The American Society for Radiation Oncology, hereinafter referred to as “ASTRO,” has established the following 2014 Annual Meeting Exhibitor Rules, Regulations and Policies, hereinafter referred to as “Rules,” to protect the integrity of the technical exhibits at the 2014 ASTRO Annual Meeting, hereinafter referred to as the “Exhibit Hall,” and ensure compliance with laws, codes, ordinances and contracts with the exhibition facility. “ASTRO Show Management” as used herein, shall refer to all officers, employees and contractors acting with authority from ASTRO. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space, hereinafter referred to as “Exhibitor,” to ensure that all booth personnel and contractors working on behalf of the Exhibitor adhere to the Rules and conduct themselves in a professional manner.

1. **Purpose**
   The purpose of the 2014 ASTRO Annual Meeting, hereinafter referred to as “the Event,” is to further ASTRO’s objectives for the Event by providing a supportive forum utilizing exhibits, educational opportunities and social networking opportunities.

2. **Eligibility**
   Qualified exhibitors are limited to firms, organizations and agencies whose exhibits promote an awareness of products, technologies and services that are recognized and approved by ASTRO as being in harmony with and supportive of the objectives of the Event. ASTRO has the sole right to determine the final eligibility and qualification of any firm, organization, agency or product for inclusion in the Exhibit Hall. Rulings of ASTRO shall, in all instances, be final with regard to allowed use of exhibit space in the Exhibit Hall. Exhibitor may not assign, sublet or apportion to others the whole or any part of the space that they are allocated. Only the Exhibitor as identified on the Application and Contract for Exhibit Space that has been approved by ASTRO may exhibit at the Event in the Exhibit Hall. Only those products and/or services that are manufactured or distributed by Exhibitor may be displayed in the Exhibit Hall.

3. **Exhibit Space Rules**
   The Exhibit Hall atmosphere must always be congruent with the educational mission of ASTRO. All booth activities and content must be professional in nature and provide educational information related to the field of radiation oncology.

   All exhibit space must be carpeted or covered with an ASTRO approved material. Bare floors in booths are not permitted.

   The minimum exhibit space is 10 foot by 10 foot.

   **Inline booths** will be provided with 8 foot high backdrop, 36 inch draped side rails and a booth identification sign. Hanging signs are not permitted above inline booths. The maximum height of 8 feet is allowed in the rear half of an inline booth and a maximum 4 feet in the front half of an inline booth. No objects or materials that obstruct visibility will be permitted in the front half of an inline booth.

   **Corner booths** are inline booths which are open at one end with intersecting aisles on two sides. All other guidelines for inline booths apply.
**Island booths** are exposed to aisles on all four sides. An island booth is typically 400 square feet (20 foot by 20 foot) or larger, although an island booth may be configured differently. Exhibitors who wish to construct an island booth are required to submit a rendering of the booth with elevation plans and all necessary measurements clearly indicated, as well as any hanging signage, truss/lighting, suspended product, etc., for ASTRO Show Management’s final approval, by the submission date as stated in the Exhibitor Service Manual.

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and that neighboring booths are not inappropriately obstructed. Any theater presentation or demonstration areas should be set back a minimum of 5 feet from the booth edge and allow adequate room for seating or standing without obstructing any aisles.

Island booths may not exceed 24 feet in height from the floor to the top of any structure or from floor to top of any signage unless approved in writing in advance by ASTRO Show Management. Any structure or signage exceeding the 24 feet height rule will be adjusted by ASTRO Show Management to conform with this regulation at the expense of the Exhibitor. Towers and other components over 16 feet in height will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.

Covered or roofed areas must conform to local fire regulations. Exhibitor is responsible for any costs related to this requirement. Contact ASTRO Show Management for more information about these regulations.

Island booths may use special lighting. All lighting must be directly over or in the Exhibitor’s booth and must not affect the aisle or other booths. Exhibit Hall overhead lighting may be adjusted with advance written permission of ASTRO Show Management and must not affect aisles or other booths in any manner. The Exhibitor is responsible for any and all costs related to this request.

**Multi-story booths** must follow the same rules as an island booth and must have a booth rendering with a stamp of a qualified structural engineer attesting to its construction standards. Any company constructing a two story booth must comply with Moscone Center guidelines. Contact ASTRO Show Management for detailed instructions.

**All Island** booths must complete and submit booth renderings including elevations for ASTRO Show Management approval. Booth renderings must be submitted in a digital format (i.e., PDF or JPEG file) via the online booth rendering submission process in the Exhibitor Resource Center.

**Hanging Signs**

Hanging signs will only be permitted for island booths that are 20 foot by 20 foot or larger. Hanging signs may not block the visibility of ASTRO signs or other booths. Hanging digital signs are permitted provided that the images are static in nature and do not flash or move.

The length of the hanging sign is not to exceed 50 percent of the corresponding dimensions of the booth. Example: a single/double-sided sign for a booth measuring 20 foot by 20 foot may not have a sign wider than 10 feet. A four-sided sign in a 20 foot by 20 foot booth cannot be larger than a 10 foot by 10 foot. A circular sign may not have a diameter greater than 10 feet. A triangular sign may not have any side greater than 10 feet.

Signs should be set back 25 percent of the booth’s width dimension from the edge line of the booth. Example: The width of a 20 foot by 20 foot booth is 20 feet. The sign should be set 5 feet off of any side of the booth.

All hanging signs must be approved in advance by ASTRO Show Management by the date stated in the Exhibitor Service Manual. All hanging signs must be shipped in advance to the advance warehouse. Signs not received at the advance warehouse will not be installed.

All exhibitors who plan to hang a sign are required to submit detailed floor plans with placement measurements to ASTRO Show Management for approval by the date stated in the Exhibitor Service Manual. Hanging sign renderings must be submitted in a digital format (i.e., PDF or JPEG file) via the rigging rendering submission process in the Exhibitor Resource Center.
Lighting
Lighting truss may hang at the edge of an island booth provided that all lighting faces in toward the booth and does not affect other exhibitors or aisles. Lighting truss may not hang higher than 24 feet.

Overhead lighting may be dimmed or turned off at the Exhibitor’s expense with prior written approval from ASTRO Show Management. Requests may be made on-site at the Exhibitor Service Desk.

4. Local Laws and Regulations
Exhibitors must comply with all applicable laws and regulations, including rules of the Moscone Center. Exhibitors must follow government guidelines under the Americans with Disabilities Act of 1990 when providing access to exhibit space in the Exhibit Hall. The Exhibitor must strictly observe all applicable fire and safety laws and regulations. All electrical wiring and equipment installed must comply with the facility/local Electrical Code and Fire Department Regulations.

