I. Terms & Conditions

By signing the AACR Annual Meeting 2021 Application and Contract for Exhibit Space (Application), the undersigned agrees to abide by all rules (Terms), requirements, restrictions and regulations as set forth in the Exhibitor Prospectus, the Rules and Regulations enclosed herewith and any regulations especially designated by the AACR, Walter E. Washington Convention Center, and the city of Washington, D.C. Failure to abide by such rules and regulations may result in forfeiture of all monies paid or due the AACR under the terms of this agreement.

General

All matters and questions not covered by these regulations are at the discretion of AACR Exhibits Management (Management). Management may amend these regulations at any time, and all amendments that may be made shall be equally binding, upon publication on all parties affected by them as the original regulations.

Exhibitor and AACR agree that any funding provided by Exhibitor shall not be used for gifts, promotional items, prohibited meals, travel, lodging, entertainment or recreation for healthcare providers or their guests.

Violations

Violation of any of these regulations on the part of the exhibitor, its employees, or agents shall annul the right to occupy the space and such exhibitor will forfeit to Management all monies, which may have been paid. Upon evidence of violation, Management may reenter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor’s risk. The exhibitor shall pay all expenses, or damages, which Management may incur.

Failure to adhere to the AACR rules and regulations will result in immediate penalties on-site. AACR strictly enforces the rules and regulations and will make all parties responsible for upholding them.

Violations of AACR’s rules and regulations will result in the following penalties:

1. The first violation will result in the company receiving a written warning.
2. A second violation will result in forfeiture of priority points for exhibiting for that year.
3. A third violation will result in one year’s suspension of exhibit privileges at any AACR meeting or exposition.

Notice of Disability

In compliance with the Americans with Disabilities Act of 1990, the AACR will make all reasonable efforts to accommodate persons with disabilities at the meeting. Please contact Lisa McGlashen at (215) 415-9300, ext. 190 or via e-mail at exhibits@aacr.org to make arrangements no later than March 5, 2021.

Cancellation of Exposition

It is mutually agreed that in the event of cancellation of the AACR Annual Meeting due to fire, strikes, government regulations, and/or causes, which would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and the AACR shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made. If the current pandemic crisis continues, and AACR cancels as a live meeting in 2021, a refund will be given within the 2021 calendar year in accordance with the terms currently listed in this clause.

II. Application and Space Availability

Eligibility Requirements

The AACR is committed to providing a quality exhibition. Exhibits will be limited only to the company and the product(s) listed on the application and are subject to approval by the AACR Exhibits Committee for accepted and acknowledged effectiveness and commercial availability. Only the sign of the company whose name appears on the contract may be placed in the booth or appear on any list of exhibitors. The AACR reserves the right to accept or reject a potential exhibitor based on its assessment of whether that company or organization’s products and/or services are relevant to AACR members and their meeting attendees. All exhibits
will be reviewed onsite.

Full documentation as to the extent and results of any research done on the exhibited items must be available at the company’s booth throughout the AACR Annual Meeting. All exhibited items must comply with local, state, and FDA regulations, and must be related to cancer research.

**Exhibit Space Rates**

Exhibitors submitting an exhibit application prior to May 15, 2020 are eligible to lock in the AACR Annual Meeting 2020 exhibitor rates. Applications received after this date will be processed using the AACR Annual Meeting 2021 exhibit space rates. The application must be signed and dated in order to be processed. Exhibitors will be invoiced for the 50% deposit, which must be remitted prior to space assignments (see below.)

**Advance Sales**

During the week of June 1, 2020, the Exhibits Team will conduct Advance Sales for the upcoming Annual Meeting for companies with 40+ priority points. These companies will receive an invitation to a sales appointment, which will be conducted via an online platform. Once booth has been selected, the exhibitor contact on file will receive a confirmation of their booth number and invoice for 50% deposit. This deposit is due no later than Friday, August 28, 2020. Failure to submit deposit by the due date will result in forfeiture of pre-selected booth space. Final payment is due Monday, January 25, 2021.

