

1. Introduction

In submitting an Exhibit Application, the exhibitor agrees to subscribe to all requirements, restrictions, and any other directives issued by the American Health Information Management Association (AHIMA). AHIMA reserves the right to reject any and all applications at any time for any reason or no reason at all; to reclaim any space; to have any of your representatives removed from the property for failure to conform to the Rules; to re-allot the space; and to offer requested space when available.

All rights and remedies under this agreement shall be cumulative and none shall exclude any other rights and remedies allowed by law. Exhibitors in violation of the below conditions, rules, and regulations governing the convention are subject to prompt disqualification from participation in this and future conventions. Exhibitor shall comply with all conditions, rules and regulations regarding the convention and with the requirements set forth in the Exhibitor Service Kit.

2. Eligibility to Exhibit

The exhibit is an extension of AHIMA's continuing education program; therefore, exhibitors' products and services should be relevant to the health information management (HIM) profession. To exhibit at the convention, exhibitors must be in good financial standing with AHIMA. AHIMA has the right to refuse exhibit space rental if products, services, or displays are not compatible with the general character or quality of the exhibit. The rules, policies, and regulations outlined on this form and in the exhibitor service kit are part of the exhibitor's contract.

3. Space Assignment

The first opportunity to reserve 2019 booth space was at the 2018 AHIMA Convention and Exhibit. This on-site selection is based on the AHIMA Priority Point System. After this, booth assignments received by AHIMA are processed on a first-come, first-served basis by the date the booth space contract and deposit are received. If an exhibitor's first selection of space has already been assigned, AHIMA will allocate the next-best available space. Upon receipt of contract and deposit, space assignment(s) will be sent within five to seven business days. If the exhibit hall space is sold out, notification will be made immediately by phone and the organization applying to exhibit is placed on a waiting list. AHIMA assumes that the exhibit space assignment is accepted unless AHIMA receives a written denial within 30 days of notification. Date of notification is the date AHIMA mails the notification. AHIMA reserves the right to modify the floor plan or move the exhibitor's booth location to accommodate floor plan configuration or traffic flow. Points are awarded to exhibiting companies for booth size, number of years exhibiting, sponsorship, advertising, survey completion, and utilizing the official housing vendor. Points are calculated using the categories outlined in the Exhibit Service Manual. The Priority Point list is created prior to each year's space selection in descending order from the company with the highest amount of points. The company with the highest point total will select space first, followed by consecutive companies in descending point total order. Please refer to the AHIMA Exhibitor Service Manual for more details.

4. Space Rental Fees

The standard rental fee per 10' foot x10' foot booth space is \$2,800. An additional \$1,500 surcharge is applied to island booths (those with aisles on all four sides.) An additional fee of \$250 is applied to each corner of inline booths.

5. Terms of Payment

As a precondition to participation in the convention all accounts must be current, and the exhibitor must be in good standing with AHIMA. Payment for exhibit space must be paid in accordance with the payment schedule outlined on the Exhibit Application. *If payments are not made by the exhibitor as required, AHIMA may at its option terminate this application without notice or consider said exhibitor last in priority when assigning available booth space or, if a booth space has been assigned, reassign the exhibitor to a different booth space.* If AHIMA received two (2) or more checks from Exhibitor, which are returned by Exhibitor's bank for insufficient funds, AHIMA may require that all checks thereafter be bank certified or cashier's checks. All bank service charges resulting from any bad checks shall be incurred by the exhibitor. Applications from outside the United States, no matter where they originate, will not be accepted unless accompanied by payment in US dollars and paid by certified check, cashier's check, money order, AHIMA approved credit card or wire transfer on a US bank.

6. Cancellation or Reduction of Space

See cancellation policy included in both space application. AHIMA has the right to cancel, reduce, or redistribute allocated booth space upon reasonable cause or due to events that make performance impossible. In the event of such an occurrence, AHIMA will provide written notification and agrees to negotiate in good faith toward refund or reduction of the exhibit refund policy. If any part of the exhibit area is damaged, or the exhibitor is not permitted to occupy their assigned space, the exhibitor will be charged only for space that was actually occupied. AHIMA is released from any

and all claims for damages that may arise in conjunction with the above. The cancellation fees printed on the front of the contract will apply for reduction of space.