5. Height and Non-blocking Display Regulations
All exhibit display construction designs must conform to the regulations set forth under Section 3, Exhibit Space Rules. Details as to what is allowed for each Exhibitor’s booth so as to enable maximum use of the exhibit space without any detrimental effect on neighboring Exhibitors or the Exhibit Hall as a whole is solely determined by ASTRO.

ASTRO shall have full authority for approval or arrangement and appearance of items displayed.

ASTRO, may, at its discretion, require replacement, rearrangement or redecoration of any item or any Exhibitor booth, and no liability shall attach to ASTRO for the costs that may evolve upon Exhibitor thereby.

Exhibitors with special backgrounds or side dividers must make certain that such material is furnished and placed in such a manner as to not be unsightly to Exhibitors in neighboring booths. If such surfaces remain unfinished at the published end of the setup time of the Exhibit Hall, ASTRO Show Management shall authorize the Official Service Contractor to make the necessary finish adjustments and the Exhibitor must pay all charges involved thereby.

6. Electrical Safety
All wiring on booths or display fixtures within an Exhibitor’s booth must meet underwriters’ rules and standard fire department inspection applicable under all appropriate state, county, city and Moscone Center electrical and fire codes and regulations. This applies to booth construction only and not to pre-wired radio and electronic equipment.

7. Use of Space
Displays and product/service demonstrations are limited to the confines of the Exhibitor’s own booth, as is the distribution of appropriate literature or other approved items. Please refer to Sections 26 and 37 of the Rules for additional guidelines on promotional activities and distribution of printed materials. Violation may result in expulsion from the Exhibit Hall, loss of all priority points earned in 2014 and the exhibitor may be prohibited from participating in future ASTRO events.

Presentations in booths by models and/or demonstrators must be consistent with the professional atmosphere of the Event.

8. Product/Service Display
Any medical device, pharmaceutical or other type of medical product exhibited must comply with all applicable U.S. Food and Drug Administration (FDA) laws, guidelines and regulations; Council for Medical Specialty Societies (CMSS) Code for Interactions with Companies; American Medical Association (AMA) Ethical Opinion on Gifts to Physicians; Advanced Medical Technology Association (AdvaMed) Code of Ethics on Interactions with Health Care Professionals and PhRMA Code on Interactions with Healthcare Professionals.

9. On-site Sales by Exhibitors
Active selling or order-taking by the Exhibitor is NOT permitted at the Event with the exception of books and publications.
10. Exhibitor Conduct

Exhibitor is responsible for ensuring that all exhibitor booth personnel and contractors working on behalf of the Exhibitor are aware of and adhere to the ASTRO Rules, the Application and Contract for Exhibit Space, and applicable law, and conduct themselves in a professional manner.

11. Location of Exhibit Program

The Exhibit Hall of the 2014 ASTRO Annual Meeting will be located in Halls A/B/C at the Moscone Center in San Francisco, California.

12. On-site Booth Assignment Process and Priority Points

Priority is given to 2013 ASTRO Annual Meeting exhibitors. All confirmed 2013 exhibitors will be given a scheduled time, according to priority point rank, to visit the ASTRO Sales Office in Atlanta during the 2013 ASTRO Annual Meeting to select booth space for the 2014 ASTRO Annual Meeting, this process hereinafter referred to as “On-site Booth Assignments.” On or about August 28, 2013, confirmed 2013 exhibitors will be sent a specific appointment time to select their exhibit space.

2013 ASTRO Ambassadors are invited to preselect their exhibit space via a phone appointment to be scheduled before the 2013 ASTRO Annual Meeting. Ambassador booth appointments will be sent on or about August 21, 2013, and based on the Exhibitor’s priority point rank.

On-site Booth Assignments are based on a priority point system, with preference first being given to 2013 ASTRO Ambassadors. Priority points are used as a guideline for space each company has requested and do not guarantee a booth location. Booth assignments will be made in priority point order. Points accrued August 1, 2012 – July 31, 2013, through Ambassadorship, Corporate membership, promotional marketing, advertising and educational grant support will count towards Exhibitor’s 2014 space selection. Annual Meeting priority points earned during this time period will be based on your 2013 exhibit and housing activity. To view the priority point criteria used for the 2014 booth space selection process, please refer to the Exhibitor Prospectus.

If an Exhibitor exhibited at the 2013 ASTRO Annual Meeting, Exhibitor’s priority points will be sent to the exhibitor contact on record. Exhibitor will have the opportunity to review the total priority points earned. Exhibitor must notify ASTRO Show Management of any discrepancies by August 19, 2013. If ASTRO Show Management has not been alerted of any discrepancies by this deadline, it is understood that the Exhibitor’s priority points total is correct and Exhibitor’s booth space selection time will be assigned accordingly. After this deadline, ASTRO is under no obligation to reschedule Exhibitor’s appointment time and/or make adjustments to Exhibitor’s priority points or booth location.

A deposit will not be required at the time of Exhibitor’s appointment. An invoice will be sent on or about October 4, 2013, requiring a 50 percent deposit of total booth fee by November 15, 2013. If the deposit is not received by November 15, 2013, ASTRO reserves the right to release exhibit space being held for resale.

Exhibitors selecting space during On-site Booth Assignments may cancel without penalty if written notification is received via email at astroexhibits@jspargo.com on or before November 15, 2013. If notification is not received by this date, Exhibitor will be financially responsible for the booth space selected as per the terms of Section 17, Cancellation by Exhibitor.

13. Second Round Booth Assignments

Companies not exhibiting at the 2013 ASTRO Annual Meeting may participate in second round booth assignments. Second round booth assignments will begin on November 1, 2013. In order to be considered for second round booth assignments, the Booth Contract and a fifty percent deposit of total booth fee must be submitted to ASTRO Show Management for approval. If the Booth Contract is submitted after June 13, 2014, 100 percent of the total booth fee is due with the Booth Contract. Second round booth assignments are made on a first-come, first-served basis.

14. Dates and Hours of Exhibit Installation, Exhibit Open, and Exhibit Dismantling

Hours and dates for installing exhibits, exhibiting and dismantling exhibits shall be those specified by ASTRO. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exhibit Hall after the specified conclusion of the dismantling period set by ASTRO.
An Exhibitor shall NOT dismantle any part of its exhibit nor restrict any aisle access in any way before the official published beginning time of Exhibit Hall tear-down/dismantle. Any aisles labeled/ marked as FREIGHT ONLY AISLES must remain clear and unobstructed at all times during move-in and move-out.

