

ONS 43rd Annual Congress

May 17–20, 2018 • Washington, DC

Exhibit Space Application

SmithBucklin
330 N. Wabash Ave.
Chicago, IL 60611

Questions?
Contact Our Sales Managers

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OFFICE USE ONLY

Booth assigned _____
Received _____
Price _____
Point total _____

1. Your Contact Information (List as you would like it to appear in all materials.)

Contact name _____
Title _____
Company name _____
Address _____
Address _____
City _____ State _____ Zip _____
Email _____
Website _____ Phone _____
Fax _____

If you are using a third party to plan your exhibit, please provide a name and contact information _____

2. Select Your Booth Type

- Commercial Booth (inline): \$3,900 per 10 x 10 inline booth*
- Hospital Nurse Recruitment Booth (inline): \$3,400 per 10 x 10 inline booth*
- Nonprofit Booth: \$850 per 10 x 10 inline booth* (must submit proof of 501(c) 3 status)

*All corner booths must add an additional \$200 per corner.

Cost: # of 10x10 booths _____ x Rate \$ _____ + # of Corners \$ _____ =

Total Booth Price \$ _____

Must qualify as patient advocacy organization and submit proof of 501(c)(3) status. See Patient Advocacy Exhibit Rate section in the attached rules and regulations.

Please note: Companies that qualify for the Hospital Nurse Recruitment and Patient Advocacy rates must select booth space in the respective pavilions on the show floor.

3. Choose Your Booth Space

Please select your top-six choices for your booth space.

First choice

Second choice

Third choice

Fourth choice

Fifth choice

Sixth choice

ONS will make its best efforts to assign companies to one of the requested spaces.

A deposit of 50% of the total exhibit space is due with application. Applications submitted after October 1, 2017, must be accompanied by payment in full.

If possible, don't place us near:

4. Submit Your Payment *Applications submitted after October 1, 2017, must be accompanied by payment in full.*

Send Check payable to ONS (tax ID #51-0183279) to

**Oncology Nursing Society Exhibits
P.O. Box 3500
Pittsburgh, PA 15230**

If you need to FedEx your check payment, please mail it to the following address.

**SmithBucklin
ATTN: ONS Accounts Receivable
330 N. Wabash Ave, Suite 2000
Chicago, IL 60611**

5. Terms of Agreement

- We agree to abide by all rules and regulations governing the ONS 43rd Annual Congress as printed in the prospectus and which are part of this application. Acceptance of this application by show management constitutes a contract.

Date _____

Authorized signature* (required)

Name/title (please print)

**Authorized signature must come directly from exhibiting company.*

6. Submit Your Contract

Email or fax this application to jshupe@smithbucklin.com or astrombeck@smithbucklin.com or ahaigh@smithbucklin.com or 312-673-6580 (fax). Do not mail contracts.

ONS 43RD ANNUAL
Congress

Exhibit and Sponsor Rules and Regulations

Acquisitions: If an exhibiting company is acquired by another company, the acquiring company will become liable for the full exhibit and/or sponsorship fees.

ADA Compliance: Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans With Disabilities Act. If you have special needs or questions, please contact jweber@smithbucklin.com.

Assignment of Space: Booth assignment will be made upon receipt of signed application. ONS reserves the right to exercise its sole discretion in the acceptance or refusal of applications. The preferences requested for booth space location are for guidance and are not guaranteed. ONS does not represent that any space will be available to any applicant. If space is not available, a waiting list will be developed in the order of the date of receipt by ONS of each completed application for exhibit space. ONS will refund all payments received with application for exhibit space to any applicant for whom space is not available or to whom exhibit privileges are not extended. ONS reserves the right to modify the floor plan to accommodate space or change as necessary to avoid conflicts. Any space not reserved prior to the start of the conference may be deleted by ONS without any obligation on the part of ONS. ONS reserves the right to assign booths as necessary to meet the requirements of all participants. Assignments not rejected by exhibitor within 14 days from notification of space assignment will be considered accepted by the exhibitor and may thereafter be rejected or the application canceled only with the approval of the exhibit manager.

