



# 2025 EXHIBITOR PROSPECTUS

## Exhibit dates: MAY 8 - 9, 2025

HYATT REGENCY CHICAGO  
151 E WACKER DR  
CHICAGO, IL 60601

More online at <http://meeting.americangeriatrics.org>

**Dear Colleague:**

We are pleased to invite you to join the American Geriatrics Society (AGS) at its 2025 Annual Scientific Meeting Scheduled on **May 8<sup>th</sup> – 10<sup>th</sup>, (pre-conference day: Wednesday, May 7<sup>th</sup>) at the Hyatt Regency Chicago, Chicago, IL.** Our website and program pages will be updated frequently in the coming months, so bookmark this link: <https://meeting.americangeriatrics.org/> and check back often.

The AGS Annual Scientific Meeting is the premier educational event in geriatrics, providing the latest information on clinical care, research on aging, and innovative models of care delivery.

The 2025 Annual Meeting will address the educational needs of geriatrics professionals from all disciplines. Physicians, nurses, pharmacists, physician assistants, social workers, long-term care and managed care providers, health care administrators, and others can update their knowledge and skills through state-of-the-art educational sessions and research presentations.

The Annual Meeting offers many continuing education sessions, including invited symposia, workshops, and meet-the-expert sessions. Sessions will include information about emerging clinical issues, current research in geriatrics, education, health policy, and delivery of geriatric healthcare.

Attendees will have many wonderful opportunities to network and exchange ideas and information with colleagues. The Presidential Poster Reception, Special Interest Group Meetings, Section Meetings for Fellows-in-Training, Nurses, Pharmacists, Residents, Social Workers, Teachers, and Women in Geriatrics are all great opportunities to interact with your colleagues.

AGS staff is happy to answer any questions you may have about the meeting. We look forward to seeing you in Chicago!

Liron Sinvani, MD  
*Liron Sinvani*  
2025 Program Chair

Mark Supiano, MD  
*Mark Supiano*  
AGS President

## QUICK FACTS

### DATES TO REMEMBER

Initial Booth Assignments: March 7<sup>th</sup>  
Directory Form: February 7<sup>th</sup>  
Giveaway Request: February 7<sup>th</sup>  
Questionnaire: February 7<sup>th</sup>

### MOVE IN

Wednesday, May 7<sup>th</sup>: 12:00 PM - 4:30 PM  
Thursday, May 8<sup>th</sup>: 8:00 AM - 4:00 PM

### MOVE OUT

Friday, May 9<sup>th</sup>: 4:00 PM - 8:30 PM

### EXHIBIT HOURS

**Thursday, May 8<sup>th</sup>      12:00PM – 6:00 PM**  
**Friday, May 9<sup>th</sup>      12:00PM – 4:00PM**

### CANCELLATION POLICY

On or before March 7, 2025 - 50% of the total exhibit booth fee will be forfeited.

After March 7, 2025 – 100% of total exhibit booth fee will be forfeited.

Space not claimed and occupied by close of set-up times, the exhibitor will pay as liquidated damages 100% of the total contracted booth space fee.

**No refund will be issued after March 7, 2025.**

### REGISTRATION

2 Full Conference Badges  
3 Exhibit Hall Only Badges

Registration is coordinated with Showcare Event Solutions. Registration instructions will be sent by email once your booth is confirmed.

### LEAD RETRIEVAL

Lead retrieval service can be ordered from Showcare Event Solutions. Forms for this service are included in the Exhibitor Service Manual (Exhibitor Kit).

### CONTACT

Mary Sanders

Email: [msanders@americangeriatrics.org](mailto:msanders@americangeriatrics.org)

Tel: 847.375.4886

Product Theater

Exhibit Rentals and Logistics

## Why Exhibit at the 2025 AGS Annual Meeting

Healthcare professionals look to the AGS Annual Meeting as the primary source of current information on managing the complex, chronic health problems often faced by older adults. Annual Meeting presenters and Exhibitors play a crucial role in helping the AGS present new knowledge and skills to professionals who are on the front lines of geriatrics research and clinical practice.

