



Exhibit Program Rules

Official Event Name

Full event name: WOCNext® 2022: A Global Education Event from WOCN® and WCET®
Event abbreviation: WOCNext® 2022

Event Dates

Sunday, June 5, 2022 — Wednesday, June 8, 2022

Exhibit Dates

Sunday, June 5, 2022 — Tuesday, June 7, 2022

Exhibit Hall Location

Fort Worth Convention Center, Fort Worth, Texas. Halls A-F

Event Website

www.wocnext.org

Questions?

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Director of Exhibits
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1. Orientation & Purpose

In the summer of 2021, the WOCN Society and the World Council of Enterostomal Therapists® (WCET®) announced a new collaborative partnership! Our organizations will celebrate this collaboration with one JOINT conference, WOCNext 2022®: A Global Education Event from WOCN® and WCET®. Originally planned as a hybrid event, this conference will now serve as both an in-person and an online event for both WOCN and WCET, offering online education and engagement for attendees. Recent and new WOCNext and WCET exhibitors will enjoy over 90 days of virtual engagement experience. Exhibiting companies will have the opportunity to demonstrate their products and services while generating sales leads before, during and after the event. We're working on additional ways to truly incorporate you, our valued partners, into our event and will provide additional information as it becomes available. Check the "Become an Exhibitor" and "Support & Marketing Opportunities" website pages for updated information. This document is referenced within the online exhibit contract and requires acknowledgement having read and understood all provisions.

The WOCN Society reserves the right to approve all exhibits and activities. The WOCN Society does not endorse any products or services related to the exhibits that have been accepted for



display during this event. The WOCN Society does not disclose media representative names nor affiliations. The WOCN Society determines the eligibility of all exhibit space applicants. A supporter of the Society must be an exhibitor; an advertiser need not be an exhibitor or supporter. Each exhibitor is responsible for ensuring all exhibit-related personnel are aware and follow these Rules as published via website, exhibitor education, e-mail messages and discussed during phone conversations.

This event is a hybrid event with simultaneous, in-person and online activities, providing attendees with options to engage with exhibitors. WOCN is committed to the health and safety of our attendees and exhibitors. During our planning, we are mindful to follow healthcare and safety guidelines with our hotels and convention center.

The purpose of the exhibits is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in wound, ostomy and continence products presented for patient and nurse use by manufacturers, suppliers, service companies and non-profit organizations. Our primary goal is to drive engagement for attendees and exhibitors to interact with each other. Attendees are encouraged to participate with exhibitors and vice versa through our event.

This event is supported and managed by Wound, Ostomy, and Continence Nurses Society™ (WOCN®), a non-profit scientific and educational 501(c) 6 association. WOCN Society Prospectus found [here](#).

Exhibitors can choose to exhibit in-person, online or both. The most up-to-date information can be found on the “Become an Exhibitor” website.

2. ADA

Consistent with the Americans with Disabilities Act (ADA) and Illinois civil rights law, it is the policy of WOCN Society to provide reasonable accommodation when requested by a qualified attendee or exhibitor with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of registration through the conclusion of this event. If reasonable accommodation is needed, please contact Brooke Passy, CMP, DES at bpassy@worn.org.

3. Assignment of Space and Terms/Conditions

Assignment of exhibit space commences during the summer of 2021. In priority order: all WOCNext 2021 virtual exhibitors, WOCN Society Corporate Members and WCET recent exhibitors followed by nonmembers. All assignments are based on total earned priority points through the current year. To receive discounted Corporate Member rates, Corporate Membership must be maintained through this event to receive reduced booth rates. If not, non-Member rates apply. Corporate Member information found [here](#).

Priority Points: Exhibitors are awarded:



- Three points for the first paid-in-full in-person or virtual exhibit booth
- One point for each additional paid-in-full in person exhibit both.

When an exhibitor:

- Elects not to participate in any given year, or through cancellation, or booth space is reduced in size, ALL points accumulated for that year are forfeited.
- Merges or acquires another exhibitor company, the new company assumes the higher of the two exhibitor priority point totals.
- Points are deducted for infraction of rules and regulations (e.g., not completing setup on time, dismantling earlier than closing time).
- For changes in existing contracts email cbrown@wocn.org. Valid only when acknowledged. WOCN Society Fed. ID Tax No. 25-125-1887. Obtain WOCN Society W9 by requesting of Exhibit Management.

