The International Association of Healthcare Central Service Materiel Management (IAHCSMM) is the premier association representing healthcare Sterile Processing (SP) professionals worldwide. Because SP professionals are responsible for cleaning, decontaminating, sterilizing, and distributing medical and surgical instrumentation, they are among the most vital contributors to the delivery of safe, high-quality patient care. For more than 60 years, IAHCSMM has been providing these professionals with the broadest range of certification and continuing education offerings available, along with the unsurpassed support that only a full-service membership organization can bring. This commitment to advancing SP knowledge, skill sets and professionalism is why over 34,000 members and certificants rely on IAHCSMM to keep them sharp, focused and abreast of the very latest standards, best practices and technological advancements impacting the SP profession.

Why Exhibit With IAHCSMM?

All the Decision-Makers
Expand your customer relationships with key decision-makers in the SP field at the IAHCSMM Annual Conference & Expo. A vast majority of attendees are supervisory staff who are directly responsible for the purchase, inventory, maintenance and distribution of surgical instrumentation supplies and equipment for hospitals, clinics and surgery centers. The IAHCSMM Expo attracts SP professionals from across the US and around the world who continually invest in their departments - and they're looking for products and services like yours to help them improve their departmental quality and efficiency. There is a pervasive buying mindset that not only sets IAHCSMM’s Expo apart, but also helps you convert more leads into sales.

All In One Place
When it comes to trade shows, we understand the value of putting the right customers in front of you so that your investment will directly impact sales. The IAHCSMM Expo has a proven track record of bringing decision-makers to your booth, many with a long list of product and service needs. IAHCSMM offers unparalleled opportunities for face time with quality leads spanning the entire SP market. Participation as an exhibitor enables your company to introduce new products or services to your target audience while maximizing exposure to current and prospective customers. You’ll also have the opportunity to conduct hands-on demonstrations with groups of attendees, allowing you to quickly build rapport with potential new customers.

All In Your Hands
The IAHCSMM Expo is the Sterile Processing industry’s premier event. We foster an environment of connection by bringing together like-minded industry experts and providing unique opportunities for authentic exchanges between your company’s representatives and prospective customers. This atmosphere is certain to expand your lead sheets not just with names and information, but with real conversions for you and your team. We invite you to participate and make the 2020 IAHCSMM Expo the year’s signature event for your company!
WHERE: Chicago, IL
McCormick Place
West Building

WHEN: Conference: April 25-29, 2020
Exposition: April 27 & 28, 2020

REGISTER: www.iahcsmm.org/BringingItHome

ATTENDEES & FACILITIES

2014 Columbus
2015 Fort Lauderdale
2016 San Antonio
2017 Nashville
2018 Phoenix
2019 Anaheim

Attendees Represent
- Central Service
- Decontamination Departments
- Dentistry
- Equipment Purchasing
- Infection Control
- Inventory Management
- Operating Rooms
- Sterile Processing
- Supply & Distribution
- Surgical Instrumentation
- Surgical Centers
- Veterinary Clinics & Hospitals

Attendees Are Looking For
- Biological & Chemical Indicators
- Cleaning & Disinfection Supplies
- Computerized Tracking Systems
- Decontamination Sinks/Workstations
- Educational Materials and CEs
- Endoscopic Products & Instruments
- Infection Control Supplies
- Instrument Repair & Refurbishing
- IUSS Containers & Container Systems
- Personal Protective Equipment
- Quality Assurance & Cleaning Verification
- Recruitment & Staffing Solutions
- Specialty & Surgical Instrumentation
- Sterilizer Equipment
- Storage Systems
- Tray Liners & Wraps
- Ultrasonic Cleaners
- Washers & Disinfectors

2014 Attendees: 938 Facilities: 605
2015 Attendees: 1,179 Facilities: 754
2016 Attendees: 1,278 Facilities: 732
2017 Attendees: 1,374 Facilities: 938
2018 Attendees: 1,331 Facilities: 899
2019 Attendees: 1,570 Facilities: 1,020

88 PERCENT
Exhibitor Retention Rate

26 PERCENT
NEW 2019 Exhibitors

1,600 PLUS
Attendees Expected in Chicago

139 AVERAGE
Leads per Exhibitor

62% of Attendees are Supervisors, Managers or Directors

13% are Educators, Vendors or Consultants

24% are Technicians

1% Other

15,167 TOTAL
Leads in Anaheim at the 2019 Conference
G ENERAL FEE INFORMATION

C OST S
Standard exhibit space is available for rent at the rate of $2,400 per 10’x10’ linear space, with an additional $100 charge for each corner assigned.

