

# RULES & REGULATIONS



The Pediatric Academic Societies (PAS) act for exhibitors and their representatives in the capacity of agent, not as principal. The PAS assumes no liability for any act of omission or commission in connection with this agency, including, but not limited to, any loss or damages suffered by an exhibitor as a result of any act or omission of any vendor, service providers or other exhibitors. Exhibitors and their representatives hereby release the PAS from any and all liabilities for loss or damage ensuing from any cause whatsoever, except for claims for damages or injuries resulting from the PAS failure to fulfill its obligations as set forth in the 2009 PAS Invitation to Exhibit and supporting links.

Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to the PAS, the Baltimore Convention Center and the PAS official vendors for the payment of any charges incurred by the exhibitor in connection with presenting their exhibit.

## Liability

The exhibitor agrees to protect and keep the PAS forever harmless from any damage or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the exhibit hall and the PAS regarding the exhibit premises; and further, the exhibitor shall at all times protect, indemnify and keep harmless the PAS and the Baltimore Convention Center against and for any and all costs, damages, liability or expense arising from or out of accident or other occurrence to anyone, including the exhibitor, its agents, employees or business invitee, which arise from or out of or by reason of said exhibitor occupancy and use of the exhibition premises or a part thereof. Exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury.

## Selling of Products and Services

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. No signage or advertising of product pricing will be allowed. **Products for sale must be the exhibitor's own, unaltered, marketed products and the products or services must be pertinent to the attendee's professional interest.** The PAS reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors are responsible for complying with all business license, sales and tax requirements. Further information regarding seller's permits will be included in the Exhibitor Service Manual, sent to all confirmed exhibitors in February 2009.

## Printed Material Distribution/Canvassing

Canvassing in any part of the facilities utilized by PAS is strictly forbidden, and anyone doing so will be requested to leave the building. Distribution of advertising or printed material by the exhibitor outside of the exhibitor's allotted space will not be permitted unless the distribution or advertising is organized by the PAS.

## Fire and Safety Regulations

Federal, state and city fire laws must be strictly observed. Complete fire safety requirements from the Baltimore Convention Center will be included in your Exhibitor Service Manual.

## Hazardous Waste Disposal

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death, or pollute air, land or water. At the time of space application, exhibitors who generate material fitting any of these criteria should inform the PAS Exposition Manager of the presence and planned disposition of hazardous waste to allow for thorough planning and preparation.

## Americans With Disabilities Act

Each exhibitor shall be responsible for compliance with the Americans With Disabilities Act within their assigned exhibit space.

## Cancellation of Exposition

In the event of cancellation of the PAS Exposition due to fire, strikes, governmental regulations or causes that would prevent the scheduled opening or continuance, then and there upon, exhibitors and the PAS have no further obligations to each other, and the PAS management shall determine an equitable basis for the refund of such portion of exhibit fees as is possible, after due consideration of expenditures and commitments already made.

## Conditions of Contract to Exhibit

Exhibitors agree to abide by the conditions of contract stated in the 2009 PAS Invitation to Exhibit and by all conditions under which space at the Baltimore Convention Center is leased to the PAS. Exhibitors accept responsibility for informing all of their employees and agents of these conditions and agree that they will abide by them also.

## FDA Regulations

Exhibitors are reminded of the Food and Drug Administration (FDA) restrictions on the promotion of investigational and pre-approved drugs and devices. Exhibitors are also cautioned about FDA prohibition of promoting approved drugs for unapproved purposes. Information regarding FDA regulations may be obtained directly from the FDA.

Requests for information and guidance can be obtained at [www.fda.gov/cder](http://www.fda.gov/cder), the FDA's medical advertising information line, 800-238-7332, or directed to:

### FDA Division of Drug Marketing

HFD-40, Room 17B-20  
5600 Fishers Lane  
Rockville, MD 20857  
301-827-2828

### FDA/CDRH/Office of Device Evaluation

HFZ-410, Room 350D  
Rockville, MD 20850  
301-594-1184 ext 183

## Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims of bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The general liability insurance should recognize the Pediatric Academic Societies as an additional insured. Such insurance shall include contractual liability and products liability coverage with the combined and single limits of liability of not less than \$1,000,000. The exhibitor shall obtain and furnish upon the request of PAS Exhibit Management a Certificate of Insurance evidencing the required insurance.



## Rules & Regulations

### Tulane University Accreditation Rules & Regulations

The purpose of the PAS Exposition is to allow companies an opportunity to complement the scientific or educational sessions by informing and educating the course participants on the latest developments in equipment, supplies and services that are available.