All exhibits must be fully operational and staffed during the official exhibit hours, as specified by ASTRO.

15. Subleasing of Exhibit Space
An Exhibitor may not sublet assigned exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the Exhibitor “actually contracted for the exhibit space,” except where said articles are necessary for proper demonstration or operation of the “contracted” Exhibitor’s display. In such a case, any manufacturer identification on said article(s) shall be limited to the manufacturer’s normal regular article nameplate.

16. Occupancy Default
Any Exhibitor failing to occupy its contracted exhibit space shall not be relieved of the obligation of paying the full rental charge of said exhibit space. If said exhibit space is not occupied by the time set by ASTRO for completion of the installation of the displays, said exhibit space shall be taken by ASTRO, and reallocated or reassigned to another company for any such purpose or use as ASTRO may see fit, with no release of any contractual financial obligation to originally contracted Exhibitor.

17. Cancellation or Change of Exhibit Program Dates or Venue
In the event that the premises in which the Exhibit Hall is to be conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of ASTRO or its agents, the Event and/or Exhibit Hall may be canceled or moved to another appropriate location, at the sole discretion of ASTRO. ASTRO shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of ASTRO. Causes for such action beyond the control of ASTRO shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Moscone Center, municipal, state or federal laws, or act of God. Should ASTRO terminate any Booth Contract with any Exhibitor pursuant to the provisions of this section, the Exhibitor waives claims for damage arising from such termination. Refunds of “Paid Exhibit Space Fees,” in the event of Exhibit Hall termination or cancellation, shall be made to Exhibitors at the sole discretion of ASTRO and, in any case, will not exceed the amount of each Exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ASTRO through the date of Exhibitors’ notification of Exhibit Hall termination or cancellation or through the completion of Exhibit Hall termination or cancellation processes, whichever is later.

18. Cancellation by Exhibitor
In the event of cancellation of Exhibit Booth Space by the Exhibitor, ASTRO shall determine a Cancellation Assessment Charge covering the reassignment of said space, prior services performed, and other damages related to said cancellation, according to the following Cancellation Assessment Charge schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Cancellation Assessment Charge</th>
</tr>
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<tbody>
<tr>
<td>After November 15, 2013</td>
<td>50 percent of total exhibit booth fee charged.</td>
</tr>
<tr>
<td>After June 13, 2014</td>
<td>100 percent of total exhibit booth space fee charged.</td>
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ASTRO must receive notification of the Exhibit Booth Space cancellation by the Exhibitor in writing and sent via email to astroexhibits@jspargo.com. Date said written cancellation notice is received by ASTRO will determine the Cancellation Date and the appropriate aforementioned Cancellation Assessment Charge(s). In the event of either a full or partial cancellation of exhibit booth space by an Exhibitor, ASTRO reserves the right to reassign canceled booth space, regardless of any Cancellation Assessment Charge. Subsequent reassignment of canceled space does not relieve the canceling Exhibitor of the obligation to pay the Cancellation Assessment Charge. Appropriate payment of any Cancellation Assessment Charge balance due must be received within 15 days of Cancellation Date as defined above.

19. Exhibitor Appointed Contractors
An Exhibitor Appointed Contractor, hereinafter referred to as “EAC,” is a company selected by the exhibitor other than the "general" or “official” service provider(s) listed in the Exhibitor Service Manual and Exhibitor Resource
Center for the Event. For purposes of these Rules, the term EAC shall also include any agent, employee, representative, etc., working on behalf of the EAC. It is the responsibility of Exhibitor as well as any of the Exhibitor’s EACs to agree to and comply with all requirements and specifications in the Rules, 2014 Annual Meeting Exhibitor Appointed Contractor Rules and Regulations, Exhibitor Service Manual and the Exhibitor Resource Center, hereinafter referred to collectively as “EAC Rules and Requirements.” Should Exhibitor’s EAC fail to comply with the EAC Rules and Requirements, EAC may be banned from the Exhibit Hall and Exhibitor may not be permitted to use EAC for the Event.

20. Waiver and Indemnification
(a) Exhibitor assumes responsibility for and agrees to make no claim of any nature whatsoever against ASTRO and/or J. Spargo & Associates, Inc., and/or, their employees and/or designated representatives (“designated representatives” include but are not limited to agents, members, official contractors, Officers, and/or Board of Directors) arising out of or related to its presence at or use of Exhibit Hall premises and/or its participation in the Event, including, but not limited to: (i) loss or damage to any property of the Exhibitor by fire, theft, destruction, vandalism, or any other cause; (ii) any injury to the Exhibitor, its agents or employees by any cause; (iii) loss or damage to the Exhibitor’s business by reason of contracted exhibit space location or the failure to provide the contracted exhibit space for the Event, or by any failure to hold the Event as scheduled; (iv) loss, damage or injury to the Exhibitor’s business caused by fire, electrical service interruption or any other interruptive occurrence; and (v) all consequential commercial damages arising out of any aspect of these Rules. This waiver shall not include claims arising from the gross negligence or willful misconduct of ASTRO and/or J. Spargo & Associates, Inc., and/or their employees and/or designated representatives acting within the scope of their employment or designated responsibilities, and caused by circumstances under the control of ASTRO and/or J. Spargo & Associates, Inc., and/or their employees, and/or designated representatives.

(b) The Exhibitor shall indemnify, defend and hold ASTRO and/or J. Spargo & Associates, Inc., and/or their employees and/or designated representatives (“designated representatives” include but are not limited to agents, members, Official Contractors, Officers, and/or Board of Directors) harmless from and against any and all claims, penalties, damages, losses, costs, charges and expenses whatsoever, including reasonable attorney’s fees and costs, arising out of or related to Exhibitor’s presence at the Exhibit Hall premises and/or its participation in the Event, including, but not limited to: (i) damage or injury to any person, persons, or property arising from or by reason of the occupation and use of the exhibit space; (ii) acts done or caused to be done by the Exhibitor, its agents, employees, guests, or invitees; (iii) any breach by the Exhibitor of its obligations hereunder; (iv) any loss, damage or destruction to property of the Exhibit Facilities caused by the Exhibitor, its agents, employees, guests, or invitees; and (v) any loss, theft, misappropriation or otherwise, or damage or destruction of any property of the Exhibitor or property of its guests or invitees brought into the exhibit areas.