I NCLUSIONS
- Exclusive exhibit hall hours: No educational sessions will be held outside of the exhibit hall
- Complimentary 7”x44” ID sign with company name and booth number
- Draped back wall and side rails (back wall and side rail drapes do not apply to island booths)
- 24-hour perimeter security services
- Company name, booth number and 150-word maximum company description online, in the mobile app and in the Conference Program & Guide to the Expo
- 4 complimentary exhibitor booth staff registrations per 10’x10’ space for exhibit hall and non-credit education sessions attendance only
- Complimentary one-time use of attendee contact lists: pre-show (30 days prior to show date) and post-show (within 7 business days of show close)
- Priority point designation toward 2021 Expo placement

E XCLUSIONS
- Exhibit hall is not carpeted
- Electrical, internet, lead retrieval and other accessories are not included
- Exhibitor badges do not allow admittance to social events, hands-on labs, workshops or additional paid events. To attend these events or receive CE credit for educational sessions, additional fees will apply.

P AYMENT AND CANCELLATION
A minimum 50% deposit of exhibit space must accompany the exhibit contract, if received prior to December 31, 2019. After that date, exhibitors are required to pay the full amount with their exhibit contract. Space may be held during an initial 30 day period, but will not be published or guaranteed until a booth payment has been received. Applications will not be processed nor space assigned without a booth payment.

Exhibitor’s materials for display onsite at the show must align with the show PURPOSE and may not conflict with the exhibitor’s descriptions of materials in their print or online conference description; failure to meet these requirements will result in the exhibitor immediately dismantling their display, removal from the show floor, and will not be eligible for any refund of purchased exhibit space, material handling/shipping costs or any other associated fees with their booth. Exhibitors shall not be entitled to a refund of any part of any fee paid should the exhibitor for any reason be unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements.
PRIVATE MEETING SPACES

GENERAL INFORMATION
As a new offering exclusive to registered exhibitors, IAHCSMM will be providing several room build-outs that can be used for private staff meetings, focus group interactions, demo training or other attendee face-to-face meetings. All private meeting rooms are built by GES and are located in the common area just outside the exhibit hall entrance, and can be utilized either on a per day basis or for the duration of the conference. Rooms are available from 7:30am - 4:30pm Saturday thru Tuesday. Please note, no other meeting space is being held at the convention center or the host hotels for exhibitor use. Additionally, the convention center space will close when the final shuttles depart the property, generally by 5pm daily.

COSTS AND INCLUSIONS

10’x20’ Unfurnished $4,000/day (Sat/Sun/Mon/Tues)
$10,000/Saturday-Tuesday
(Includes show carpet + signage only)

10’x20’ Furnished $4,500/day (Sat/Sun/Mon/Tues)
$12,500/Saturday-Tuesday
(Includes show carpet, signage, two 40” tables and eight padded side chairs)

20’x20’ Unfurnished $6,000/day (Sat/Sun/Mon/Tues)
$12,000/Saturday-Tuesday
(Includes show carpet + signage only)

20’x20’ Furnished $6,500/day (Sat/Sun/Mon/Tues)
$15,000/Saturday-Tuesday
(Includes show carpet, signage, three 40” tables and twelve padded side chairs)

IN-BOOTH EDUCATION

GENERAL INFORMATION
IAHCSMM recognizes that vendor experts can serve as valuable teachers for Sterile Processing professionals, which is why this opportunity was created for Expo attendees to attain additional CEs from participating vendors directly on the Expo floor.

