



Rules and Regulations Governing Exhibits

Eligibility for Exhibiting

The following qualifications are required of all exhibitors at the 340B Coalition Summer Conference to be held at the Marriott Wardman Park Hotel:

1. Products or services displayed must further the educational purpose of the 340B Coalition Summer Conference to provide an atmosphere conducive to exchanging information and views in a professional manner about pharmacy practice, healthcare and other matter relevant to attendees.
2. Products or services must be related or of interest to pharmacy practitioners in hospitals and health systems or other related avenues.
3. The Coalition reserves the right, in The Coalition's sole judgment, to determine eligibility or compatibility of any company or its products to exhibit at this event.

Use of the Official 340B Coalition Summer Conference Hotel Block

A completed contract for exhibit space must be submitted to 340B Health prior to receiving the link to complete a guestroom block. All reservations must be made through the official 340B Coalition Housing Company, Orchid Events. Procedures and rules for reserving blocks will be available during booth and sponsorship selection and must be adhered to. Exhibitors who do not adhere to these procedures may be subject to restrictions at future 340B Coalition meetings, including but not limited to, denial of exhibit space and/or meeting room requests; and ineligibility for conference hotel room rates.

Assignment of Space

Booth space will be allocated in the sole and exclusive discretion of The Coalition with due regards to the grouping of exhibitors and their position on the priority points list. The Coalition reserves the right, in the best interest of the Exhibits, to relocate booth space other than that selected by the exhibitor. The decision of The Coalition with respect to allocation of booth space will be final and binding upon all exhibitors.

Exhibit Specifications

Exhibit Hall C at the Marriott Wardman Park Hotel has been reserved for the 340B Coalition Summer Conference. The tentative layout of the exhibit hall includes: 10' wide x 10' deep booths that will consist of draped backwalls and siderails, carpet, two chairs, one trash can, one table. In addition to alphabetical aisle banners, a uniform one-line sign will be provided to each exhibitor. **Ceiling height is 11' and does not include hang points; if an exhibitor would like to include a structure above their booth, they are required to contract with PSAV, the official in-house provider for the Marriott Wardman Park Hotel.** Under the sole judgment of The Coalition and 340B Health, we reserve the right to make changes at any time in the location, size, display limits, etc., of any booth if it is in the best overall interest of the exhibit program.

Booth Fees

Exhibitor applications will be completed online with two payment options: credit card or check. Choosing to pay with a credit card will result in 100% payment at time of check-out, whereas paying by check will generate an invoice. Final payment for exhibit and sponsorship fees is due **Friday, June 28**. Should an exhibitor fail to provide payment by this date, The 340B Coalition has the full authority and discretion to cancel any or all booth space and sponsorship opportunities assigned to the exhibitor. Any payment that is received shall be retained by The 340B Coalition in consideration of The 340B Coalition holding

the exhibit space/sponsorship opportunity for the exhibitor. Exhibitors will not be permitted to install their exhibits, furnish their booths, or receive acknowledgement for their sponsorship until full payment has been received.

Refund and Cancellation Policy

An exhibitor intending to cancel participation in the exhibit program at the 340B Coalition Summer Conference must notify 340B Health in writing. Refund requests provided by **Friday, June 7** will receive a 50% refund. If an exhibitor withdraws after **Friday, June 7** they will pay a cancellation fee of 100% of the full price of their booth(s).

Set-up & Dismantling

Exhibit Hall C at the Marriott Wardman Park Hotel has been reserved for exhibit move in/out during the following days/times*:

- **Move In: Sunday, July 14 | 8:00 am – 12:00 am**
- **Move Out: Wednesday, July 15 | 10:45 am – 2:45 pm**

***Subject to change**

Exhibitors are encouraged to allow sufficient time to finalize minor booth preparations and display literature and samples, etc., well before the exhibit hours. All exhibits must be operational by 7:00 am, Monday, July 15; after this hour, no installation work will be permitted without special permission from The 340B Coalition. Dismantling or packing of exhibits cannot begin earlier than 10:45 am, Wednesday, July 15; all displays must be removed from the exhibit hall by 2:45 pm, Wednesday, July 15.

Exhibit Badges

Each exhibiting organization will receive three (3) complimentary badges per 10'x10' booth; additional badges over the allotment may be purchased for \$850 each in advance on onsite. Complimentary and additional badges will permit access to the exhibit hall and 340B Coalition educational sessions¹, including pre-conference workshops². **1)** Please note that some sessions may be restricted to covered entities only and will be designed by stakeholder category. **2)** Additionally, unless an exhibitor is a [Partner](#) AND an [Individual Member](#) with 340B Health, there is a \$100 fee to attend the 340B Career Workshop.

Booths must be staffed by qualified employees of the exhibiting company who are able to explain or demonstrate the products or services on display. Each individual staffing an exhibitor's booth is required to register and must wear the furnished exhibitor name badge. Exhibitors may not register as guests. All complimentary and additional exhibitor badges must be submitted and paid for through the online registration system by the designated deadline. After this date, any changes to exhibit personnel shall be processed onsite at the staffed registration desk. Exhibitors may choose to transfer and/or cancel complimentary and/or additional badges through the online registration system however all changes must be completed by the designated deadline.

