

# AACR Annual Meeting 2019

March 30 – April 3, 2018 (Exhibits March 31 – April 3) • Georgia World Congress Center – Exhibit Level 1 • Atlanta, GA

## Exhibitor Rules & Regulations

### I. Terms & Conditions

By signing the AACR Annual Meeting 2019 Application and Contract for Exhibit Space (Application), the undersigned agrees to abide by all rules (Terms), requirements, restrictions and regulations as set forth in the Exhibitor Prospectus, the Rules and Regulations enclosed herewith and any regulations especially designated by the AACR, Georgia World Congress Center, and the city of Atlanta, GA. Failure to abide by such rules and regulations may result in forfeiture of all monies paid or due the AACR under the terms of this agreement.

#### General

All matters and questions not covered by these regulations are at the discretion of AACR Exhibits Management (Management). Management may amend these regulations at any time, and all amendments that may be made shall be equally binding, upon publication on all parties affected by them as the original regulations.

Exhibitor and AACR agree that any funding provided by Exhibitor shall not be used for gifts, promotional items, prohibited meals, travel, lodging, entertainment or recreation for healthcare providers or their guests.

#### Violations

Violation of any of these regulations on the part of the exhibitor, its employees, or agents shall annul the right to occupy the space and such exhibitor will forfeit to Management all monies, which may have been paid. Upon evidence of violation, Management may reenter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses, or damages, which Management may incur.

#### Notice of Disability

In compliance with the Americans with Disabilities Act of 1990, the AACR will make all reasonable efforts to accommodate persons with disabilities at the meeting. Please contact Lisa McGlashen at (215) 415-9300, ext. 190 or via e-mail at [exhibits@aacr.org](mailto:exhibits@aacr.org) to make arrangements no later than March 1, 2019.

#### Cancellation of Exposition

It is mutually agreed that in the event of cancellation of the AACR Annual Meeting due to fire, strikes, government regulations, or causes, which would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and the AACR shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

### II. Application and Space Availability

#### Eligibility Requirements

The AACR is committed to providing a quality exhibition. Exhibits will be limited only to the company and the product(s) listed on the application and are subject to approval by the AACR Exhibits Committee for accepted and acknowledged effectiveness and commercial availability. Only the sign of the company whose name appears on the contract may be placed in the booth or appear on any list of exhibitors. The AACR reserves the right to accept or reject a potential exhibitor based on its assessment of whether that company or organization's products and/or services are relevant to AACR members and their meeting attendees. All exhibits will be reviewed onsite.

Full documentation as to the extent and results of any research done on the exhibited items must be available at the company's booth throughout the AACR Annual Meeting. All exhibited items must comply with local, state, and FDA regulations, and must be related to cancer research.

#### Non-Profit Exhibitors

Exhibit space at the not-for-profit rate is limited. The AACR Exhibits Committee has the responsibility of approving applications for not-for-profit exhibitors. The organization must be a government entity or must be recognized by the IRS as a 501(c)3 charitable organization. The organization must have demonstrated support for cancer research through financial contributions or provisions of infrastructure. The organization may not offer a product or service for sale on the exhibit floor.

## Assignment of Space

Booth space assignment is based on a priority point system. Spaces will be assigned from October 8-11, 2018. Any applications received on or after October 7, space will be assigned on a first-come, first-served basis. **Assignments will only be made for those exhibitors whose applications are accompanied by the required deposit.**

Priority points are established as follows:

- One point for each 100 square feet of space.
- One point for each prior year of participation.
- Ten points for Sustaining Members at the Leadership Level who have paid their 2018 dues.
- Eight points for Sustaining Members at the Strategic Level who have paid their 2018 dues.
- Five points for Sustaining Members who have paid their 2018 dues.

Note: When companies merge or are involved in a buyout, the new company will receive the highest number of points that have been earned by either company. Applications for exhibit space must be made on the Official Application Form. Exhibitors wishing to avoid assignment of booth space adjacent to a competitor should indicate this on the application. Careful consideration will be given to all requests but cannot be guaranteed.