The Exhibit Program has grown over the last several years, presenting increasingly diverse and wide-ranging information on educational opportunities, medical supplies and services, pharmaceutical therapies, publications, public education materials, and many other areas that are advancing the field of geriatric health care.

- 80% of attendees are physicians representing a variety of specialists within the Geriatric profession.
- In attendance are professionals from the clinical practice, professional education and geriatric research verticals.
- The exhibit hall provides an excellent opportunity for corporate and non-profit organizations to showcase their products and services.

### Exhibit Dates and Hours:

Thursday, May 8 <sup>th</sup>	12:00PM – 6:00PM
Friday, May 9 <sup>th</sup>	12:00PM – 4:00PM

### Key Facts About Our Exhibit Program

- Over 65% of meeting attendees visit the exhibits.
- The exhibitor return rate is consistently greater than 90%.
- Traffic flow and high visibility for exhibitors is guaranteed, with poster sessions held in the Exhibit Hall on exhibit days during unopposed hours:

An opportunity to network with attendees when they visit your booth in search of answers to the AGS25 Attendee Questionnaire. To participate, each exhibitor must submit one question along with the answer to be included on the questionnaire.

### Unopposed Exhibit Hours

May 8th	<ul style="list-style-type: none"><li>• 12:30 - 1:30 PM</li><li>• 5:00 - 6:00 PM</li></ul>
May 9th	<ul style="list-style-type: none"><li>• 12:30 - 1:30 PM</li></ul>

## Booth Sizes

In-line / Corner Booths – All are 10' wide x 10' deep unless otherwise noted.

<i>Rental Rates per 10x10 space</i>	
10' x 10' Corner booth	\$2700
10' x 10' Inline booth	\$2500
10' x 10' Not-for-Profit (all)	\$1900

## Booth Rentals Include

- Two (2) full conference registration (access to entire conference)
- Three (3) exhibit hall only registrations (access to exhibit hall only)
- Pipe and drape
- I.D. sign displayed at booth
- Complimentary refreshment breaks in Exhibit Hall.
- Company name on the AGS Annual Meeting website with a link to your company website
- A chance to participate in the attendee questionnaire
- One time use of the Pre-Conference Attendee Mailing List

## Furniture

**Exhibit booth fees do not include furnishings, electrical or any other exhibitor services. Be sure to review the exhibitor service manual for product pricing.**

- Advance order is recommended as pricing increases onsite
- All furnishing is the responsibility of the exhibitor

## Selling of Products or Services

The purpose of the AGS exhibit program is to further the education of the registrants by providing an area for exhibitors to present information on products or services pertinent to their professional interest. Except for book publishers and EMR vendors, the sale of merchandise or equipment of any kind is prohibited in the exhibit hall.

## Exhibit Space

- Carpet- the Exhibit Hall at the Hyatt Regency Chicago is carpeted. Exhibitors are not required to add carpet to their individual booths.
- No booth may have any roofing that prevents sprinklers from operating properly.
- No exhibit may span an aisle with roofing or floor covering.
- Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance.
- In the event this is not done, and the exhibitor is not available, the Exhibit Manager will order and install necessary draping at the exhibitor's expense.

**Additional Advertising Opportunities, contact Mary Sanders for additional information.**

**Questionnaire for exhibitors - \$250**

**Mobile App Push Notification - \$1250**

**Dedicated Eblast - \$3,500**

**Email Banner Ad - \$1,750**

## **EXHIBIT SPACE RULES AND REGULATIONS**

### **In-line Booths**

In-line booths may not be more than 8' in height, including company names and logos. All in-line booths will have an 8' high draped back wall with 36" high side dividers. A booth I.D. sign measuring 7" x 44" showing Company Name and Booth Number will be provided. All display material is restricted to a maximum height of 42" except for the back wall of the display, which is limited to 8' in height and a depth of 5'.

### **Guidelines for Exhibiting - Space Assignment**

The initial round of exhibit booth assignments is based on priority points - priority is given to previous exhibitors based on one point for each year of exhibiting at the AGS Annual Scientific Meeting. Applications received after December 30<sup>th</sup> will be assigned on a first come first served basis.