NOTE: Exhibitors wishing to pay for an attendee **THAT WILL NOT BE WITH THEIR BOOTH** must choose the appropriate rate based on the attendee's stakeholder category. **For example**, if the individual is an employee of a covered entity, provider, or government, they will fall into one of the following rates: nonprofit members of 340B Coalition organizations (institution must be a member of one of the [340B Coalition organizations](#) in order to qualify for this rate) or government/nonprofit health care providers. If the individual is an employee of a for-profit company, they will qualify for the industry rate for health or pharmacy-related companies or firms, other businesses. The rates mentioned above will vary based on the registration date; please refer to [registration costs](#) on the 340B Coalition Summer Conference website for more information.

Exhibit Construction Guidelines Summary

All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits. Exhibits not conforming to these specifications or are otherwise found objectionable in the opinion of the 340B Coalition, will be prohibited. The 340B Coalition reserves the right, in the best interest of the exhibit, to relocate selected space in areas other than that selected by exhibitor.

Every exhibit space should allow for visibility of surrounding spaces. The booth guidelines below are set forth to ensure this standard is both understood and adhered to. **REMINDER:** The ceiling height in Hall C at the Marriott Wardman Park Hotel is 11' so even though some of the height measurements in the guidelines below are higher, please keep this in mind during booth design.

Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

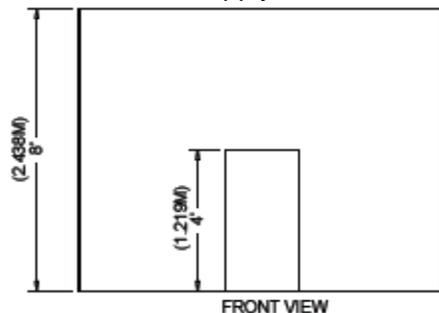
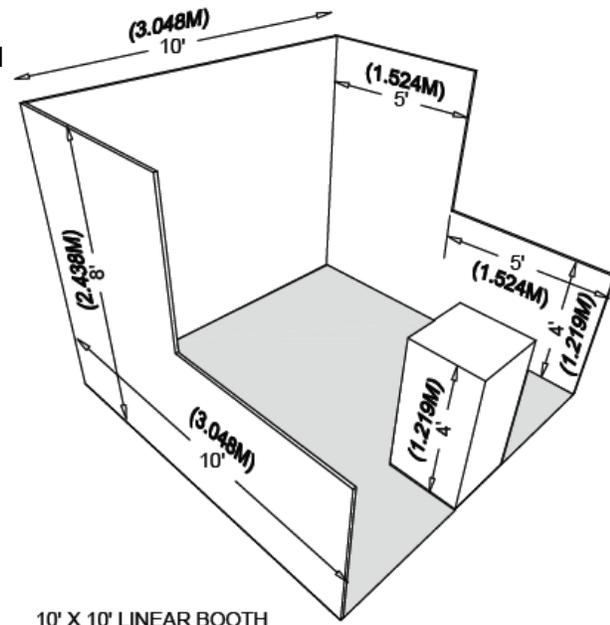
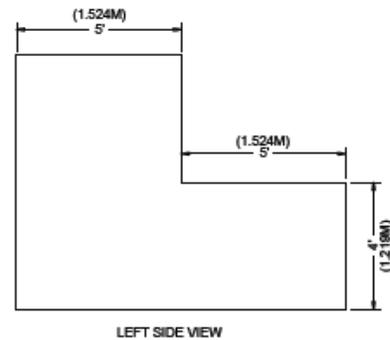
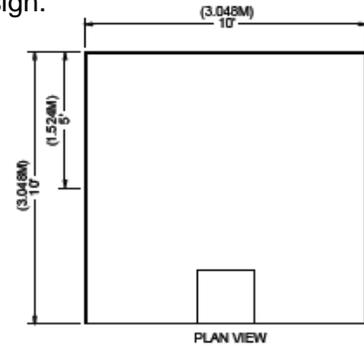
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

