



# ICPHSO 2022

ANNUAL MEETING AND TRAINING SYMPOSIUM  
FEBRUARY 14-17, 2022 | GAYLORD HOTEL AT NATIONAL HARBOR, MD

## SPONSORSHIP & EXHIBIT PROSPECTUS

### OPPORTUNITIES THAT CONVEY YOUR COMMITMENT to PRODUCT SAFETY EDUCATION

NEW

#### **DAILY BREAKOUT SESSION-ROOM SPONSOR | \$4000** *One (1) Exclusive Supporter/Day (Monday-Thursday)*

This is your opportunity to 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, at the start, and close of your selected day
- Logo and recognition on the Symposium's website agenda, mobile app and on on-site signage
- Opportunity to place literature on the specially branded tables placed in all of the Breakout Session Rooms on your selected day

NEW

#### **KEYNOTE SPEAKER SPONSOR | \$3,000** *One (1) Exclusive Supporter per Keynote (Multiple/Limited Opportunities)*

This unique sponsorship will help ICPHSO defraying some of the costs associated with identifying and securing high-profile, top-talent speakers who offer a different and unique perspective on product safety. In addition to the benefits you receive with your Sponsorship Level, you'll also receive the following:

- Branded digital graphics displayed at the start and close of the Keynote Session
- Logo and recognition on the Symposium's website agenda, mobile app and on on-site signage
- Opportunity for seat drop placed in the session room

#### **HOSTED 20-MINUTE EDUCATIONAL SATELLITE SESSION | \$2,500** *(Multiple/Limited Opportunities)*

Host and moderate your own educational session. ATTENDEES AND SPONSORS LOVE THESE! It's your opportunity to introduce and discuss a relevant industry topic that most resonates with your organization or present your services and solutions to your Hosted Session attendees. These in-person Sessions will take place in a dedicated session room during non-opposing hours. Basic A/V will be provided. ICPHSO will provide day/timeslot options to you.

- Your 20-minute Satellite 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 & Training Symposium

#### **SPEAKER READY ROOM SPONSOR | \$500**

Help to make our speakers and panelists feel welcome, while defraying the costs associated with this private room designed for educational session prep.

- Logo on signage in room & the opportunity to place literature or branded amenities in Speaker-Ready room

NEW

#### **EDUCATIONAL MATERIALS SEAT DROP | \$300**

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

Contact: Dana Groves | Sponsor & Exhibit Manager | [dgroves@icphso.org](mailto:dgroves@icphso.org) | Phone +1.856.642.4434

# OPPORTUNITIES THAT CONVEY YOUR COMMITMENT to PRODUCT SAFETY & THE FUTURE OF ICPHSO

## FIRST-TIMERS EVENT SPONSOR | \$500

Support our future product safety professionals. Our popular newcomers' event is a well-attended ICPHSO tradition. Enjoy the branding recognition that accompanies your support:

- Logo on on-site signage the event
- Logo branding on any related F&B stations
- Opportunity to distribute literature or gifts to our newcomers

NEW

## MENTORSHIP PROGRAM SUPPORTER | \$450

This is not a commitment to become a Mentor

Your support of the **ICPHSO Mentorship Program** signals your commitment to ensure that 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. The Mentorship 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 2022 Annual Symposium. Supporters receive:

- Logo branding on signage promoting the Mentorship Program
- Opportunity to be recognized by your colleagues as a strong supporter of this important program.

NEW

## D & I 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 is encouraged.

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

## SCHOLARSHIP SUPPORTER | \$450 | \$950

Choose to support the **Annual Symposium** or both the **Annual** and the June **North America Symposium**. Your generous support is still needed. As a **Scholarship Sponsor** you'll help our efforts to support and educate stakeholders who might not have the financial resources to register for one of our ICPHSO safety training conferences held throughout the year.