Exhibitors with a history of last-minute cancellations (two years minimum) will have one year's worth of exhibiting points deducted for each booth space that was cancelled.

### **ELIGIBLE EXHIBITS**

The American Geriatrics Society reserves the right to determine the eligibility of any Company to exhibit at the meeting and further reserves the right to decline any application and/or limit space assigned to any one Company.

### **CANCELLATION POLICY**

The deadline to cancel exhibit booth at 50% of exhibit booth fee is March 7, 2025. After this date, exhibitors forfeit 100% of the exhibit booth fee. All cancellation request must be submitted in writing to [msanders@americangeriatrics.org](mailto:msanders@americangeriatrics.org) by the deadline. **No refund will be issued after March 7, 2025.**

- On or before March 7, 2025 - 50% of the total exhibit booth fee will be forfeited.
- After March 7, 2025 – 100% of total exhibit booth fee will be forfeited.
- Space not claimed and occupied by close of set-up times, the exhibitor will pay as liquidated damages 100% of the total contracted booth space fee.

## **WHO WE ARE**

The American Geriatrics Society (AGS) is a not-for-profit organization of more than 6,000 health professionals devoted to improving the health, independence, and quality of life of all older people. The Society provides leadership to healthcare professionals, policy makers and the public by implementing and advocating for programs in patient care, research, professional and public education, and public policy.

### **OUR MISSION**

To improve the health, independence, and quality of life of all older people.

### **OUR VISION FOR THE FUTURE**

We are all able to contribute to our communities and maintain our health, safety, and independence as we age.

We all have access to high-quality, person-centered care informed by geriatrics principles and free of ageism.

We all are supported by and able to contribute to communities where ageism, ableism, classism, homophobia, racism, sexism, xenophobia, and other forms of bias and discrimination no longer impact healthcare access, quality, and outcomes for older adults and their caregivers.

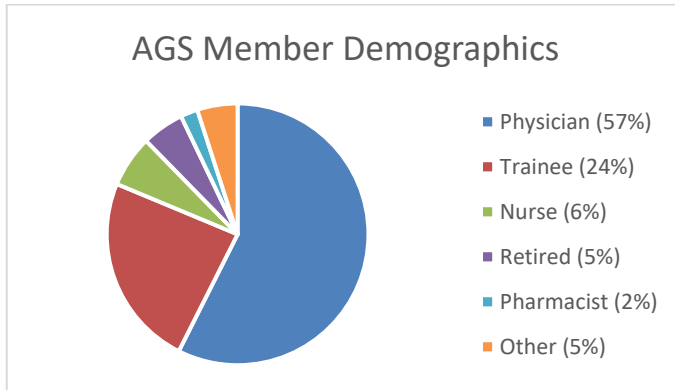
## **STRATEGIES FOR ACHIEVING OUR VISION**

- Working across our strategic priorities in health care to identify and eliminate ageism, ableism, classism, homophobia, racism, sexism, xenophobia, and other forms of social and structural bias/discrimination given their impact on health, safety, and independence as we age.
- Expanding the geriatrics knowledge base by disseminating basic, clinical, and health services research focused on the health of all older people.
- Increasing the number of healthcare professionals employing geriatrics principles when caring for diverse older persons by supporting the integration of geriatrics concepts into health professional education.
- Recruiting healthcare professional trainees into geriatrics by focusing on the rewards and potential of a career caring for older people.
- Advocating for public policy that promotes the health and independence of older Americans, with the goal of improving health, quality of life, and healthcare systems serving us all as we age.
- Creating awareness about the ways geriatrics can support older people remaining active, independent, and engaged in our communities.