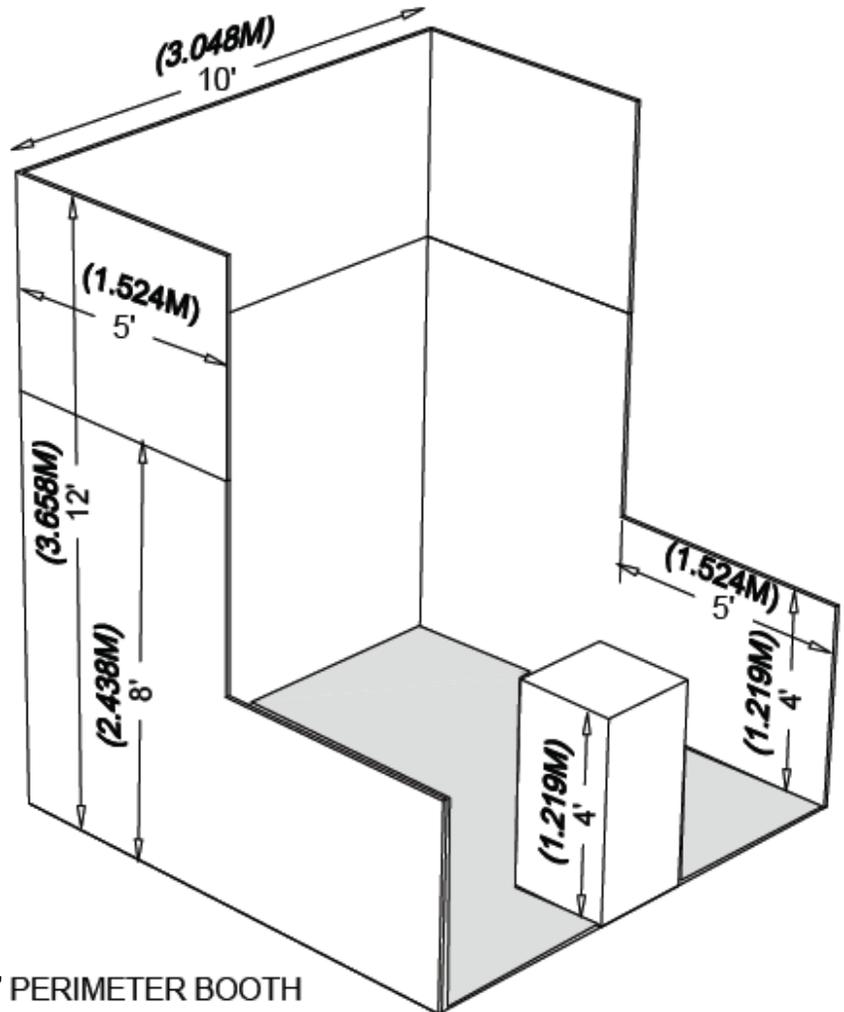
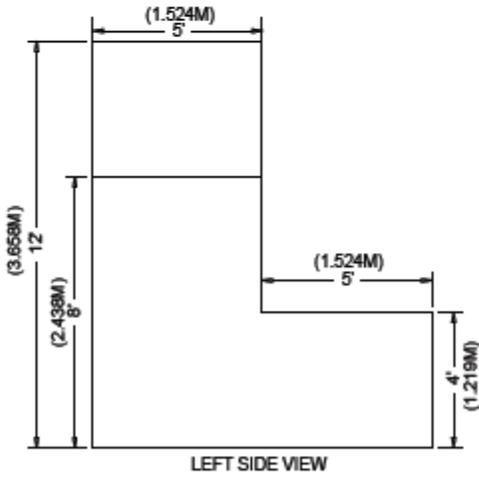
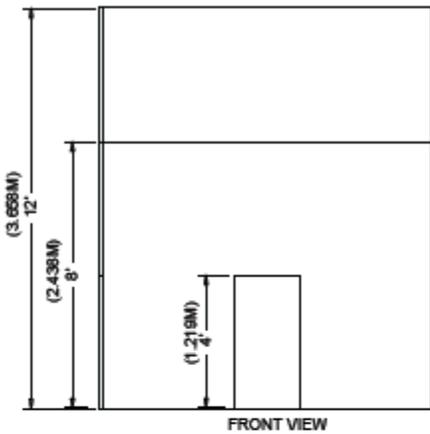
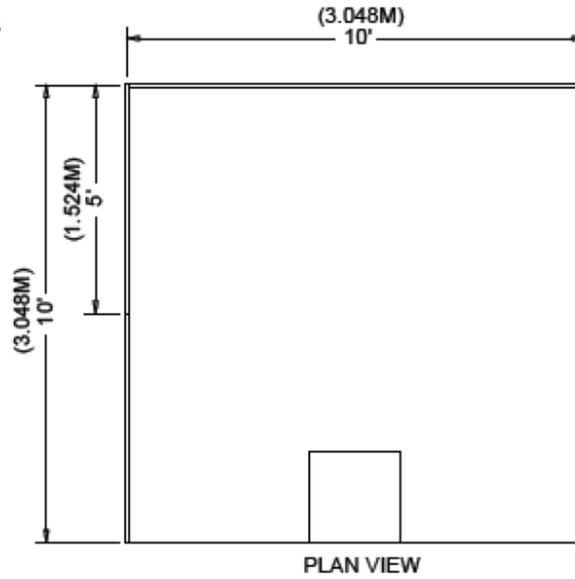