Care of Property: No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumb tacks, scotch tape, nails, screws, bolts, or any tool or material which could mark the floor or walls is prohibited. Any damage to the convention center through carelessness of exhibitors or their employees or agents must be paid for by exhibitor causing such damage.

Certificate of Insurance/Liability: ONS requests exhibitors show evidence of a certificate of insurance for liability insurances, workers compensation, and automobile insurance (if applicable) for all events being offered to ONS registrants. ONS should be named as an additional insured.

Children's Admission to the Learning Hall: Children are permitted in the learning hall provided an attendee and/or exhibitor accompany them at all times. Strollers are prohibited for safety reasons. The registered attendee and/or exhibitor responsible for the child assumes all responsibility for any damage to exhibits. Children under 18 are not permitted during set-up or dismantle.

Eligibility: Eligible exhibitors are those with an endorsement from ONS. All exhibitors must be in good standing with ONS. ONS reserves the right to revoke an exhibitor's privileges and terminate the exhibit agreement. If ONS terminates this agreement for reasons other than those set forth in the payment policies, then ONS will return to the exhibitor all deposits or fees paid by such exhibitor.

Exhibit Construction and Layout: ONS reserves the right to control the layout of the exhibit hall. Detailed regulations governing the construction, height, and layout of exhibits will be included in the Exhibitor Services Manual. These Rules and Regulations are to be considered an addendum to this document and are subject to the full power and enforcement as set forth herein. If you require immediate access to these Rules and Regulations, please reference your service manual under the Rules and Regulations tab or contact ONS Show Management for a copy. Each exhibitor will be held accountable for abiding by these rules and regulations governing stand construction and height limitations. All exhibitors are required to provide some form of floor covering in their booth, which must reach aisle to aisle. Bare concrete is not permitted. The exhibitor will also be responsible for any cost necessary to finish off the back wall and open area behind their pop-up, and/or hard wall structure. No cartons may be stored behind the booths.

Exhibitor Events: No entertainment, meetings, tours, special events, hospitality suite functions, or other private functions will be permitted during any scheduled ONS Congress activity unless approved in writing by ONS. Exhibitors that are not in accordance with the stated rules may lose their privilege of exhibiting at this and future conferences.

Exhibit Funding: Funding provided per this agreement is not contingent on the purchase, recommendation, or referral of the participating company's products and is not intended to encourage ONS to order, prescribe, or recommend the participating company's products.

Fire Regulations: Fire hose cabinets must be left accessible and in full view at all times. All display material must be flame proofed and subject to inspection by the local fire department. No flammable fluids or substance may be used or shown in booths.

Fundraising: Unless a special exception has been granted by ONS in writing, exhibitors may not engage, directly or indirectly, in any fundraising in the learning hall.

Handouts/Giveaways: Any exhibitor must first obtain ONS's written approval before using the ONS conference logo, and ONS

must review and approve each giveaway item. Email your requests to jweber@smithbucklin.com. In addition, all food and beverage giveaways must have written approval from ONS and the convention center catering service.

Hospital Nurse Recruitment Rate: All companies that qualify for this rate must select booth space in the Career Fair Pavilion.

Indemnification/Hold Harmless: Exhibitor releases ONS, its contractors, and their respective directors, officers, employees, agents, and members, and each of them, from any claims, liabilities, losses, damages, costs, or expenses relating to or arising out of any injury to any personnel of exhibitor or to any other person or any loss of or damage to any property of exhibitor or any other property where such injury, loss, or damage is incident to, arises out of, or is in any way related to exhibitor's participation in the event, and the Exhibitor shall be responsible for any such injury, loss, or damage, and any expenses relating thereto. Exhibitor shall indemnify, defend, and hold harmless ONS and its contractors and their respective directors, officers, employees, agents and members, and each of them, from and against all claims, liabilities, losses, damages, costs or expenses, including reasonable attorney's fees and costs of litigation, relating to or arising out of Exhibitor's participation in the event, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting directly from the sole negligence of either ONS or its contractors. The terms of this provision shall survive the termination or expiration of this agreement.