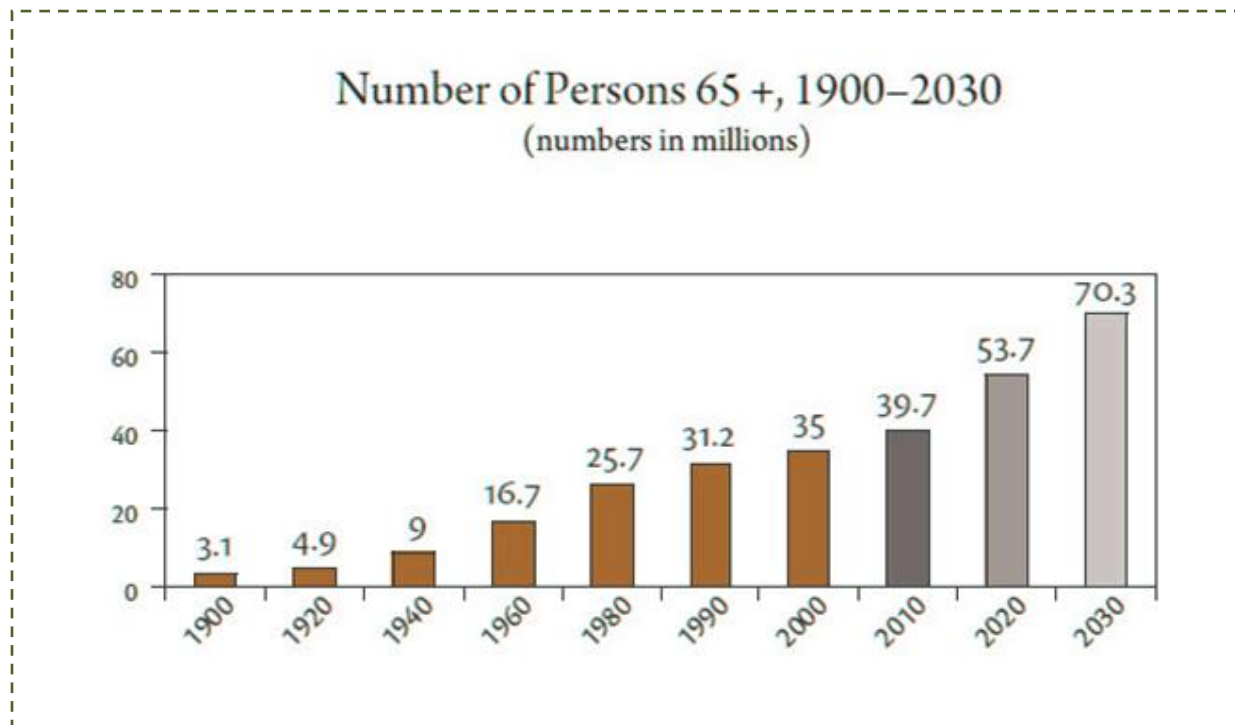
## AGS MEMBERSHIP

Our members represent the diversity of professions involved in the overall care for older adults. Anyone with an interest in geriatric healthcare is welcome to join the American Geriatrics Society. Our current membership is comprised primarily of geriatrics healthcare professionals, including physicians, nurses, researchers, medical educators, pharmacists, physician assistants, social workers, physical therapists, health care administrators, and others.

### AGS Member Demographics



By 2030, when the youngest baby boomers reach retirement age, the number of Americans 65 and older will have doubled, topping 70 million.