4. Payments & Refunds

All payments in USD. \$500 non-refundable deposit due with reservation. 50% of booth fee due by October 15, 2021. 100% due by January 15, 2022. After January 15, 2022, all booths must be paid in full within 30 days or booth is subject to cancellation. Booths may be resold. Refunds not available after January 15, 2022, subject to a \$500.00 nonrefundable deposit will result in a loss of currently earned Priority Points.

5. Payment Methods:

Payment by credit card (Visa, MasterCard, American Express, Discover) online during the signing of a contract. For chargeable amounts of \$5,000.00 and greater, an additional non-refundable 3% service fee is applied to the total transaction amount (either pre- or post-transaction). Other options include Wire Transfer fee \$30.00; domestic Automated Clearing House (ACH), no fee; company check is an option during an online contract, payable to "WOCN Society", drawn from US bank. Mail to the Wound, Ostomy, and Continence Nurses Society, Attn: Exhibit Management, 1120 Route 73, Suite 200, Mt. Laurel NJ 08054-5113.

Refunds subject to an additional 3% service fee.

6. Booth Rates / Benefits

Refer to "Become an Exhibitor" website page for details: rates, packages & benefits.

7. Certificate of Insurance (COI)

A current COI is required of all in-person exhibitors and serves as proof of business insurance. A COI is to what an auto ID card is to auto insurance. The policy terms protect your business (and you as an exhibitor) against third party liability risk (for vendor injury or property damage within your booth). Exhibit Management must receive a copy of your COI no later than 30 days prior to the event (May 4, 2022). Exhibitors are not permitted to begin setting up without this document on file.



8. Exhibitor Portal – MyConnect / Event E-Booth

A password-protected website contains administrative access to “MyConnect”, the nearly 90+ day e-community-building networking tool, create exhibitor badges (2 complimentary per 10x10 space), online exhibitor educational opportunities, training videos, key dates and your Event E-Booth for virtual exhibiting. Exhibitors are encouraged to freely attend online educational sessions and online networking opportunities. If continuing educational credits are desired, one must register as a delegate of this event in order to attend, complete an evaluation and receive proper documentation.

9. Booth Design

WOCN Society’s exhibit program follows the standard of IAEE in terms of design and function. A standard booth is 100 square feet and multiples thereof. “Booth space” is the number of square footages purchased and forms a “footprint” or outer boundary. For 400 square feet or greater and/or rigging above booth property, a scaled drawing (top, side, elevation) is required for approval by Exhibit Management. Island exhibitors (10x20 or greater) must design booth structures resulting in at least a 40% or greater see-through value so that neighboring booths can be easily seen by attendees walking throughout the Exhibit Hall. All booths are required to provide floor covering for their entire booth space. If flooring is not placed in the booth by Sunday, June 5 at 1:30 PM, flooring will be placed at the exhibitor’s expense.

10. Booth Conduct

This event is planned as a hybrid event with clinical education being online at the same time the in-person event is happening. At the same time, a virtual exhibit hall is also planned.

For both in-person and online exhibiting:

1. Booths must be staffed during exhibiting scheduled days/hours.
2. Exhibitors may not advertise or display goods other than those manufactured or sold by them. Subletting is not permitted.
3. Booth activities must not conflict with event scheduled educational sessions/program.
4. Exhibitors may not offer accredited continuing education in their booth.
5. Exhibit Management is not able to monitor exhibit company personnel visiting other booths other than their own. Exhibit personnel may not enter another exhibitor’s booth without obtaining permission.
6. For each 10x10 booth, two (2) complimentary badges are provided. Each badge thereafter is \$100.00, payable during the badge-creating process. Each exhibitor is required to wear a badge during exhibit days/hours. Setup and dismantle personnel are designated by wristband during setup and dismantle days/hours.
7. Exhibitors are encouraged to freely attend online educational sessions and online networking opportunities. If continuing education credits are desired, one must register as a delegate of this event in order to attend, complete an evaluation and receive proper documentation.