Priority points are established as follows (amended April 10, 2020):

- One point for participation in the AACR Virtual Meeting II 2020.
- One point for each prior year of participation.
- One point for every $5,000 spent in Virtual Meeting sponsorships (dollars rolled over from AACR Annual Meeting 2020 booth fees) – max of 15 points awarded.
- Five points for Sustaining Members who have paid their 2019 dues.
- Eight points for Sustaining Members at the Strategic Level who have paid their 2019 dues.
- Ten points for Sustaining Members at the Leadership Level who have paid their 2019 dues.

Note: When companies merge or are involved in a buyout, the new company will receive the highest number of points that have been earned by either company. Applications for exhibit space must be made on the Official Application Form. Exhibitors wishing to avoid assignment of booth space adjacent to a competitor should indicate this on the application. Careful consideration will be given to all requests but cannot be guaranteed.

**Assignment of Space**

Booth space assignment is based on a priority point system. Spaces will be assigned the week of October 19, 2020. Any applications received on or after October 17, space will be assigned on a first-come, first-served basis. Assignments will only be made for those exhibitors whose applications are accompanied by the required deposit.

During the week of June 15, exhibitors not involved in the advance sales process will be required to provide 6-8 booth choices for space assignments. Space assignments will take place the week of October 19. An email with further instructions will be sent to the exhibitor contact on file.

**Non-Profit Exhibitors**

Exhibit space at the not-for-profit rate is limited. The AACR Exhibits Committee has the responsibility of approving applications for not-for-profit exhibitors. The organization must be a government entity or must be recognized by the IRS as a 501(c)3 charitable organization. The organization must have demonstrated support for cancer research through financial contributions or provisions of infrastructure. The organization may not offer a product or service for sale on the exhibit floor.
**New Exhibitors**

Companies applying for exhibit space that have never exhibited at the AACR Annual Meeting will need to go through an approval process. When the application is received, a copy of the application, a product summary form, and company literature is sent to the AACR Exhibits Committee. The booth chosen by the company is put on hold during the approval period. The company is notified of the Committee’s decision in a timely manner. Upon approval the application is processed, and the booth is released to the company. Upon rejection, the application is denied, and the booth is released back into inventory.

**Booth Relocation Policy**

Every effort will be made not to relocate an exhibitor’s booth. However, should relocation be deemed necessary, the exhibitor will be notified and offered the opportunity to relocate their exhibit or cancel with no further penalty.

**Payment Policy**

The exhibitor agrees to submit with the application for booth space a deposit of 50% of the total fee. NO EXCEPTIONS. Payment can be made by either credit card (AMEX, Visa or MasterCard) or check in U.S. dollars, drawn on a U.S. bank payable to the American Association for Cancer Research. All payments should be sent to: AACR, 615 Chestnut Street, 17th Floor, Philadelphia, PA 19106, Attn: Finance Dept., AM21 Exhibits. If you require wire transfer instructions, please email exhibits@aacr.org.

The final balance will be due 30 days from date of invoice or by January 25, 2021. Exhibitors who are not paid in full will not be included in the Guide to Poster Sessions and Exhibits.

**Cancellations/Reduction of Space**

Notification of booth space cancellation or space reduction must be submitted in writing and received on or before the following dates. Prior to September 14, 2020, cancellation will be accepted with no penalty. The following fees will apply to any cancellations or reduction in exhibit space:

- Prior to September 14, 2020 – Cancellation/Reduction of Space will be accepted with no penalty
- September 14 through October 5, 2020 - Exhibitor is refunded entire payment less $500.00 per booth space.
- October 5 through November 9, 2020 – Exhibitor is responsible for 50% of the total booth fee.
- On or After November 9, 2020 – Exhibitor is responsible for the entire booth fee. No Refund will be issued.

*Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by the AACR and to the cancellation/reduction policy as stated above.

