



2025 Exhibit & Sponsorship Rules and Regulations

1. **ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of ISTSS and shall be operated in a way that will not detract from other exhibits or from the Exhibition. 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, ISTSS 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.
3. **ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. ISTSS will attempt to honor all requests for exhibit space. Notwithstanding the above, ISTSS reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.
4. **PAYMENT:** Full payment is required with the contract.
5. **CANCELLATION:** ISTSS must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit tabletop occurs prior to August 1, 2025, the exhibitor will be refunded 50% of the payment received. After August 1, 2025, no refunds will be made.
6. **FAILURE TO OCCUPY SPACE:** The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by Exhibit Management. Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.
7. **TABLE TOP FEE:**
\$1,000 or \$2,000 per 6' x 30" skirted table includes:
 - One complimentary meeting registration for exhibit table staff
 - Complimentary identification sign Two chairs
 - Description (up to 75 words) of your organization in the Meeting ProgramOne-time use of the pre-registration list (emails excluded)*
 - Acknowledgment in broadcast emails to the ISTSS database of more than 6,000 contacts, Meeting Program and in *StressPoints* newsletter
 - Recognition on the ISTSS website before and during the annual meeting** For attendees who agreed to be included*
8. **FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

9. RESTRICTIONS ON USE OF SPACE:

No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of ISTSS. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle 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 hotel. 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.

10. CANCELLATION OF MEETING AND EXHIBITION:

If ISTSS 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 ISTSS 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.

11. CONSTRUCTION OF EXHIBITS:

Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

12. 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. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

13. FIRE REGULATIONS:

All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

14. SECURITY:

Peripheral security guard service is provided by Exhibit Management. However, 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. UNIONS AND CONTRACTORS:

Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by Exhibit Management. Only the Official contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Managers.

16. 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 duty authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

17. INSURANCE: ISTSS exhibitors relative to any event are required to provide proof of commercial general liability insurance listing the International Society for Traumatic Stress Studies (ISTSS) as additionally insured. The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's display's, equipment and other property while on the Baltimore Marriott Waterfront premises, and

hereby waives any claim or demand it may have against ISTSS and the Baltimore Waterfront Marriott or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless the International Society for Traumatic Stress Studies and the Baltimore Waterfront Marriott and their respective parent(s), subsidiary(ies) and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

ACCME Conditions

- 1. STATEMENT OF PURPOSE:** Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.
- 2. CONTROL OF CONTENT AND SELECTION OF PRESENTERS AND MODERATORS:** CME Accredited Provider and the ISTSS are ultimately responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program.
- 3. ROLE OF ISTSS:** ISTSS will assume certain responsibilities for the overall management of this activity and the day-to-day communications with the parties associated with this activity, including faculty and the Company.
- 4. DISCLOSURE OF FINANCIAL RELATIONSHIPS:** CME Accredited Provider and ISTSS will ensure meaningful disclosure to the audience of (a) Company funding and (b) any significant relationships that the Company has with CME Accredited Provider (e.g., grant recipient) or with individual speakers or moderators.
- 5. INVOLVEMENT IN CONTENT:** There will be no "scripting", emphasis, or influence on content by the Company or its agents.
- 6. ANCILLARY PROMOTIONAL ACTIVITIES:** No promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.

7. OBJECTIVITY & BALANCE: CME Accredited Provider and ISTSS will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

8. LIMITATIONS ON DATA: CME Accredited Provider and ISTSS will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.

9. DISCUSSION OF UNAPPROVED USES: CME Accredited Provider and ISTSS will require that presenters disclose when a product is not approved in the United States for the uses under discussion.

10. OPPORTUNITIES FOR DEBATE: CME Accredited Provider and ISTSS will ensure meaningful opportunities for questioning or scientific debate.

11. INDEPENDENCE OF ISTSS IN THE USE OF CONTRIBUTED FUNDS:

- a. Funds should be in the form of an educational grant made payable to **ISTSS** as directed.
- b. All other support associated with this CME activity (e.g., distributing brochures, preparing slides, etc.) must be given with the full knowledge and approval of CME Accredited Provider and ISTSS.
- c. No other funds from the Company will be paid to the program director, faculty, or others involved with CME activity (additional honoraria, extra social events, etc.).

All parties agree to abide by all requirements of the ACCME *Standards for Commercial Support of Continuing Medical Education* (appended).

CME Accredited Provider and ISTSS agree to:

- 1) acknowledge educational support from the Company in program brochures, syllabi, and other program materials;
- 2) upon request, furnish the Company a report concerning the expenditure of the funds provided.

☐ **AGREED**

Signature: _____

Organization: _____

Date: _____