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

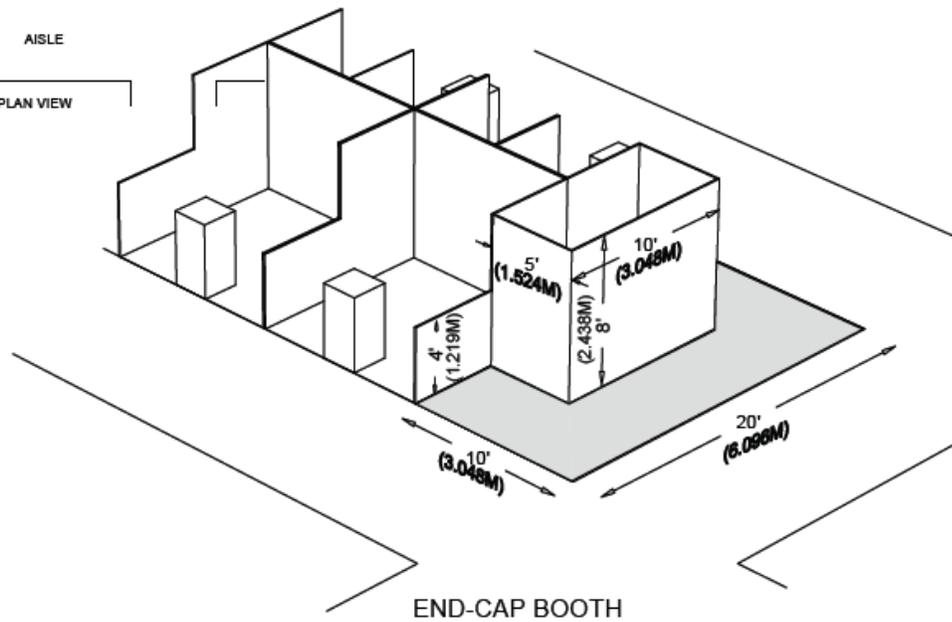
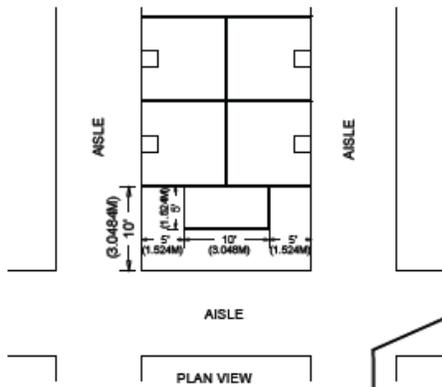
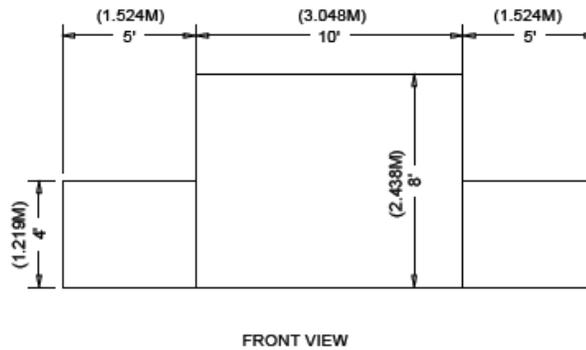
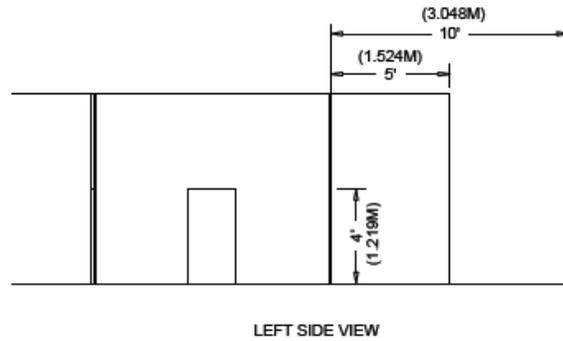


End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. This configuration must follow the dimensions below.

Dimensions

End-cap booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back-wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

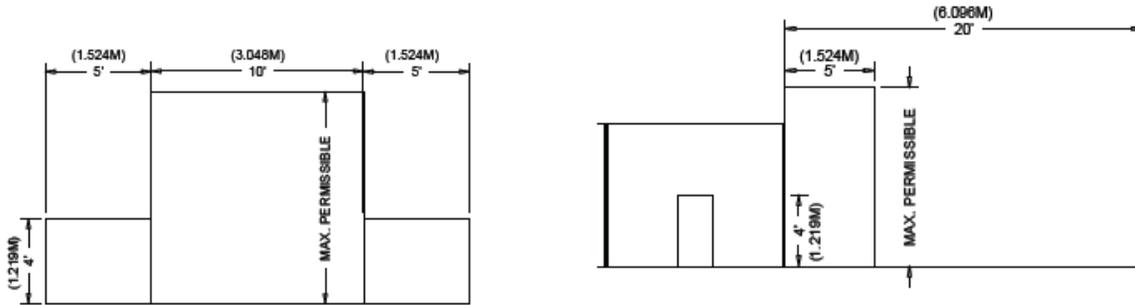
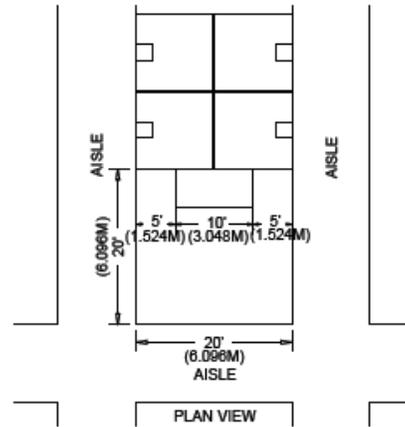