**Late Applications**

Exhibitors who apply for booth space after January 25, 2021 or exhibitors who have not sent in their final booth payment will not be listed in the Guide to Poster Sessions and Exhibits.

**No Show Policy**

In the event that an exhibiting company has not arrived on the exhibit floor by 5:00 p.m. on Saturday, April 10, 2021, and has not been granted pre-approval for late set-up, the AACR reserves the right to use the vacant exhibit space as it sees fit, with no obligation to issue a refund. Any exhibit materials, either in the vacant booth or on the loading dock, for that exhibit space, will be placed in storage at the exhibitor’s expense. Substitute booth space will be available at the discretion of the AACR. The exhibitor is responsible for all fees associated with removing freight from storage.

If an exhibitor requires additional time to set up beyond the hours listed above, they must obtain permission from Management.

**Subletting and/or Sharing of Exhibit Space**

No exhibitor may sublet, share, apportion, or assign all or any part of its exhibit space with or to another organization or business. AACR, at its sole discretion, may grant exceptions to the following: a recent merger/acquisition (since January 1, 2019); divisions of the same company and companies co-marketing a product. Written consent must be obtained from AACR and exhibitors must provide to AACR written documentation of the particular relationship. Only those companies and organizations that are the authorized occupants of each exhibit space will be entitled to exhibitor badges and only those authorized companies will be included on published exhibitor lists. AACR retains the right to remove from the exhibit halls any company or organization without a signed application to exhibit.
III. Exhibitor Conduct and Booth Activity

Off-site/Affiliate Events
If you plan to hold a function during the AACR Annual Meeting 2021, you must complete the Affiliate Group Function Space Request Form. In order to be able to secure an event, the Affiliate Group Function Space Request Form must be submitted, along with the appropriate payment. “Affiliate Groups” include corporate and institutional affiliates of the AACR who request meeting/function space for the purpose of social events (<100 guests) and small committee or staff meetings. Organizations that do not meet the criteria and are not exhibiting at the AACR Annual Meeting are subject to approval and a non-exhibitor fee per submission.

Requests for meeting/function space from Affiliate Groups will be considered for the purpose of social events and small committee and staff meetings. The unauthorized presentation of educational symposium or other scientific program activities is prohibited during the AACR Annual Meeting. The form, along with rules and regulations will be available in October on the exhibits page of the AACR website or by contacting the Exhibits Team at exhibits@aacr.org.

If an exhibitor is found to be in violation of the rules governing affiliate events, they will forfeit priority points for the current year and face a stiff penalty.

Exhibitor Access to Exhibit Hall
Exhibitor personnel will be allowed access to the exhibit hall 60 minutes prior to its opening on Sunday through Wednesday. Request for access to the hall before these hours, or after closing hours, must be made in advance by contacting the Exhibits Team. Each representative issued an exhibitor’s badge must be employed by the exhibitor. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered via the exhibit registration form. Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors, or others who wish to gain admittance for the purpose of making contacts.

Entering Another Exhibitor’s Booth
Exhibit personnel should not enter another exhibitor’s booth space without obtaining permission, nor should personnel block access to another booth.

Staffing/Early Dismantle
Exhibit booths must be staffed at all times during official show hours. All exhibitors are expected to make their travel arrangements in accordance with this policy. Any exhibitor found breaking down or vacating their booth prior to the end of the show will be prohibited from exhibiting in all future AACR meetings.

Exhibitor/Booth Activity
If you are planning to conduct any booth activities, you will need to complete the booth activity approval form which will be included in the Exhibitor Service Kit. The AACR Annual Meeting is a professional, scientific, educational meeting.

Please keep this in mind when selecting booth activities. Please be sure they are appropriate and are in compliance with the AACR Rules and Regulations. All requests must be submitted to the AACR by February 26, 2021 for review and approval. Any exhibitor found conducting contests, raffles, drawings, or unauthorized events will be required to cease immediately. The AACR will not accept requests on-site.