(c) Exhibitor hereby agrees to waive the right of subrogation by its insurance carriers to recover losses sustained under its insurance contract including but not limited to real and personal property.

(d) Exhibitor assumes responsibility and agrees to indemnify and defend the Moscone Center and their employees and agents against any claims or expenses arising out of the use of the exhibit premises. The Exhibitor understands that neither ASTRO and/or J. Spargo & Associates, Inc., and/or their employees and/or designated representatives (“designated representatives” include but are not limited to agents, members, Official Contractors, Officers, and/or Board of Directors) nor their contractors, nor the Moscone Center maintain insurance covering the Exhibitor’s property, personnel and Event attendees, and it is the responsibility of the Exhibitor to obtain and maintain such adequate insurance at the Exhibitor’s sole cost and expense.

21. Insurance Requirements

(a) Exhibitor Insurance. Exhibitor shall procure and maintain insurance against liability for injuries to persons or damage to property which may arise from Exhibitor’s operations relating to the Event. The term for such insurance shall cover the full duration of the Event (Monday, September 8, 2014 – Thursday, September 18, 2014), hereinafter referred to as “Insurance Term.” All property of Exhibitor is understood to remain under Exhibitor’s custody and control in transit to, during the Event and from the confines of the Exhibit Hall area. The cost of such insurance shall be borne by Exhibitor and shall comply with all of the following requirements:
(1) **Commercial General Liability (CGL) Insurance.**

a. **Scope of Coverage and Limits.** Exhibitor’s CGL policy shall provide coverage that is at least as broad as the coverage provided by ISO Form CG 00 01 07 04, written on an “occurrence” basis, with limits of no less than $1,000,000 per occurrence/$2,000,000 general aggregate. Such CGL coverage must be maintained throughout the Insurance Term.

b. **Additional Insured Coverage.** ASTRO and its directors, officers, employees, and volunteers (collectively, “ASTRO”) are to be covered as additional insureds on Exhibitor’s CGL policy with respect to liability arising out of operations performed by or on behalf of Exhibitor in connection with the Event, including materials or equipment furnished in connection with such operations. Additional insured coverage shall be provided in the form of an endorsement to Exhibitor’s CGL policy at least as broad as ISO Form CG 20 26 07 04. Such additional insured coverage must be maintained throughout the Insurance Term.

c. **Primary and Non-Contributory.** Exhibitor’s CGL policy shall specify that it provides primary insurance to ASTRO, and that any insurance or self-insurance maintained by ASTRO shall be excess of the Exhibitor’s insurance and shall not contribute with it.

d. **Verification of Coverage.** At ASTRO’s request, Exhibitor shall furnish ASTRO with an original certificate of insurance evidencing that Exhibitor has procured CGL coverage in accordance with the requirements set forth in these Rules. At ASTRO’s request, Exhibitor shall also furnish ASTRO with an original amendatory endorsement adding ASTRO as additional insureds to Exhibitor’s CGL policy, as required by these Rules. ASTRO’s failure to request a certificate of insurance or amendatory endorsement required by these Rules shall not constitute a waiver of any obligations imposed upon Exhibitor by these Rules.

e. **Deductibles and Self-Insured Retentions.** In the event that ASTRO is required to make a claim under Exhibitor’s CGL policy as an additional insured, it shall be the sole obligation of Exhibitor, and not ASTRO, to satisfy any deductible or self-insured retention.

(2) **Workers Compensation and Employer’s Liability Insurance** for its employees and subcontractors which complies with all federal and state laws.

(3) **Automobile Liability insurance** with a limit of not less than $1,000,000 combined single limit – each accident.

(b) **Exhibitor Appointed Contractor (EAC) Insurance.** Exhibitor shall require and verify that each of its EACs that will be performing operations for Exhibitor in connection with the Event procures insurance against liability for injuries to persons or damage to property which may arise from the EAC’s operations relating to the Event and provides certification as required below. The term for such insurance shall cover the full duration of the Event (Monday, September 16, 2014 – Thursday, September 26, 2014), hereinafter referred to as “Insurance Term.” The cost of such insurance shall be borne by the EAC or Exhibitor and shall comply with all of the following requirements:

(1) **Commercial General Liability (CGL) Insurance:**

a. **Scope of Coverage and Limits.** Each EAC’s CGL policy shall provide coverage that is at least as broad as the coverage provided by ISO Form CG 00 01 07 04, written on an “occurrence” basis, with limits of no less than $1,000,000 per occurrence; $2,000,000 general aggregate; and $2,000,000 products-completed operations aggregate. Such CGL coverage must be maintained throughout the Insurance Term.

b. **Additional Insured Coverage.**

i. ASTRO is to be covered as an additional insured on each EAC’s CGL policy with respect to liability arising out of operations performed by or on behalf of the EAC in connection with the Event,
including materials or equipment furnished in connection with such operations. Additional insured coverage shall be provided in the form of an endorsement to the EAC’s CGL policy at least as broad as ISO Form CG 20 26 07 04. Such additional insured coverage must be maintained throughout the Insurance Term.

ii. In addition to including ASTRO as an additional insured to its CGL policy, the EAC must also include as additional insureds all parties listed in the “Agreement and Rules and Regulations between GES and EAC” (GES Form L-4) that is included in the Exhibitor Service Manual section of the Exhibitor Resource Center.

c. **Primary and Non-Contributory.** Each EAC’s CGL policy shall specify that it provides primary insurance to ASTRO, and that any insurance or self-insurance maintained by ASTRO shall be excess of the EAC’s insurance and shall not contribute with it.

d. **Verification of Coverage.** Exhibitor shall furnish ASTRO with original certificates of insurance evidencing that its EACs have procured CGL coverage in accordance with the requirements set forth in these Rules. At ASTRO’s request, Exhibitor shall also furnish ASTRO with original amendatory endorsements adding ASTRO as an additional insured to each EAC’s CGL policy, as required by these Rules. ASTRO’s failure to request a certificate of insurance or amendatory endorsement required by these Rules shall not constitute a waiver of any obligations imposed upon Exhibitor or its EACs by these Rules.

e. **Deductibles and Self-Insured Retentions.** In the event that ASTRO is required to make a claim under an EAC’s CGL policy as an additional insured, it shall be the sole obligation of the EAC or the Exhibitor, and not ASTRO, to satisfy any deductible or self-insured retention.