COSTS
There is no additional fee payable to IAHCSMM to offer in-booth education for Expo attendees. A minimum 10’x20’ space is required. All seating, audio-visual, certificates and other costs are the responsibility of the exhibitor.

INCLUSIONS
- Complimentary listing of session description and times available in the printed Conference Program & Guide to the Expo, the mobile app and online at www.iahcsmm.org
- CE approval fee waiver (CE value will be assigned based on information provided and duration of presentation submitted

EXCLUSIONS
- Seating, signage and A/V is responsibility of vendor
- Certificates of attendance for each attendee of the education event are the responsibility of the vendors, and are to be provided either on-site or immediately following the conference

TIME LINE
- Submissions must be completed online beginning January 17, 2020
- Submissions will no longer be accepted after March 2, 2020
SPONSORSHIPS

Sponsorship is one of the best ways to brand your organization as a leader in the Sterile Processing (SP) community and to highlight your commitment to advancing the profession. Becoming a sponsor helps your marketing dollars make a lasting impression on the SP professionals and key decision-makers. Through sponsorship, you’ll enhance attendees’ conference experience, while increasing your company’s presence and reach: this translates to direct sales. As a sponsor, you will be able to connect with industry decision makers. With close to 1,600 anticipated attendees, the IAHCSMM conference is the SP industry’s best place to be heard and seen. Showcase your company’s expertise at a world-class conference that provides high-quality opportunities for attendees to learn, connect, and interact with their peers.

IAHCSMM works hard during the conference to highlight those vendor partners who support the work of the organization and the SP professionals we serve, and recognizes its top conference sponsors in a tiered system, allocating special benefits toward each sponsor level. A minimum $2,500 sponsorship is required to achieve a sponsor tier level.

### DIAMOND
- $35,000

**Ads:**
- Button in One Conference e-Blast
- One Double-Sided Lightbox
- Full page in Guide to the Expo

**Logo Placements:**
- Mobile App
- Conference Program
- Floor Decals at Booth
- Onsite Signage
- Event Signage
- Transition Slides
- Conference Website

**Non-Logos:**
- Sponsor Ribbons

**Other:**
- One Bag Insert
- 7 Conference Registration Waivers
- 3 Tickets to Opening Reception
- 20 Exhibitor Priority Points

### PLATINUM
- $20,000 to $34,999

**Ads:**
- Full page in Guide to the Expo

**Logo Placements:**
- Mobile App
- Conference Program
- Onsite Signage
- Event Signage
- Transition Slides
- Conference Website

**Non-Logos:**
- Sponsor Ribbons

**Other:**
- One Bag Insert
- 5 Conference Registration Waivers
- 3 Tickets to Opening Reception
- 10 Exhibitor Priority Points

### GOLD
- $5,000 to $19,999

**Ads:**
- Half page in Guide to the Expo

**Logo Placements:**
- Mobile App
- Conference Program
- Onsite Signage
- Transition Slides

**Non-Logos:**
- Sponsor Ribbons

**Other:**
- 1 Ticket to Opening Reception
- 5 Exhibitor Priority Points

### SILVER
- $2,500 to $4,999

**Logo Placements:**
- Mobile App
- Conference Program
- Onsite Signage

**Non-Logos:**
- Sponsor Ribbons

**Other:**
- 1 Exhibitor Priority Point

### AVAILABLE SPONSORSHIPS
- $40,000 Opening Keynote Jon Dorenbos
- $20,000 Opening Keynote Steve Pemberton
- $5,000 Pre-Conference Workshop
- $5,000 Education General Session
- $2,500 Education Concurrent Session
- $20,000 Poster Presentations Exclusive Sponsor
- $10,000 Poster Presentations Co-Sponsor
- $100,000 Exclusive Opening Reception Sponsor
- $35,000 Opening Reception Co-Sponsor
- $25,000 Sunday/Monday Lunch Co-Sponsor
- $20,000 Tuesday Lunch Co-Sponsor
- $10,000 Educators Forum Lunch
- $10,000 Chapter Committee Lunch
- $10,000 Manager’s Workshop Lunch
- $7,500 StrengthsFinder Workshop Lunch
- $20,000 Tumblers
- $14,000 Water Bottles
- $8,000 Reusable Straws
- $10,000 Branded Socks
- $10,000 PopSockets Grip
- $10,000 Soft Bound Journal
- $8,000 Journal/Pen Set
- $5,000 Lip Moisturizer Ball
- $7,500 Travel Sanitizer
- $6,000 Power Bank
ADVERTISING

