



ICPHSO 2023 ANNUAL MEETING AND TRAINING SYMPOSIUM

FEBRUARY 20-23, 2023 | HYATT REGENCY GRAND CYPRESS HOTEL | ORLANDO, FL

SPONSOR AND EXHIBIT PROSPECTUS

WHO WE ARE

The International Consumer Product Health and Safety Organization (ICPHSO) is a global non-profit membership organization that attracts health and safety professionals from around the world to its product safety conferences. ICPHSO conferences are open to all stakeholders in the product safety community. ICPHSO provides a neutral forum for product safety stakeholders to learn, network and share information. ICPHSO is the only organization that attracts a global membership of health and safety professionals which meets annually to exchange ideas, share information, and address health and safety concerns affecting all consumers.

ABOUT THE 2023 ANNUAL MEETING AND SYMPOSIUM

ICPHSO returns to the Hyatt Regency Grand Cypress in Orlando, Florida to celebrate our 30th Anniversary. With an agenda rich in content, the 2023 Annual Symposium will look forward and to the future, as we navigate together to provide the best possible training, education, and networking opportunities during our Symposium.

WHO SHOULD ATTEND

Our Session lineup will attract industry (manufacturers, importers, retailers), standard-makers, NGO's, test laboratories, academia, product safety experts, consultants, members of the legal community; trade associations; consumer and advocacy organizations; and regulators from around the globe.

WHO SHOULD SPONSOR OR EXHIBIT

Companies that provide services relevant to Consumer Product markets such as Testing Labs, Recall and Compliance Services, Global Logistics Services, Law Firms, Consultants, Advocacy Groups and Trade Associations, Manufactures, Distributors and Retailers of Consumer Goods.

YEAR-ROUND SUPPORT

sponsorship opportunities that MAKE A DIFFERENCE

2023 SCHOLARSHIP SUPPORTER | \$500 | \$1,000 | \$1,500

(Choose to support one or multiple ICPHSO conferences)

ICPHSO is proud to offer scholarships to our meetings for those who would not otherwise be able to attend our safety training conferences. We believe that all stakeholders should be able to participate, regardless of their resources. This important initiative furthers the richness and breadth of our meetings.

Who uses and needs your Scholarship Support? Under-represented stakeholder groups, e.g., consumers, public interest groups, academia, researchers, injury prevention professionals, local, state, and international governments, small or startup businesses, and the recently unemployed.

Scholarship supporters receive:

- Recognition at the Annual Symposium and at any additional /subsequent conferences you choose to support.
- Recognition on the ICPHSO.org Supporters webpage and on the Scholarship Program webpage.

2023 (STUDENT) MENTORSHIP EVENT SUPPORTER | \$750

Your support of the ICPHSO Mentorship Program signals your commitment to ensuring ICPHSO and the product safety community at large will work with students to foster a long-term relationship as it relates to education, training, and networking.

This important program promotes product safety training and education to students who are already studying in fields related to product safety and compliance. This initiative matches Mentors and selected students, who will come together during the 2023 Annual Symposium during Mentorship 'events' held throughout the conference.

Supporters receive:

- Logo branding on signage promoting the ICPHSO Mentorship Program.
- Opportunity to send a message to student participants.

NEW

CONFERENCE SESSION PRESENTATIONS' WEBPAGE SPONSOR | \$2,000 (Exclusive)

This important and frequently visited ICPHSO.org hosted web page will be viewable by all current Members and Annual Meeting Registrants.

Sponsor receives:

- Your logo will appear on the top of the webpage that will serve as the 'library' for all conference presentations from the 2023 Annual Meeting & Symposium.
- Special recognition in a post-conference email announcing the availability of the Annual Symposium Session Presentations on ICPHSO.org.