(2) **Umbrella/Excess Liability Insurance** with limits of not less than $1,000,000 per occurrence and $1,000,000 aggregate.

(3) **Workers Compensation**, as required by law, and **Employer’s Liability Insurance** with limits of not less than $1,000,000 (per accident), $1,000,000 (per disease), and $1,000,000 (disease aggregate).

(4) **Automobile Liability insurance** with a limit of not less than $1,000,000 combined single limit - each accident.

(5) **Compliance with Insurance Requirements in Exhibitor Resource Center.** All EACs must comply with the insurance requirements described in the Exhibitor Service Manual, including the “Agreement and Rules and Regulations between GES and EAC.

(6) **Risk of Noncompliance by an EAC.** The failure of Exhibitor’s EAC to procure or maintain the insurance coverage for ASTRO or any other party that is required by these Rules shall be considered to be a material breach of the Rules by the Exhibitor, and the Exhibitor shall defend and indemnify ASTRO for any uninsured claim or liability that otherwise would have been covered had the EAC complied with the insurance requirements set forth in these Rules.

22. **Installing, Exhibiting and Dismantling Labor Policy**
Exhibitors shall utilize proper authorized labor for exhibit installation services during move in, exhibit operation services during open hours, and exhibit dismantling services during move out according to the official policies/union agreements of ASTRO, Facility Management, Official General Services Contractor, other Official Contractors, and all applicable state and local laws.

23. **Damage to the Moscone Center**
An Exhibitor is liable for any damage caused by the Exhibitor, and/or their employees, and/or designated representatives (“designated representatives” to include but is not limited to EACs, agents, members, Official Contractors, Officers, and/or Board of Directors) to the Moscone Center, property, including but not limited to building floors, walls, or columns, or to facility-owned equipment, or to other Exhibitors’ property.
An Exhibitor and/or their employees, and/or designated representatives may not apply paint, lacquer, adhesive, or other coatings to the Moscone Center, including but not limited to building floors, walls, or columns, or to facility-owned equipment, or to standard booth equipment, or to another Exhibitors’ property.

24. Floor Loading
Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of any exhibit area. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute floor load of the exhibit material and products in conformity with the maximum floor load specifications of the Moscone Center.

25. Distribution of Food and Beverage
All food/beverage items to be distributed from an exhibitor’s booth must be approved by ASTRO Show Management in advance of the meeting. To request approval, Exhibitor must submit the giveaway request form via the online submission process in the Exhibitor Resource Center.

All booth catering must be purchased through the exclusive Moscone Center caterer, SAVOR SMG. The distribution of popcorn, peanuts or any type of nuts is not permitted in the Exhibit Hall. Any exhibitor distributing food and/or beverage from their booth is responsible for proper maintenance of the booth and surrounding area and must order porter service through the official service contractor. Trash left in the aisles as a result of an exhibitor giveaway will result in the removal of the trash at the exhibitor’s expense.

26. Distribution of Giveaways and Raffles
In 2010, ASTRO signed on to the “Code for Interactions with Companies” that was drafted by the Council of Medical Specialty Societies (CMSS). This code draws upon on a number of existing codes including those developed by PhRMA, AdvaMed and the AMA and is designed to ensure that societies’ interactions with companies are independent and transparent.

The CMSS Code states that societies may only permit exhibitor giveaways that are educational and modest in value (Section 5.4.2). All giveaways and items to be raffled by commercial exhibitors must be designed primarily for the education of patients or healthcare professionals. Giveaway items must not exceed $10 in value and raffled items must not exceed $100 in value. Please note that all raffles must follow applicable state laws. By matching ASTRO’s giveaway policies with the CMSS Code, it is our intent to place all Exhibitors on an even playing field and provide attendees with a meeting experience focused on education. ASTRO Show Management reserves the right to ask any Exhibitor to cease distributing items that do not meet the CMSS Code.

All booth giveaways and raffled items must be approved by ASTRO Show Management in advance of the meeting. To request approval, Exhibitor must submit giveaway request via the online submission process in the Exhibitor Resource Center. Food and beverage items are considered to be a giveaway and Exhibitor must submit such items for approval.

The following Exhibitor giveaway items ARE permitted in the Exhibit Hall:

Textbooks, patient or provider decision support tools, DVDs or CDs with educational material on them, anatomical models, pens and notebooks.

The following Exhibitor giveaway items are NOT permitted in the Exhibit Hall:

Tote bags, golf/tennis balls, hats, t-shirts, music CDs, coupons for personal services such as massages, gift certificates, mugs and watches.

While the CMSS Code does not specify to whether giveaways can have a corporate logo on them, a number of the other codes do restrict logo use on giveaways.

Each company is responsible for understanding and following the specific requirements of any code they have signed on to, the policies within the CMSS Code, the Physician Payments Sunshine Act and any other state and federal laws.
27. Alcoholic Beverages
The dispensing, distribution or use of alcoholic beverages in the Exhibit Hall by the Exhibitor, and/or their employees, and/or designated representatives (“designated representatives” to include but is not limited to agents, members, Official Contractors, Officers, and/or Board of Directors) is prohibited.

28. Flammable Materials
No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations, may be located in or used in any exhibit booth.

29. Flashing Lighting, Noise and Odors
Flashing or glaring lights, noisily operating displays, and/or exhibits producing objectionable odors will not be permitted in the Exhibit Hall. Sound equipment may be used in the Exhibitor’s booth provided that the noise level does not disrupt the activities of neighboring exhibitors. Exhibitors using audio systems should direct the sound into their booth and not toward the aisles or neighboring booths. **Sound levels should not exceed 85 decibels.** ASTRO shall have sole discretion in determining what is noisy, obstructive and/or objectionable and take such action as they deem appropriate.

30. Music
Any Exhibitor using music for demonstration purposes must ensure that proper licensing fees have been paid to the appropriate agency, i.e., ASCAP, BMI, etc., by said Exhibitor. ASTRO is not responsible for any licensing fees for music played in Exhibitor’s booth.

31. Obstruction of Aisles or other Exhibitors’ Booth(s)
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to any other nearby or adjacent Exhibitor’s booth shall be suspended by the Exhibitor totally or for any specific periods as specified solely at the discretion of ASTRO.

32. ASTRO Annual Meeting Admittance Policies
Admittance policies to the Event and the Exhibit Hall shall remain, at all times, the prerogative of ASTRO, and may be revised or amended to suit unforeseen conditions as soley determined by ASTRO.