Whether it is an advertisement in our print, digital or online offerings, or signage in the hotel or convention center, getting your message seen by conference attendees is a vital part of your exhibit experience. Becoming a conference advertiser makes your marketing dollars go further and last longer. Through advertising, you’ll enhance attendees’ conference experience, while increasing your company’s presence and impressions with customers. And keep in mind, your dollars spent on advertising are added to any purchased sponsorships, potentially boosting your sponsor tier level higher.

AVAILABLE ADVERTISING OPPORTUNITIES

- $2,000 Conference Guide to the Expo Full Page
- $1,500 Conference Guide to the Expo Half Page
- $3,500 Pocket Program Back Cover
- $2,500 Attendee Bag Inserts
- $7,500 Shuttle Transportation Wraps (1 bus)
- $40,000 Shuttle Transportation Wraps (all)
- $3,000 Mobile App Rotating Banner Ad
- $2,000 Mobile App Activity Feed
- $1,000 Mobile App Push Notification
- $3,000 Education Session Transition Slide
- $5,000 Attendee Confirmation Email
- $5,000 Attendee Know Before You Go Email
- $5,000 Shuttle Transportation Videos
- $5,000 Fascia Balcony Banner
- $10,000 Concourse Banner
- $1,500 Meter Sign (single-sided)
- $2,000 Meter Sign (double-sided)
- $3,500 Light Box
- $4,500 Directional Pyramid
- $6,500 Charging Station
- $1,200 Expo Aisle Banner (1)
- $10,000 Expo Aisle Banners (all)
- $15,000 Social Media Zone
- $7,500 Zig Zag Wall
- $5,000 Step & Repeat Wall
- $6,500 Cube Tower

download the full advertising and sponsorship catalog at iahcsm.org/conf-sponsorship-selections or iahcsm.org/conf-advertising-selections
RULES & REGULATIONS

EXPOSITION SCHEDULE

Exhibitor Move-In
Friday, April 24, 2020 2pm - 6pm
Saturday, April 25, 2020 8am - 5pm
Sunday, April 26, 2020 8am - 5pm
Monday April 27, 2020 8am - 11am

Show Hours
Monday, April 27, 2020 1pm - 5pm
Tuesday, April 28, 2020 8am - 12pm

Exhibitor Dismantle and Move-Out
Tuesday, April 28, 2020 12pm - 8pm
Carriers must be checked in by 5pm

If the official exhibit hall schedule changes, all exhibitors will be notified in writing.

1. GENERAL
The purpose of the IAHCSMM Expo is to supplement the educational meetings by enabling registrants to see, hear, examine, question, and evaluate the latest developments in medical devices, equipment and services. IAHCSMM reserves the right to determine the eligibility of any exhibit, either before or after the proper execution of the exhibit contract. IAHCSMM shall have full latitude and discretion in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters that are not specifically addressed in these Rules and Regulations shall be subject to the judgment and decision of IAHCSMM. These Rules and Regulations may be amended at any time by IAHCSMM and any such amendment shall become a part of the contract between all exhibitors.

2. RATES, DEPOSITS AND PAYMENTS
Space will be rented at the rate of $2,400 per 10x10’ linear space, with a $100 additional charge for each corner assigned. A minimum 50% deposit of exhibit space must accompany the exhibit contract, if received prior to December 31, 2019. After that date, exhibitors are required to pay the full amount with their exhibit contract. Space may be held during an initial 30-day period, but will not be published or guaranteed until a booth payment has been received. Applications will not be processed nor space assigned without a booth payment. Failure to receive any balance payment due 30 days prior to the Expo shall be interpreted that the exhibiting company no longer wishes to keep the reservation space and space shall be considered forfeited. Exhibitor’s materials for display onsite at the show must align with the show PURPOSE and may not conflict with the exhibitor’s descriptions of materials in their print or online conference description; failure to meet these requirements will result in the exhibitor immediately dismantling their display, removal from the show floor, and will not be eligible for any refund of purchased exhibit space, material handling/shipping costs or any other associated fees with their booth. Exhibitors shall not be entitled to a refund of any part of any fee paid if the exhibit for any reason is unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements. In the event that fire, strike or other circumstances beyond the control of show management causes the Expo to be cancelled, a full refund of the exhibit rental fees paid will be made, which is the limit and extent of IAHCSMM’s liability for such cancellation.