7. Cancellation of Exhibition

In the event the AHIMA Convention and Exhibit is cancelled due to disasters, strikes, government regulations, or causes preventing its scheduled opening or continuance, AHIMA and its exhibitors agree that this agreement will be terminated. Considering expenditures and commitments already made, AHIMA will determine refunds on an equitable basis.

8. Mergers

In the event of a merger of two or more exhibiting companies, the following rules will apply: One main contact will be designated by the purchasing company to AHIMA, for all related correspondence and questions. The exhibit booth will have one identity both in the physical space and in the on-site program. A courtesy listing (example: ABC Company, see World Alliance) will be provided if requested in writing. In the event of mergers or buyouts only, an additional listing can be purchased for \$2,800 for each company now under the umbrella organization. The listing will be limited to the company description and product listing sections only. These additional listings are subject to the approval of AHIMA, and available only in the event of a merger, buyout, or the like. The same cancellation policy of fees and dates will apply to mergers regardless of the ability of AHIMA to resell the booth space. Priority Points-the company with the highest point total will prevail. Points will not be combined for all companies that merge. This allows the company with the highest point total to keep the priority ranking they have achieved.

9. Installation or Dismantling of Exhibit

Installation begins at 8 a.m. on Friday, September 13th and must be completed no later than 12:30 p.m. on Sunday, September 15th. Space not occupied by 12:30 p.m. on Sunday, September 15th reverts to AHIMA for discretionary use. Dismantling begins at the show's close on Tuesday, September 17th at 4:30 p.m.* and must be completed by Thursday, September 19th at 11 a.m. Exhibitor booth space must be staffed during the specified exhibit hall hours with complete display intact. Companies dismantling prior to show close will lose all of their accumulated priority points and will be fined \$500. Note: The exhibitor assumes all financial responsibility for installation and dismantling of the exhibit. Booth carpeting is mandatory and is the responsibility of each exhibiting company. Exhibitors can use their own or rent it from the general contractor. In the case of an emergency, as determined by show management, if an exhibitor must leave early, they may leave their display intact until the close of the exhibit hall. At that time, the exhibitor can make arrangements for the general service contractor to dismantle their booth on their behalf and expedite their return shipment; all costs to be incurred by the exhibitor.

***Times are subject to minor change depending upon changes to the education schedule of the show.**

10. Exhibitor Use of Space & Demonstrations

Exhibitor participation will be limited to those companies whose products and services are of specific interest to those attending the convention. Any products/services that are not listed on the application to exhibit or which do not relate to the purpose of the convention may not be exhibited at the convention.

Exhibitors may not assign, sublet, or apportion the whole or any part of their allotted space. Exceptions are made for those organizations with an existing formal partnership outside the exhibition. In addition, exhibitors may not advertise or display products or services other than those manufactured or sold in their regular business. Exhibitor company descriptions in the on-site program will be limited to one company name and identity listing regardless of affiliations or mergers. See Mergers (paragraph 8.)

Exhibitors may not display or distribute signs, brochures, flyers, samples, advertising devices, or similar items, nor shall they peddle, canvas, solicit or distribute handbills or flyers outside their booth spaces. Any materials deemed inappropriate by AHIMA shall not be distributed. Any materials distributed outside of your contracted booth space, without prior approval will result in a loss of priority points.

Demonstrations must be administered within the confines of contracted exhibit space. Special promotional activities or entertainment are no exception. Live performance of music in the exhibit hall is not permitted. *For recorded music, licensing is the sole responsibility of the exhibitor.*

11. Selling on the Exhibit Floor

Exhibitors are permitted to sell products directly to attendees from their booths on the exhibit floor. All exhibitors selling merchandise from the show floor or taking orders on either a wholesale or retail basis are responsible for obtaining the appropriate business license(s) and for paying all applicable state and local taxes.