## PAST EXHIBITORS

A Place for Mom  
Acadia Pharmaceuticals  
ACEP Geriatric Emergency Department Accreditation Program  
ACEP Geriatric Emergency Department Accreditation Program  
Adako USA Adfinitas  
Health Allied Powers LLC  
Alzheimer's Association  
American Board of Internal Medicine  
American College of Surgeons - Geriatric Surgery Verification Program  
American Occupational Therapy Association  
American Society of Clinical Oncology - Cancer.Net  
American Speech-Language-Hearing Association (ASHA)  
APDM Wearable Technologies  
AstaMed  
Astellas  
Avadel Pharmaceuticals  
Avanir Pharmaceuticals  
Aventic LLC  
Avera Marshall Regional Medical Center  
Baystate Health  
Bellin Health Biophytis, Inc Biosensics, LLC  
CareKinesis, Inc. Centra Medical Group ChenMed  
CLEAR DysphagiAide™  
Cleveland Clinic Cogstate Healthcare  
Concierge Choice Physicians  
CTAD-ICFSR  
DaVita Medical Group  
Delaware Gerontology Institute, LLC Dove Medical Press Ltd  
ellura (by Trophikos)  
Feel Good, Inc.  
Ferndale Healthcare, Inc.  
Food and Drug Administration FDA/CDER/DDI  
FSU Department of Geriatrics  
GAPNA  
GEHRIMED  
Get Smart Education  
Global Biomedical Technology  
Health and Aging Policy Fellows Program  
Health and Retirement Study  
Henry Ford Health System  
Home Centered Care Institute (HCCI).  
Humana  
Indiana University Geriatrics Lora Primary Care  
Janssen Pharmaceuticals, Inc.  
Kacelia, LLC  
Kasier Permanente-Southern California Permanente Medical Group  
Kogod Center on Aging - Mayo Clinic  
Laclede Inc  
LifeWalker Mobility Products  
Loma Linda University Faculty Medical Group  
Mayo Clinic  
Mount Sinai Health System  
National Death Index  
National Institute on Aging  
National Pressure Ulcer Advisory Panel  
NiaMedic - Healthcare and Research Services  
Oak Street Health  
OptumCare  
Oxford University Press  
PeaceHealth  
Pfizer Vaccines Pharma  
Medical USA  
Provider Solutions + Development Revivo Project Inc  
Rochester Regional Health Safe Mobility for Life Coalition

San Antonio Geriatric Research, Education,  
and Clinical Center (GRECC)Seqirus  
SIMED Health  
Springer NatureSun  
Pharma TeamHealth  
The Gideons International  
U of L Institute for Sustainable Health &  
Optimal Aging  
UCLA Alzheimer's & Dementia Program  
UCLA Multicampus Program in Geriatric  
Medicine & Gerontology (MPGMG)

UNC Chapel Hill Division of Geriatric Medicine,  
Center for Aging and Health University of  
Florida College of Medicine  
- Department of Aging and GeriatricResearch  
University of Michigan Geriatrics Center  
University of Oklahoma Donald W Reynolds  
Department of Geriatric Medicine  
UPMC Pinnacle  
Visiting Physicians Association  
WellMed Medical Group Wolter  
Kluwe

# 2025 ANNUAL SCIENTIFIC MEETING OF THE AMERICAN GERIATRICS SOCIETY (AGS)

## EXHIBITOR TERMS AND CONDITIONS

**SHOW MANAGEMENT** Association Management Center, AMC is the official show management company for the AGS 2025 Annual Meeting.

**ELIGIBLE EXHIBITS:** SHOW MANAGEMENT reserves the right to determine the eligibility of any Company wishing to exhibit in the Show and further reserves the right to reject any application and/or limit space assigned to any one Company.

**INSTALLATION, SHOW AND DISMANTLEMENT:** Exhibitor agrees to comply with assigned installation, show, and dismantle days and hours as outlined in the Exhibit Prospectus. Exhibits may not be removed from the Facility until final closing of the show unless special permission is obtained in writing in advance from SHOW MANAGEMENT. Exhibits must be removed from the Facility when specified in the Exhibit Prospectus. Any displays or materials left in booths, without instructions will be discarded.

**CANCELLATION OR REDUCTIONS IN SPACE:** The deadline to cancel exhibit booth at 50% of the booth fee is **March 7, 2025**. After this date, exhibitors forfeit 100% of the exhibit booth fee. All cancellation request must be submitted in writing. No refund will be issued after March 7, 2025. For space not claimed and occupied by close of set-up times, the exhibitor will pay as liquidated damages 100% of the total contracted booth space fee.

### SPACE ASSIGNMENTS AND SUBLEASE

Booth assignments will be made according to the procedures outlined on the contract for space. Exhibitors may not sublease the booth or any equipment provided by SHOW MANAGEMENT, nor shall Exhibitor assign this lease in whole or in part without written approval by SHOW MANAGEMENT in advance of the trade show.

**RELOCATION OF EXHIBITS: SHOW MANAGEMENT** reserves the right to alter the official floor plan, and/or re-assign any Exhibitor's location as deemed advisable. SHOW MANAGEMENT further reserves the right to make such changes, amendments and additions to these terms and conditions and such further regulations as it considers necessary for the good of the Show.