As joint sponsors of the PAS Annual Meeting, Tulane University Center for Continuing Education (Tulane), the ACCME-accredited provider, and PAS strictly adhere to the Accreditation Council for Continuing Medical Education (ACCME) regulations as stated in the ACCME Standards for Commercial Support regarding exhibits, which state: When commercial exhibits are part of the overall program, arrangements for these should not influence planning or interfere with the presentation of Continuing Medical Education (CME) activities.

No commercial promotional materials shall be displayed or distributed in the same room as the educational activity immediately before, during, or immediately after an educational activity certified for credit. If exhibit representatives attend an educational activity, they may not engage in sales activities while in the room where the activity takes place **nor engage in content discussion** unless participating as a registered attendee. CME credits are not available for exhibitors unless they have paid full registration fees and registered and paid PAS Fees.

Exhibitors must comply with the Standards for Commercial Support established by the Accreditation Council on Continuing Medical Education ([www.accme.org](http://www.accme.org)), the American Medical Association's Ethical Opinion on Continuing Medical Education and Gifts to Physicians ([www.ama-assn.org](http://www.ama-assn.org)), the Food and Drug Administration regulations regarding industry-supported scientific and educational activities ([www.fda.org](http://www.fda.org)), and, as applicable, the newly revised PhRMA Code on Interactions with Healthcare Professionals ([www.phrma.org](http://www.phrma.org)). Tulane and PAS will monitor exhibitor displays, products, and conduct for compliance with Tulane, PAS, and ACCME policies as well as applicable laws, rules, and regulations.

Tulane and PAS require that all exhibitors be in compliance with FDA regulations regarding all products or devices regulated by the FDA. Any mention of product names that are accompanied by information on usage and indications is considered advertising and subject to applicable FDA guidelines. Exhibitors must also comply with the FDA restrictions on the promotion of investigational and pre-approved drugs, devices, materials and/or products, and of approved drugs, devices, materials, and/or products for unapproved uses. Information and guidance may be obtained from the FDA's website [www.fda.gov](http://www.fda.gov).

### Enforcement of Rules and Regulations

As a condition for exhibiting, each exhibitor shall agree that they, their employees and their agents will observe all PAS policies and regulations as described in this document.

Failure to halt or amend these actions or comply with these policies and/or regulations will result in the following penalties:

- ❖ A warning will be issued to the exhibiting company, outlining the actions that are in violation of the policy and regulations.
- ❖ The first penalty assessed by the PAS will result in the company not accruing the exhibit participation points for the current year.
- ❖ The second penalty assessed by the PAS will result in the company losing one-half of its accrued exhibit participation points.
- ❖ The third penalty assessed by the PAS will result in the company losing all of its accrued exhibit participation points.
- ❖ The fourth penalty assessed by the PAS will result in the company not being eligible to exhibit at future PAS meetings and exhibitions.

The PAS reserves the right to restrict and/or dismiss at any time any exhibit, which it deems undesirable.

Violators of the Rules and Regulations outlined in this document will incur a reduction in points as outlined above for each penalty assessed.

**Any exhibitor who begins dismantling or packaging their exhibit and/or exhibit materials prior to the close of technical exhibits, will automatically forfeit all priority points earned over the past five (5) years or may not be permitted to participate in future PAS exhibitions.**

Whenever practical or appropriate in the view of the PAS, disciplinary action will be progressive, according to the sequence outlined. However, the PAS reserves the right to levy a more severe penalty, including refusal of or termination of the exhibit at its discretion, without progressing through each of the successive steps. In the event of such restriction or eviction, the PAS will not be liable for any refunds or rentals, or other exhibit expenses.

In all interpretations of the Rules and Regulations, the decision of the PAS is final.

Any objectionable practices by exhibitors or official suppliers should be reported to the PAS Exposition Manager immediately.

### Smoking Policy

The Pediatric Academic Societies have established a NON-SMOKING POLICY for all portions of the 2009 PAS Annual Meeting. No smoking will be allowed in the Baltimore Convention Center.

### General Regulations

- ❖ **Booths must be kept open and staffed daily during scheduled exhibit hours by your company's staff.** Breaking down or packaging up of materials earlier than 1:15pm, Monday, May 4, is prohibited.
- ❖ At no times should exhibit personnel leave their booth(s) to encourage attendees in the aisles to return with them to their booth(s). This regulation applies equally to all exhibitors; all business, signage and equipment must be conducted within the confines of the booth(s) assigned.

### Subletting of Exhibit Space

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials that are not a part of their own regular products or services.

