



## 2019 Ovarian Cancer National Conference® Exhibitor Rules and Regulations

The purpose of the National Conference Expo is to present information on products or services pertinent to survivors, family members, caregivers and oncology professionals attending the Conference. Ovarian Cancer Research Alliance (OCRA) reserves the right to determine the eligibility of any company product or service and the right to restrict, prohibit or evict any exhibitor or product that, in the opinion of the OCRA, detracts from the spirit of the Conference or for any violation of the following Rules and Regulations. In the event of such restriction or eviction, the OCRA is not liable for refunding exhibit fees or any other cost incurred by the exhibitor. Violations of the Rules and Regulations may also result in loss of exhibitor priority.

### **Hotel Rooms**

Exhibitors will be responsible for making their own room reservations at the Hyatt Regency Seattle. Special OCRA Conference discounted guest room rates have been negotiated. Please visit the hotel and travel section of the National Conference website for further details.

### **Registration**

Your exhibit table includes one registration to the Conference. Please join us for as much of the programming as your schedule permits. Additional attendees/staff must register for the event. See the [Conference Website](#) for details.

### **Space Assignment**

Space assignments are made on a first-come, first-served basis, based on availability of space and the date the registration fee and application forms are received. OCRA reserves the right to change an exhibitor's assigned space if it is deemed necessary in the best interest of OCRA or the exhibitor. Exhibits are comprised of one 6' skirted table and two chairs. Access to electricity is not guaranteed. Limited access to electricity is available upon request but may result in additional fees assigned to the exhibitor. Applications for exhibit space are subject to the approval by OCRA.

### **Non-Solicitation Policy:**

The Ovarian Cancer National Conference is an educational conference for ovarian cancer patients, survivors and their caregivers. All exhibitors must adhere to our strict no fundraising

or solicitation of business policy throughout the conference. Sponsors and exhibitors may promote their products and services to attendees at their exhibit booth (additional arrangements must be approved in writing by OCRA). Fundraising or the display and/or distribution of fundraising promotional materials is also prohibited unless prior written approval has been granted by OCRA. All Conference attendees are prohibited from engaging in the marketing of their products and services in all designated areas of the Conference, anywhere in the host hotel or local area.

All attendees, including sponsors and exhibitors, agree that any special events (e.g. organized social events, programs or seminars during or within two days before or after the conference dates) must be arranged in consultation with OCRA and receive prior written approval. This policy applies to events hosted in designated conference areas, anywhere in the host hotel or in the local area. Each special event request will be evaluated to determine whether it complies with the policies of OCRA and the goals of the Ovarian Cancer National Conference. Requests to host events concurrently with conference programming will be denied. All attendees, sponsors and exhibitors are required to adhere to this policy, without exception.

### **Exhibit Cancellation Terms**

In the event of a cancellation, the exhibitor must notify OCRA in writing by June 19, 2019 to be refunded, minus any applicable credit card transaction fees. Any cancellations after June 19, 2019 will not be refunded. OCRA reserves the right to cancel this contract and to cancel the event with written notice to applicant.

### **General Conduct of Exhibitors**

The following practices are prohibited by OCRA: (1) noisy electrical or mechanical apparatus interfering with other exhibitors; (2) operation of X-ray equipment; (3) canvassing or distribution of any materials outside the exhibitor's own space without OCRA approval; (4) subleasing the exhibit space; (5) the use of billboard advertisements and/or display of signs outside the exhibit area; (6) soliciting participation in surveys or otherwise harassing registrants; (7) entering another exhibitor's designated space without permission; (8) photographing or examining another exhibitor's equipment or materials without permission; (9) exhibiting or selling products/services to Conference attendees before the opening of the Conference; (10) smoking cigarettes or cigars in the exhibit area; (11) distributing food, except beverages and candy, without OCRA approval; (12) playing copyrighted music without the proper licensing; (13) displaying live animals and/or animals in distress as part of a display or sales literature. The exhibitor agrees to promptly remove from its exhibit space any person or item OCRA determines is not suitable or in the spirit of the Conference. Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times.

### **Exhibitor Staffing**

Exhibitors are required to staff their booths during all hours that the Expo is open with personnel in professional attire consistent with the decorum of the Conference. Personnel should be knowledgeable about the company/organization's products and services.

### **Distribution of Samples and Giveaways**

All distribution, either on the exhibit floor or at the hotel(s), of business-like samples and giveaways are permitted at the discretion of OCRA provided that the items (1) are not a sample of medication or a nutritional supplement of any kind; (2) do not interfere with adjoining exhibitors; and (3) are in good taste. OCRA reserves the right to request an inventory and/or samples of all items and materials that will be displayed or distributed at an exhibit booth in advance of the Conference.