**LIMITATION OF EXHIBITS:** SHOW MANAGEMENT reserves the right to stop or remove from the Show any Exhibitor, or his representative, performing an act or practice which in the opinion of SHOW MANAGEMENT is objectionable or detracts from the dignity of the Show or is unethical to the business purpose of the Show. SHOW MANAGEMENT reserves the right to refuse admittance of exhibits or materials to the Show until all dues and fees owed are paid in full. No Exhibitor shall hold any social event, hospitality suite, meeting or demonstration to which attendees are invited that is in conflict with the official Show schedule. In addition, ANY such activities may not take place outside the official Show schedule without the express written permission of the Convening Organization(s).

**MUSIC, AUDIO EFFECTS, PHOTOGRAPHY and VIDEOTAPING:** Music and audio-visual devices with sound are permitted only in those locations designed by SHOW MANAGEMENT and at such decibel intensity as not to interfere with the activities of other exhibitors. Photography and video taping other than by official SHOW MANAGEMENT photographers is not permitted within the exhibit hall. Only the exhibitor may grant permission to have its exhibit and/or products photographed.

**COPYRIGHT LAW:** No copyrighted music may be played or sung in the exhibition area in any fashion (including, nor limited to, background music on video or audio presentations) without obtaining appropriate licensing. The exhibitor shall indemnify SHOW MANAGEMENT, the Convening Organization(s) and the facility, their officers, directors, employees, and agents and save them free and harmless from any and all liability whatsoever, for any infringement of or other violation arising out of the use of copyrighted music.

**SECURITY:** Although security service will be furnished, SHOW MANAGEMENT can not and will not be responsible for damage to, loss and/or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors or guests. Each exhibitor must carry their own insurance.

**APPLICABLE LAWS:** This contract shall be governed by the laws of the State of New Jersey. Exhibitor agrees to abide by all federal (including but not limited to FDA), state, and city laws, ordinances, and regulations concerning fire safety, health, environment, public safety and hazardous materials and all regulations and restrictions imposed by the Facility. All displays and decorations must be fireproof.

**LIMITATION OF LIABILITY:** The exhibiting company assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the American Geriatrics Society, the Apolline Group, the Facility and the Official Decorator and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by negligence of the employees of any the above. In addition, exhibitor acknowledges that the American Geriatrics Society, the Apolline Group, the Facility and the Official Decorator do not maintain insurance covering exhibitor's property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

**INSURANCE:** All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within confines of the Facility. SHOW MANAGEMENT does not maintain insurance covering Exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least \$1,000,000 for Personal Injury Liability and \$500,000 for Property, Worker's Compensation with Employer's Liability with applicable statutory coverage. Certificates shall be furnished upon request.

**FORCE MAJEURE:** In the event the Facility or any part of the exhibit area thereof becomes unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather or other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over

which SHOW MANAGEMENT has no control or should SHOW MANAGEMENT decide, because of such cause, that it is necessary to cancel, postpone or re-site the exposition or reduce the move-in or installation time, show time or move-out time, SHOW MANAGEMENT shall not be liable to indemnify or reimburse exhibitor in respect to any damages or loss, direct or indirect, arising as a result thereof.

**TERMINATION OF RIGHT TO EXHIBIT:** SHOW MANAGEMENT reserves the right to terminate without notice an exhibitor's right to exhibit if an exhibitor or any of their representatives fail to observe the conditions of this contract, or in the opinion of SHOW MANAGEMENT, or they conduct themselves in an unethical or unprofessional manner. Such exhibitors will be dismissed without refund.

**ADDENDUM:** SHOW MANAGEMENT reserves the right to make changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exposition, with the provision that all exhibitors will be notified of such changes.