Limitation of Remedies: In no event will ONS be liable for any lost profits, lost savings, incidental damages, or other economic consequential damages, even if ONS has been advised of the possibility of such damages. ONS will not be liable for any damages claimed by the Exhibitor based on any third-party claim. Damages: In no event will ONS be liable for any damages caused by failure of an Exhibitor to perform their responsibilities.

Patient Advocacy Exhibit Rate: The Patient Advocacy booth rate is limited to patient advocacy organizations that can provide proof of 501(c)(3) status. Patient advocacy organizations are those that provide resources and support for patients, survivors, and care providers. Eligibility for this rate is subject to ONS approval. All companies that qualify for this rate must select space in the Advocacy Pavilion.

Payment/Cancellation Policy: A deposit of 50% of the total exhibit space is required at the time the application is forwarded unless the application is filed after October 1, 2017, when 100% of exhibit cost must be forwarded. Checks should be made payable to ONS and mailed to Oncology Nursing Society Exhibits, P.O. Box 3500, Pittsburgh, PA 15230-3500. Exhibitors canceling exhibit space from prior to June 1 will be charged a \$250 processing fee. Exhibitors canceling exhibit or meeting space from June 1 - October 1, 2017, will be responsible for 50% of the total fee. Exhibitors canceling exhibit or meeting space after October 1, 2017, will be charged the total fee of exhibit or meeting space reserved. No sponsorship or event cancellation refunds will be granted due to ongoing promotions. Should any contingency prevent holding of the exhibition, neither ONS nor SmithBucklin shall be held liable for any expenses incurred by the exhibitor.

Performance of Music: No copyrighted music, if published via ASCAP or BMI, may be played in the learning hall during the exhibit hours. Unpublished original music, used in promotional video/audio tapes, is not subject to this rule.

Pets/Animals: No pets or animals will be permitted in the learning hall.

Prize Contests: All contests, raffles, and such must be approved by ONS exhibit management. Email your requests to jweber@smithbucklin.com.

Registration: Each Exhibitor will be allowed three (3) complimentary exhibit hall-only registrations per 10' x 10' booth, with the option to purchase additional exhibit booth personnel badges at an additional cost of \$50 per badge. All exhibitors are to register their personnel in advance of the conference. All registered exhibitors must be employees of the exhibiting firm. False certification of individuals as exhibitor representatives, misuse of badges, or any method used to assist unauthorized individuals to enter the conference area or sessions may be sufficient cause for expelling the violators from the conference, barring them from further attendance of any activities or sessions associated with the conference without obligation by ONS for refund of any fees.

Release: Exhibitor consents to and authorizes the use, reproduction, and public release, by ONS of any and all recordings in whatever medium, including video, audio, or other transcript, gathered in relation to the conference. Exhibitor agrees all such recordings will be the property of ONS, solely and completely. Exhibitor agrees to obtain sufficient rights and releases from any employees and agents working with Exhibitor at the conference, to grant ONS a perpetual, unrestricted, and royalty-free right to use their likeness, photograph, voice and or name in the recording including any portion thereof, for advertising, publicity, trade or any other lawful purposes, in any medium now known or hereafter to be developed and do hereby release and forever discharge ONS from any and all claims resulting directly or indirectly from use of the recordings.

Sales: Publishing companies are permitted to sell oncology-related books and journals during show hours. Otherwise, no cash sales are permitted in the booth or learning hall unless approval is received by ONS. All other companies/organizations are limited to taking orders. Exhibitors selling or taking orders in their booth are required to collect and remit city and state sales taxes.