## Advance Sales

During the current Annual Meeting, AACR staff will conduct Advance Sales for the upcoming Annual Meeting for companies with 40+ priority points. These companies will receive an invitation to a sales appointment that will occur during the current meeting. During the week of May 7, 2018 all advance sales participants will receive a confirmation with their booth number and invoice for 50% deposit. This deposit is due no later than Friday, June 22, 2018. Failure to submit deposit by the due date will result in forfeit of pre-selected booth space. Final payment is due Monday, January 21, 2019.

## New Exhibitors

Companies applying for exhibit space that have never exhibited at the AACR Annual Meeting will need to go through an approval process. When the application is received, a copy of the application, a product summary form, and company literature is sent to the AACR Exhibits Committee. The booth chosen by the company is put on hold during the approval period. The company is notified of the Committee's decision in a timely manner. Upon approval the application is processed and the booth is released to the company. Upon rejection, the application is denied and the booth is released back into inventory.

## Booth Relocation Policy

Every effort will be made not to relocate an exhibitor's booth. However, should relocation be deemed necessary, the exhibitor will be notified and offered the opportunity to relocate their exhibit or cancel with no further penalty.

## Payment Policy

The exhibitor agrees to enclose with the application for booth space a deposit of 50% of the total fee. **NO EXCEPTIONS.** Payment can be made by either credit card (AMEX, Visa or MasterCard) or check in U.S. dollars, drawn on a U.S. bank payable to the American Association for Cancer Research. All payments should be sent to: AACR, 615 Chestnut Street, 17th Floor, Philadelphia, PA 19106, Attn: Finance Dept., AM19 Exhibits. If you require wire transfer instructions, please email [exhibits@aacr.org](mailto:exhibits@aacr.org).

The final balance will be due 30 days from date of invoice or by January 21, 2019. Exhibitors who are not paid in full will not be listed on any printed list, directory, or mobile app.

## Cancellations/Reduction of Space

Notification of booth space cancellation or space reduction must be submitted in writing and received on or before the following dates. Prior to September 4, 2017, cancellation will be accepted with no penalty. The following fees will apply to any cancellations or reduction in exhibit space:

**Prior to September 3, 2018**– Cancellation/Reduction of Space will be accepted with no penalty

**September 3 through October 7, 2018** - Exhibitor is refunded entire payment less \$500.00 per booth space.

**October 7 through November 12, 2018** – Exhibitor is responsible for 50% of the total booth fee.

**On or After November 12, 2018** – Exhibitor is responsible for the entire booth fee. No Refund will be issued.

\*Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by the AACR and to the cancellation/reduction policy as stated above.

## **Late Applications**

Exhibitors who apply for booth space after January 21, 2019 or exhibitors who have not sent in their final booth payment will not be listed in the Exhibitor Directory.

## **No Show Policy**

In the event that an exhibiting company has not arrived on the exhibit floor by 5:00 p.m. on Saturday, March 30, 2019, and has not been granted pre-approval for late set-up, the AACR reserves the right to use the vacant exhibit space as it sees fit, with no obligation to issue a refund. Any exhibit materials, either in the vacant booth or on the loading dock, for that exhibit space, will be placed in storage at the exhibitor's expense. Substitute booth space will be available at the discretion of the AACR. The exhibitor is responsible for all fees associated with removing freight from storage.

If an exhibitor requires additional time to set up beyond the hours listed above they must obtain permission from Management.

## **Subletting and/or Sharing of Exhibit Space**

No exhibitor may sublet, share, apportion, or assign all or any part of its exhibit space with or to another organization or business. AACR, at its sole discretion, may grant exceptions to the following: a recent merger/acquisition (since January 1, 2017); divisions of the same company and companies co-marketing a product. Written consent must be obtained from AACR and exhibitors must provide to AACR written documentation of the particular relationship. Only those companies and organizations that are the authorized occupants of each exhibit space will be entitled to exhibitor badges and only those authorized companies will be included on published exhibitor lists. AACR retains the right to remove from the exhibit halls any company or organization without a signed application to exhibit.