Questions and completed form, along with payment information may be addressed to:

Dana Groves | Sponsor & Exhibit Manager | dgroves@icphso.org | Phone +1.856.642.4434

ANNUAL MEETING & SYMPOSIUM SUPPORT

sponsorship opportunities that PROMOTE PRODUCT SAFETY EDUCATION

DAILY BREAKOUT SESSION-ROOM SPONSOR | \$3,500

One (1) Exclusive Supporter/Day (Monday-Thursday)

SEIZE THE DAY - Your custom message will be displayed in all Breakout Session Rooms for the duration of your selected day.

- Your branded digital graphic will be shown in the walk-in slide rotation, and at the start, and close of your selected day.
- Option to place brochures on the specially branded tables located in each Breakout Session Room on your selected day.
- Plus, you'll be recognized on the Symposium's website agenda, mobile app and on-site signage.

HOSTED 20-MINUTE EDUCATIONAL SATELLITE SESSION | \$2,500

(Limited Opportunities)

Back by popular demand! Our Satellite Sessions offer you the opportunity to host and moderate your own session and discuss a relevant industry topic or present your services/solutions to your Satellite Session attendees. Sessions will take place from 7:30-7:50 AM each morning (Tues., Wed., Thurs.) Session slots are assigned first-come, first-served. Basic A/V will be provided.

- Your Session title and details will be included on the Symposium's website agenda, mobile app and on on-site signage.
- We'll also promote the satellite sessions in an email which will be sent to our members, registrants and followers in the weeks prior to the Annual Meeting & Symposium.

DIVERSITY & INCLUSION EVENT SPONSOR | \$500

Diversity and Inclusion is in the forefront. As part of the ICPHSO strategic plan, we will feature a D&I Event during the symposium. Your generous support and participation are encouraged.

- Logo on on-site signage the D&I Event
- Logo branding on tables in the D&I Event
- Opportunity to distribute literature or gifts to our D&I Event attendees

(STUDENT) MENTORSHIP PROGRAM EVENT SUPPORTER | \$750

This important program promotes product safety training and education to students who are already studying in fields related to product safety & compliance.

This initiative matches Mentors and selected students, who will come together during the 2023 Annual Symposium during Mentorship 'events' held throughout the conference.

- Logo branding on signage promoting the ICPHSO Mentorship Program
- Opportunity to send a message to student participants.

FIRST-TIMERS EVENT SPONSOR | \$500

Our popular 'newcomers' event is an ICPHSO tradition to welcome first-time attendees to our wonderful association & conference.

- Logo on signage the event, and on tables and/or on beverage stations
- Opportunity to distribute literature or gifts to our newcomers at the event

NEW

CONFERENCE PRESENTATIONS' WEBPAGE | \$2,000

(Exclusive)

This important and frequently visited ICPHSO.org- hosted web page will be viewable by all current Members and Annual Symposium Registrants.

- Your logo will appear on the top of the webpage that will serve as the 'library' for all conference presentations from the 2023 Annual Meeting & Symposium.
- Special recognition in a post-conference email announcing the availability of the Annual Symposium Session Presentations.

exclusive sponsorship opportunities that PROMOTE YOUR BRAND

MOBILE APP & LIVE POLLING PROJECTION SCREEN | \$15,000

Includes **GOLD** Level benefits

Our app provides quick access to the program schedule, exhibitors, sponsors, and any other new or recent developments during the Annual Symposium.

- An exclusive sponsor branded banner will appear each time the app is accessed.
- Your logo will prominently appear on all session's Q&A/Polling projection screens. (Applies only to sessions which choose to use the mobile app's Q&A/Polling feature)

BRANDED CONFERENCE WIFI | \$12,500

Includes **GOLD** Level benefits

Become our official Annual Symposium WIFI sponsor! The ICPHSO WIFI network can be accessed with the sponsor's custom password (character restrictions may apply). Users will be redirected to your branded 'splash page'.

- Branded signage placed throughout the conference to promote your brand and the custom WIFI passcode.

CONFERENCE TOTE BAG | \$9,000

Includes **SILVER** Level benefits

Everyone LOVES our bursting-at-the-seams tote bag! All conference attendees will receive a customized bag featuring the sponsor's logo, alongside the ICPHSO logo. Bags will be stuffed with sponsor supplied literature and/or promotional items. (Fulfilled by ICPHSO, a proof will be sent for sponsor review.)