- Logo branding on ICPHSO home page
- Recognition on the ICPHSO.org Supporters webpage and on the Scholarship Program webpage

# BRANDING OPPORTUNITIES THAT CONVEY YOUR COMMITMENT to PRODUCT SAFETY, WELLNESS & SUSTAINABILITY

## (EXCLUSIVE) WATER BOTTLE & WATER COOLER

### SPONSOR | \$8,500 RECEIVE SILVER LEVEL BENEFITS &

#### RECOGNITION

#NoMoreDisposableCups

ICPHSO is committed to reducing our footprint – this means disposable cup or bottled water will no longer be available. Your branded bottle will come in handy at the numerous water coolers located throughout the meeting space.

- Bottles/tumbler will be co-branded with sponsor's and ICPHSO's logos. (Item fulfilled by ICPHSO, an artwork proof will be sent for sponsor review)
- Water cooler wraps will be branded with your logo, an artwork proof will be sent for sponsor review
- Branded bottles will be distributed at check-in

## (EXCLUSIVE) WELLNESS STATION SPONSOR | \$7,500

### RECEIVE SILVER LEVEL BENEFITS & RECOGNITION

Convey your organization's commitment to safety and wellness! Your branding will be placed on (1) standing Sanitizer Station and on travel sanitizer bottles in the conference bags. Also included in the station are disposable face masks and the latest COVID safety and protocol information for attendees.

- Logo and recognition alongside ICPHSO's attendee COVID protocol information on the Symposium

website, emails, mobile app and on on-site signage in the Wellness Station

- Opportunity to place wellness/safety related information in the Station
- The opportunity to host a 20-minute Wellness/safety/COVID related Satellite Session
- Opportunity to place your provided branded vertical retractable banner in the Wellness area

## (EXCLUSIVE) LOGO BRANDED 'Social Distance' FLOOR CLINGS | \$7,500 SILVER LEVEL BENEFITS & RECOGNITION A

**GREAT OPPORTUNITY TO BE SEEN** and show your support for safety & wellness. Your branded floor clings will relay the message of social distancing. The clings will be strategically placed throughout the meeting space.

## WELLNESS EVENTS SUPPORTER | \$500

ICPHSO supports attendee wellness! Our fun Wellness events may include activities such as yoga, a morning run and inside 'lawn' games. Help us get and keep our attendees moving and show your support for their overall wellbeing.

- Logo on signage at each of the wellness related events
- Commitment to donate branded items as giveaways

# BRANDING OPPORTUNITIES THAT CONVEY YOUR COMMITMENT to PRODUCT SAFETY & THE ATTENDEE EXPERIENCE

## (EXCLUSIVE) ANNUAL MEETING MOBILE APP & Q&A / LIVE POLLING PROJECTION SCREEN | \$15,000

### RECEIVE GOLD LEVEL BENEFITS & RECOGNITION

This useful tool 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 appear on all session's Q&A/ Polling projection screens. (Applies to sessions which choose to use the mobile app's Q&A/ Polling feature)
- Dedicated e-blast sent to attendees immediately following the Annual Symposium

## (EXCLUSIVE) CONFERENCE BAGS | \$11,500

### RECEIVE GOLD LEVEL BENEFITS & RECOGNITION

Put your message in the hands of attendees and guarantee that it's seen everywhere. All conference attendees will receive a customized bag co-branded with sponsor and ICPHSO logos. Bags will be stuffed with sponsor literature and items.

## LANYARD SPONSOR | \$8,500

### RECEIVE SILVER LEVEL BENEFITS & RECOGNITION

Ensure that every conference attendee sees your name through this exclusive sponsorship opportunity. Lanyards will feature sponsor branding imprinted alongside the ICPHSO logo. (Item fulfilled by ICPHSO, a proof will be sent for sponsor review).

## (EXCLUSIVE) CHARGING STATIONS | \$7,500

### RECEIVE SILVER LEVEL BENEFITS & RECOGNITION

Be the sponsor that provides a service that attendees don't know they need until it's too late — a charge for their phone or mobile device. Two (2) branded Charging Stations will be provided, one (1) in the exhibit space and one (1) at registration to provide maximum exposure.

## (EXCLUSIVE) HOTEL KEY CARD | \$6,000

### RECEIVE SILVER LEVEL BENEFITS & RECOGNITION

Start building brand visibility from the moment attendees arrive at the hotel! Sponsor the hotel room Key Cards for conference attendees staying at the Gaylord. Key cards will be co-branded. (Fulfilled by ICPHSO, with sponsor-supplied approved artwork.