# **III. Exhibitor Conduct and Booth Activity**

## **Off-site/Affiliate Events**

If you plan to hold a function during the AACR Annual Meeting 2019, you must complete the Affiliate Group Function Space Request Form. In order to be able to secure an event, the Affiliate Group Function Space Request Form must be submitted, along with the appropriate payment. "Affiliate Groups" include corporate and institutional affiliates of the AACR who request meeting/function space for the purpose of social events (<100 guests) and small committee or staff meetings. Organizations that do not meet the criteria and are not exhibiting at the AACR Annual Meeting are subject to approval and a non-exhibitor fee per submission.

Requests for meeting/function space from Affiliate Groups will be considered for the purpose of social events and small committee and staff meetings. The unauthorized presentation of educational symposia or other scientific program activities is prohibited during the AACR Annual Meeting. The form, along with rules and regulations will be available in October on the exhibits page of the AACR website or by contacting the Exhibits Team at [exhibits@aacr.org](mailto:exhibits@aacr.org).

If an exhibitor is found to be in violation of the rules governing affiliate events, they will forfeit priority points for the current year and face a stiff penalty.

## **Exhibitor Access to Exhibit Hall**

Exhibitor personnel will be allowed access to the exhibit hall 60 minutes prior to its opening on Sunday through Wednesday. Request for access to the hall before these hours, or after closing hours, must be made in advance by contacting the Exhibits Manager. Each representative issued an exhibitors badge must be employed by the exhibitor or have a direct business affiliation. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered via the exhibit registration form. Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors, or others who wish to gain admittance for the purpose of making contacts.

## **Entering Another Exhibitor's Booth**

Exhibit personnel should not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth.

## **Staffing/Early Dismantle**

Exhibits must be staffed at all times during official show hours.

All exhibitors are expected to make their travel arrangements in accordance with this policy. Any exhibitor found breaking down or vacating their booth prior to the end of the show will be prohibited from exhibiting in all future AACR meetings.

## **Exhibitor/Booth Activity**

If you are planning to conduct any booth activities, you will need to complete the booth activity approval form which will be included in the Exhibitor Service Kit. The AACR Annual Meeting is a professional, scientific, educational meeting.

Please keep this in mind when selecting booth activities. Please be sure they are appropriate and are in compliance with the AACR Rules and Regulations. All requests must be submitted to the AACR by March 15, 2019 for review and approval. Any exhibitor found conducting contests, raffles, drawings, or unauthorized events will be required to cease immediately. The AACR will not accept requests on-site.

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

## **Market Research/Surveys**

Market research companies must indicate on the exhibit application the companies for which they are conducting market research. All market research surveys must be conducted only within the market research booth.

All surveys must be conducted within the confines of the booth space assigned. At no time should exhibit personnel leave the booth to encourage attendees in the aisles to complete a questionnaire or survey.

## **Activities Prohibited in the Exhibit Hall**

- Press events are strictly prohibited without prior approval by the AACR Communications Department
- Live, videotaped, or audiotaped delivery of didactic presentation
- Activities offering CME credits
- Playing or performing of copyrighted recorded or live music during the published Exhibit Hall Hours
- Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted.
- Soliciting attendees in the aisle(s) outside of booth space, including session rooms, public space, and poster area.
- Distribution of coupons or vouchers for meals, entertainment, or personal services to meeting attendees
- Distribution of alcoholic beverages in exhibit booth
- Distribution of any item of more than the minimal value without the prior written approval from the AACR
- Demonstration, promotion, or sales of the products of any non-exhibiting companies
- Affixing the AACR name or logo to, incorporating them in, or otherwise making them a part of exhibitor- distributed materials without prior written approval from the AACR
- Unauthorized reproduction or distribution of AACR abstracts
- Contests, raffles, lotteries, and games of any chance without prior written approval from the AACR
- No group activity is permitted.
- Lines of any kind may not be formed outside of the exhibit space. All activity must be contained within the booth area.
- Magicians, jugglers, motivational speakers, sleight of hand artists, or illusionists
- Nonprofessional products or services are not to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.
- Fundraising, without prior written approval from the AACR