### **Sale of Products**

Exhibitors may sell products at their exhibit area provided that (1) profits from sales go toward ovarian cancer research, education or awareness activities; (2) the items are in good taste. If the exhibitor is a corporate or small business entity, 20% of product sales made at the Conference must be designated to benefit OCRA. Exhibitors are solely responsible for the management and implementation of all commercial transactions. OCRA reserves the right to request an inventory and/or samples of all items being sold at an exhibit booth in advance of the Conference.

### **Insurance**

All exhibitors, their contractors and suppliers working in the exhibit area are required to carry liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken by the exhibition location and OCRA to safeguard and protect the exhibitors' property while at the exhibition. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and at the exhibition.

### **Security**

The Expo will be located in a public area and therefore accessible to general hotel guests. The area will not be secured and it is recommended that the exhibitor remove items they wish to secure at the end of the evening. The OCRA and the Hyatt Regency Seattle are not liable for materials left in the space when the doors are locked.

### **Liability**

The exhibitor assumes all responsibility and hereby agrees to protect, indemnify, defend and save OCRA and its employees, and the Hyatt Regency Seattle and its employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorneys' 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 the sole negligence of the Hyatt Regency Seattle, its employees and agents. In addition, the exhibitor acknowledges that OCRA and the Hyatt Regency Seattle do not maintain insurance covering exhibitors' 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.

OCRA and the Hyatt Regency Seattle shall take reasonable precautions against damage or loss by fire, water, storm, strikes or other emergencies, but do not guarantee or insure the exhibitor against loss by reason thereof. In the event that the premises of the Hyatt Regency Seattle are destroyed or damaged, or if the Conference fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by demonstration, reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or by OCRA or for any other reason, this exhibit space application/contract may be terminated by OCRA. In the event of such termination, the exhibitor waives any and all damages and claims for damages, and agrees that the sole liability of OCRA shall be returning each exhibitor its registration fee less the prorated share of all costs and expenses incurred and committed by OCRA.

These Rules and Regulations are deemed part of all exhibit space contracts. Any and all matters not specifically covered by these Rules and Regulation shall be subject solely to the decision of OCRA. OCRA maintains the right to interpret, amend, and enforce these Rules and Regulations, provided any amendments, when made, are brought to the attention of all exhibitors. Each exhibitor, for itself, its employees and agenda agree to abide by the Rules and Regulations and by any amendments or additions thereto in conformance with the preceding sentence.

### **Exhibit and Public Policy**

Each exhibitor is charged with knowledge of all laws and ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this conference. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor. Materials used in all parts of exhibit construction together with curtains, draperies and other decorative materials must be flameproof as prescribed by the fire ordinance of the city. The Fire Marshall may examine all exhibits and test construction and decorative materials prior to the opening of the exhibit. No combustible material such as crepe paper, tissue paper, cardboard or corrugated paper or board shall be used in, or about, or in the construction of any exhibit or part of an exhibit at any time. Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything necessary or proper for the protection of the building, equipment or furniture will be at the expenses of the exhibitor. No exhibitor may allow an article to be brought into, or permit any act to be done in The Hyatt Regency Seattle, which will increase the premiums or void policies of insurance held by OCRA. No exhibitor may permit any act by its employees, agents, or guests such that the premises of the Hyatt Regency Seattle shall in any manner be marred or defaced. Each exhibitor must surrender the space occupied by it in the same condition at the commencement of its occupation. Any damage done to the premises by the exhibitor shall be made good to OCRA or the Hyatt Regency Seattle as their interests may appear.

### **Installation -- Friday, July 12, 2019**

Exhibitors may check-in and set up between 4:30pm-6:30pm. All exhibits must be set up by 6:30pm. Packages can be shipped to the hotel two (2) days prior to the installation date.

Exhibitors are responsible for their own shipping fees and package holding fees. You will receive shipping instructions in your welcome packet along with information on additional electrical, internet and audio visual needs.

**Tear Down -- Sunday July 14, 2019**

Tear down of all exhibit booths begins after the Conference's closing session. All material must be packed and removed from the area by exhibitor personnel no later than times indicated in your welcome packet. Any materials left behind will be discarded by hotel personnel. Exhibitor's are liable for all storage and handling charges for failure to remove exhibit materials by the specified time and date. Exhibitor is responsible for all return shipping fees.

*Please note that exact exhibit times are subject to changes pending final agenda confirmation. As a courtesy to the registrants and your fellow exhibitors, OCRA requests that your exhibit table be opened on time each morning and fully staffed during exhibit hours. Exhibit booths must be staffed and remain intact during all designated Expo hours. Any exhibitor who violates these Rules and Regulations may be deemed ineligible to participate in future events.*

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**For questions, contact:**  
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