### Entertainment/Promotional Activity

Demonstrations or live interviews must be confined to the limits of the space contracted. The use of magicians, fortunetellers, dancers, mimes, puppet shows or other entertainment of this nature is prohibited unless the exhibitor has written permission from the PAS. The use of celebrities who are not routinely employed as spokespersons for the exhibiting company is discouraged. Special promotional activities must have written permission and must be contained within the space contracted.

### Sound and Audiovisual

Audiovisual and other sound effects must be regulated so that they do not disturb neighboring exhibits. The PAS Exposition Manager reserves the right to determine at what point sound interferes with others and must be discontinued.

### Music

Live performance of music is not permitted. License agreements for music covered by ASCAP, BMI and other organizations are the sole responsibility of the exhibitor.

### Educational Events in Exhibit Booths

Exhibiting companies must inform PAS, in writing, of all educational events offered in their exhibit booths. Notification letters must include a description of the event identifying format, content, date, time and names of physicians involved in delivery of the educational event. Following are guidelines for educational events in exhibit booths:

- ❖ Signage in booths must include the following wording: "This event is not a part of the official PAS program and is not approved for *AMA PRA Category 1 credit*<sup>™</sup>."
- ❖ Companies are advised to reference FDA guidelines and the revised PhRMA Code.
- ❖ No formal seating is allowed in exhibit booths for these events.

## Miscellaneous Displays

No balloons may be used as booth decoration or inflated to distribute to visitors at a booth.

## Photography

An exhibit booth may not be photographed or videotaped without the permission of the legitimate occupants of that booth. This prohibition extends to the members of the medical or lay press. Booth personnel should notify the PAS Exposition Manager if they are being photographed/ videotaped without their permission. Television or video cameras are prohibited without prior approval of PAS Show Management.

## Give-Aways

Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to the PAS for review. These premiums should be items that can be used during the meeting and in the professional activities of the attendee. The Exhibitor Give-Away Approval Form is available on the PAS website, [www.pas-meeting.org](http://www.pas-meeting.org), and should be returned to the PAS Exposition Office for approval. PAS may withhold or withdraw permission to distribute souvenirs, advertising or other material it considers objectionable. Exhibitors may not distribute stick-on emblems, unofficial badges or company nameplates. The Baltimore Convention Center has exclusive food and beverage rights within the Convention Center. All exhibitor food items must be ordered through the Baltimore Convention Center. The submission deadline for the Exhibitor Give-Away Approval Form is March 10, 2009.

## Market Research

Market research companies will be assigned space ONLY if space is available and if research is being done for an approved exhibitor. Research companies MUST submit an Exhibit Space Contract and abide by the same regulations as other exhibitors.

- ❖ Market research companies must submit a letter of authorization from the client for whom they are conducting research with the Exhibit Space Contract.
- ❖ Surveys and questionnaires must be submitted for approval to the PAS Exposition Manager by April 3, 2009.
- ❖ All surveys must be conducted within the confines of the booth(s) assigned. Surveys and questionnaires must not be administered in the aisles.
- ❖ Survey documents must not include the name of the Pediatric Academic Societies or make any reference to this meeting that might cause respondents to believe that the PAS is sponsoring the research.

## Baltimore Convention Center Guidelines

Storage of crates, boxes, literature, and service contractor “boneyard” areas is strictly prohibited on the exhibit hall floors by order of the Baltimore City Fire Department. Storage of empty boxes/containers behind exhibit booths is also strictly prohibited.

Decorative draping material must not exceed, in height, the areas in the exhibit hall that are marked as an exit.

All aisle carpeting in the exhibit halls installed by the service contractor must be taped down to ensure adequate safety of attendees during your event.

All vehicles and/or machinery brought into the building for the purpose of display shall have no more than (5) gallons of fuel in the tank. Fuel tanks must be locked or effectively sealed and battery cables must be disconnected in the ignition system.

No open flames for demonstration or decorative purposes will be allowed in the Baltimore Convention Center. No flammable liquids or liquefied petroleum gases shall be used or admitted inside the building. Cylinders or non-flammable compressed gases shall be secure in a vertical or horizontal position, depending on tank use and design, pending written approval from the Fire Prevention Captain.

The Baltimore Convention Center is a non-smoking facility.

NO materials may be taped, nailed, tacked, stapled, or otherwise fastened to ceiling, wall, and painted surfaces and columns. Designated hanging points are located throughout the facility.

Decorations, signs or banners may not be affixed to any surfaces of the Baltimore Convention Center building. No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to the floor or walls. All decorative materials must be flame proofed in accordance with the Public Safety and Fire Regulations. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, shaves of grain, streamers, straw, paper, vines, etc. The use of mylar balloons is prohibited.

All food & beverage must be ordered through Aramark, the exclusive caterer at the Baltimore Convention Center.