Peninsula Booth

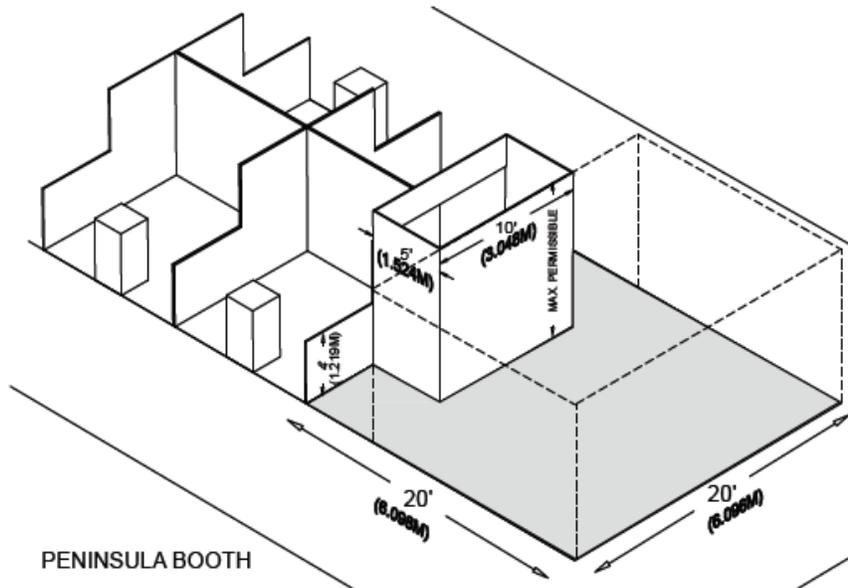
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 7.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

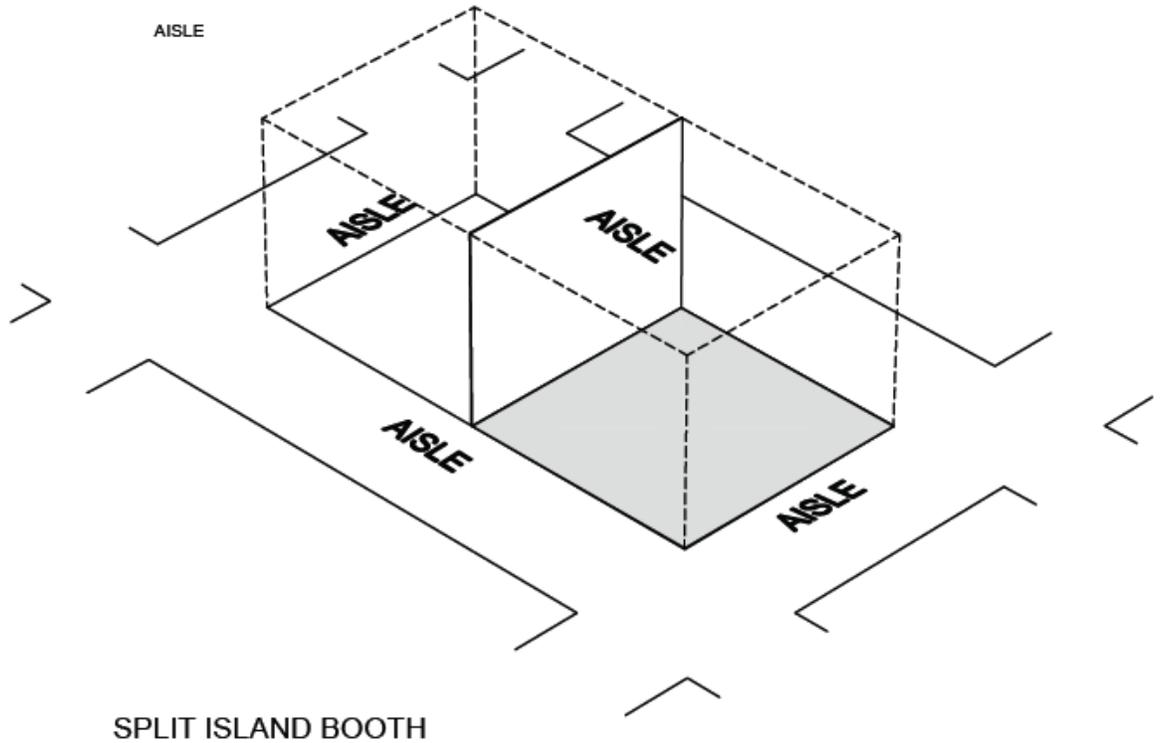
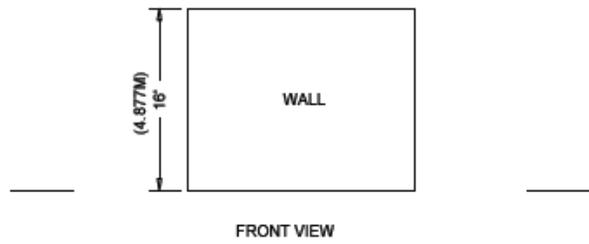
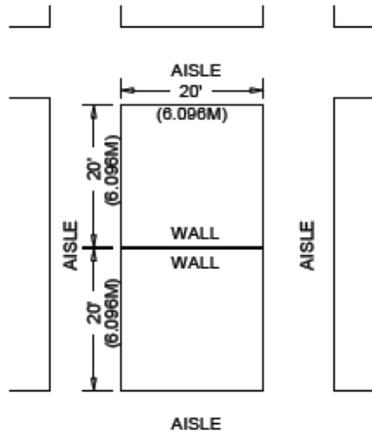
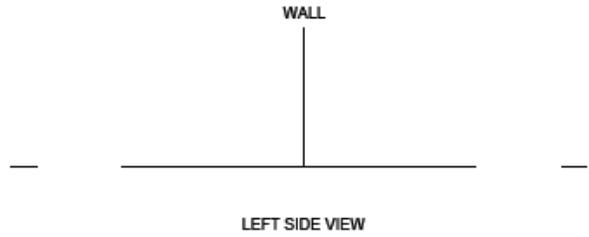