12. Solicitation

Only credentialed attendees, exhibitors, vendors, facility, and AHIMA staff will be admitted to the exhibit hall. No other personas will be given access to the hall, including those wishing to demonstrate products, distribute advertising material, canvass, solicit orders, request participation in unauthorized surveys, recruit personnel, or any other activity. Any exhibitor canvassing in any part of AHIMA's convention facilities will be removed by security. Violators will also surrender any accumulated priority points.

13. Liability

Neither AHIMA nor the Facility nor AHIMA's General Contractor for the Convention, or such other contractor as AHIMA may designate, nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any claim, damage, loss, harm or injury to the person or any property of the Exhibitor, or any of its officers, agents, employees or other representatives, resulting from the Exhibitor's use of the Facility or from theft, fire, water, accident or any other cause, including, but not limited to, claims arising out of any negligent or intentional act or omission of Exhibitor or any of its officers or agents (including any Exhibitor Appointed Contractor), that causes or results in (1) damage to, or destruction of, property of any party, and/or (2) death or injury to persons, and neither the AHIMA nor the Facility, nor the General Contractor, shall be obligated to obtain insurance against any such claim, damage, loss, harm, or injury. It is understood and agreed that all property of Exhibitor shall remain in the Exhibitor's custody and control in transit to or from, or within, the Facility. It is understood between the Exhibitor and AHIMA that AHIMA provides an opportunity for Exhibitor to display his product or service to persons attending the Convention. Exhibitor understands and agrees that AHIMA cannot guarantee either attendance, sales by Exhibitors or climatic and other conditions outside or inside the Facility.

14. Indemnity

Exhibitor hereby agrees to indemnify, defend and protect AHIMA, the Facility, and General Contractor, and hold and save those parties against and from, any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expenses of whatever kind or nature which might result from or arise out of Exhibitor's use of the Facility or any action or failure to act of the Exhibitor or any of its officers, agents (including any EAC), employees, or other representatives, including but not limited to (1) any claims of damage or loss to property, or from or out of any damage, loss, harm or injury to the person of the Exhibitor or any of its officers, agents, employees or other representatives; (2) any claims or liability by or to third parties arising out of conduct or omissions which are in breach of Exhibitor's obligations under this agreement; or (3) any claims arising out of any negligent or intentional act or omission of Exhibitor or any of its officers or agents (including any EAC) that causes or results in damage to, or destruction of, property of any party, and/or death or injury to persons.

15. Exhibitor Insurance

All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the facility. AHIMA and the Facility do not maintain insurance covering exhibitor's property. Exhibitors shall carry Comprehensive General Liability coverage, including premises, operations, and contractual liability coverage of at least \$500,000 for Personal Injury Liability and \$500,000 for Property Damage Liability and Statutory Workers' Compensation insurance in full compliance with all federal and state laws and covering all of the exhibitor's employees with coverage of at least \$100,000 per injury. *Every exhibitor is required to have a certificate of insurance and to name AHIMA as an additional insured. A certificate of insurance must be made available to AHIMA in advance and upon request on-site at the Convention. All insurance policies must name the exhibiting company as the insured. EAC contractors who provide services to exhibiting companies will need to complete and return an exhibitor appointed contractor (EAC) notice form. All EACs will also need to submit a certificate of insurance for their work. The exhibiting company must also provide a certificate of insurance for its presence at the show.*

16. Damage to Exhibitor Property

Exhibitors are responsible for damage to uncrated or improperly packed shipments, concealed damage, and loss or theft of material after delivery to booth or before material is picked up for return movement. It is expressly understood that the exhibitor will make no claim of any kind against AHIMA for any loss, damage, or destruction of goods, nor for any damage of any nature to their business by reason of the failure to provide space for any exhibitor or removal of the exhibit. If you notice any damage to crated materials please bring it to the attention of the general contractor at the service desk as soon as possible. Exhibitors are required to file a damage report with the freight foreman prior to leaving the show.