33. Exhibitor Booth Personnel Badging/Credentialing
Exhibitor Booth Personnel are full-time permanent employees of the “contracted” Exhibitor engaged in the actual display operation, demonstration, or promotion of the “contracted” Exhibitor’s product or services within the Exhibitor’s booth. Exhibitor Booth Personnel shall wear official “Exhibitor” identification furnished by ASTRO at all times while they are in the Exhibit Hall. All other Exhibitor “temporary employees” and/or designated representatives (“designated representatives” to include but not limited to agents, members, certain Official Contractors, EAC contractor personnel, Officers, and/or Board of Directors) must register as Event attendees or as otherwise determined by ASTRO, unless other arrangements have been made with and approved in advance in writing by the ASTRO.

All Exhibits must have properly badged Exhibitor Booth Personnel present in the Exhibit Booth during the official Exhibit Hall hours.
ASTRO reserves the right to restrict or limit the number of Exhibitor Booth Personnel credentials issued and to determine if any “fees” are to be charged.

Exhibitor badges are not transferable. ASTRO reserves the right to confiscate any badge if it does match the identification of the person with the badge or is not a valid ASTRO Event badge.

Each Exhibitor, whose exhibit space is paid in full, shall receive four (4) complimentary exhibit booth personnel badges for every 10 foot by 10 foot of purchased booth space. Additional booth personnel badges are available for purchase at the following rates:

On or before August 14, 2014: $175 per badge
After August 14, 2014: $225 per badge

An exhibit booth personnel badge entitles the holder to admittance into the Exhibit Hall only. Exhibitors may attend educational sessions on a space available basis. However, they do not receive continuing medical education credits for sessions attended or the registration materials. Exhibitors who would like to receive continuing medical education credits and the registration materials must register as an attendee.

34. Exhibitor Housing

Exhibitor Housing Process
Exhibitors are encouraged to make hotel reservations through the ASTRO Exhibitor Housing Center. Only exhibitors who have submitted a signed Booth Contract and received their assigned booth number are eligible to request housing via the ASTRO Exhibitor Housing Center. Exhibitors requesting a room block must submit their housing request online via the exhibitor housing website. General exhibitor housing officially opens on April 16, 2014, at 1:00 p.m. Eastern time and is assigned on a first-come, first-served basis, subject to hotel availability. Please note that ASTRO only blocks rooms for the nights September 13, 14 and 15, 2014. To reserve specific nights outside of these dates, names must be provided for the individual reservations within the Exhibitor room block.

ASTRO reserves the right to amend and/or deny an exhibitor housing request.

2014 Booth Discount and Housing Priority Points
Exhibitors who utilized the ASTRO Exhibitor Housing Center to secure hotel rooms during the 2013 Annual Meeting receive 25 housing priority points and a 7 percent (7%) discount off of the square footage rate for exhibit space for the 2014 Annual Meeting, hereinafter referred to as “Booth Space Discount.” This Booth Space Discount does not apply to island, corner and second level rates. In order to receive this Booth Space Discount, a Booth Contract and fifty percent deposit of total booth fee for 2014 Annual Meeting exhibit space must be received on or before November 15, 2013. Failure to submit a Booth Contract and fifty percent deposit of total booth fee for 2014 Annual Meeting exhibit space by November 15, 2013, results in forfeiture of the Booth Space Discount and shall not be applied to any purchase of exhibit space at a later date or for a future ASTRO event.

To be eligible for housing priority points and the Booth Space Discount, the following conditions must be met:

- A minimum of one room per every 100 square feet of exhibit space must be secured via the exhibitor housing room block.

- Rooms must be secured via the exhibitor housing website. Exhibitors who secure rooms via the attendee housing website or any other method other than the exhibitor housing website are not eligible to receive housing priority points and the booth space discount.

- Exhibitor must adhere to all Rules.

Exhibitor Housing Contact
An Exhibitor requesting a room block must designate a housing contact who is responsible and has the authority for managing their Exhibitor housing block. Only one housing contact may be designated by the Exhibitor to
manage the Exhibitor’s assigned room block. The housing contact will be able to enter and edit Exhibitor room block reservations via the exhibitor housing management website. All communication regarding the Exhibitor’s room block will be sent to the housing contact.

Exhibitor Housing Confirmation and Contract
The Exhibitor housing contact provided at the time the room block is reserved will be issued an Exhibitor Room Block Agreement, hereinafter referred to as “Housing Contract,” to confirm the room block requested. The Housing Contract must be returned within five (5) business days of the date of the Housing Contract. Upon receipt of the signed Housing Contract and approval and acceptance by ASTRO, Exhibitor will receive a countersigned Housing Contract from the ASTRO Housing Center. This countersigned Housing Contract will serve as confirmation of the Exhibitor’s room block.

Failure to sign and return the Housing Contract to the ASTRO Housing Center via fax at 703-631-2971 or email at astrohousing@jspargo.com within five (5) business days of the date of the Housing Contract, will result in the forfeiture of Exhibitor’s room block.

Exhibitor Rooming List
An Exhibitor with a countersigned Housing Contract is required to manage their room block online and are responsible for correctly entering reservation information for each individual staying within the Exhibitor’s room block. The Exhibitor housing contact may go online and assign names, arrival/departure dates, etc., to the hotel rooms being held for their company beginning at 1:00 p.m. Eastern time on April 16, 2014.

Reservation information, including but not limited to names, arrival/departure dates and a credit card to guarantee each reservation, is due by 5:00 p.m. Eastern time on July 18, 2014. Rooms not assigned reservation information, including but not limited to names, arrival/departure dates and a credit card to guarantee each reservation, by 5:00 p.m. Eastern time on July 18, 2014, shall be released back into general inventory for resale. Subject to the terms of Exhibitor Room Block Modification and Cancellation section below, Exhibitor understands that they are still financially responsible for any rooms that are released.

After July 18, 2014, changes may be made to existing reservations in Exhibitor’s room block until 5:00 p.m. Eastern time on August 21, 2014. Beginning August 25, 2014, Exhibitor housing contact must contact assigned hotel(s) directly to make any changes or cancellations. Please note that changes will be based on the hotels’ current availability.

Please note that while Exhibitor housing contact may specify room type and other special requests via the exhibitor housing management website when making reservations for individuals staying within the Exhibitor’s room block, hotel(s) will not guarantee these requests. Guest must confirm request at check-in.

