2020 Virtual IAFN Exhibitor Rules, Regulations, and Code of Conduct

Exhibitor Code of Conduct

The advertisement/display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in the exhibitor contract is prohibited.

An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. An exhibitor shall not place any name signs or courtesy cards on any equipment loaned to the Exhibitor for demonstration purposes without prior consent of International Association of Forensic Nurses (IAFN).

Interviews, demonstrations, and distribution of literature or samples must be made within the virtual booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor’s own virtual booth will not be permitted.

Exhibitors are allowed to sell items provided that sales transactions be conducted only within the proximity of exhibitor’s own virtual booth. Exhibitors are responsible to the IRS for the collection and submission of the applicable state and local sales taxes for sales which occur on the virtual exhibit floor, as well as all customs fees and brokerage associated with importing goods to be sold.

The IAFN reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the IAFN, detracts from the general character of the virtual exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conducts of persons, etc.

Virtual events sponsored by the exhibitors must receive prior written approval of the IAFN. No entertainment may be scheduled to conflict with the IAFN’s program hours, activity hours, or virtual exhibit hours.

Exhibitors may not conduct research or surveys or publish any information gathered at the IAFN’s virtual conference without prior written consent from the Association.

Application and Eligibility

Application for booth space must be made online via the IAFN’s registration site, and contain the information as requested and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the virtual display and demonstration of products and services relating to the practice and advancement of the science and art of forensic nursing and the professional education of those individuals attending the IAFN’s 2020 Annual Conference. The IAFN shall determine the eligibility of any company, product, or service. The IAFN may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the IAFN, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees will be returned.

Payment Dates

No booths will be reserved until the full booth payment is received, along with a completed online registration agreement. The exhibitor understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the IAFN by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the IAFN will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the IAFN.

Cancellation of Booth Space

A 50 percent penalty of the cost of the total booth space contracted will be imposed with a written cancellation received by July 18, 2020. No refunds will be made or cancellations accepted on or after July 19, 2020. If for any cause beyond the control of the IAFN such as, but not limited to, the public enemy, authority of the law, fire or other force majeure, the IAFN is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the IAFN to the date of the termination allocable to the exhibitor after peroration thereof among all exhibitors.
Assignment of Virtual Booth Space

Space will be assigned according to the date on which the contract and payment are received, the availability of the requested area, the amount of space requested, special needs and compatibility of the exhibitor’s products with the IAFN’s aims and purposes. The IAFN reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

Exhibit Staff Registration

Each exhibitor will receive Exhibit Hall registration for two representatives per paid booth. There is room in each booth for only two representatives at any given time. There will be a $50 charge for the registration of each additional representative who exceeds the two-per-booth allotment. Registered exhibitors will receive a printed exhibitor badge at the exhibitor registration area. This badge will entitle the exhibitor admission to the Exhibit Hall only. The badge must be worn at all times (including during setup, exhibit hours, and dismantling). Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the IAFN or GES. Exhibitor badges include admission to the evening reception on September 23, 2020, but do not include admission to other conference functions, nor are they transferable. Any exhibitor who wants to attend any sessions must register as a conference attendee.

Exhibit Space Floor Plan

The IAFN reserves the right to modify the plan, if necessary.

Unacceptable Exhibits

The exhibitor agrees not to use any displays that the IAFN determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the IAFN to criticism or legal liability, are inconsistent with the stated purposes of the IAFN and the interest and welfare of its members, are inimical to the property rights of the IAFN, or violate the booth regulations or any other provision of this contract. In the event the IAFN determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the IAFN may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor’s expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the IAFN exhibit hall liaison.

Miscellaneous

The IAFN shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by the IAFN. These terms and conditions may be amended at any time by the IAFN upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the IAFN from time to time.