## **Distribution of Giveaways**

Door drops are not permitted. Please keep in mind that the AACR Annual Meeting is a professional, educational, scientific meeting when considering giveaway items. Product samples, giveaways, or literature may only be distributed within the exhibitor's booth and must not interfere with other exhibitors' spaces. Representatives may not distribute materials in any hotel utilized by the AACR or in any areas of the convention center other than their exhibit space or company leased rooms, or in public areas outside the convention center or hotels. Customary items such as descriptive product literature, notepads, pens, pencils, company information on USBs/CDs or journals may be distributed from the booth without written approval by AACR Management.

## Food Service

Food service is permitted at the exhibitor's booth with AACR approval. All food service arrangements must be coordinated through the convention center caterer. No alcoholic beverages can be served or given away.

## Contests, Raffles, Drawings

The AACR Annual Meeting is a professional, scientific, educational meeting. Please keep this in mind when planning your contest, drawing, raffle, etc. All contests, lotteries, drawings, raffles, and games of chance must be approved by AACR Exhibits Management. All drawings must be held off the exhibit hall floor. All requests must be submitted to the AACR for review by March 4, 2019. A booth activity approval form will be provided in the Exhibitor Service Kit to facilitate this process. No unapproved items may be used as a "prize." All "prizes" need to be submitted on the Distribution of Giveaways form. Any exhibitor found conducting contests, raffles, or drawings that have not been approved by the AACR will be required to cease immediately.

## Sales and/or Order Taking

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. Products for sale must be the exhibitors' own unaltered products and the products or services must be pertinent to the attendees' professional interest. The AACR reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements.

## Photography

### NEW AACR PHOTOGRAPHY AND SOCIAL MEDIA POLICIES (effective April 1, 2017)

- **Photography.** Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, noncommercial use and are not to be published in any form. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.
- **Social Media.** Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Oral presenters may label any or all slides in their presentations with "DO NOT POST." Similarly, poster presenters may label their posters with "DO NOT POST." Attendees must respect the presenters' requests in these instances and refrain from posting any images from these designated slides or posters on social media.
- **Exhibit Hall.** No photographing or videotaping of the exhibit hall is allowed. Photographing another exhibit or display items is **strictly prohibited**.

## Music Licensing

License agreements for music are the sole responsibility of the exhibitor.

## IV. Food and Drug Administration (FDA) Approval and Off-Label Indications

The mention (directly or indirectly) of pharmaceutical products not approved by the FDA is strictly prohibited. Handouts or literature of any kind that mention such products directly or indirectly are, likewise, prohibited from display in the exhibit space or in spaces contracted by the AACR. An exhibiting organization may disseminate from its exhibit space peer-reviewed journal articles about off-label indications of its product(s), provided the company commits itself to file a supplemental application based on appropriate research, to establish the safety and effectiveness of the unapproved use.

## V. Exhibit Booth Configuration

### A standard booth size is 10' x 10' (100 square feet).

Inline Booth: "Inline" booths are a row of standard booths that are exposed to the aisle on one side.

Corner Booth: "Corner" booths are standard in-line booths that are exposed to an aisle on two sides.

All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows:

- No side rails or counters may exceed 48" in height.
- Backgrounds are limited to 8' in height, including any identification sign, and must not protrude from the back wall more than 50% of the distance from the back wall to the front of the booth.
- No obstructions in the front half of the booth above a height of 48" should be permitted.
- No part of any exhibit, or signs relating thereto, shall be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same.
- Damage arising by failure to observe these rules shall be payable by the exhibitor.