17. Facility Rules & Damage to Facility Property

Exhibitor shall strictly comply with all conditions imposed by McCormick Place in its contract with AHIMA, and with the rules and regulations of the facility. Please visit <http://www.mccormickplace.com/exhibitors/exhibitors.php> for more information.

Each booth space must be left in its original condition. The exhibitor is liable for any damage caused to their exhibit space or to other exhibitors' property. The exhibitor may not mar, tack, make holes, or apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment. If exhibitor fails or refuses to restore the booth to the above-described condition on or before the end of the exhibition period, AHIMA will restore and recover cost of so doing from the exhibitor.

18. Security

Exhibitor agrees to cooperate with any security programs adopted for the Convention center or the convention, including, without limitation, procedures and limitations established for the movement of personal property and persons into and out of the Convention center and the floor the booth space is on. Show Management specifically reserves the right to control ingress to and egress from the area at all times. AHIMA reserves the right to refuse admission to any person or persons including children, exhibitors, attendees and visitors, in the interest of welfare and safety.

AHIMA will provide general security for the Exhibit Hall and public areas of the convention center. Although guard service is furnished, neither AHIMA nor the Facility will be responsible for damage to, loss, or theft of property belonging to any exhibitor, their agents, employees, business invitees, visitors, or guests. Each exhibitor is required to carry their own insurance. Every exhibitor should have a certificate of insurance for general liability in their possession at the convention and name AHIMA as an additional insured. We strongly recommend that you do not leave any valuables (for example, laptops, flat screen monitors, and the like) unattended in your booth. If you have such valuable items in your booth, you may consider hiring independent security personnel.

19. Crate Storage

Empty crates, boxes, and skids shall be labeled "empty." These items will then be removed from your booth, stored, and returned at the conclusion of the convention. "Empty" stickers will be available at the exhibitor service desk. Empty crates, boxes, and skids may not be stored behind, under, or adjacent to any part of your display that may be visible to convention attendees.

20. Hanging Signs

Hanging signs will be allowed ONLY in island booths (aisle on all 4 sides). A rigging service order form can be found in the Exhibitor Service Kit, along with the General Contractor's forms. The top of each sign must go no higher 26'; the bottom may not be lower than 13'.

21. Carpet

All occupied booth space must have carpeting or floor covering. Carpet is not included in the booth rental fee. If you do not have carpet or appropriate floor covering installed by 12:30 pm on Sunday, September 15th, AHIMA will enforce carpet and the exhibitor will be responsible for all fees.

22. Housekeeping

Public areas of the convention center and exhibit hall will be cleaned on a nightly basis. The exhibitor must, at their expense, neatly maintain the contracted exhibit space. AHIMA reserves the right to order daily cleaning if the booth appearance is unsightly.

23. Lead Retrieval

Exhibitors may use their own lead retrieval units or rent them using the form in the Exhibitor Service Kit. The attendee bar code will include attendee name, attendee job title (when provided), company, work mailing address, work phone number, fax and email. Attendees may decline to allow you to scan their badges.

24. Union Labor Jurisdictions

The following information is a general overview of the labor unions that work at McCormick Place. The general service contractor and audio-visual provider will provide more information regarding the trades that they employ.

McCormick Place Exhibitor and Technical Services will provide the following labor:

- **Communication Service Technicians:** Responsible for the installation, repair and dismantle of all voice and data service including fiber optics and Internet and Cable TV installations, as well as performing all in - booth voice and data wiring of exhibitor - owned telecommunications equipment.
- **Audio Technicians:** These electricians are responsible for the audio in the meeting rooms when using the McCormick Place house sound system.

Your general service contractor will arrange for most of the personnel needed to perform services that are covered by union jurisdictions in the exhibit hall.