## (EXCLUSIVE) BRANDED CONFERENCE WI-FI | \$7,500

### RECEIVE GOLD LEVEL BENEFITS & RECOGNITION

Partner with ICPHSO and become our official Annual Symposium Wi-Fi sponsor! The ICPHSO2022 Wi-Fi network can be opened with the sponsor's custom password (character restrictions may apply). Users will be redirected to your branded "splash page."

- Branded signage will also be placed throughout the conference space to promote your custom WIFI passcode

## ATTENDEE GAME SPONSOR | \$1,500

*(Multiple sponsors are welcome)*

**Ready-Set-Go!** Attendees of our 2021 virtual meetings couldn't get enough of our fun event game! The game takes place during the four-day Annual Symposium, as attendees compete for Free Membership and prizes! Each of our sessions will have a unique code, along with challenges and fun ways to participate and interact with fellow attendees.

- As the sponsor, we'll make sure your branding is well represented during the challenge with your logo and recognition on the Annual Symposium's website agenda, mobile app and on on-site signage
- Opportunity to provide branded swag/prizes

## CONFERENCE BAG INSERT | \$750

A surefire way to get your message in the hands of our attendees. We'll stuff your supplied literature or item in our Conference Bags, which are given to each attendee. Item image and description must be submitted to ICPHSO in advance for prior approval.

**DRINK TICKETS | \$250** *(12 drink tickets)* Enhance your Networking! Share these with your clients, colleagues and potential customers.

## RESERVED LUNCH TABLE | \$250 / Table

Back by popular demand! Select the day *(Tues. or Wed.)* We'll take care of the table branding. It's so easy!

## (EXCLUSIVE) LOGO BRANDED 'Social Distance' FLOOR CLINGS | \$7,500

**SILVER LEVEL BENEFITS & RECOGNITION**  
This option can also be found under the Wellness options listed above. Your branded floor clings will relay the message of social distancing. The clings will be strategically placed throughout the meeting space.

# ADVERTISING OPPORTUNITIES THAT MAKE AN IMPACT

## CUSTOM DEDICATED EMAIL BLAST | \$2,500

### MAKE AN IMPACT WITH ATTENDEES AFTER THE ANNUAL SYMPOSIUM

Your custom *dedicated E-blast* will be sent by the ICPHSO to ALL Annual Symposium Attendees on your behalf. You may promote your participation in the Annual Symposium, or you may choose to relay informative content which promotes your organization's services and solutions.

Email content must be sent as HTML and approved by ICPHSO. All email messages will be sent the week immediately following the Annual Symposium. Strict copy/content deadlines will apply.

(Sample HTML message)



## MOBILE APP PUSH NOTIFICATION | \$100

This is a perfect option to draw traffic to your booth, promote your satellite session, or as an added branding boost.

# BECOME AN EXHIBITOR, IT'S AN OPPORTUNITY THAT WILL GET YOU NOTICED

## EXHIBIT BOOTH | \$1990

EXHIBIT HALL FLOOR PLAN WILL BE MADE AVAILABLE SHORTLY

*To celebrate our return to an in-person meeting, we've held our 2020 booth pricing!*

*Exhibitors will be offered the opportunity to select their desired booth location based on the order in which the applications are received. (However, in order to reward return exhibitors and those who support our events throughout the year, some considerations will also be made based on a 5-year rolling window of cumulative spend.)*

*ICPHSO will attempt to honor all booth requests. Should it deem necessary, ICPHSO reserves the right to change location assignments at any time.*

### Each booth space includes the following:

- One (1) Full conference registration.
- Exhibit Booth area (8' wide x 10' deep)
- 8' high back wall and 3' high side drape
- One 6' x 30" draped table and two side chairs
- One waste basket
- One 7" x 44" booth identification sign
- Assistance with shipping logistics through ICPHSO

Registration badges for additional representatives may be purchased in advance online or onsite at registration. Meals and access to the conference programming will be included in this price. All attendees must be registered in advance with ICPHSO.

