Exhibition Rules and Regulations

Exhibit Criteria
AACAP reserves the right to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of AACAP, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the conference. AACAP also reserves the right to refuse space to any organization, individual, company, etc. that it deems inappropriate.

Liability and Insurance
AACAP is not responsible for injury, loss, or damage that may occur to exhibitors, their employees, agents, or property prior to or during this meeting. The exhibitor, upon signing the application form, expressly releases AACAP and its employees and agents from liability, and the exhibitor further agrees to indemnify same against any and all claims due to such injury, loss, or damage.

Each exhibitor must provide for safeguarding of their goods, materials, equipment, personnel, and display at all times. General security will be provided by AACAP for the set-up and duration of the exhibit show. AACAP strongly recommends that each exhibitor secure a rider to its insurance policy for items during transportation to and from this meeting, as well as during installation, exhibit show days, and dismantling.

Hold Harmless
The Exhibitor assumes responsibility and agrees to indemnify and defend AACAP and its respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that AACAP does not maintain insurance covering the Exhibitor's

Payment
For online registration or to download a copy of the registration form for fax-in or mail-in, please visit the Pediatric Psychopharmacology Update Institute website. Applications without full payment will not be processed. Payment must be received with your application. **Payment by credit card can only be made when registering online.**

No Show, Early Departures, Etc.
Exhibitors must be present to man their booths for the entirety of the meeting. A penalty of 20% of your booth cost will be charged to any exhibitor who leaves the conference early or does not set up on time.

Giveaways
All demonstrations, sales activities, and distribution of circulars and promotional materials must be pre-approved by AACAP in writing and confined to the limits of the exhibitor’s table top, except that which is specifically authorized by AACAP. Any advertising premium or novelty giveaway must be items that can be used in the professional activities of the booth visitor and must be of modest value. Exhibitors must display only goods manufactured or dealt within their regular course of business, unless otherwise approved by AACAP.

Please visit the Exhibitor Service Center (a customized link will be emailed with your exhibit confirmation) to submit giveaways. **Please note that bags of any kind, stick-on decals, and balloons are not permitted.**

Food Giveaways
The provided food giveaways are no larger than bite-size and beverage sizes no larger than three ounces. An exhibitor who would like to distribute food items more than bite-size or larger than three ounces, must purchase these items from the event venue. Please contact AACAP Meetings and Exhibits Manager for prior approval of food distribution. **No selling of food or beverage is permitted.**
Cancellation
Booth reservations may be cancelled, and a refund issued, less 50%, prior to December 31, 2019. Cancellation after December 31, 2019 obligates the exhibitor to pay full rental. No refunds will be made after this date unless the space has been resold. In the event the space was able to be resold, a 50% refund will be issued.

Exhibitor Sales
Sales are permitted in the exhibit area. It is the responsibility of vendors making sales in the AACAP exhibit space to comply with state, local, and federal regulations and to pay appropriate taxes, including local sales taxes.

Other Rules
See AACAP’s Operating Principles for Extramural Support of AACAP Meetings and Related Activities on www.aacap.org for detailed regulations.

Signs, Decorations, or Banners may not be affixed to any surfaces in the building. No holes may be drilled, cored, or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. The use of single sided or double stick foam tape, single sided or double stick cellophane tape, or masking tape is prohibited on any floor surface in the event venue.

Shipping and Storage
Shipments should be received and stored by prior to the Pediatric Psychopharmacology Update Institute. Delivery of the shipment to the table top, removal of the empty packages to storage, return of empty packages at the close of the show, and delivery of your shipment to the hotel business office is the responsibility of the exhibitor. It is also the exhibitor’s responsibility to mark and label their own packages.

Poacher Information
AACAP does not utilize third-party brokers for its hotel bookings unless indicated on its website. While it is not illegal for a travel firm or booking agent to solicit potential customers, it can be difficult to determine the legitimacy of offers from these organizations and guarantee that a room will be reserved at the hotel. If you don’t make your housing reservations directly with the meeting hotel as instructed by AACAP, we will not be able to assist you. Please contact AACAP Meetings Department at 202.966.7300, ext. 2006 or meetings@aacap.org with any questions or concerns.