- **Carpenters:** They are responsible for uncrating exhibits and display materials, installing and dismantling exhibits including cabinets and machinery, installing and dismantling scaffolding and ganging chairs.
- **Decorators:** They are responsible for hanging signs and installing all drapes, cloth and/or tucked fabric panels.
- **Riggers:** They move machinery and also unload trucks. They are responsible for uncrating, unskidding, positioning and re-skidding all machinery.
- **Teamsters:** They unload and move freight from the loading dock to the exhibit booth. Teamsters drive fork lifts.

Your audio-visual provider employs the following:

- **Projectionists:** They are responsible for load - in, set - up, staging and striking of any and all equipment, including but not limited to, motion picture, video, laser, slide and film used for the projection of an image on a screen or surface. The Projectionists (IATSE Local 110) will install projection equipment and build screens with dimensions smaller than 10½' x 14'. Anything larger will be assembled by the Stagehands (IATSE Local 2).
- **Stagehands:** They are responsible for work in production areas (live or programmed presentations such as General Sessions, Meetings, Entertainment, or other performances or demonstrations using powered lighting, sound, and/or AV equipment).

Event Appointed Contractor (EAC)

McCormick Place registers all EAC company's working in the facility. This registration process is subject to an annual fee and provides the following services:

- Verifies insurance to protect both our customers and the facility.
- Supports the McCormick Place badge program that helps to secure the facility.
- Supports the facility protection program that is in place.
- Addresses professional conduct that is expected of all contractor personnel that work in the facility.

EAC companies that are not registered will not be allowed to work on the property.

25. McCormick Place Fire Safety Regulations

Fire Prevention reserve the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 (FAX 312-791-6013) can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.

- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the Exhibitor.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test.

General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire-retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products need to be treated as well.

Open Flame Devices

Used for illumination or decorations, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal and Show Management.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with 24-inch clearance for the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2-A: 10-BC strategically located within the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel is allowed in the booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to show closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department (CFD):

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the McCormick Place Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
- A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
- All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container

- shall be empty. Up to two aerosol cans may be used for demonstration purposes
- only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). The Fire Safety Office will need copies of the MSDS before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens, or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2-A: 10-BC ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited. Also, see Booth Staging requirements as they also apply in these areas.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times.
- Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the CFD to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

Format 1: Exhibits with two stories fewer than 225 square feet

Format 2: Exhibits with two stories at or over 225 square feet

Format 3: Exhibits with ceilings under 225 square feet

Format 4: Exhibits with ceilings at or over 225 square feet

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1-4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance

Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No

4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30 - foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery - operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL - approved (or similarly approved) 2 - 1/2 pound ABC - type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square - foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the CFD at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre - show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

26. Vehicle Displays: Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move - out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Displayed vehicles must be indicated on submitted floor plans and are subject to the specific restrictions. Please contact Kelli Wondra (kelli.wondra@ahima.org) if you plan on using a vehicle in your display.

27. Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your general service contractor manages hazardous material removal. It is your responsibility to find a vendor to handle these hazardous materials.

28. Exhibitor Appointed Contractors (EAC)

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the exhibitor must inform the Official Show Contractor of the name of the exhibitor appointed contractor (EAC) and the work to be performed. Additionally, the exhibitor must complete and return the necessary authorization form(s) provided by the Official Show Contractor with the EAC's certificate of insurance no later than 30 days prior to the show. This form is available in the General Service Contractor section of the Exhibitor Service Kit. Note: the exhibiting company is also required to submit a certificate of insurance in its own name.

29. Americans with Disabilities Act

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the ADA; and (iii) that it shall indemnify and hold AHIMA harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses that may be incurred by or asserted against AHIMA, its officers, directors, agents, or employees on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA.

30. Alcohol on the Exhibit Floor

Alcohol is allowed to be served on the exhibit floor in the confines of your exhibit booth only after 2pm. Any beverages served in an exhibitor's booth must be ordered through the exclusive facility catering company.