FRONT VIEW



Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



Island Booth

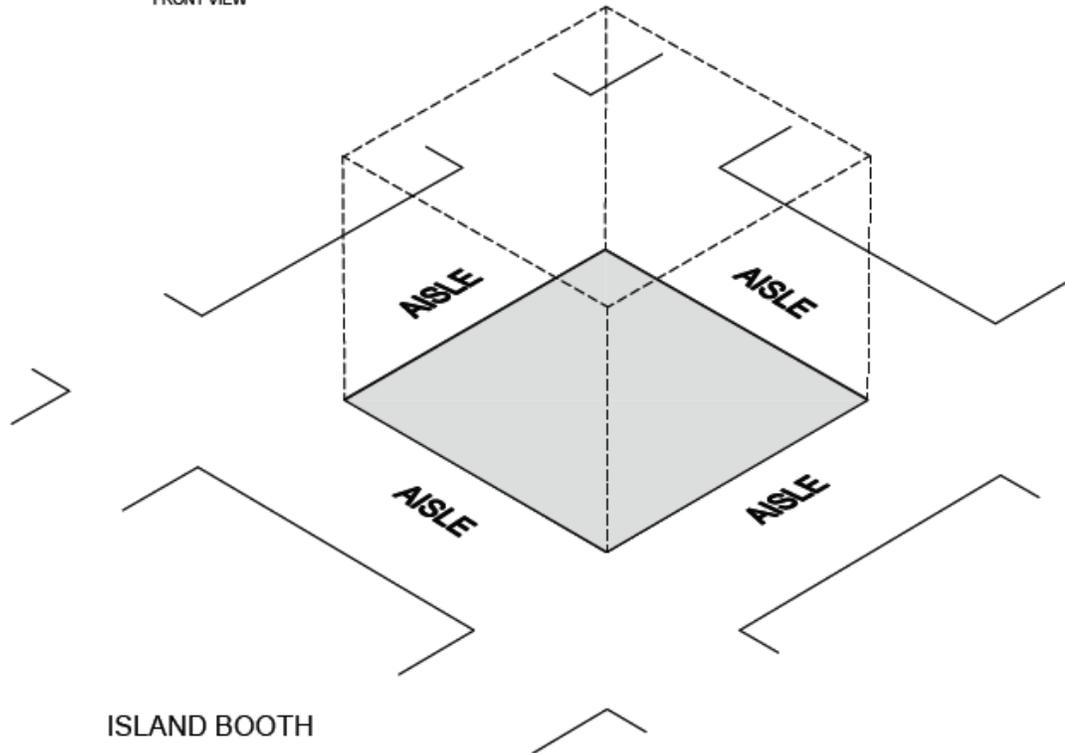
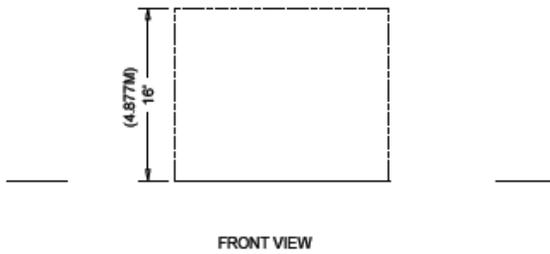
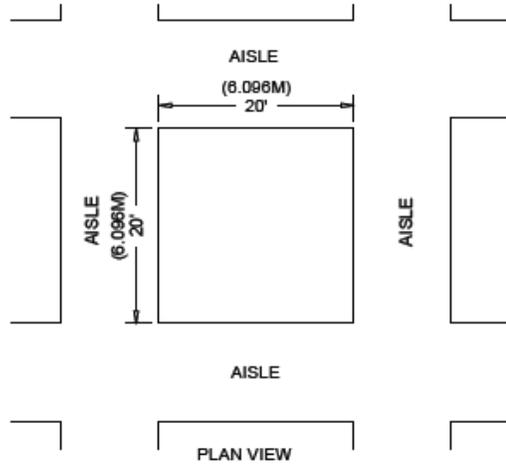
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