## EXHIBITOR RULES AND REGULATIONS

**BOOTH CONSTRUCTION & SHOW SERVICES:** Standard booths are limited to 8 foot high background drapes and 3 foot high side drapes. Maximum height of exhibit is 8 feet and may extend only one-half of the booth depth from the back wall. Height in the front half of the exhibit space cannot exceed 4 feet. Booths shall not obstruct other exhibitors or aisles. Booth carpeting (if facility is not carpeted), decorations, furniture, signs and electrical connections are available to the Exhibitor through the Official General Service Contractor, who will bill the Exhibitor directly. SHOW MANAGEMENT is not responsible for any service provided by independent contractors. SHOW MANAGEMENT reserves the right to finish and decorate any unfinished partitions, walls or backs of signs that are exposed to the public and to charge the cost to the Exhibitor. Peninsula Booths are not permitted.

**BOUNDARIES:** All parts of all exhibits must be exhibited within Exhibitor's assigned space boundaries. Aisle space is under the control of SHOW MANAGEMENT.

**GENERAL SHOW POLICIES:** Noisy or offensive exhibits are prohibited. Distribution of literature or samples must be related to exhibit and distribution limited to within Exhibitor's space. Canvassing the exhibit hall is strictly prohibited. No food or beverages may be distributed from Exhibitor's space without the pre-show approval of SHOW MANAGEMENT. The Exhibitor may not display signs that are not professionally prepared or that in the opinion of the Show Manager detracts from the appearance of the Show in any manner whatsoever. SHOW MANAGEMENT shall have sole control over all admission policies at all times.

### CONFERENCE ACTIVITY APPROVAL

"Any conference activity or demonstration planned before, during or after the meeting by vendors (including but not limited to exhibitors, sponsors) that involve conference invitees, meeting attendees, delegates, officers must be approved by the Association. Generally such activities may not take place without pre-approval to maintain the educational integrity of the conference or meeting. Certain activities, once approved may warrant premium charges."

**USE OF DISPLAY SPACE:** A representative of the exhibiting company must be present at the booth(s) at all times during the posted exhibit hours. With the exception of book publishers, the sale of merchandise or equipment of any kind is prohibited in the exhibit hall. The use of the Convening Organization(s) logo on displays, signs, giveaways, promotional literature or other material is strictly prohibited. In addition, the use of the acronym of the Convening Organization must not be used on pre, at-show and/or post show promotional material unless specific written permission is granted. Use of any Convener, Sponsor or other logos is strictly prohibited unless permission is granted directly to those organizations in writing. Signs or other articles are prohibited from being fastened to the walls, pillars or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any other tool or material which could mar the floor or walls is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. No helium filled balloons or adhesive backed stickers may be used or given out by exhibitors.

**FDA APPROVAL/CLEARANCE:** If an exhibitor intends to display, introduce or feature an article whose pre-market approval or clearance is pending from the US Food & Drug Administration, the exhibitor's materials, and the exhibitor's personnel must disclose that such article has not received final FDA approval/clearance and clearly conveyed the status of such article consistent with such laws, rules and regulations administered by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the US. Exhibitors shall indemnify and hold harmless SHOW MANAGEMENT and the Convening Organization(s) from and against any and all costs, fees, expenses, penalties, damages and claims arising from exhibitor's failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article (including any law, rule or regulation governing the display, introduction, or advertising of such article prior to final FDA approval/clearance).

**EXHIBIT HALL BADGES:** All exhibitor personnel must be registered. Instructions for this process will be provided to exhibitor when confirmation of booth assignment is made. Each booth includes 2 full conference badges and 3 exhibit hall only badges. Exhibit hall only badges will grant access to all activities within the exhibit hall or the duration of the conference.

**UNION LABOR:** Exhibitors are required to observe all union contracts in effect among SHOW MANAGEMENT, official contractors, facilities and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the general service contractor. Tipping is strictly forbidden for any personnel providing any services.

**Unpaid Balances:** All exhibits, meeting room rentals, exhibitor directory listings, support opportunities, corporate presentations and advertising opportunities must be paid in full prior to the start of the meeting. Exhibitors with outstanding balances will not be permitted access to the in-person meeting, exhibit halls or freight docks, or begin the installation of their exhibits. Registrations will also be withheld until full payment has been received. Any sponsorship or advertising benefits will be held until full balance is paid.