Exhibitor agrees to adhere to the Rules and Regulations set forth on the document.

# CUSTOM OPTIONS, YOUR OPPORTUNITY TO GET CREATIVE

## NO PROBLEM, WE'RE FLEXIBLE!

We can tweak any of our sponsor opportunities, so they include only the benefits you want and none of what you don't.

**Think outside the box** – consider some of these ideas: Padfolios, After-Party, Branded Hotel Room Amenities, Custom Branded Deserts... You come up with the idea and we'll try to bring it to life!

Contact: Dana Groves | Sponsor & Exhibit Manager | [dgroves@icphso.org](mailto:dgroves@icphso.org) | Phone +1.856.642.4434

**ICPHSO** *The International Consumer Product Health and Safety Organization is an international, neutral forum for product safety stakeholders to learn, network & share information*

*Our four-day Annual Training Symposium provides an opportunity for global health and safety professionals to participate in discussions that further enhance the safety of consumer products throughout the world. **NOW IS THE TIME TO REACH THIS UNIQUE AUDIENCE***

# SUMMARY of LEVELS & BENEFITS

| SPONSOR LEVELS<br>Select one of these comprehensive sponsorship packages or build your custom sponsorship by selecting our stand-alone sponsor, support or branding options | \$15,000<br>DIAMOND | \$11,000<br>PLATINUM | \$7,000<br>GOLD | \$3,500<br>SILVER | \$2,000<br>FRIEND<br>Bonus, choose any \$500 option at no cost! | \$1,990<br>EXHIBIT | \$500<br>SCHOLARSHIP |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------------|-------------------|-----------------------------------------------------------------|--------------------|----------------------|
| Opportunity to say a few words, and welcome participants at a Luncheon or Reception of your choice (first-come, first-served)                                               | X                   |                      |                 |                   |                                                                 |                    |                      |
| Exclusive Event Sponsorship Branding - Evening Reception, Lunch, Breakfast (first-come, first-served) Includes complimentary branding.                                      | X                   | X                    |                 |                   |                                                                 |                    |                      |
| Complimentary drink tickets to distribute to attendees                                                                                                                      | 15                  | 10                   |                 |                   |                                                                 |                    |                      |
| Reserved Tables at Lunch Events                                                                                                                                             | Tues-Wed            | Tues-Wed             |                 |                   |                                                                 |                    |                      |
| Branded Power Strip on table in General Session Room                                                                                                                        | X                   | X                    |                 |                   |                                                                 |                    |                      |
| Complimentary 20-Minute Hosted Satellite Session                                                                                                                            | X                   | X                    |                 |                   |                                                                 |                    |                      |
| Shared GOLD Sponsor Branding at all Coffee Stations & Networking Breaks for the duration of the conference                                                                  |                     |                      | X               |                   |                                                                 |                    |                      |
| Additional Complimentary Full Conference Registrations (above the one (1) registration included with booth)                                                                 | 2                   | 1                    | 1               |                   |                                                                 |                    |                      |
| Complimentary Exhibit Booth w/ one (1) Full Conference Registration                                                                                                         | X                   | X                    | X               |                   |                                                                 |                    |                      |
| Promotional Item or literature included in Conference Bag                                                                                                                   | X                   | X                    | X               | X                 |                                                                 |                    |                      |
| Sponsor Ribbon for to all colleague's Name Badges                                                                                                                           | X                   | X                    | X               | X                 | X                                                               |                    | X                    |
| Sponsor Recognition Package – Includes logo recognition on the meeting website, mobile app, meeting room slides, on-site signage & select promotional emails                | X                   | X                    | X               | X                 | X                                                               |                    |                      |
| Exhibit Booth Recognition on Website and Mobile App. Includes one (1) Full Conference Registration                                                                          |                     |                      |                 |                   |                                                                 | X                  |                      |
| Recognition on Scholarship Supporter's Table located in the Reception area                                                                                                  |                     |                      |                 |                   |                                                                 |                    | X                    |



