

## **Washington State Medical Association**

### **Exhibit Practices and Regulations**

1. ***The Washington State Medical Association (WSMA) reserves the right to restrict exhibits, without refund, which may be falsely entered.***
2. ***Distribution of literature, samples, etc., in the exhibit area by firms who are not participating as a technical exhibitor is strictly prohibited.***
3. ***Distribution of any food in your booth during exhibit hours must be approved prior to August 28, 2009 by Kesley Howard at the WSMA or it will not be allowed.***
4. ***No subletting of space is permitted without consent of the WSMA Meetings Planner, Patti Smith.***
5. ***Exhibitors are responsible for hauling, storage, and installation of exhibit materials, and all costs involved thereby.***
6. ***A uniformed guard will be on duty in the evening on Thursday, 10/1/2009 and Friday, 10/2/2009, but WSMA does not guarantee against theft, vandalism or otherwise.***
7. ***It is expressly understood that exhibitors shall indemnify and hold harmless the WSMA and the Davenport Hotel all liability (damage or accident) which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.***
8. ***In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.***
9. ***Exhibits must be installed from 1pm-5pm on Thursday, October 1, 2009. The exhibit hall officially opens at 7am on Friday, October 2, 2009. Display materials are to remain in the booth until 5:00pm, Saturday, October 3, 2009 at which time booth teardown will begin.***
10. ***It is expressly understood that the WSMA will not pay for special equipment, facilities and services ordered by technical exhibitors. Arrangements must be made directly with LCD Exposition Services, 220 E. Augusta Ave, Spokane, WA 99202.***
11. ***Electrical and other apparatus must be so operated that the noise will not interfere with other exhibitors.***
12. ***All electrically wired display material must comply with requirements of the National board of Fire Underwriters. Display fabrics must be flameproof.***
13. ***Aisles must be kept clear. To this end, exhibits must be so arranged that exhibits and their representatives will be inside the booth space.***
14. ***Care must be taken by the exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the exhibiting company will be held responsible.***
15. ***Use of the name "Washington State Medical Association" or that of any officer of said Association, in recommendation of a product or services is expressly prohibited, unless the organization is officially endorsed by WSMA and WSMA has agreed to such promotion in writing.***
16. ***DO NOT ship direct to the exhibit site! Neither the Davenport Hotel, nor the Washington State Medical Association will be held responsible for receiving, holding or storage of freight, lost crates or lost boxes.***

**Shipping & Drayage: LCD Exposition Services, 220 E. Augusta Ave, Spokane, WA 99202**  
**Telephone: (509) 325-9656    Contact Person: Ken Quimby**