Exhibitor Room Block Deposit
All hotel reservations require a credit card to guarantee the reservations within the Exhibitor’s room block. When guaranteeing reservations by credit card, Exhibitor shall have the option to use one company credit card for the entire room block or provide an individual credit card for each reservation within the Exhibitor’s room block. Please note that credit card information provided is to guarantee reservations only and is not a form of payment. Individuals will be asked to provide payment upon arrival unless otherwise arranged between the Exhibitor housing contact and the ASTRO Housing Center. When guaranteeing reservations by check, the check must be made payable to the Exhibitor’s assigned hotel(s) and sent to the ASTRO Exhibitor Housing Center.

Exhibitor Room Block Modification and Cancellation
Exhibitors may make changes to their room block or cancel their room block in its entirety provided written notification is sent to ASTRO Housing at astrohousing@jspargo.com on or before July 18, 2014. Exhibitor is responsible for the room block specified in the Housing Contract unless modified via this approved process.

Individual Reservation Cancellation and No Shows
To avoid cancellation penalties from the hotel, cancellations for individual reservations must be made at least 72 hours prior to the guest’s scheduled arrival date. The hotel will assess a one night room and tax penalty for cancellations received within 72 hours of the scheduled arrival date and for no shows.
Exhibitor Room Block Attrition
Exhibitors are required to maintain 85 percent (85%) of their final Exhibitor room block. The final Exhibitor Room block is herein defined as the total number of room nights reserved by Exhibitor as of 5:00 p.m. Eastern time on July 18, 2014. Should the total number of actual rooms utilized be less than 85 percent (85%) of the final Exhibitor room block, the Exhibitor shall pay ASTRO the difference between 85 percent (85%) of the final Exhibitor room block less the number of room nights actually utilized. All fees shall be calculated using the net single room rate. In instances where these payments are not satisfied, it is understood that the Exhibitor may be subject to forfeiture of all priority points earned in 2014 and denied participation in future ASTRO events until all financial obligations are successfully met.

Transferring Exhibitor Room Block
An exhibitor room block cannot be transferred to any other party.

35. Photography, Videotaping and Recording
All photographing, filming, taping, recording, reproducing, imaging, or capturing in any medium now known or hereafter devised, including via the use of tripod-based equipment or mobile devices, hereinafter referred to as “Capturing,” of the 2014 ASTRO Annual Meeting or content, material, presentation, attendees or exhibitors, Exhibit Hall or Exhibits, including any display or equipment, is prohibited, except as allowed hereunder or with the written consent of ASTRO. Capturing is restricted to ASTRO News Briefings and one-on-one interviews arranged with the ASTRO Press Office. Capturing of education or scientific sessions is strictly prohibited without written authorization from the ASTRO Press Office. Capturing any of the programs and/or posters presented at the 2014 ASTRO Annual Meeting is strictly forbidden without the express written consent of ASTRO.

Only the Official ASTRO Photographer or other authorized persons may perform Capturing in the Exhibit Hall or anywhere in or on Moscone Center property. With written consent from ASTRO Show Management, Exhibitors may conduct limited photography or video activity of their own products within their own booths. To obtain such consent, Exhibitor must complete and submit the Request/Waiver/Indemnification for Promotional Access within Exhibitor’s Booth form available on ASTRO’s website.

All requests for access by film or other crews must be received by ASTRO Show Management by Friday, August 29, 2014. A written plan and schedule of Capturing, as well as the consent of the party to be Captured, is required. All crews Capturing outside of the Press Office, News Briefing room or private interview spaces arranged by ASTRO must be accompanied at all times by an ASTRO staff person/escort.

Requirements:
- All requests for access by film or other crews must be received by ASTRO by Friday, August 29, 2014, with a written plan and schedule of recordings.
- All Capturings in the Exhibit Hall are restricted to the Exhibitor-Only hours of 8:00 a.m. – 10:00 a.m., Sunday through Tuesday, September 14-16.
- All crews must provide ASTRO with a schedule of these Capturings by Friday, September 13, 2014, so that ASTRO may arrange a staff escort.
- All Capturing is restricted to the confines of each Exhibitor’s booth and must be done without the use of electrical lighting, and must not interfere with setup, show activities or teardown. No other vendor logos or equipment may be visible in the videotape.
- All crews must have advance written consent of Exhibitor and ASTRO before conducting any activity within Exhibitor’s booths.
- Exhibitor and the crews must each sign an ASTRO Request/Waiver/Indemnification for Promotional Activity Within Exhibitor’s Booth form and submit to ASTRO’s Press Office.
- Any long view or wide-angle views of the Exhibit Hall must not show any Exhibitor or ASTRO logos.
- All approved photographers must obtain a wristband that must be clearly visible while in the Exhibit Hall.

If you plan to have local or national press coverage of your booth during the Annual Meeting, you must obtain prior written approval from the ASTRO Press Office. When approved and accompanied by an ASTRO staff person/escort, members of the Media may Capture the Exhibit Hall, in compliance with the requirements outlined above. Press conferences by exhibitors on the exhibit floor are prohibited. No press conferences may be scheduled at hotels or other locations away from the meeting during the official Annual Meeting hours of 6:30 a.m. – 6:00 p.m.,
Sunday, September 14 – Wednesday, September 17, 2014. Organizations planning off-site media activities are encouraged to coordinate with ASTRO’s Press Office to ensure they do not conflict with ASTRO-sponsored activities.

Penalties for Unauthorized Capture

First Violation
Confiscation of film/digital disk, camera or both or other Capture device, and removal from the Session.

Second Violation
Confiscation of film/digital disk, camera or both or other Capture device, and/or limited registration options for ASTRO’s 2015 Annual Meeting.

Media crews who violate these policies will not be permitted to register as Press for the 2015 ASTRO Annual Meeting.

Exhibitors in violation of ASTRO’s policy may be expelled from the Exhibit Hall, may lose all priority points earned in 2014 and may be prohibited from participating in future ASTRO events.

Please contact Michelle Kirkwood, ASTRO’s Media Relations Manager, at 703-286-1600 or michellek@astro.org to request approval and to receive the appropriate Photography Waiver and Release Form.

36. Entertainment
The use of live music, dancers or mimes or other entertainment similar in nature is not permitted in the Exhibit Hall. Models that are professional in nature may be used for demonstration purposes within an exhibit but may not leave that individual Exhibitor’s booth space parameters to drive traffic to the booth and/or pass out information or take “polls.”