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

Market Research/Surveys
Market research companies must indicate on the exhibit application the companies for which they are conducting market research. All market research surveys must be conducted only within the market research booth.

All surveys must be conducted within the confines of the booth space assigned. At no time should exhibit personnel leave the booth to encourage attendees in the aisles to complete a questionnaire or survey.

Activities Prohibited in the Exhibit Hall
• Canvassing or distributing advertising matter outside the exhibitor’s own booth is not permitted.
• Solicitation of business except by exhibiting firms is prohibited. The nature of the exhibits is subject to the approval of Management and the AACR Exhibits Committee.
• Nonprofessional products or services are not to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.
• Contests, raffles, lotteries, and games of any chance without prior written approval from the AACR
• All games and activities must be approved by AACR. No group activity is permitted.
• Lines of any kind may not be formed outside of the exhibit space. All activity must be contained within the booth area.
• Soliciting attendees in the aisle(s) outside of booth space, including session rooms, public space, and poster area.
• Fundraising, without prior written approval from the AACR
• Press events are strictly prohibited without prior approval by the AACR Communications Department
• Live, videotaped, or audiotaped delivery of didactic presentation
• Activities offering CME credits
• Playing or performing of copyrighted recorded or live music during the published Exhibit Hall Hours
• Distribution of coupons or vouchers for meals, entertainment, or personal services to meeting attendees
• Distribution of alcoholic beverages in exhibit booth
• Distribution of any item of more than the minimal value without the prior written approval from the AACR
• Demonstration, promotion, or sales of the products of any non-exhibiting companies
• Affixing the AACR name or logo to, incorporating them in, or otherwise making them a part of exhibitor-distributed materials without prior written approval from the AACR
• Unauthorized reproduction or distribution of AACR abstracts
• Magicians, jugglers, motivational speakers, sleight of hand artists, or illusionists
• Multi-level booths
• Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.
• Market research companies must indicate on the exhibit application the companies for which they are conducting market research. All market research surveys must be conducted only within the market research booth.

Distribution of Giveaways
Please keep in mind that the AACR Annual Meeting is a professional, educational, scientific meeting when considering giveaway items. Product samples, giveaways, or literature may only be distributed within the exhibitor's booth and must not interfere with other exhibitors' spaces. Representatives may not distribute materials in any hotel utilized by the AACR or in any areas of the convention center other than their exhibit space or company leased rooms, or in public areas outside the convention center or hotels. Customary items such as descriptive product literature, notepads, pens, pencils, company information on USBs/CDs or journals may be distributed from the booth without written approval by AACR Management.

Food Service
Food service is permitted at the exhibitor's booth with AACR approval. All food service arrangements must be coordinated through the convention center caterer. No alcoholic beverages can be served or given away.

Contests, Raffles, Drawings
The AACR Annual Meeting is a professional, scientific, educational meeting. Please keep this in mind when planning your contest, drawing, raffle, etc. All contests, lotteries, drawings, raffles, and games of chance must be approved by AACR Exhibits Management. All drawings must be held off the exhibit hall floor. All requests must be submitted to the AACR for review by February 26, 2021. A booth activity approval form will be provided in the Exhibitor Service Kit to facilitate this process. No unapproved items may be used as a "prize." All "prizes" need to be submitted on the Distribution of Giveaways form. Any exhibitor found conducting contests, raffles, or drawings that have not been approved by the AACR will be required to cease immediately.

Sales and/or Order Taking
The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitors' own unaltered products and the products or services must be pertinent to the attendees' professional interest. The AACR reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements.

Photography
 NEW AACR PHOTOGRAPHY AND SOCIAL MEDIA POLICIES (effective April 1, 2017)

• Photography. Conference attendees may take photographs during oral or poster presentations provided that the photographs are
strictly for personal, noncommercial use and are not to be published in any form. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.

• Social Media. Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Oral presenters may label any or all slides in their presentations with “DO NOT POST.” Similarly, poster presenters may label their posters with “DO NOT POST.” Attendees must respect the presenters’ requests in these instances and refrain from posting any images from these designated slides or posters on social media.