Security/Liability: Watchmen will be on duty at all times. However, each exhibitor must take provisions to safeguard his goods from the time they are placed in his booth until they are removed by him. Space is leased with the understanding that ONS, SmithBucklin, and the convention center will act for the exhibitor and his representatives only in the capacity of agent, and not as principal. Each party agrees to be responsible for his own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy. These rules and regulations are to be construed as part of all space contracts. ONS reserves the right to interpret them as well as to make final decisions on all points not specifically covered.

Set-Up and Dismantle: If an exhibit is not set up by 5 pm on Wednesday, May 16, 2018, ONS reserves the right to re-assign such space to another exhibitor or to make other use of the space as deemed necessary or appropriate at the expense of the exhibitor. Exhibits are to be kept intact until the closing of the learning hall. No part of an exhibit shall be removed during the learning hall without special permission from ONS. Any exhibitor that begins dismantling its display before the close of the show will be charged a 25% booth fee, and may altogether lose the privilege of exhibiting. The exhibitor agrees to have the equipment or materials removed from the learning hall by the prescribed time. Failure to remove equipment or materials may incur the billing of late charges. If exhibitor fails to remove its equipment or materials, the exhibitor shall appoint ONS as its agent to arrange such removal. Exhibitor agrees to pay all charges for the breakdown, removal, and shipment of its equipment and materials as arranged by ONS. All freight must be removed from the facility by the end of move out. If exhibits are not removed by this time, management has the right to remove exhibits and charge the expense to the exhibitor.

Solicitation: In response to requests from past exhibitors, the show floor will be policed to eliminate solicitation of exhibitors by other exhibitors and third parties. If you are approached, please report it to the exhibitor registration desk immediately. Individuals who fail to observe the no-solicitation policy will be removed from the learning hall floor and jeopardize the participation of the exhibitor they represent. As a reminder of ONS policies, exhibitors are only allowed to distribute literature, journals, and promotional materials from their designated booth area. Any distribution of the mentioned materials outside of said booth will be a violation of the guidelines set forth by ONS and subject to removal from the learning hall floor. This will be strictly enforced.

Special Visual and Audio Effects: Audio-visual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of ONS, do not interfere with the activities of neighboring Exhibitors. Operational equipment demonstrated may not create noise level objectionable to neighboring exhibitors. Subject to these limitations, video recording is permitted within exhibitor's booth space. Operation of all such equipment is subject to union regulations.

Subletting of Space: The subletting or assigning of space is prohibited. Two or more firms may not exhibit in a single space unless special arrangements have been made with ONS exhibit management.

Use of Space-General: All marketing activities of each exhibitor must be confined to the exhibitor's allotted booth space. Aisle space may not be used for exhibit purposes for displays or signs or for solicitation of business. Distribution of cards, circulars, samples, or exhibit material is expressly forbidden in areas outside of the learning hall. Exhibitors are not permitted to use strolling advertisements. Demonstrations in booths must be designed to take place and keep the audience within the existing booth space to allow the free flow of traffic in the aisles. Exhibitors expressly agree not to hold any activity that, in the sole opinion of ONS, creates a material adverse effect on attendance during ONS conference hours. If clarification is needed on a specific activity, please submit it to ONS for approval.

Additional Exhibitor Regulations: ONS reserves the right without recourse to absolutely control or prohibit any exhibit or any part of any exhibit which in its opinion is not suitable or in keeping with the character of the exhibition (e.g., people, things, conduct, printed matter, souvenirs). Advertisements not meeting approval must be removed upon request. ONS approval can be confirmed through ONS exhibit management. Unethical conduct or infraction of rules on the part of the exhibitor or his representatives or both will subject the exhibitor or his representatives or both to dismissal from the learning hall. In this event, it is agreed no refund shall be made by ONS, and no demand or redress will be made by exhibitor or his representatives. Disregard for any rule stated here is considered just reason for ONS to prohibit any exhibitor from attending all future ONS activities. Questions regarding these policies should be directed to ONS exhibit management.