WATER BOTTLE/TUMBLER & WATER STATION(S) | \$9,000

Includes **SILVER** Level benefits

ICPHSO is committed to reducing our footprint - this means single-use bottled water will no longer be available. Your branded bottle/coffee tumbler will come in handy.

- Bottle/tumbler will feature the sponsor's logo alongside the ICPHSO logo. Item fulfilled by ICPHSO. We will provide the sponsor with 3 bottle/tumbler options to select from. Imprint proof will be sent for sponsor review.
- Water stations will be branded with your logo.
- Your branded tumbler will be distributed to each attendee at registration check-in.

LANYARDS | \$8,500

Includes **SILVER** Level benefits

Don't miss this opportunity to have your organization's logo prominently displayed throughout the conference. Lanyards will feature sponsor's logo alongside the ICPHSO logo. (Item fulfilled by ICPHSO)

MOBILE DEVICE CHARGING STATION | \$7,000

Includes **FRIEND** Level benefits

The branded Charging Station will be placed in a high-profile location allowing maximum exposure for your organization.

NEW

HOTEL KEY CARD & ROOM BLOCK | \$8,500

Includes **FRIEND** Level benefits

You'll start building brand visibility the moment attendees access our Annual Symposium Hotel/Accommodation webpage to secure hotel reservations. Your brand will then be reinforced when the registrant/guest checks in at the Hyatt Regency Grand Cypress.

- Your logo will appear on the Hotel/Accommodation web page of the 2023 Annual Symposium website.
- Key cards are fulfilled by ICPHSO with sponsor-supplied artwork. Strick artwork deadlines will apply.

Questions and completed form, along with payment information may be addressed to:

Dana Groves | Sponsor & Exhibit Manager | dgroves@icphso.org | Phone +1.856.642.4434

exclusive sponsorship opportunities that PROMOTE YOUR BRAND

PROFESSIONAL HEADSHOT | \$5,000

Includes **FRIEND** Level benefits

Attendees have asked for this for several years - be the organization to make it a reality! Our Wednesday on-site studio will allow attendees to finally update their old pre-Covid professional head shots.

- You'll receive branded signage next to the head-shot studio, and recognition on the mobile app & sign-up sheet.
- ICPHSO will take care of the execution and coordination of the studio.

NEW

REGISTRATION CONFIRMATION EMAIL | \$5,500

Includes **FRIEND** Level benefits

This NEW sponsorship is a great way to communicate your support for ICPHSO from the moment an attendee completes their online registration.

- Your company/organization will be recognized in a special tagline included on the confirmation emails that all registrants receive.

ADVERTISING

opportunities that convey your message

DEDICATED EMAIL BLAST | \$1,200

- Your dedicated html message will be sent to our registrants during the four-day Annual Symposium. Select your day, then morning or evening delivery. Limited availability, first come, first served.
- This advertising opportunity may not be selected alone and must accompany another sponsor or exhibit option.

CONFERENCE BAG INSERT | \$1,000

A surefire way to get your product safety message in the hands of stakeholders. We'll place your supplied literature or item in our Conference Bags, which are given to each attendee at registration.

- All insert materials must be submitted to ICPHSO in advance for prior approval. Items not submitted for prior approval will not be included. ICPHSO will not be responsible for items shipped without tracking information.

LITERATURE SEAT DROP | \$300

Select the Breakout Session with a relevant topic that most resonates with your organization. We'll place your provided literature on the seats in the session room.

EXHIBIT SPACE

an opportunity for face-time with attendees

EXHIBIT BOOTH | \$2,500/each

Exhibit space is limited and assigned on a first-come, first-served basis. Don't Delay -- Exhibitors will be offered the opportunity to select their booth location based on the order in which the applications are received.

