



EXHIBIT POLICIES & GENERAL INFORMATION

Exhibit Space Reservation and Payment

Your completed application indicates an intent to exhibit and is considered a contract once payment is received. To reserve and submit payment for your booth, [visit the FOCIS online store](#).

Exhibit Schedule

Exhibitor Registration

Monday, June 17 – 2:00 pm – 5:00 pm
Tuesday, June 18 – 7:00 am – 5:00 pm
Wednesday, June 19 – 7:00 am – 5:00 pm

Exhibitor Hours

Tuesday, June 18** – 6:00 pm – 7:30 pm
Wednesday, June 19 – 7:30 am – 7:30 pm
Thursday, June 20 – 7:30 am – 7:45 pm

Exhibit Installation

Tuesday, June 18 – 1:00 pm – 5:00 pm

Exhibit Dismantle

Thursday, June 20 – 7:45 pm – 10:00 pm

**Booth may be unstaffed until 6:00 pm. Please note attendee coffee breaks will be in the exhibit hall from 7:30 am – 8:00 am, 9:30 am – 10:00 am, and 2:45 pm – 3:15 pm.

Exhibit Cancellation

If an exhibitor wishes to cancel or reduce exhibit space, written notification must be sent to the FOCIS Executive Office at info@focisnet.org. If written notification is received:

Before April 30, 2024	Refund granted, minus a \$150 processing fee per space ordered
Between April 30 - May 17, 2024	50% refund
After May 17, 2024	No refunds

It is the exhibitor's responsibility to cancel any other arrangements with the exhibition, including hotel reservations, etc.

Booth Preference

Confirmed exhibitors will receive a final Exhibition Hall floor plan to make their selections. Exhibit booth placement will be assigned on a first-come, first-served basis. FOCIS reserves the right to assign booth space.

Exhibit Booth Personnel

All exhibitor personnel must register before May 3, 2024. Once payment is received, a discount code to register your complimentary booth staff will be provided. Please contact info@focisnet.org for any additional booth staff you want to register at the \$120 rate.

Exhibit Listing for Final Program

Product/service descriptions and public contact information are required for publication in the Final Scientific Program. Fifty (50) word descriptions should be typed in paragraph form. Exhibit descriptions longer than 50 words will be edited. Descriptions must be sent to Larissa Mickelson at lmickelson@focisnet.org by April 29, 2024. The printed program or mobile app may not include descriptions received after the deadline. Exhibit location will not be assigned, and your exhibit will only be promoted once the FOCIS office receives this information.

Failure to Occupy Space

Exhibitors not occupying booth space by 6:00 pm on Tuesday, June 18, 2024, will forfeit their booth space without a refund. The space may be resold or used at the sole discretion of FOCIS.



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Exhibit Rules & Regulations

All exhibitors must adhere to the following Exhibit Rules & Regulations and all guidelines in this prospectus, all incorporated by reference as part of the Exhibitor Application/Contract. The exhibitor must ensure all booth staff know and adhere to these rules. FOCIS reserves the right to interpret and make final decisions regarding all rules & regulations. Exhibitors agree to abide by the following regulations when applying for exhibit space.

Americans Disabilities Act (ADA) Compliance

Each exhibitor is responsible for complying with the Americans with Disabilities Act (ADA) within its booth and assigned space and conforming to all local labor regulations.

Booth Relocation

FOCIS reserves the right to adjust the floor plan at any time and relocate exhibitors should it become necessary or advisable in the best judgment of FOCIS. Every effort will be made to relocate the exhibitor to another comparable space if FOCIS deems such a relocation necessary or appropriate.

Cancellation of Exhibits

It is mutually agreed that this agreement will be terminated if FOCIS 2024 is canceled due to disasters, strikes, governmental regulations, or causes that would prevent its scheduled opening or continuance. The management of FOCIS shall determine an equitable basis for refunding a portion of the exhibit fees, if possible, after due consideration of expenditures and commitments already made.

Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, state, and federal governing bodies concerning labor, fire, safety, and health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with the fire department and underwriters' rules.

Demonstrations and Canvassing

Demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow or infringe on neighboring exhibits. Demonstrations will not be permitted outside of the exhibitor's assigned booth space. Any demonstrations must be pre-approved by FOCIS. An exhibitor may not canvass or distribute advertising material outside the exhibitor's booth space. Canvassing or marketing any product in any part of the Exhibition Hall, meeting rooms, or public areas by anyone representing a non-exhibiting firm is strictly prohibited.

FOCIS Logo Usage

The name, logo, and acronym of the Federation of Clinical Immunology Societies and FOCIS 2024 are proprietary marks. Using these marks is strictly prohibited without FOCIS's written permission and approval. Permission to use the name, logo, and acronym of the Federation of Clinical Immunology Societies must be requested at least two weeks before the printing or intended usage of the mark(s). Written requests for logo usage should include a clear description of how the name, logo, or acronym will be used and a sample of the intended piece. If approval is granted, an electronic file of the FOCIS logo will be made available.