31. Animals

In compliance with ADA, McCormick Place welcomes service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

32. Balloons

Helium balloon displays are **not** permitted in the convention center and helium balloons may not be used as giveaways.

33. Children

No one under the age of 18 will be permitted on the exhibit floor at any time, including set-up and tear-down.

34. Models

AHIMA permits the use of models or professional demonstrators in exhibitor's booths provided they are properly clothed and dressed in good taste at all times. We require they limit their promotional activities (for example, demonstrations and dispensing of literature or samples) to the confines of the exhibitor's contracted booth space. Exhibitor personnel wearing costumes or banners containing firm names must wear an outer wrap any time it is necessary to leave the confines of the exhibitor's booth. Any type of demonstration or person that is not confined to your contracted booth space may result in loss of priority points.

35. Noise Levels

Each exhibiting company will be limited to a maximum of 65 decibels for any booth activity (that is, presentations, demonstrations, formal or informal meetings). Companies with noise levels beyond 85 decibels will be given one warning. Failure to comply after warning will result in a halt of current booth activities, the loss of Priority Points and/or eligibility to exhibit in future years.

36. Photography

Exhibitors are permitted to photograph their own booth display; any other photography, filming, or use of any such related equipment in the convention center by exhibitors, groups or individuals, other than the official convention photographer appointed by AHIMA, is strictly prohibited.

37. Fireworks (Pyrotechnic Displays)

The use of pyrotechnic displays, such as fireworks, is prohibited.

38. Food

Please be advised that all food brought into the convention center must be purchased through the convention center catering department or at a concession stand in the convention center. This includes bottled water. **Popcorn will NOT be allowed at any time within the exhibit hall.**

39. Smoking: McCormick Place is a smoke-free facility.

40. Exhibitor Listing

Each exhibitor shall be provided a listing by company name in the Exhibitor Directory and On-site Program, or in the Program Addendum. These listings are provided and maintained solely by the exhibitor and will not be altered by AHIMA in any way. Exhibitors whose application to exhibit is received after the print deadline will not be listed.

41. Pre/Post Attendee List

The pre-registered attendee list, which features attendees who have opted-in to marketing communications is available for rent to ***eligible** exhibiting companies, via the Marketing Opportunities Order Form in the Exhibitor Service Kit. Exhibitors with outstanding balances may not purchase the attendee list. The post-show list will be provided to eligible exhibiting companies. *AHIMA reserves the right to determine eligibility based on exhibitor status.

42. Attendee Information Distribution

AHIMA encourages exhibitor efforts to communicate with AHIMA attendees. However, in an effort to meet exhibitor needs and also protect the privacy rights of our attendees, the following policies shall apply:

- All AHIMA attendee name badges are imprinted with a barcode. Barcodes contain the information attendees provided when registering. Exhibitors may request either a business card or may scan attendee badge barcodes using lead retrieval equipment (a rental form will be available in the Exhibitor Service Kit) to obtain contact information for follow-up.
- Barcode Lead Scans: For each scanned badge, AHIMA's chosen lead retrieval service provider agrees to release to the exhibitor attendee name, title, company, work mailing address, work phone, fax, and e-mail, as provided by the attendee. Attendees may decline to allow you to scan their badges.

43. Official AHIMA Event Logo Usage: Logo usage is for the purpose of assisting exhibitors to promote their participation at the AHIMA Convention and Exhibit at McCormick Place. Promotion is defined as pre-convention marketing efforts such as:

- a) Promotional literature (i.e. flyers, invitations, brochures, postcards, etc.)
- b) Website inclusion (i.e. exhibitor's tradeshow calendar)
- c) Advertisements in industry publications

Convention Logo Is Not Permitted for:

- a) Giveaways (merchandise such as, but not limited to, t-shirts, posters, pens, key chains, etc.)
- b) Any item(s) that would be sold by an exhibiting company

Exhibitors who apply for the use of the logo agree to provide a copy of my collateral to AHIMA for review before sending it to their target audience. An application form for this item (with related rules) is included in the AHIMA portion of the AHIMA | General Services Exhibitor Service Manual.