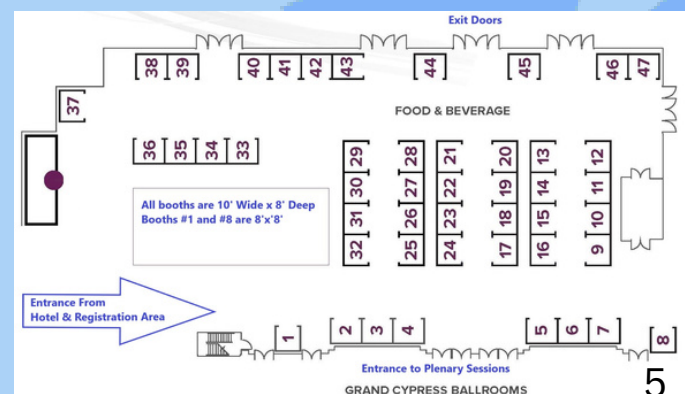
Each 10' wide x 8' deep booth space includes the following:

- One (1) Full Conference registration
- 8' high back wall and 3' high side drape
- One 6' x 30" draped table and two side chairs
- Waste basket and Booth ID sign

***Badges for Booth Representatives may be purchased for a fee of \$550.

Plated lunches and access to sessions are not included in this price. All attendees must register in advance with ICPHSO.

Exhibitors must adhere to the Rules & Regulations set forth in the Exhibitor Services Kit and the ICPHSO Code of Conduct, posted on ICPHSO.org.



30th ANNIVERSARY EVENT SPONSORSHIP

opportunities that say LET'S CELEBRATE
THE PAST AND LOOK TO THE FUTURE

NEW

As one of our many 30th Anniversary Sponsors, your logo will be included on special Anniversary signage and in the Anniversary Supporters Thank-You message in the 30th Anniversary Booklet.

30th ANNIVERSARY GRAFFITI WALL | \$10,000

Includes **SILVER** Level benefits

(EXCLUSIVE)

Everyone will want to scribble a 30th Anniversary message and pose in front of our large graffiti wall. Your logo will take center-stage for the duration of the event!

- Your logo and your selected #hashtag will be printed on the top left and lower right corners of the wall.

ANNIVERSARY ICE-BREAKER TABLE QUESTION | \$500/ea.

Create a fun and unique ice-breaker question, which will be used at a special (undisclosed) time during the conference. We can't tell you more or we'd spoil the fun.

- Verbal recognition and logo on table question card. Plus, the opportunity to make up the question.

ICPHSO FRIEND & ANNIVERSARY SUPPORTER | \$1200

This is a perfect option for any company or organization that just wants to say Happy Anniversary and show support for ICPHSO.

- Logo Recognition on special Anniversary signage and the Anniversary Supporter page in the Booklet.
- Logo on Annual Symposium website and mobile app.

30th ANNIVERSARY BOOK ADVERTISING

Inside Front or Back Cover 8.5"x 11" 7.5"x 10" 8.75"x 11.25" | \$1,500

Inside Full Page 8.5"x 11" Bleed: 8.75"x 11.25" | \$1,000

1/2 Page 7.5"x 5" | \$700

1/4 Page 4.25"x 5.5" | \$500

Business Card ad | \$100

» NOTE: All measurements are width x height (inches) » IMPORTANT: All ad files must arrive as press quality PDFs at 300 dpi resolution.

30th ANNIVERSARY RECEPTION & OUTDOOR CELEBRATION EXPERIENCES

(Limited EXCLUSIVE Opportunities)

Our Anniversary evening event will start with a reception in the Exhibit Hall, then flow outside for more FUN, FOOD, DRINKS, EXPERIENCES, and FIREWORKS!

RECEPTION F&B STATION Branding Options | \$800 ea

(Limited to 1 Sponsor per Station)

GREAT LOGO BRANDING OPPORTUNITIES AT A REALLY GREAT PRICE POINT!