• Exhibit Hall. No photographing or videotaping of the exhibit hall is allowed. Photographing another exhibit or display items is strictly prohibited.

Music Licensing
License agreements for music are the sole responsibility of the exhibitor.

IV. Food and Drug Administration (FDA) Approval and Off-Label Indications
The mention (directly or indirectly) of pharmaceutical products not approved by the FDA is strictly prohibited. Handouts or literature of any kind that mention such products directly or indirectly are, likewise, prohibited from display in the exhibit space or in spaces contracted by the AACR. An exhibiting organization may disseminate from its exhibit space peer-reviewed journal articles about off-label indications of its product(s), provided the company commits itself to file a supplemental application based on appropriate research, to establish the safety and effectiveness of the unapproved use.

V. Exhibit Booth Configuration
A standard booth size is 10’ x 10’ (100 square feet).

  Inline Booth: “Inline” booths are a row of standard booths that are exposed to the aisle on one side.
  Corner Booth: “Corner” booths are standard in-line booths that are exposed to an aisle on two sides.

All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows:
• No side rails or counters may exceed 48” in height.
• Backgrounds are limited to 8’ in height, including any identification sign, and must not protrude from the back wall more than 50% of the distance from the back wall to the front of the booth.
• No obstructions in the front half of the booth above a height of 48” should be permitted.
• No part of any exhibit, or signs relating thereto, shall be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same.
• Damage arising by failure to observe these rules shall be payable by the exhibitor.

Set-back rules are in place to maintain an open atmosphere in the exhibit hall by maintaining sight lines and traffic flow. Inline exhibits may not place any display component that is taller than 4’ high in the front 5’ of the exhibit, unless it is product. Also, all demonstrations must be confined to the back half of the exhibit, so they can be viewed from within the exhibit.

Island Exhibit Space
An island is typically defined as a 400 square feet (20’ x 20’) or larger exhibit space surrounded with aisles on all sides. Island booths should be constructed to allow access from all sides. The maximum height of an island is twenty (20’) feet. Multi-story/double-decker booths are not permitted.

The Island Exhibitor receives the following benefits:
• Waiver of the 8’ height restriction, not to exceed 20’ where applicable
• Waiver of sidewall restrictions
• Increased visibility from all areas of the Exhibit Hall
• Ability to utilize hanging signs

Island Booths Exhibit Setback and Sightlines
Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design, so as to not obstruct the view of neighboring booths.
20' wide island exhibits must maintain a 1’ setback of all exhibit structure from the floor to 8’ in height. Reception counters/information kiosks may not be closer than 2’ from the aisle. 50’ wide island exhibits must maintain a 2’ setback of all exhibit structure from the floor to 8’ in height. Reception counters/information kiosks may not be closer than 3’ from the aisle. 80’ wide island exhibits must maintain a 3’ setback of all exhibit structure from the floor to 8’ in height. Reception counters/information kiosks may not be closer than 4’ from the aisle. For detailed design specifications with diagrams, see Exhibitor Display Rules on the Exhibits Page of the AACR website.

Island Exhibit Space Floor Plans
Any company that is assigned island exhibit space must submit floor plan details to Exhibit Management by February 26, 2021. The AACR requires floor plans from every island exhibitor to ensure that the rules and regulations governing exhibit booth design, outlined in this section, are followed. Advance review also provides the AACR with the opportunity to resolve any potential issues. Diagrams must include dimensions of all structures, including hanging signs.

Double-Decker/Multi-Level Booths
Double-Decker/Multi-Level booths are not permitted.

Hanging Signs
Signs and lighting truss may be suspended from the ceiling in island booths only. Signage must not violate the AACR 22‐ft. height restrictions. The suspended height is 22’ when measured from the floor up to the top of the sign.