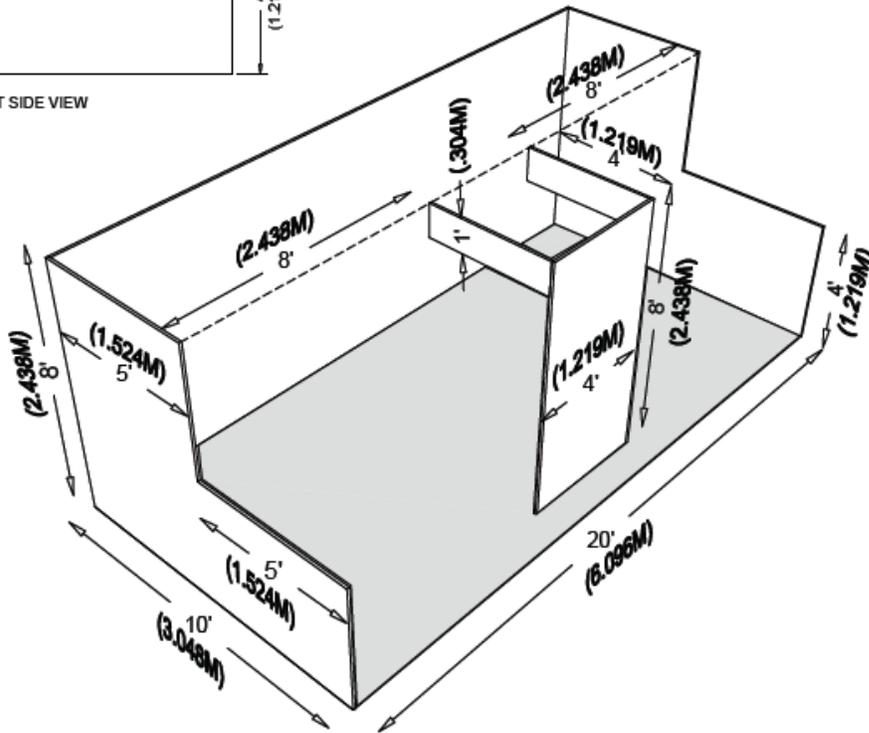
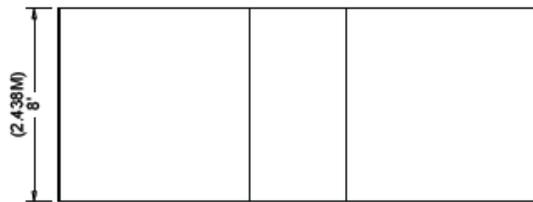
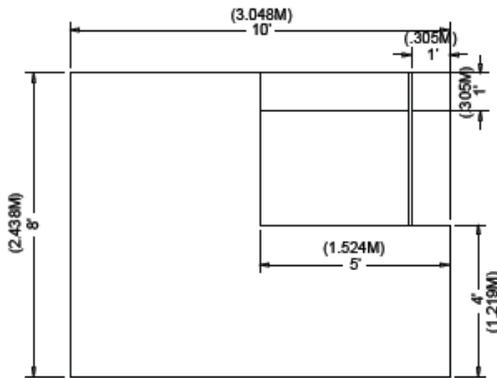
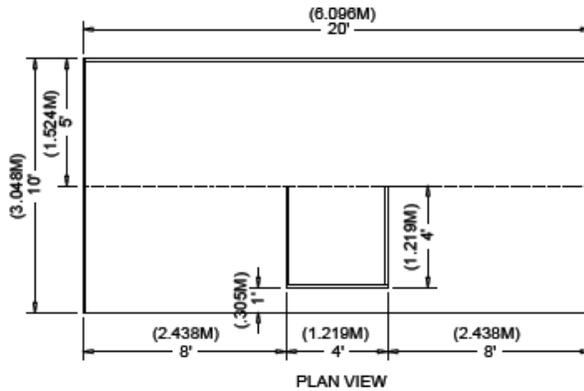


Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

Cancellation

Should the premises in which the 340B Coalition Summer Conference is to be held become unfit for occupancy or should the 340B Coalition Summer Conference be materially interfered with for any reason or act beyond the control of The Coalition and 340B Health, the agreement for exhibitor space may be terminated. In the event of such termination, the exhibitor expressly waives all liability of The Coalition and 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, arising out of, or in any way related to, the cancellation. The exhibitor also releases The Coalition and 340B Health, its officers, directors, employees, members, agents, volunteers, and service contractors from all claims for damages and agrees that The Coalition and 340B Health shall have no obligation except to refund to the exhibitor the exhibit fee or deposit paid.

