

EXHIBITOR GUIDELINES

Fire Regulations: All exhibits must meet the requirements of the local fire department and those of the hotel/facility, including the requirements that all materials be fire resistant and compliant with all other codes.

Installation, Maintenance & Labor: Exhibits may be installed starting on the afternoon of the first day of the meeting, July 22, 2026, if the hotel agrees.

- The hotel/facility will not provide labor for unloading, moving or loading displays or exhibits.
- Prior to your arrival, the Public Relations Committee will assign tables.
- If you mail any part of your exhibit to the hotel/facility, it must be clearly identified with your contact information and you must register with the facility.

Dismantling: All exhibits must be completely removed from the exhibit area no later than 4:00pm on Saturday, July 25, 2026.

Use Limits: Transfer of the right-of-use for booth/space is not permitted without the expressed permission of the American Academy of FertilityCare Professionals. The facility may require notice – it is the responsibility of the Exhibitor to ascertain and to comply with the requirements of the facility.

Exhibitor Responsibility: Exhibitors hereby agree to protect, indemnify, defend and hold harmless the American Academy of FertilityCare Professionals, its employees and agents against all claims, losses, and damages to persons or property, governmental charges or fines, and legal costs arising out of or caused by Exhibitors' installation(s), removal, maintenance, occupancy, or use of the exhibition premises or any part thereof.

Hold Harmless Cause: The American Academy of FertilityCare Professionals shall not be liable to the Exhibitor, its agents, employees, contractors, patrons, guests, licensees, nor to any other person whomever, for any injury or damage to person or property caused by or arising out of any act, omission or neglect of an Exhibitor, its agents, contractors, employees, patrons, guests, licensees, or any persons entering the hotel/facility under expressed or implied invitation by the Exhibitor or for any other damages arising out of use of the licensed booth/space of the hotel/facility in which the booth/space is located. The Exhibitor assumes the entire responsibility and liability for any and all losses, damages and claims deriving from the injury or damage to Exhibitor's display area, equipment and other property brought upon the premises and shall indemnify and hold harmless the American Academy of FertilityCare Professionals and its agents, servants and employees from any and all such losses, damages or claims. The Exhibitor acknowledges that the American Academy of FertilityCare Professionals does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and damage insurance, and to comply with any and all other requirements of the hotel/facility to cover such losses by the Exhibitor. The Exhibitor will be liable for any and all damage caused to floors (including carpeting), walls, or standard booth equipment and/or any and all other hotel/facility properties as required and requested.

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Unacceptable Assembly: No signs or other articles are to be fastened to walls, fixtures, or electrical equipment. Use of thumbtacks, screws, bolts, or any tools or materials that will mark the floor or walls is prohibited. Other restrictions may be imposed by the hotel/facility and the Exhibitor is responsible for dealing directly with the hotel/facility representative to a successful conclusion.

Character Exhibits: Each exhibit shall be in good taste and in keeping with the mission and values of the American Academy of FertilityCare Professionals and in concert with the nature and elegance of its Annual Meeting. The American Academy of FertilityCare Professionals shall be entitled to limit or require change to any exhibit that violates the above and/or interferes with other Exhibitors, obstructs free passage and/or general movement past the exhibit, is excessively noisy, or otherwise does not conform to the regulations herein or to any agency having jurisdiction at the Meeting site (i.e. fire department). All Exhibitor activities shall be conducted solely within the licensed space and the use of all aisle space and other public areas of the hotel/facility is reserved for the AAFCP. Canvassing, solicitation of business or the use of advertising materials on signs by firms other than those who have contracted for space is prohibited. Distribution of circulars, catalogs, or other advertising material for firms that are not Exhibitors is prohibited.

Ammendments and Additional Regulations: The American Academy of FertilityCare Professionals shall have the sole authority to determine and to resolve any and all issues not specifically covered by the foregoing regulations. The AAFCP shall add and/or amend the foregoing rules providing such changes are reasonable in nature and consistent with the purpose of the foregoing at its discretion. All such changes shall be forwarded, in writing, to the Exhibitors via the AAFCP. Each Exhibitor will be responsible for forwarding this information to all parties who will set-up and/or staff the booth space.

Booth space Assignment: The American Academy of FertilityCare Professionals will be the final authority on booth space assignment.

Fees: The exhibitor fee is \$300, there is an optional add-on fee per day for electricity for exhibitors, and there is a \$100 optional add-on fee for meals. The daily exhibitor's fees do not cover the registration fee for the Annual Meeting of the American Academy of FertilityCare Professionals. The registration fee is the responsibility of each individual who wishes to attend any or all of the Annual Meeting.

Receiving & Shipping: Such arrangements are not services provided by the AAFCP and arrangements for such should be made directly with the hotel representative (see Exhibitor Reference Sheet). Items should arrive no earlier than Monday, July 20, 2026, and should ship out by Monday, July 27, 2026.