. The New England Section, AUA reserves the right to alter the Exhibit Floor Plan at any time.

### Installation

The exhibit hall will be available for set-up from 100 p.m. - 5:00 p.m. on Wednesday, September 28, 2022. All exhibits must be set by 5:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### Dismantling

All exhibits must remain intact until the official closing time of 6:30 p.m. on Friday, September 30, 2022, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 8:30 pm. Dismantling prior to the conclusion of the morning coffee break may result in a company not being invited to exhibit in future years.

### Shipping Instructions

Please refer to the online exhibitor service kit available in June 2022.

### Hotel Reservation Information, Electrical, Telecommunications, Audio/Visual and Computer Equipment

Order Forms will be included in the online exhibitor service kit available in June 2022.

### Infringement

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

### Fire Protection

All materials used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fire-proof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.



## EXHIBITOR INFORMATION

### Special Needs



If you require special accommodations in order to fully participate in the meeting, please contact the New England Section, AUA office.

### Security

Security shall be furnished by Show Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor.

### Exhibit Personnel

All exhibit personnel must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each 8 x 10 booth is allotted three (3) badges and each table top exhibit is allotted two (2) badges. Additional badges are \$100.

### Protection of the Hotel

Exhibitors will be held liable for any damage caused to the hotel property. No material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel buildings or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the General Manager of the Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

### Hazardous Waste

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any and all hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.

### Indemnification

To the fullest extent permitted by law, exhibitor agrees to protect, indemnify, defend, and hold harmless the Hotel, and the Hotel's owner, and their respective owners, managers, partners subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Hotel Indemnified parties"), from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "claims(s)", in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of (i) the negligence, gross negligence or intentional misconduct of exhibitor's employees, agents, or contractors (ii) a violation or breach of any of the terms and conditions of this Agreement by exhibitor or any related act or failure to act by the exhibitor, including but not limited to the obligation of compliance with applicable laws or regulations. Nothing in this indemnification shall require exhibitor to indemnify the Hotel Indemnified Parties for that portion of any claim arising out of negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

### Insurance

You agree to maintain insurance reasonably commensurate with all activities arising from or connected with your exhibit, including, but not limited to, general liability insurance, with limits not less than \$2,000,000.00 per occurrence, covering personal injury, property damage, and other liability insurance arising from your exhibit. You further agree to add Hotel as additional insureds under all applicable policies for your exhibit. Hotel agrees to maintain general liability insurance with limits not less than \$2,000,000.00 per occurrence, covering liability for personal injury, property damage, liquor liability, as well as Worker's Compensation insurance per applicable laws and Employers Liability insurance.



## CONTACT INFORMATION

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