Liability and Security Agreement

By accepting exhibit space, exhibitor agrees that neither The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers or service contractors will be liable to the exhibitor or its contractors or agents for any loss, injury, death or damage of any kind arising out of or in any way related to the 340B Coalition Summer Conference. By accepting exhibit space, exhibitor expressly releases The Coalition, 340B Health and their officers, directors, employees, members, agents, volunteers and service contractors from any and all claims for any such loss, injury, death or damage, including any and all claims for contribution and indemnification. Exhibitor must have in effect during the conference a general liability certificate of insurance (including both property damage and personal injury coverage) with a minimum of \$1,000,000 per occurrence in coverage from a reputable insurance company. The certificate must list 340B Health and the Marriott Wardman Park Hotel a limited liability company and their respective members as additional insured. Additionally, the exhibitor shall supply the Marriott Wardman Park Hotel with certificates of insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither 340B Health nor the Marriott Wardman Park Hotel maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

The exhibitor further agrees to indemnify, defend and hold harmless The Coalition, 340B Health, and each of their respective officers, directors, employees, members, agents, volunteers, and service contractors, as well as the Marriott Wardman Park Hotel and its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates against all losses, damages, injuries, claims, costs or expenses, including reasonable attorney's fees and other defense costs, settlements and judgments incurred by reason of any claim arising out of or related to exhibitor's operation of the exhibit or its occupation or use of any part of the Marriott Wardman Park Hotel.

By accepting an assignment of exhibit space, each exhibitor agrees to insure (at the exhibitor's own expense) their materials, goods, wares and exhibits against theft, damage, loss or injury of any kind. The Coalition will provide overnight security service starting Sunday, July 14 and ending Wednesday, July 17. However, by providing security guards, neither The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, the Marriott Wardman Park Hotel and its servicing agents assumes any responsibility for theft, damage, loss or injury of any kind to the materials, goods, wares or exhibits of any exhibiting company. By accepting such exhibit space, each exhibitor agrees that the providing of such security guards in no way modifies the rights and obligations of the parties with respect to the waiver and release of liability and indemnification set forth in this liability and security agreement.

The Coalition, 340B Health, its officers, directors, employees, members, agents, volunteers, service contractors, or the Marriott Wardman Park Hotel shall not be subject to any claim, demand, liability, lawsuit, judgment, award of any type, for any damage or injury to person or property which arises directly or indirectly from the actions or failure to act of one or more exhibitors, their employees, agents, contractors, or persons on or about the premises with a badge of an exhibitor. Such exhibitor or exhibitors shall jointly or severally reimburse and hold harmless The Coalition, 340B Health, its officers,

directors, employees, members, agents, volunteers, service contractors, or the Marriott Wardman Park Hotel and its servicing agents against any liability resulting there from, including without limitation, attorney fees and any other costs incurred as a result of said lawsuit or judgment.

No person has authority to waive, modify or change, in any way, the provisions of this liability and security agreement by means of any oral representation. Any waiver, modification, or other change must be in writing, executed by the Chief Executive Officer of 340B Health. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Marriott Wardman Park Hotel, its owners or managers which result from any act or omission of exhibitor.

Union Regulation (Baltimore/Washington Area)

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays come under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Alliance Exposition.

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Alliance Exposition 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 Alliance Exposition. Rates for material handling services are enclosed in this exhibitor service manual.

Alliance Exposition shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Alliance Exposition and Show Management.

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Alliance Exposition cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

Alliance Exposition requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Alliance Exposition employees.

Official Decorator & Drayage Contractor

The official convention decorator and drayage contractor for the 340B Coalition Summer Conference is: Alliance Nationwide Exposition. 10-14 days after booth space has been confirmed by 340B Health, Alliance will send the Service Kit login information to the main contact listed on the Exhibit & Sponsorship Application. The Service Kit includes prices on materials, drayage, electrical services, furniture rental, lead retrieval, labor electricity, etc. with a complete list of charges and exhibit information. Additionally, shipment guidelines and deadlines will be provided in the Service Kit.

NOTE: Exhibit material/packages/shipments cannot be received at the hotel unless deliveries are made on move-in days. Otherwise deliveries will be returned to the shipper at the exhibiting company's expense. Exhibit material left in the hotel after the contracted move-out time, or damaged exhibits left behind, will be removed by the official service contractor at the expense of the individual exhibiting company. Any materials left after the official service contractor's departure is considered trash. Please refer to the Service Kit for shipping instructions.

Exhibitor Service Desk

Alliance will provide a service desk in the exhibit hall at which exhibitors may verify, check and adjust their requirements for installation. This service will be available during the set-up period to cover all requirements and will be in operation during set-up and dismantle period.

General Restrictions

All exhibits must conform to the Exhibit Regulations. Exhibits, which in the opinion of The Coalition and 340B Health, are found to be objectionable will be prohibited. Exhibitors agree to comply with all applicable federal, state and municipal statutes, ordinances, regulations, and requirements relating to health, fire, safety and use of the premises. Non-flammable materials must be used. Exhibitors may not use any 340B Coalition Conference or 340B Health logo, the 340B Coalition Conference name, nor in any manner associate any exhibit or any activity with the 340B Coalition Summer Conference without express written consent of 340B Health.