(The eleven (11) Food/Drink Station sponsorships will be randomly assigned by ICPHSO)

- Carving Station Sponsor (3 Carving Stations -- 1 Sponsor/Station)
- Bar top Sponsor (3 Bar Stations -- 1 Sponsor/Station)
- Dessert Station Sponsor (4 Stations -- 1 Sponsor/Station)
- Coffee/Tea Station Sponsor (2 stations -- 1 Sponsor/Station)

30th ANNIVERSARY CELEBRATION EXPERIENCES

(Limited to 1 Sponsor per 'Experience')

Logo Branded ICPHSO Fun Fact Trivia Napkin | \$800

8 Unique Fun Fact Napkins -- 1 Sponsor /Napkin

Photo Booth | \$3,000

Your logo will be included on signage next to the Photo Booth and printed on each instant photo takeaway.

360 Degree Video Booth \$3,000

Your logo will be included on signage next to the Video Booth and recognition will be included in your emailed video.

Custom Named/Custom Themed Cocktail Station \$8,000

We'll work with you to make sure this is spectacular and that your brand pops!

Exclusive Digital Caricature Drawings Booth | \$3,000

Your logo will be included on signage next to the Drawing Booth and recognition will be included in your emailed video.

Summary of Levels and Benefits

SPONSOR LEVELS Select one of these comprehensive sponsorship packages or build your custom sponsorship by selecting our stand-alone sponsor, support or branding options listed in the previous pages.	Diamond \$15,000	Platinum \$11,000	Gold \$7,500	Silver \$3,500	FRIEND & ANNIVERSARY \$1,200	EXHIBIT BOOTH \$2,500
Opportunity to welcome participants at a Luncheon of your choice (first-come, first-served) Available on Tuesday or Wednesday only	X					
Verbal Recognition in Opening Session	X					
Exclusive Event Sponsor Signage Your choice (first-come, first-served) Monday: Afternoon Networking Break Tues: Breakfast, Morning Networking, Lunch, Afternoon Networking Wed: Breakfast, Morning Networking, Lunch, Afternoon Networking Thurs: Breakfast	X	X				
Complimentary 20-Minute Hosted Satellite Session	X	X				
Reserved Tables at Lunch	Wed Regulator Day	Wed Regulator Day				
Advance Copy of Attendee List	X	X	X			
<u>Additional</u> Complimentary Conference Registrations	2 Full Conference	1 Full Conference	1 Exhibit Staff			
Complimentary Exhibit Booth which includes one (1) Full- Conference Registration	X	X	X			
Promotional Item or literature included in Conference Bag	X	X	X	X		
Sponsor (logo) placed on on-site signage, session room walk-in slides and large entrance signs	X	X	X	X		
30th Anniversary Commemorative Booklet Advertising	Full Page	Full Page	Half Page	Quarter Page	Logo	
Sponsor Ribbon Adhered to all colleague's Name Badges	X	X	X	X	X	
Sponsor Level Recognition Package - Includes logo on the Annual Meeting website and mobile app	X	X	X	X	X	
Exhibit Booth Recognition on Website and Mobile App. Includes one (1) Full Conference Registration which includes access to the 30th Anniversary Event						X

2023 ICPHSO ANNUAL MEETING & SYMPOSIUM EXHIBIT & SPONSORSHIP RESERVATION FORM

FEBRUARY 20-23, 2023 | HYATT REGENCY GRAND CYPRESS HOTEL | ORLANDO, FLORIDA

EXHIBITOR/SPONSOR INFORMATION:

Name of Company _____

Address _____ City _____ State _____ Postal Code _____

Primary Contact _____ Title _____

Phone _____ Email _____

Website _____ (weblink that we should use for promotional purposes)

Rep. Signature: _____ Title: _____ Date: _____

Void without signature: The company listed agrees to comply with all instructions, rules and regulations set forth in this document.