37. Promotional Activities and Distribution of Printed Material
Promotional activities, the distribution of product promotion material, product specific advertisement and other types of exhibitor collateral is strictly limited to within the Exhibitor’s booth in the Exhibit Hall. Exhibitor promotional activities and/or materials cannot be displayed or distributed in any meeting rooms or public areas in the Moscone Center and official ASTRO hotels, including the education space where the Event is taking place, and within a fifteen mile radius of the Moscone Center. This restriction also applies to the placement of signs. Violation may result in expulsion from the Exhibit Hall, loss of all priority points earned in 2014 and the exhibitor may be prohibited from participating in future ASTRO events.

38. ASTRO Logo Use
The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, Exhibitor is not permitted to use the name American Society for Radiation Oncology or the acronym ASTRO in a company website address.

39. ASTRO Annual Meeting Show Logo
Exhibitors may be able to use the ASTRO Annual Meeting show logo provided that advance written permission is received from ASTRO. Exhibitors who would like to use the ASTRO Annual Meeting Show logo or have questions regarding ASTRO’s logo usage policy must contact permissions@astro.org.

40. Access to Preshow and Postshow Attendee Lists
Access to the preshow and/or postshow attendee lists is limited to confirmed (paid in full) exhibiting companies who are not membership based organizations. Exhibitors who would like to use the preshow and/or postshow attendee lists must complete the necessary list request forms and agree to the license agreement terms. All preshow and postshow attendee list requests must be approved by ASTRO. Exhibitors requesting access to the preshow and/or postshow attendee list must furnish a marketing sample of the printed material to be mailed. All marketing samples are subject to ASTRO’s approval and must follow ASTRO’s logo usage policy as indicated in Section 38 of these Rules. ASTRO reserves
the right to restrict or deny access to the preshow and/or postshow attendee lists to any exhibitor for any reason at any time.

41. Non-compete Events
Exhibitor agrees not to promote or hold any “events” or “gatherings” of “potential or actual attendees” of the Event in competition with and/or during the official ASTRO Annual Meeting “open hours” as follows:

Sunday, September 14: 8:00 a.m. - 6:00 p.m.
Monday, September 15: 7:45 a.m. - 6:30 p.m.
Tuesday, September 16: 7:45 a.m. - 6:00 p.m.
Wednesday, September 17: 7:45 a.m. - 4:15 p.m.

Exhibitors wishing to host function in conjunction with the Event must first obtain approval. To obtain approval, Exhibitor must submit the Function Approval and Space Request Form and pay any processing fees for consideration. For more information, please contact Brittany Ramsey at brittanyr@astro.org.

42. Waiver of Rights
Any rights of ASTRO under these Rules shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of ASTRO.

43. Relocation of Exhibits (totally or individually) and other Floor Plan Revisions
ASTRO retains the exclusive right to revise the Exhibit Hall floor plan(s) and/or relocate any assigned Exhibitors as necessary for the betterment of the Event as determined solely by ASTRO. Exhibitors who change the size of their exhibit space are not guaranteed the originally assigned location and may be subject to relocation. While every effort will be made to ensure that your company has the best booth space possible, ASTRO does not guarantee that your company will not be placed next to a competitor exhibitor.

44. Federal, State and Local Regulations

Fire Regulations
All ASTRO exhibitors must adhere to all guidelines set by the Moscone Center fire prevention and safety regulations. Please contact ASTRO Show Management for more information.

Fire Marshal
Exhibitors, Official Service Contractors, EACs and ASTRO Show Management must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Depending on the type of event, show schedule, the number of attendees or use of pyrotechnics, some events may be required to have additional standby fire personnel on duty during show hours at ASTRO Show Management’s expense. Special event permits for exhibits, tents, lasers, open lame, pyro or special requests are required and will be reviewed by the Fire Marshal. Contact ASTRO Show Management for these permit applications.

The Moscone Center Fire Marshal’s Office and the San Francisco Fire Department reserve the right to make any final decisions regarding the outlined requirements. Prior to the show opening, the Fire Marshal may inspect 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.

Gas Cylinders
All gas cylinders must be securely fastened to a carriage or to a fixed location at all times and may be subject to Fire Marshal review.

Vehicles on Display
Vehicles on display must adhere to the rules of the Moscone Center and San Francisco Fire Department.

Food and Drug Administration (FDA) Compliance
Any medical device, pharmaceutical or other type of medical product exhibited must comply with all applicable FDA laws and regulations, including, without limitation:
(1) FDA’s restrictions on the promotion of investigational and non-approved drugs and devices.
(2) FDA’s prohibition on the promotion of approved drugs and devices for unapproved uses.

Exhibitors who have questions regarding medical product promotion should contact the FDA at 301-443-1544. Each exhibitor is solely responsible for compliance with the FDA rules and regulations, which can be found on the FDA website.

Americans with Disabilities Act - ADA
The Moscone Center is in compliance with the ADA regulations. Exhibiting companies are responsible for compliance with the ADA within their exhibit. Failure to comply with the ADA is a serious matter and may involve litigation or fines.

45. Amendment and Additions to Rules
Any matters not specifically covered by the Rules shall be subject solely to the decision of ASTRO. ASTRO may, at any time, amend or add further rules and regulations to these existing Rules, and all amendments and/or additions made shall be binding on all Exhibitors equally along with the foregoing Rules.

46. Violation of Rules and Regulations
Should Exhibitor violate any provision in these Rules, including but not limited to giveaways, sound, entertainment, etc., ASTRO Show Management reserves the right to take the following actions:

First Violation:
ASTRO Show Management will give a verbal warning and ask Exhibitor to immediately cease action that is not in compliance with the Rules.

Second Violation:
Exhibitor will incur a 250 priority point deduction that will be applied to Exhibitor’s 2016 Annual Meeting booth selection process.

Third Violation:
Exhibitor will be subject to forfeiture of all priority points and may be prohibited from participating in future ASTRO events.

In addition, ASTRO reserves the right to expel Exhibitor from the Exhibit Hall and/or Event without refund of any fees for actions or omissions, as determined solely by ASTRO, that violate the Rules.

47. Agreement to Rules and Regulations
The Exhibitor, for himself or itself, his or its full time employees, or “designated representatives” (“designated representatives” to include but is not limited to agents, part time personnel, certain Official Contractors, EAC contractor personnel, Officers, and/or Board of Directors), agrees to abide by the foregoing Rules and those requirements and specifications provided in the Exhibitor Prospectus, Exhibitor Resource Center and Exhibitor Service Manual, and by any amendments and additional rules that may be put into effect by ASTRO.