

2024 Exhibit Hall Policies and Procedures

1. Introduction

This Policies and Procedures Contract ("Contract") sets forth the guidelines and rules for exhibitors ("Exhibitor") participating in the Exhibit Hall ("Event") organized by Society for Radiation Oncology Administrators (SROA) ("Organizer"). By signing this Contract, the Exhibitor agrees to comply with all terms and conditions outlined herein.

2. Exhibit Space Allocation

2.1 Space Assignment: Exhibit spaces are assigned as they are purchased. Special requests will be considered but cannot be guaranteed. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.

2.2 Exhibit Space Usage: The Exhibitor agrees to use the assigned space solely for exhibiting and promoting their products and services. Subleasing or sharing of space is prohibited unless approved in writing by the Organizer. No persons, firm, or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes, or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.

2.3 Space Setup and Dismantling and Open Hours:

Setup Time: Saturday, September 28, 3:00 pm – 5:00 pm
Exhibit Hall Open: Sunday, September 29, 8:00 am – 4:00 pm
Monday, September 30, 8:00 am – 4:00 pm
Dismantling Time: Tuesday, October 1, 8:00 am – 4:00 pm

The Exhibitor must adhere to these times unless otherwise approved by the Organizer.

3. Exhibit Specifications

3.1 Table Dimensions: Each tabletop exhibit space will include a table measuring 6'x30" and one (1) chair.

3.2 Display Restrictions: The height of any display shall not exceed 8'. No exhibit shall obstruct the view of adjoining exhibits or shall be arranged to hide the exhibits of others. Exhibitors may not affix anything to walls, floors, or ceilings of the exhibit hall.

3.3 Electrical and Internet Access: Electrical outlets and internet access will not be provided. Exhibitors requiring power or dedicated internet lines must request these services in advance outlined in the exhibitor kit and may incur additional charges.

3.4 Exhibit Representatives: Each table top exhibit fee includes two (2) exhibit hall only booth representative badges. Sponsors who purchase a 10x10 space receive four (4) exhibit hall passes. Representatives are invited to all events held within the exhibit hall. These badges do NOT include conference registrations. Exhibit booth

representatives must register as full conference or single-day registrants at the prevailing rates to attend educational sessions. Additional booth representative badges can be purchased and include access to the exhibit hall and meals held in the exhibit hall during exhibit days ONLY.

3.5 Exhibit Restrictions: Exhibit management reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibition. This reservation includes persons, things, conduct, printed matter, or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.

4. Conduct and Responsibility

4.1 Professional Behavior: Exhibitors are expected to conduct themselves in a professional manner at all times. Loud noises, music, or any disruptive behavior is prohibited.

4.2 Compliance with Laws: Exhibitors must comply with all local, state, and federal laws, as well as any rules and regulations set forth by the venue.

4.3 Damage and Liability: The Exhibitor is liable for any damage caused to the venue's property. The Organizer and the venue are not responsible for any loss, theft, or damage to the Exhibitor's property.

4.4 Responsibility: If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

5. Insurance

5.1 Liability Insurance: Exhibitors must carry and provide proof of general liability insurance covering the duration of the Event.

6. Payment, Cancellations and Refunds

6.1 Payment: Full payment made payable to SROA is required with the purchase of a booth. After you fill out the online application you will be sent an invoice via email. Payment is due within 30 days of receipt.

6.2 Cancellations by Exhibitor: Should the exhibitor be unable to occupy and use the contracted exhibit space, the exhibitor shall promptly notify exhibit management. Cancellations must be submitted in writing. Refunds will be issued based on the following schedule:

50% refund if canceled 30 days before the Event (August 29, 2024)

No refunds if canceled within 29 days of the Event (August 30, 2024 or later)

6.3 Event Cancellation: If the Event is canceled by the Organizer, a full refund will be issued. The Organizer is not responsible for any other costs incurred by the Exhibitor.

7. Indemnification

The Exhibitor agrees to indemnify, defend, and hold harmless the Organizer, its officers, directors, employees, and agents, from any and all claims, actions, losses, damages, expenses, and costs, including reasonable attorney's fees, arising out of or in connection with the Exhibitor's participation in the Event.

8. Amendments

The Organizer reserves the right to make changes to these policies and procedures as necessary. Any changes will be communicated to the Exhibitors in a timely manner.

9. Agreement

By completing the online application, the Exhibitor acknowledges that they have read, understood, and agreed to abide by the terms and conditions of this Contract.