YEAR-ROUND SUPPORT

- ☐ SCHOLARSHIP SUPPORTER | \$500 | \$1,000 | \$1,500
- ☐ MENTORSHIP PROGRAM SUPPORTER | \$750
- ☐ SESSION PRESENTATIONS WEBPAGE | \$2,000

ANNUAL MEETING & SYMPOSIUM SUPPORT

- ☐ DAILY BREAKOUT SESSION-ROOM SPONSOR | \$3,500
- ☐ 20-MINUTE EDUCATIONAL SATELLITE SESSION | \$2,500
- ☐ SESSION PRESENTATIONS WEBPAGE | \$2,000
- ☐ MENTORSHIP PROGRAM SUPPORTER | \$750
- ☐ FIRST-TIMERS EVENT SPONSOR | \$500
- ☐ D & I EVENT SPONSOR | \$500

EXCLUSIVE SPONSORSHIP OPPORTUNITIES

- ☐ MOBILE APP & POLLING SCREEN | \$15,000
- ☐ BRANDED CONFERENCE WI-FI | \$12,500
- ☐ CONFERENCE TOTE BAG SPONSOR | \$9,000
- ☐ WATER TUMBLER/H2O STATION SPONSOR | \$9,000
- ☐ LANYARD SPONSOR | \$8,500
- ☐ HOTEL KEY CARD/ROOM BLOCK SPONSOR | \$8,500
- ☐ MOBILE CHARGING STATION | \$7,000
- ☐ REG CONFIRMATION EMAIL | \$5,500
- ☐ HEADSHOT STUDIO | \$5,000

30TH ANNIVERSARY SPONSORSHIP OPPORTUNITIES

- ☐ GRAFFITI WALL | \$10,000
- ☐ RECEPTION F&B STATION OPTIONS | \$800
- ☐ FUN FACT NAPKIN SPONSOR | \$800
- ☐ VIDEO BOOTH | \$3,000
- ☐ CARICATURE DRAWING BOOTH | \$3,000
- ☐ PHOTO BOOTH | \$3,000
- ☐ CUSTOM COCKTAIL STATION | \$8,000
- ☐ ICE-BREAKER TABLE QUESTION SPONSOR | \$500
- ☐ FRIEND/ANNIV. SUPPORTER | \$1,200
- ☐ ANNIVERSARY BOOK ADVERTISING
 - ☐ Inside Front Cover
 - ☐ Inside Back Cover | \$1,500
- ☐ Full page \$1,500
- ☐ 1/2 page \$700
- ☐ 1/4 page \$500
- ☐ Business Card ad \$100

ADVERTISING & BRANDING

- ☐ DEDICATED EMAIL BLAST | \$1,200
- ☐ CONFERENCE TOTE BAG INSERT | \$1,000
- ☐ LITERATURE SEAT DROP | \$300

SPONSOR LEVEL PACKAGES

- ☐ DIAMOND | \$15,000
- ☐ PLATINUM | \$11,000
- ☐ GOLD | \$7,500
- ☐ SILVER | \$3,500
- ☐ FRIEND/ANNIV. SUPPORTER | \$1,200
- ☐ EXHIBIT BOOTH | \$2,500

FEE SUMMARY

Exhibit Booth(s)	\$ _____
Sponsorship /Advertising	\$ _____
Scholarship Amount	\$ _____
TOTAL AMOUNT DUE	\$ _____

PAYMENT SUMMARY

- ☐ Full Payment Included
 - ☐ Invoice us for payment by Check, ACH or Wire
 - ☐ We'd like the option to pay by secured link
- Payment Amount Authorized \$ _____

Cardholder Name _____

Credit Card Number _____

Security code: _____ Exp Date: _____

Authorized Signature _____

Date _____

We accept Visa, MasterCard and American Express.

Checks should be payable to ICPHSO in U.S. Currency through a U.S. Bank. ACH or Wire transfers must include an additional \$30 bank fee. Please contact Emmy Mielcarz at emielcarz@ahint.com for wire transfer information or billing questions. Please be sure to include her on your 'safe sender' list to ensure you receive her emails.