3. ASSIGNMENT OF BOOTH SPACE
Assignments will be based on booth size requirements; number of years the company or division has exhibited; partnership and sponsorship agreements; date of receipt; and proximity of competitors. IAHCSMM reserves the right to modify the plan to accommodate space, sales or change, as necessary, to avoid conflict. Failure to occupy space by April 27, 2020, will result in forfeiture of space, and IAHCSMM may resell, reassign or use the space for exhibit management, without refund. To reserve exhibit space, you can either register online at www.iahcsmm.org/BringingItHome, or complete and return the exhibit contract included with this Prospectus. These options are the only methods by which space can be reserved.

4. INSTALLATION AND DISMANTLING OF EXHIBIT SPACE
IAHCSMM reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances is the addition to or removal of any portion of an exhibit permitted during show hours. All booths must be properly installed, fully operational and show-ready no later than two hours prior to show opening on April 27, 2020. Dismantling may not begin until after show closing on April 28, 2020 and must be completed by 8pm on April 28, 2020. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows.

5. CONTRACTOR SERVICES
GES is the official contractor responsible for providing all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping drayage, labor for installation and dismantling, electrical service, furniture, etc. will be included in the Exhibitor Service Kit, to be forwarded from GES no later than January 2020. An Exhibitor’s Service Center will be maintained on-site during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will IAHCSMM or the McCormick Place Convention Center assume responsibility for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit materials must be made to GES as specified in the Exhibitor Service Kit. Should any shipments not be made as specified in the manual, they will be removed by GES and stored until the hall is ready to accept materials for the Expo; all costs involved will be charged to the exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Service Kit.

6. ARRANGEMENT OF EXHIBITS
Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The regulations listed herein are not intended to unduly restrict exhibits as to either design or utility. The spirit in which the rules are presented is to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, traffic flow, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. IAHCSMM provides 3 different exhibit options:

LINEAR BOOTHs: Arranged so that only one side is exposed to an aisle; typically arranged in a series along a straight line. Maximum height of 8 feet is allowed only in the rear of the booth space, with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle.

CORNER BOOTHs: Arranged so that two sides are exposed to an aisle. Maximum height of 8 feet is allowed only in the rear, with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle.

ISLAND BOOTHs: Any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height of 20 feet, including signage (hanging or stationary), banners, trusses and hanging light systems. Only island booths are permitted to have hanging signs, and any hanging signage will be hung at 20 feet from the floor to the top of the sign.
NOTIFICATION TO EXHIBITORS:

IAHCSMM no longer provides corner endcaps as an option for booth selection, when adjoined with other linear booths.

7. SUBLEASING OF SPACE
Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the contracted exhibitor. No sign or courtesy card is to be displayed for any equipment or product for demonstration purposes, unless the supplier of such equipment is also a contracted exhibitor.

8. CONDUCT
All exhibits will be to serve the interest of IAHCSMM conference attendees and will be operated in a way that will not detract from other exhibits. All business activities, circulars and advertising materials of the exhibitors may only be conducted and/or distributed within the booth assigned to the exhibitor. Such materials may not be distributed in other areas of the meeting facilities. X-ray and laser equipment may be shown but not operated. All mechanical apparatus must be muffled so as not to interfere with or be objectionable to other exhibitors or attendees. Audio/Visual and other sound and attention-getting devices and effects are permitted only within the confines of rented exhibit space, and must not interfere with the activities any neighboring exhibitors; they should be played at a conversational volume and will be monitored by the Corporate Advisory Committee (CAC) of IAHCSMM.