# 2022 ICPHSO ANNUAL MEETING & TRAINING SYMPOSIUM EXHIBIT & SPONSORSHIP RESERVATION FORM

## 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.

### SPONSOR LEVEL PACKAGES

- ☐ DIAMOND..... \$15,000
- ☐ PLATINUM..... \$11,000
- ☐ GOLD..... \$7,000
- ☐ SILVER..... \$3,500
- ☐ FRIEND..... \$2,000
- ☐ EXHIBIT BOOTH ..... \$1,990

### EDUCATION FOCUSED SPONSORSHIPS

- ☐ DAILY BREAKOUT SESSION-ROOM SPONSOR | \$4000
- ☐ KEYNOTE SPEAKER SPONSOR | \$3,000
- ☐ 20-MINUTE EDUCATIONAL SATELLITE SESSION | \$2,500
- ☐ SPEAKER READY ROOM SPONSOR | \$500
- ☐ EDUCATIONAL MATERIALS SEAT DROP | \$300

### OPPORTUNITIES TO SUPPORT THE FUTURE OF ICPHSO

- ☐ FIRST-TIMERS EVENT SPONSOR | \$500
- ☐ MENTORSHIP PROGRAM SUPPORTER | \$450
- ☐ D & I EVENT SPONSOR | \$500
- ☐ SCHOLARSHIP SUPPORTER | \$500

### WELLNESS & SUSTAINABILITY OPPORTUNITIES

- ☐ WATER BOTTLE & WATER COOLER SPONSOR | \$8,500
- ☐ WELLNESS STATION SPONSOR | \$7,500
- ☐ BRANDED WELLNESS FLOOR CLINGS | \$7,500
- ☐ WELLNESS EVENTS SUPPORTER | \$500

### ATTENDEE EXPERIENCE FOCUSED OPPORTUNITIES

- ☐ MOBILE APP & Q&A / LIVE POLLING SCREEN | \$15,000
- ☐ CONFERENCE BAGS | \$11,500
- ☐ LANYARD SPONSOR | \$8,500
- ☐ CHARGING STATIONS | \$7,500
- ☐ HOTEL KEY CARD | \$6,000
- ☐ BRANDED CONFERENCE WI-FI | \$7,500
- ☐ ATTENDEE GAME SPONSOR | \$1,500
- ☐ DRINK TICKETS | \$250
- ☐ RESERVED LUNCH TABLE | \$250

### ADVERTISING

- ☐ DEDICATED EMAIL BLAST | \$2,500
- ☐ MOBILE APP PUSH NOTIFICATION | \$100

## FEE SUMMARY

Exhibit Booth \$ \_\_\_\_\_  
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

We accept Visa, MasterCard and American Express

Cardholder Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Security code: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Payment Amount Authorized on CC \$ \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

Checks 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 emielcarz@ahint.com for wire transfer information or billing questions.

## 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 is canceled on or before January 1, 2022 the supporter will be responsible for 50% of the total fee. No refunds will be provided for cancellation requests made after January 1, 2022. 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

## 1. 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 (herein referred to as ICPHSO) is not liable for any refund of exhibit fees, or any other exhibit-related expense.

## 2. 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.

## 3. ASSIGNMENT OF SPACE

In order to reward return exhibitors and those who support our events throughout the year, Exhibit space is assigned based on the date the contract is received, along with considerations based on a 5-year rolling window of cumulative spend. 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.

## 4. PAYMENT

Full Payment must accompany the Exhibitor Application/Contract for all ICPHSO events.

## 5. CANCELLATION

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.

## 6. FAILURE TO OCCUPY SPACE

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.

## 7. 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.

## 8. 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](mailto: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.

## 9. 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.

## 10. 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 two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition, and must receive written approval from Exhibit Management.

## icphso EXHIBIT/SPONSOR RULES & REGULATIONS (CONTINUED)

### 11. 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.

### 12. 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 are to 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.

### 13. 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.

### 14. 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.

### 15. 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.

*\*The number of these opportunities is limited by the Program and will be offered on a first come basis. Any greetings & introductions are to be 5 minutes maximum and must be received and approved by ICPHSO Executive Director, where appropriate.*

*\*\* 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](mailto: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.*