TERMS OF PAYMENT & CANCELLATION

All payments must be received in FULL prior to the Annual Meeting. Booth space is assigned on a first-come, first served basis. Cancellations must be submitted to ICPHSO in writing regardless of the timing of the cancellation. The date of receipt of the supporter's written notice of cancellation will be the official cancellation date. If exhibit space or sponsorship is canceled on or before January 1, 2023 the supporter will be responsible for 50% of the total fee. No refunds will be provided for cancellation requests made after January 1, 2023. Any company requesting to pay later than net 60 days after the receipt of invoice, agrees to pay a deposit in the amount equivalent to the cancellation processing fee.

Questions and completed form, along with payment information may be addressed to:

Dana Groves | Sponsor & Exhibit Manager |
dgroves@icphso.org | Phone +1.856.642.4434

icphso EXHIBIT/SPONSOR RULES & REGULATIONS

ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the attendees of the International Consumer Product Health and Safety Organization event and shall be operated in a way that will not detract from other exhibits or from the conference. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, the International Consumer Product Health, and Safety Organization (ICPHSO) is not liable for any refund of exhibit fees, or any other exhibit-related expense.

APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form. Exhibit space is available on a first come first serve basis and all selections are final. Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management.

ASSIGNMENT OF SPACE: ICPHSO will attempt to honor all requests for exhibit space. Notwithstanding the above, ICPHSO reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

PAYMENT AND CANCELLATION: Full Payment must accompany the Exhibitor Application/ Contract for all ICPHSO events. ICPHSO must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth, sponsorship or advertisement occurs prior to the posted cancellation date, the exhibitor will be refunded 50% of the payment received. After the posted cancellation date, no refunds will be made available.

CANCELLATION OF CONFERENCE & EXHIBITION: If ICPHSO should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ICPHSO has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

CONFLICTING EVENT POLICY – MEETINGS, ENTERTAINMENT & SOCIAL FUNCTIONS: No entertainment, social functions or meetings may be scheduled to conflict with the official ICPHSO Meeting program. Organized offsite functions should start after official programming, events or exhibit hours end. Requests for use of function space at the facility must be made in writing to ICPHSO at info@icphso.org. Upon receipt of request for function space, ICPHSO will put you in contact with the hotel directly. It is the responsibility of the requester to finalize arrangements with the hotel.

RESTRICTIONS ON USE OF SPACE, SPONSORSHIPS, & LISTS: No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of ICPHSO. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Open space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibits, signs, and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the event venue except for the designated exhibit area. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition. Exhibit space, sponsorships and mailing lists received by the exhibitor or sponsor are for promotion of the ICPHSO event and may not be used to promote or solicit attendance at a conflicting event.

CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No side wall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Nothing shall be displayed higher than the back wall of the booth (8 feet high). No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit a detailed sketch of the proposed layout at least 45 days prior to the Exhibition and must receive written approval from Exhibit Mgt.

CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. All electrical wiring must conform to local, state, federal and municipal electrical codes and requirements as applicable.

FIRE REGULATIONS: No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other decoration must stand a flameproof test as prescribed by the fire ordinance of local venue. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the appropriate local authorities as appropriate.

INSURANCE: Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend the International Consumer Product Health and Safety Organization, the ICPHSO Event venue, and their respective employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the contributory negligence of the of the ICPHSO event venue, its employees and agents. In addition, Exhibitor acknowledges that the International Consumer Product Health and Safety Organization nor the ICPHSO event venue maintains insurance covering the Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

SECURITY: There will be no security provided. It is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

COMPLIANCE: The exhibitor agrees to abide by and comply with the Rules and Regulations, including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations, and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health as well as the rules and regulations.

Promotional materials and items for inclusion in the Conference bag are subject to review and prior approval by ICPHSO. Gift items and promotional materials may also be subject to limitations at the discretion of ICPHSO. Please send planned promotional brochure and gift item (picture or drawing with size dimensions) to Marc Schoem at marc.schoem@icphso.org for prior review and approval.

The advance copy of the attendee list is provided to sponsors where applicable for the sole purpose of reaching out to your current clients and business contacts to arrange meetings and networking opportunities in advance of the ICPHSO event. The list is not to be used in advance of the meeting or afterwards for soliciting attendees or to promote a sponsor's company or product.