

Signed form must accompany Exhibit Reservation Form

The CACCN national conference provides continuing educational opportunities with the ultimate goal of optimizing patient care. CACCN recognizes the contributions our exhibitors provide towards a valuable and meaningful learning experience for program participants. To this end, the CACCN will provide space for scientific and/or educational exhibits in accordance with the following procedures and guidelines.

1. CACCN reserves the right to review all applications for exhibits.
2. Exhibitors, locations, rates, booth sizing and placement will be determined by CACCN.
3. Booths may be available to individuals, institutions and commercial companies relevant to critical care nursing practice, education, research, or as deemed appropriate by CACCN.
4. Exhibitors who have made full payment by **September 1, 2019** may set up exhibits.
5. Exhibitors are expected to set up and dismantle booths within the timeframes allocated.
6. Exhibits may not be packed / dismantled until exhibit closing time.
7. Each exhibit will be confined to the limit of its respective booth(s) as per the floor plan. The space contracted by an exhibitor is for the sole use by the exhibitor and may not be resold or sublet.
8. Exhibitors must surrender space occupied in the same condition as received. The exhibitor is responsible for all damage to the exhibit hall property occurring in or upon the exhibitor's booth space or because of acts of the exhibitor, his employees, agents, licensees or contractors and from and against any-and-all liability, claims and demands which may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the exhibitor.
9. Under no circumstances may banners, signs or similar material be nailed, stapled, screwed, taped or attached to ceiling, walls, or other painted surfaces of the exhibit hall.
10. Any garbage or recycling must be removed from the exhibit space by the exhibitor at the end of the show or additional charges from the conference center or show designer to the exhibitor may apply.
11. CACCN is not responsible for exhibitors' goods, displays or equipment.
12. The exhibit halls will be locked and security will be provided outside of exhibition times.
13. The use of latex products, fragrances and fresh flowers is prohibited.
14. All exhibitors must conduct exhibits in a dignified and professional manner.
15. Samples/literature/educational material is the property of each individual company. Any pilferage of the above material will be considered a violation and may result in a review of the offending party's participation at future CACCN meetings.
16. CACCN will not be responsible for the transportation or storage of exhibit goods, displays and/or equipment.

Company	
Contact Name	
Signature	