### Exhibit Setback

Set-back rules are in place to maintain an open atmosphere in the exhibit hall by maintaining sight lines and traffic flow. Inline exhibits may not place any display component that is taller than 4' high in the front 5' of the exhibit, unless it is product. Also, all demonstrations must be confined to the back half of the exhibit, so they can be viewed from within the exhibit. 20' wide island exhibits must maintain a 1' setback of all exhibit structure from the floor to 8' in height. Reception counters/information kiosks may not be closer than 2' from the aisle. 50' wide island exhibits must maintain a 2' setback of all exhibit structure from the floor to 8' in height. Reception counters/information kiosks may not be closer than 3' from the aisle. 80' wide island exhibits must maintain a 3' setback of all exhibit structure from the floor to 8' in height. Reception counters/information kiosks may not be closer than 4' from the aisle. For detailed design specifications with diagrams, see Exhibitor Display Rules on the Exhibits Page of the AACR website.

### Island Exhibit Space

An island is typically defined as a 400 square feet (20' x 20') or larger exhibit space surrounded with aisles on all sides. Island booths should be constructed to allow access from all sides. The maximum height of an island is twenty (20') feet. Multi-story/double-decker booths are not permitted.

The Island Exhibitor receives the following benefits:

- Waiver of the 8' height restriction, not to exceed 20' where applicable
- Waiver of sidewall restrictions
- Increased visibility from all areas of the Exhibit Hall
- Ability to utilize hanging signs

### Island Exhibit Space Floor Plans

Any company that is assigned island exhibit space must submit floor plans and elevation blueprints to Exhibit Management by March 1, 2019. The AACR requires floor plans from every island exhibitor to ensure that the rules and regulations governing exhibit booth design, outlined in this section, are followed. Advance review also provides the AACR with the opportunity to resolve any potential issues.

### Double-Decker/Multi-Level Booths

Double-Decker/Multi-Level booths are not permitted.

### Hanging Signs

Signs and lighting truss may be suspended from the ceiling in island booths only. Signage must not violate the AACR 22-ft. height restrictions. The suspended height is 22' when measured from the floor up to the top of the sign.

### Carpeting

The AACR requires all exhibitors to provide floor covering for their booths/displays. All booths must be carpeted by 5:00 p.m. on Saturday, March 30, 2019. There are no exceptions to this rule. If a booth is not carpeted, the AACR will order carpet on the exhibitor's behalf at the exhibitor's expense.

Bridging of floor surfaces across aisle is not allowed.

## **VI. Contractors, Labor, and Security**

### **Contract Obligations and Liability**

The exhibitor agrees to protect, save, and keep the AACR and the occupied convention center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, their employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the AACR and the occupied convention center regarding the exhibition premise. Furthermore the exhibitor shall at all times protect, indemnify, save, and keep harmless the AACR and the occupied convention center against and from any and all loss, cost, damage, liability, or expense which arises out of or from, or by reason of any act or omission by the exhibitor, his employees, or agents.

### **Installing, Exhibiting, and Labor Policy**

Exhibitors shall use proper authorized labor for exhibit installation during move-in, services during open hours, and exhibit dismantling during move-out, according to the official policies/union agreement of AACR, facility management, official general services contractor, and all applicable state and local laws. Exhibitors planning to build special displays on site should employ union display companies in their fabrication, carpentry, and electrical work. Rules and regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

### **Convention, Display, Trade Show Labor Regulations**

All exhibits must conform to the rules and regulations of the Convention Center and to the International Association of Exhibitions and Events Display Guidelines adopted by AACR and distributed with booth assignments. The guidelines will also be available in the Exhibitor Service Kit, viewable online through the Exhibits Show webpage, and available upon request.

Labor can be ordered in advance by returning the Display Labor Order Form, included in your Exhibitor Service Kit or at show site at the Freeman Service Desk. To avoid any misunderstandings in advance or at the show, contact the show management by letter for additional clarification. Rules and regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

### **Insurance**

Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident, or loss of any kind must do so at their own expense. The AACR does not carry insurance of any sort on the exhibit or other property of Exhibitors and the AACR assumes no liability for loss or damage thereto from any cause. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

### **Exhibitor Appointed Contractor (EAC)**

All Exhibitors utilizing an Exhibitor Appointed Contractor (EAC) must notify the AACR of all EAC services well in advance of the Show. Official Notification of EAC Forms will be in the Exhibitor Service Kit and are due by March 1, 2019.

