

2018 KAHCF Expo Exhibitor Information and Regulations

Eligibility - The technical exhibit area is open to exhibitors whose products and services are directly related to the health care industry. The Kentucky Association of Health Care Facilities (KAHCF) reserves the right to reject applications for exhibit space of those exhibitors whose products or services do not meet this criterion.

Payment for Exhibit Space - Exhibitors shall pay all charges for exhibit space when submitting the contract. Any optional costs shall be the exhibitor's responsibility and can be obtained through the official decorator for KAHCF. ***No exhibitor booth space will be assigned until full payment is received by KAHCF.*** Contributions or gifts to KAHCF are not deductible as charitable contributions for federal income tax purposes.

Cancellation and Refunds - Cancellations made prior to August 15, 2017 will receive a full refund. Cancellations between August 16 and September 1 will be charged a \$400 fee. Cancellations after September 1st will not receive a refund. **Cancellations must be made in writing and send via fax (502-425-3431) or email (mstivers@kahcf.org).**

Use of Space - Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space allocated, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business. However, an exhibitor may use equipment or the product of another exhibitor in his booth for the purpose of better product presentation of his own product but may not give credit to the manufacturer.

Installation of Exhibits - Installation of exhibits may begin at 8:00AM on Tuesday, November 14 and must be completed no later than 3:00PM for the opening of the Exhibit Hall at 4:30PM.

Removal of Exhibits - Exhibits must close at 1:00PM. on Wednesday, November 15. Exhibitors must complete arrangements for removal of materials from The Galt House in accordance with the instructions provided from Excel Decorators, Inc. All exhibits must be removed by 3:00PM

Storage - The official storage contractor is Excel Decorators, Inc. An exhibitor packet will be emailed with the shipping address for the Excel Decorators, Inc. storage in the Louisville area or call their office for more information 502-962-1119. Exhibit items shipped to Excel for storage by October 28th will be delivered to the exhibitor booth no later than 8AM on Tuesday, November 14. Exhibitors that have items shipped directly to the Galt House Hotel or to the UPS store will be responsible to make all arrangements to locate and deliver their items.

Care of Exhibit Space - The exhibitor must, at their own expense, maintain and keep in good order the exhibit and the space for which they have contracted. Special Visual and Sound Effects Audiovisual and other sound and attention-getting devices and effects will be permitted only if the prior written consent of the KAHCF is obtained and all motion picture exhibitors shall be governed by local union regulation.

Sound Systems/Entertainment - Sound systems (loudspeakers, amplifiers, radios, broadcasting devices, music systems, or instruments) may not be used or operated without prior approval from KAHCF. If approved, volume levels, operation hours, location and manner of operation will be controlled by KAHCF. Approved sound systems must be kept at volume levels that do not disturb normal business in adjoining areas. KAHCF's discretion will be final in all such circumstances and they reserve the right to revoke permission to use such equipment.

Liability and Security - **Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times. Uniformed security personnel will be on duty all hours that the exposition is closed. KAHCF, nor the guard service, nor The Galt House Hotel will be responsible for loss of any material by or for any cause.** KAHCF strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this meeting as well as during installation, exhibit days, and dismantling. The exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. The exhibitor agrees to protect, save and keep the KAHCF and The Galt House Hotel, the legal entities which own, lease and/or operate The Galt House Hotel, forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms and conditions contained in the agreement between The Galt House Hotel, the legal entities which own, lease and/or operate The Galt House Hotel, and KAHCF regarding exhibition premises. The exhibitor assumes complete responsibility and liability for all injury to any and all persons and property or in any way connected with the exhibitor's display caused by the exhibitor, exhibitor's agents, representatives or employees. The exhibitor indemnifies and agrees to hold harmless the KAHCF, and the legal entities which own, lease and/or operate The Galt House Hotel, their members, officers, directors, and employees against any and all liability whatsoever arising from any damage to property or personal injury or loss caused by exhibitor or exhibitor's agents, representatives, employees, or any other person.

Exhibitor's Representatives/Name Badges - Each exhibitor must provide an attendant within the exhibit space at all times during the open hours of the Exhibit Hall as defined under Exhibit Hours. No one will be permitted in the exhibit hall without an Exhibitor Badge. **No more than 5 representatives of an exhibit booth space will be allowed in the booth at any one time** (1 booth = 5 exhibitors, 2 booths = 10 exhibitors, etc.). KAHCF will print 5 name badges per booth for exhibitors at no cost. ***Any amount printed over 5 per booth will be assessed a fee of \$25 per name badge.***

Name badges will not be printed onsite (including name changes). Any representative not registered by **Friday, November 9th** will be issued a generic KAHCF Exhibitor badge to gain access into the expo area.

Attendance - The exhibit is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for booth assignments. No other persons or concerns, including those persons or concerns are eligible to attend the exhibition and be on the exhibit floor, will be permitted to attend the exhibition for the purpose of demonstrating their products or distributing advertising materials at the exhibit hall. Any violation of this policy will be followed by the prompt eviction from the exhibit areas of the offending person.

Social Functions - Social functions in public areas of the hotel may be conducted by exhibitors during non-exhibit hours with the written approval of KAHCF. Social functions shall be scheduled at a time and place which will not interfere with activities scheduled by the KAHCF.

Over-The-Counter Sales - Exhibitors are encouraged to offer information that is educational, professional, and instructional. The over-the-counter sale of goods for onsite delivery is expressly prohibited everywhere in the exhibit hall. The prohibition includes the acceptance of credit cards by exhibitors.

Food Service - Free samples of food, beverage, or any product may be given away or otherwise distributed by any exhibitor with prior written approval of KAHCF. Samples must be limited to items that the vendor uses in the regular course of business or marketing.

Violations - Violations of any of these regulations on the part of the exhibitor or exhibitor employees or agents shall, at the option of the KAHCF, annul the right to occupy space, and such exhibitor shall forfeit to the KAHCF. All matters and questions not covered by the policies and procedures governing the 2018 Annual Convention and Expo are subject to the decision of the KAHCF. These policies may be amended at any time by the KAHCF, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original policies and procedures. In the event of any amendment or additions to these policies, written notice will be given by the Kentucky Association of Health Care Facilities to such exhibitors as may be affected by them.

The Galt House Hotel Exhibit Rules & Regulations

- At no time is anything to be leaned against or near walls, drapes, doors, and/or windows.
- Storage areas are to be kept neat and orderly at all times.
- Nothing except carpet on carpet shall be pasted, tacked, nailed, or otherwise attached to walls, drapes, doors, windows, floors, or other parts of the facility or furniture contained in the facility. Carpet on carpet must be attached with carpet tape.
- Public hallways, corridors, lobbies, etc. are not to be used when transporting freight, equipment, etc. At no time are facility main entrances to be used.
- All exhibitors are subject to the Fire Marshal Regulations of the City of Louisville and the Commonwealth of Kentucky.
- Exhibitors utilizing special power requirements must contact the Galt House.
- At all times, service and/or freight elevators are to be used. Use of passenger elevators for transporting equipment, materials, etc. is not permitted.
- Galt House requests that dollies, preferably with pneumatic tires, be used for moving equipment and freight that cannot be hand carried.
- No transporting equipment is to come into direct contact with facility carpet. Protective covering must be laid for the distance that such equipment must travel within the facility.

If you have questions regarding compliance with The Galt House Hotel, contact the KAHCF office.