RULES & REGULATIONS

Please review these rules and regulations for the Heartland Foot & Ankle Conference carefully. Checking the box on the application binds you and your company to this contract and the terms expressed herein.

PRODUCTS/SERVICES EXHIBITED
Products or services exhibited (or referred to) must be those related to the interests and educational values of the Heartland Foot and Ankle Conference and normally manufactured or supplied by the exhibitor. Exhibitor may exhibit only those products or services approved by the Heartland Foot and Ankle Conference staff. The Heartland Foot and Ankle Conference may refuse to accept the application of any company or person whose display of goods or services is not compatible, in the sole opinion of the Heartland Foot and Ankle Conference, with the general character and objectives of the Heartland Foot and Ankle Conference.

TERMS OF PAYMENT
The balance of your exhibit and/or sponsorship fee must be completely paid by the close of business (5:00 p.m. - CST) on Monday, September 14, 2020. If written notice of cancellation is received one month prior to the meeting date, a refund may be given if we are able to rent the exhibit space to another company. No refunds will be processed after September 16, 2020.

BOOTH SPACE
All booths are 8x10 and include one table, two chairs, a vendor sign, a wastebasket, and a final list of registered attendees. The Heartland Foot and Ankle Conference has the right to assign your booth location. Please indicate your preference on your registration form and if there is a company you do not want to be located near.

FDA REGULATIONS
Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product.

EXHIBIT INSTALLATION AND DISMANTLING
Exhibitor set-up is from 6:00 – 8:00pm on Wednesday, October 2, 2020 and from 7:00 - 9:30am on Thursday, October 3, 2020. Absolutely no exhibitor is permitted to dismantle prior to the final afternoon break on Friday, October 4, 2020.

LIABILITY
Exhibitors shall be fully responsible to pay for any and all damages to property owned by Events and Display, Inc., and/or the Des Moines Marriott - Downtown. Exhibitor agrees to defend, indemnify and hold harmless, Des Moines Marriott - Downtown, Heartland Foot and Ankle Conference and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability includes all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the Hotel or any part thereof.

INSURANCE
All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area. The Heartland Foot and Ankle Conference and the Des Moines Marriott - Downtown do not provide insurance covering exhibitor’s property, and exhibitor expressly waives and releases any claim or demand it may have against them by reason of any damage to or loss of property of the exhibitor.

CANCELLATION
In the event that the Conference shall not be held for any reason whatsoever, the contract for exhibit space shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the Heartland Foot and Ankle Conference will be to return exhibitors their space payment on a pro rata basis after deduction of all Conference related costs and expenses incurred by the Heartland Foot and Ankle Conference through the date of cancellation, an administrative fee, and overhead charges.

ENTERTAINMENT
Exhibitors and Sponsors are encouraged to avoid any scheduling conflicts involving attendees during conference lectures, workshops and exhibit times.

OTHER REGULATIONS
The Heartland Foot and Ankle Conference shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the Conference. Any and all matters not specifically covered herein are subject to decision by the Heartland Foot and Ankle Conference. These rules and regulations may be amended at any time by the Heartland Foot and Ankle Conference upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the Heartland Foot and Ankle Conference from time to time. Any exhibitor or exhibitor representative who, in the opinion of the Heartland Foot and Ankle Conference, conducts itself unethically may immediately be dismissed from the Conference without refund or other appeal.

MARKETING PERMISSIONS
IPMS will use the information you provide on this form to be in touch with you and to provide updates and marketing for future events. IPMS can email you, send you direct mail, and share your information with other members and vendors. You can change your mind at any time by contacting us at ipms@ipms.org. We will treat your information with respect. For more information about our privacy practices please visit our website at www.ipms.org. By agreeing to the terms & conditions of the Heartland Foot & Ankle Conference, you agree that we may process your information in accordance with these terms.

VIOLATION OF RULES
Any violation of these Rules and Regulations by an exhibitor may, at the Heartland Foot and Ankle Conference’s discretion, result in denial of access to the exhibit area, denial of exhibit space installation, closing or removal of the exhibitor’s exhibit space, and/or prohibition on future participation in Conferences. In the event exhibitor violates the Rules and Regulations and is prohibited from continued use of the exhibit space, exhibitor’s exhibit space fee, or any portion of it, is non-refundable.

SHIPPING
Products can be shipped directly to the Des Moines Downtown Marriott at 700 Grand Ave, Des Moines, IA 50309. Shipments should be made using the same information that was used to secure a room reservation. The Marriott will notify the shipper once the package is received. It is suggested that exhibitors print and bring labels to ship products back in advance. There is a FedEx Office Print & Ship center located four blocks from the Marriott at 400 Locust Street, Des Moines, IA 50309.