Carpeting
The AACR requires all exhibitors to provide floor covering for their booths/displays. All booths must be carpeted by 5:00 p.m. on Saturday, April 10, 2021. There are no exceptions to this rule. If a booth is not carpeted, the AACR will order carpet on the exhibitor’s behalf at the exhibitor’s expense.

Bridging of floor surfaces across aisle is not allowed.

Helium Balloons and Drones
At no time are exhibitors allowed to bring helium balloons, including mylar, or motorized drones into the facility.

VI. Contractors, Labor, and Security

Contract Obligations and Liability
The exhibitor agrees to protect, save, and keep the AACR and the occupied convention center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, their employees or agents as well as to strictly comply with the applicable terms and conditions contained in the agreement between the AACR and the occupied convention center regarding the exhibition premise. Furthermore the exhibitor shall at all times protect, indemnify, save, and keep harmless the AACR and the occupied convention center against and from any and all loss, cost, damage, liability, or expense which arises out of or from, or by reason of any act or omission by the exhibitor, his employees, or agents.

Installing, Exhibiting, and Dismantling Labor Policy
Exhibitors shall use proper authorized labor for exhibit installation during move-in, services during open hours, and exhibit dismantling during move-out, according to the official policies/union agreement of AACR, facility management, official general services contractor, and all applicable state and local laws. Exhibitors planning to build special displays on site should employ union display companies in their fabrication, carpentry, and electrical work. Rules and regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

Insurance
Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident, or loss of any kind must do so at their own expense. The AACR does not carry insurance of any sort on the exhibit or other property of Exhibitors and the AACR assumes no liability for loss or damage thereto from any cause. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Exhibitor Appointed Contractor (EAC)
All Exhibitors utilizing an Exhibitor Appointed Contractor (EAC) must notify the AACR of all EAC services well in advance of the
Show. Official Notification of EAC Forms will be in the Exhibitor Service Kit and are due by February 26, 2021.

If an exhibitor is using an EAC, it is the exhibitor’s responsibility to submit the Exhibitor Appointed Contractor Form and valid certificate of insurance by February 26, 2021. Insurance should include:
- Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of not less than $1 million per occurrence.
- Coverage for workers’ compensation and employers’ liability within commercially reasonable limits as otherwise required by the laws of the state of California.
- Naming of AACR, Freeman, the Walter E. Washington Convention Center as additional insured
- Naming of the exhibiting company/organization and booth # that they are representing in the description area; if said information is not included, the certificate of liability insurance will NOT be accepted by AACR

Failure to provide these documents to the AACR by the indicated due dates will be caused to exclude the EAC from participation at the Show.

EACs may not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC and all exhibitor rules apply to this sub-contractor of the exhibitor. The EAC must provide worker names for each day at the exhibit hall in advance to Walter E. Washington Convention Center and Security Company and check in at the convention center/security checkpoint upon arrival to receive installation/dismantling passes allowing access to the exhibit hall. These passes are typically in the form of wrist bands that must be worn on the wrist, for security reasons. Workers without properly displayed exhibit hall access passes will be prohibited from work during set-up.

The AACR reserves the right to remove any EAC or its employees who do not comply with AACR exhibitor rules or the operating rules of the Walter E. Washington Convention Center. The AACR reserves the right to prohibit EAC participation at the AACR Annual Meeting, both at Walter E. Washington Convention Center and at future exhibit locations, at the sole discretion of the AACR, when such actions are necessary.

Labor
If you have an oversized booth (larger than 600 square feet) you have to use the labor supplied by either the general services contractor or your own exhibitor appointed contractor (EACs) to build your booth. It is best to order labor as soon as possible. Please do not wait until you arrive at the Walter E. Washington Convention Center. There is a substantial price difference between advance and on-site ordering. Early labor orders also will increase your efficiencies when at the convention center. By preordering labor, you can schedule the time that you want your labor in your booth so that it is a convenient window for you. If you wait to order labor on-site, you may have to adjust your workers schedule.