Food & Beverage

FOCIS must be notified of an exhibitor's intent to distribute food or beverage items in the Exhibition Hall. All such items must be approved by FOCIS and ordered through FOCIS. Exhibitors are not permitted to bring in outside food or beverages.



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Giveaways & Contests

Following AMA ethical guidelines regarding gifts to physicians, exhibitors must limit promotional items to products of benefit to patients or those that can be used during the Annual Meeting or in the professional activities of the delegate. Items like golf tees, stuffed animals, etc., are not acceptable giveaways. Prizes, contests, awards, drawings, raffles, or lotteries held at any time or place within FOCIS 2024 must be pre-approved, in writing, by the FOCIS Executive Office. Gaming devices of any kind are not allowed in the Exhibition Hall.

Indemnification and Insurance

The exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and save FOCIS, the San Francisco Marriott Marquis, and their employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the Expo premises or part thereof, excluding any such liability caused by the negligence of said parties, employees or agents. In addition, the exhibitor acknowledges that neither FOCIS nor the San Francisco Marriott Marquis maintains insurance covering the exhibitor's property and that it is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. Exhibitors wishing to insure their exhibit materials and goods against theft or damage by fire, accident, or loss of any kind must do so at their own expense. Every exhibitor is responsible for obtaining insurance (liability, fire, and theft) in such amounts deemed appropriate to comply with its obligations hereunder.

No Smoking

Smoking is prohibited in the Exhibition Hall and all meeting rooms.

Photography/Videotaping

Videotaping and photography within the Exhibition Hall are prohibited except by the official FOCIS photographer unless approved in advance by FOCIS.

Selling of Products/Services

The sole purpose of contracting space is to display and/or demonstrate products/services. Selling any products and services is prohibited in the Exhibition Hall. Product order forms may be distributed, but the exhibitor may not accept checks, credit card information, or other forms of payment.

Staffing

Exhibitors must staff their booths during the indicated peak hours of the exhibit hall. Exhibit personnel will be allowed in the hall one hour before the exhibits open and may remain one hour after the exhibits close each day. Exhibitors, the sole booth staffers, may take brief breaks.

Subletting Space

Subletting and sharing exhibit spaces are only permitted within the divisions of the same company. Any space sharing must be pre-approved by FOCIS.

Admission Policy

Admission to the Exhibition Hall is by name badge only. Exhibit hall entrances are monitored for proper identification. Exhibit booth personnel must show an official FOCIS badge to access the hall during installation, exhibit, or dismantling hours. Independent contractor personnel hired by an exhibitor to install and dismantle their display should possess identification that the independent contractor employs them. Independent contractors must obtain a name badge at the exhibitor registration desk if they need proper identification. All registered exhibit personnel must always wear their official FOCIS name badge when working at the booth. This regulation applies to individuals dispensing information about the organization's products or services and individuals contracted to



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provide any other service or information within the booth. The Poster & Exhibition Hall will be locked outside FOCIS 2024 meeting hours. FOCIS and/or the San Francisco Marriott Marquis are not responsible for any loss or damage to exhibitor property.

Attire

All exhibit personnel's attire should be consistent with the business casual atmosphere of FOCIS 2024 (e.g., a polo shirt or blouse with khaki pants is acceptable). Only FOCIS-sponsored decals, pins, or ribbons may be affixed to delegate or exhibitor badge holders.

Conduct

FOCIS monitors all exhibits. Exhibitors must staff their exhibit booth during the scheduled peak Exhibition Hall hours. Exhibitors who leave the booth unsupervised for long periods or vacate it before the official closing time may lose consideration from exhibiting at future Annual Meetings.

Guest Passes

The Poster & Exhibition Hall at FOCIS 2024 is a professional show for the use and information of the meeting's registered delegates and guests. As such, no passes for guests of exhibit personnel are issued.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their displays, providing this is permitted by the contracted decorator and the exhibitor and the exhibitor-appointed contractors comply with the requirements specified in the Exhibitor Service Kit and the policies of the contracted decorator. The exhibitor must notify FOCIS of the intent to utilize an independent contractor by April 30, 2024, furnishing the firm's name, address, and telephone number. In addition, the exhibitor shall provide evidence to FOCIS that the exhibitor-appointed contractor has filed a proper certificate of insurance with a minimum of \$1 million liability coverage, including property damage.

Exhibitor Service Kit

All exhibitors will receive the Exhibitor Service Kit beginning in April after space assignments have been made. The kit will contain the following important information, including dates and deadlines:

- Freight shipping and handling information
- Electrical and telephone service order forms
- Lead retrieval service order form

Lead Retrieval

Lead retrieval units are available for rent to all FOCIS 2024 exhibitors. More information on renting a lead retrieval unit is included in the Service Kit.