44. Press Kit Distribution

Exhibitor press kits may be distributed in the exhibitor's booth or in the AHIMA Press Room. Press Kits distributed elsewhere will be disposed of. Press Kits are only to be distributed by current AHIMA exhibitors; all others will be disposed of. Exhibitors found distributing press kits in common areas of the convention will lose points and may forfeit exhibit space for future conventions.

45. Giveaways and Raffles

Exhibiting companies may conduct giveaways, raffles or drawings for prizes within their booths. AHIMA may refuse, at its sole discretion, raffles, drawings or distribution of materials it considers objectionable or in conflict with opportunities provided by AHIMA (this includes any scavenger hunts, filling out game boards, etc.) All rules governing the prize must be documented and posted at the drawing site. Giving away samples or promotional items should not interfere with other exhibitors. Exhibitors must confine their activities to their own booth spaces during exhibit hall hours. All activities,

outside standard booth activities must be approved in advance of the convention by Show Management in writing.

46. Merchandise Release Passes

Exhibitor merchandise release passes (available at the staff office) are required for removal of material from the Exhibit Hall, by or for exhibitors during the convention. A pass with an authorized signature must be presented to security when removing cartons, boxes, or exhibit equipment from the convention center. Merchandise release passes are not required for materials handled by teamsters on behalf of exhibitors.

47. Surveys and Market Research

Any contracted exhibitor wishing to conduct market research or surveys during this event must adhere to the following:

- Surveys and questionnaires must be submitted for approval to the AHIMA Exhibits Manager no later than thirty (30) days prior to the exhibition. AHIMA reserves the right to request changes to the survey.
- All surveys or questionnaires must be conducted within the confines of the Exhibitor's booth.
- At no time may exhibit personnel (or those contracted by the exhibiting company) leave their booth to encourage participation or to survey or question attendees.
- Market research companies must identify the names of the clients for whom they are conducting research.
- Survey documents and any publication or results may not include the name of the American Health Information Management Association (AHIMA) or make any reference to the AHIMA Convention and Exhibit that might cause respondents or readers to believe that AHIMA is endorsing, approving, or involved with the research.

An Exhibitor who violates the above guidelines is subject to penalties, may forfeit any priority points, and may be ineligible to participate in future AHIMA activities.

48. Exhibitor-Hosted Functions

Only exhibiting companies may host meetings or special events at the AHIMA Convention & Exhibit (including the host facility and properties in close proximity to the host facility.) Monday evening, September 16th is the specific show night set aside for vendor-hosted functions. No exhibitor or group of exhibitors may sponsor any event that conflicts with AHIMA's sponsored programs during the convention – this includes educational track and educational networking events as well as the Member Appreciation Celebration held Tuesday, September 17th. Any exhibitor who violates the above guidelines is subject to penalties, including the loss of priority points.

Conclusion

AHIMA shall have the full power to interpret and/or amend rules and to make any additional rules and regulations which in its discretion shall be in the best interest of the convention. No modification, waiver or amendment to this agreement shall be binding unless such modification, waiver or amendment is in writing and signed by both parties. Submission of this instrument for examination shall not bind AHIMA in any manner, and no obligation on AHIMA shall arise until this instrument is signed and delivered by AHIMA and exhibitor.

Exhibitors must comply with all local, state, and federal laws, codes, rules, regulations and ordinances in force from time to time affecting the booth space or exhibitors' activities therein.

Enclosure:

[\(2014 IAEE Guidelines for Display Rules & Regulations\)](#)



**I have read and understood the payment and cancellation and refund policy.

**AHIMA follows IAEE guidelines for the construction of inline and island booths. By choosing your preferred booth type, you agree to follow IAEE guideline for the design and construction of your booth.

** I have read and understand the AHIMA Rules and Regulations displayed at the URL referenced here:

[IAEE Exhibit Rules.](#)