8. This badge-creating process also includes the purchase of exhibitor lunch tickets scheduled Monday and Tuesday, June 6-7 prior to the opening of the Exhibit Hall. Each ticket is \$40.00 and covers the two lunches.
9. To create badges, click the link provided. Select your Company Name from the "Company Name" drop down box. Enter your Company Password in the field provided by Exhibit Management. Keep this password secure. You are able to create badge names, make badge changes or delete badge names until 1:00 PM ET Friday, June 3, 2022.
10. Booths are regularly inspected. Exhibit Management advises exhibitors of any inappropriate content or deviation from exhibit rules. Exhibitors must make all corrections requested by Exhibit Management at their own expense or risk removal without notice and without obligation for a refund. Personnel can be removed for abusive language or inappropriate chat or conduct when deemed not in keeping with the character and/or spirit of this event.
11. Online or physical distribution of marketing materials via means other than through a registered exhibitor booth is not acceptable.
12. Should an exhibitor request to present and operate their own e-booth (and not use the platform provided) with the intent of linking from the event platform to their own custom e-booth, this event cannot accept responsibility for negative consequences leading up to, during and after our event such as managing audience expectations, loss of connectivity, loss of data, inability to connect, inability to register, disconnect or any functionality which would hinder the exhibitor's ability to interact with online attendees.
13. To play copyrighted music or display copyrighted video in your exhibit booth, any and all ASCAP, BMI or other copyright fees applicable are the exhibitor's responsibility.
14. Information presented during the event is the property of the WOCN Society and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of WOCN Society and the presenter. Any use of the program content which includes, but is not limited to, oral presentations, audiovisual materials used by speakers and program handouts without the written consent of the WOCN Society is prohibited.
15. If a presenter / audience seating is part of your booth design, the use of a wireless headset system is required vs. an open free-standing or built-in speaker system. This standard facilitates a 'captive' audience while removing the possibility of sound "bleed" outside of your booth. Exhibit Management will monitor this to avoid disrupting attendees or neighboring exhibitors. Those not following this standard will be required to comply at onsite show rates. Contact the AV provider for more information.
16. Exhibitors must request a review and approval from WOCN Society to incorporate any Society or WOCNext logo, banner, image or reference to any event, educational program or part of the WOCN Society website or publication before disseminating to any audience. Please refer to the trademark and branding guidelines within the www.wocn.org website.



17. Shepard Exposition Services hangs signs weighing 150 lbs or less without truss or motors.
JSAV hangs any signs over 150 lbs and with truss or motors.

11. Liability

ALL exhibitors agree to make no claim of any nature, for any reason whatsoever against the Society for loss of information, data, sales leads; theft of intellectual property; trademark infringement; destruction of reputation, nor for damage of any nature, nor for any negligence, malfeasance or misfeasance, nor for failure to hold any portions of the event, in part or total, as scheduled.

Should WOCN Society decide at a later time hosting this event in-person is not in the best interest of attendees, exhibitors, supporters or venue, appropriate avenues will become available to manage / return received booth fees.

The WOCN Society including management, educational / promotional platforms, attendee – exhibitor or other third-party supporting vendors (herein referred to as “parties”) shall not be responsible for any negative outcomes before, during or after this event.

12. Violations

Violation of Rules by exhibitor, employees or agents shall annul the right to occupy booth exhibit space. Exhibitor forfeits all paid monies and is responsible for payment of booth fee and exhibitor services. Upon evidence of violation, Exhibit Management may control access to your exhibit booth, limiting or removing functionality partially or completely. The exhibitor shall pay all expenses and damages WOCN Society may incur thereby. In the event of a violation, WOCN Society reserves the right to refuse an application for future exhibiting, supporting, advertising or Corporate Membership.

13. Assessment

Post-event, Exhibit Management will conduct a debriefing meeting and an electronic survey to determine perceptions concerning the exhibits program. The results continue to help improve experiences for both exhibitor and attendee.