Labor can be ordering in advance by returning the Display Labor Order Form, included in your Exhibitor Service Kit or at show site at the Freeman Service Desk. To avoid any misunderstandings in advance or at the show, contact the show management for additional clarification. Rules and Regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

In exhibit booths that are no larger than 600 net square feet, an exhibitor or a full-time company representative(s) may erect or tear down booths. The use of hand tools, power tools, battery operated tools, and ladders up to 6’ is permitted. As noted above, if a booth size is more than 600 square feet, union labor is required for the installation.

Loading and Unloading
Freeman will control access to the trade show floor, which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services will be included in the Exhibitor Service Kit.

Hand-carry entrance: The entrance at the southwest corner of 9th St. and Mt. Vernon Places has been designated as the hand-carry entrance. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels, and small luggage racks. The following items are NOT considered hand-carry items: two-wheel dolly loads; hotel bellman’ carts; boxes or crates required two people to carry.
Computers
All full-time regular employees of exhibitors shall be permitted to connect their personal computers (desktops and laptops), computer components and peripherals with no limitations for non-public uses. All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and dismantle their laptops, desktops, computers, and audio-visual equipment.

Drayage and Shipping
Freeman will control access to the trade show floor, which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services will be included in the Exhibitor Service Kit. Freeman will receive all crated shipments up to 30 days in advance and deliver them to the booths for installation, remove empty crates from the exhibit area before show time and return same to exhibit booths upon close of the AACR Annual Meeting.

Storage of Crates and Boxes
Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly. Accessible storage for exhibit materials will be available from Freeman for a fee. Detailed information regarding accessible storage will be available in the Exhibitor Service Kit.

Porter Service
In an effort to maintain a clean and organized exhibit hall, exhibitors who will be distributing giveaways and providing food and beverage/hospitality in their booth must order porter service through Freeman, the general service contractor. Porter service is exclusive to Freeman and includes monitoring the exhibit booth to empty wastebaskets and collect empty boxes during show hours. Standard wastebasket emptying does not include removal of empty boxes. Empty boxes may not be placed in the exhibit hall aisles, behind or adjacent to columns, or in trashcans in the exhibit hall during show hours. If an exhibitor does not properly handle empty boxes, Freeman will remove the boxes at the exhibitor’s expense.

Security
Peripheral watchmen shall be furnished by AACR 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. The AACR, the Walter E. Washington Convention Center, or the city of Washington, D.C. will not be responsible for loss of any material by or for any reason. Each exhibitor is recommended to purchase a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire, damage, etc. Forms to order additional security in booths will be included in the Exhibitor Service Kit.

Electrical Safety
All wiring on booths or display fixtures within an exhibitor’s booth must meet underwriters’ rules and pass standard fire department inspection applicable under all appropriate state, county, city, and the Walter E. Washington Convention Center Policies and Procedures. This applies to construction, not pre-wired equipment.

Federal and Local Fire and Building Codes
Exhibitors and their agents must comply with all federal and local fire and building codes that apply to places of public assembly. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets, Public Emergency Reporting System (PERS) stations and standpipes. Booth construction shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. All drape, curtains, table coverings, skirts, carper or materials used in exhibits must be flame-retardant to meet with Washington, DC’s Fire Department requirements and have flame proof certificate or tag. Certificates or tags must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal. Exhibit contents or products and decorations provided by the official service contractor come under the same guidelines but may have detached flameproof certificate or tags. Additional information will be supplied in the Exhibitor Service Kit.

Telephone and Internet Services
Telephones and Internet service in the exhibit hall is supplied exclusively by the Walter E. Washington Convention Center. Information on ordering these services will be available in the Exhibitor Service Kit.
Food and Beverage
Food service is permitted at the exhibitor’s booth with AACR approval. All food service arrangements must be coordinated through the exclusive provider of food and beverages at the Walter E. Washington Convention Center. AACR prohibits the distribution of alcoholic beverages and popcorn. Information on ordering these services will be available in the Exhibitor Service Kit.