Promotional giveaways and exhibitor prize drawings will be permitted. All handout materials are expected to be of professional nature. IAHCSMM reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use the IAHCSMM name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of IAHCSMM. IAHCSMM reserves the right to determine whether or not to grant this consent.

9. ASSOCIATION NAME AND LOGO USAGE
The IAHCSMM name and logo are the exclusive, trademarked property of IAHCSMM. The IAHCSMM logo may not be used in any way (e.g., promotional literature, giveaways, etc.), without expressed written permission from IAHCSMM. Exhibiting companies may use the “IAHCSMM Annual Conference and Expo” name and its designated logo on promotional items for the current conference only. The exhibitor is granted no rights to use other names, slogans, service marks, trademarks, trade names or logos of IAHCSMM, unless with the expressed written permission of IAHCSMM.

10. EXHIBITOR PERSONNEL
All exhibitors should register their personnel in advance online at the conference website, www.iahcsm.org, beginning November 2019. The exhibitor shall keep an attendant in the booth during all exhibit hours, and exhibit space should be staffed by company specialists who are qualified to discuss details of the exhibitor’s products or services. Exhibitors are permitted up to 4 representatives at a time on the exhibit floor, per 10’x10’ space rented. Each representative of an exhibiting company must wear the official name badge while in the exhibit hall (access is strictly prohibited to individuals not wearing a name badge issued by IAHCSMM). The Expo is limited to registered program attendees as well as registered exhibiting companies who have contracted or paid for space assignments. No other individuals or companies will be permitted to demonstrate their products or distribute any advertising or reference materials within the exhibit or designated conference areas, and no person will be permitted in the exhibit hall for the purpose of soliciting advertising without the expressed written permission of IAHCSMM. No combustible materials may be stored in or around exhibit booths. Absolutely no storage is allowed in the electrical alleys located between the booths.

11. FIRE AND SAFETY
The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions.

12. LABOR
Labor rules and regulations for union labor are made by the local unions and may change without notice. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor.

13. LIABILITY
Doors to the exhibit area will be locked immediately after exhibits close and during times of non-use, with security present during these times. IAHCSMM makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage to property. Each exhibitor must make provisions for the safe guarding of goods, materials, equipment and display at all times. IAHCSMM will not be liable for loss or damage to exhibitors’ or their representatives’ property, including loss or damage from theft, fire, accident or other causes. IAHCSMM will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them. Exhibitors will indemnify and hold harmless against such claim. The exhibitor assumes all liability for any damage to the facility’s floor, walls, lighting fixtures or other facility amenities as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The Exhibitor will hold IAHCSMM, its Board, members, representatives, staff, the city of Chicago, and the McCormick Place Convention Center harmless from any and all damages, loss or liability of any kind resulting from injuries to persons or damage to property occurring within the McCormick Convention Center or property adjacent thereto. Exhibitor will at its own cost and expense defend and protect IAHCSMM, the city of Chicago, and the McCormick Place Convention Center against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverage at the exhibitor’s expense: (a) Workman’s compensation insurance coverage for exhibitor’s employees, which shall be in compliance with the laws of the State of Illinois; (b) Commercial general liability insurance with policy limits of $1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before April 24, 2020 through April 28, 2020, (this shall include exhibitor’s move in and move out). Such insurance shall cover any and all damage or injury to any and all persons arising from such person’s attendance at the exhibitor’s exhibit during the term of the IAHCSMM 2020 Annual Conference and Expo. Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations here under and for its own protection.
Current as of 12/26/2019
CONTRACT

1. COMPANY INFORMATION
Please ensure that the PRIMARY person handling the logistics for your exhibit has the correct contact information listed below. The person listed below will receive ALL exhibitor communications related to the 2020 IAHCSMM Annual Conference & Expo, including the exhibitor service kit.