If an exhibitor is using an EAC, it is the exhibitor's responsibility to submit the Exhibitor Appointed Contractor Form and valid certificate of insurance by March 1, 2019. Insurance should include:

- Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of not less than \$1 million per occurrence.
- Coverage for workers' compensation and employers' liability within commercially reasonable limits as otherwise required by the laws of the state of Georgia.
- Naming of AACR, Freeman, the Georgia World Congress Center as additional insured
- Naming of the exhibiting company/organization and booth # that they are representing in the description area; if said information is not included, the certificate of liability insurance will NOT be accepted by AACR

Failure to provide these documents to the AACR by the indicated due dates will be cause to exclude the EAC from participation at the Show.

EACs may not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC and all exhibitor rules apply to this sub-contractor of the exhibitor. The EAC must provide worker names for each day at the exhibit hall in advance to Georgia World Congress Center and Security Company and check in at the convention center/security checkpoint upon arrival to receive installation/dismantling passes allowing access to the exhibit hall. These passes are typically in the form of wrist bands that must be worn on the wrist, for security reasons. Workers without properly displayed exhibit hall access passes will be prohibited from work during set-up.

The Georgia World Congress Center uses the Worker Identification System (WIS) Badge program that allows entry into participating facilities by the contractor's workers who have been registered with the WIS program. For more information, please contact Event Services at 404-223-4300.

The AACR reserves the right to remove any EAC or its employees who do not comply with AACR exhibitor rules or the operating rules of Georgia World Congress Center. The AACR reserves the right to prohibit EAC participation at the AACR Annual Meeting, both at Georgia World Congress Center and at future exhibit locations, at the sole discretion of the AACR, when such actions are necessary.

### **Drayage and Shipping**

Freeman 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 Freeman. Rates for material handling services will be included in the Exhibitor Service Kit. Freeman will receive all crated shipments up to 30 days in advance and deliver them to the booths for installation, remove empty crates from the exhibit area before show time and return same to exhibit booths upon close of the AACR Annual Meeting.

### **Security**

Peripheral watchmen shall be furnished by AACR Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The AACR, Georgia World Congress Center, the city of Atlanta, or the state of Georgia, will not be responsible for loss of any material by or for any reason. Each exhibitor is recommended to purchase a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire, damage, etc. Forms to order additional security in booths will be included in the Exhibitor Service Kit.

### **Electrical Safety**

All wiring on booths or display fixtures within an exhibitor's booth must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city, and Georgia World Congress Center Policies and Procedures. This applies to construction, not pre-wired equipment.

### **Fire Protection**

All materials used in display construction or decorating will be made of fire retardant materials and be certified as flame retardant. Samples should be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate must be available for inspection. Exhibitor is responsible for compliance with life/safety and fire codes.

All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguishers must not be covered or obstructed. To minimize fire hazard, no storage of any kind will be permitted behind an exhibit booth.

### **Storage of Crates and Boxes**

Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly. Accessible storage for exhibit materials will be available from Freeman for a fee. Detailed information regarding accessible storage will be available in the Exhibitor Service Kit.

### **Telephone and Internet Services**

Telephones and internet service in the exhibit hall is supplied exclusively by the Georgia World Congress Center. Information on ordering these services will be available in the Exhibitor Service Kit.

### **Food and Beverage**

Food service is permitted at the exhibitor's booth with AACR approval. All food service arrangements must be coordinated through Levy, the exclusive provider of food and beverages at the Georgia World Congress Center. AACR prohibits the distribution of alcoholic beverages and popcorn. Information on ordering these services will be available in the Exhibitor Service Kit.