<table>
<thead>
<tr>
<th>Submitted by (Printed Name)</th>
<th>Submitted by (Title)</th>
<th>Submitted by (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Company Street Address]</td>
<td>City</td>
<td>State/Province</td>
</tr>
<tr>
<td></td>
<td>Zip/Postal</td>
<td>Country</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>Contact Email</td>
<td>Company Website</td>
</tr>
</tbody>
</table>

2. DETAILS REGARDING YOUR EXHIBIT SPACE
Are there any companies you wish to not be placed near your exhibit space? (IAHCSMM will honor this request to the best of its abilities)

- [ ] No
- [ ] Yes If Yes, please specify:

Will your booth require air/water/drain Utilities?

- [ ] No
- [ ] Yes If Yes, please specify:

Will your company be selling medical products?

- [ ] No
- [ ] Yes If Yes, are these products FDA approved?

- [ ] No
- [ ] Yes

3. FEES
Booth Space

- [ ] Linear Booth $2,400 ________ Qty $___________ Total Amount
- [ ] Corner Booth $2,500 ________ Qty $___________ Total Amount

Space Requests

1st Selection(s) __________ __________ __________ 2nd Selection(s) __________ __________ __________ 3rd Selection(s) __________ __________ __________

Exhibitor Meeting Space

- [ ] 10’x20’ Unfurnished $4,000/Day (Circle Day(s): Sat / Sun / Mon / Tues ) or $10,000 (All Days, Sat - Tues) $___________ Total Amount
- [ ] 10’x20’ Furnished $4,500/Day (Circle Day(s): Sat / Sun / Mon / Tues ) or $12,500 (All Days, Sat - Tues) $___________ Total Amount
- [ ] 20’x20’ Unfurnished $6,000/Day (Circle Day(s): Sat / Sun / Mon / Tues ) or $12,000 (All Days, Sat - Tues) $___________ Total Amount
- [ ] 20’x20’ Furnished $6,500/Day (Circle Day(s): Sat / Sun / Mon / Tues ) or $15,000 (All Days, Sat - Tues) $___________ Total Amount

Advertising and Sponsorships
Please see separate catalog and contract here:
www.iahcsmm.org/conf-sponsorship-selections or www.iahcsmm.org/conf-advertising-selections

4. AGREEMENTS
Rates, Deposits and Payments:

- [ ] I understand that space will be rented at the rate of $2,400 per 10’x10’ linear space, with a $100 additional charge for each corner assigned. Contracts received after December 31, 2019 require exhibitors are required to pay the full amount of their space selection at the time of purchase. Applications will not be processed and space will not be published or guaranteed until a booth payment has been received. Exhibitor’s materials for display onsite at the show must align with the show PURPOSE and may not conflict with the exhibiter’s descriptions of materials in their print or online conference description; failure to meet these requirements will result in the exhibitor immediately dismantling their display, removal from the show floor, and will not be eligible for any refund of purchased exhibit space, material handling/shipping costs or any other associated fees with their booth. Exhibitors shall not be entitled to a refund of any part of any fee paid should the exhibitor for any reason be unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements. In the event that fire, strike or other circumstances beyond the control of show management causes the exposition to be cancelled, a full refund of the exhibit rental fees paid will be made, which is the limit and extent of IAHCSMM’s liability for such cancellation.

Rules and Regulations:

- [ ] I agree to abide by the Rules and Regulations as outlined in this document.

5. PAYMENT
Booth Space

- [ ] Total amount for linear booths chosen above $___________
- [ ] + Total amount for corner booths chosen above $___________
- [ ] + Total amount for exhibitor meeting space chosen $___________

Grand Total (combine all five lines) $___________

Contracts received after December 31, 2019 require payment in full.

- [ ] Check enclosed, payable to IAHCSMM. Remit to IAHCSMM, 55 West Wacker Drive, Suite 501, Chicago, IL 60601 USA
- [ ] Charge my credit card the following amount: $___________ Fax to 312.440.9474, Email to jeff@iahcsmm.org or Mail to address above.

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<th>Expiration Date</th>
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<tr>
<td>Printed Name of Card Holder</td>
<td>Signature of Card Holder</td>
<td>Email for Receipt</td>
<td></td>
</tr>
</tbody>
</table>
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