

## Rules and Regulations Governing Exhibit Contract

By completion and return of the Exhibit Contract & Sponsor Registration Form or the online registration, you and your representatives agree to adhere to the rules and regulations as outlined below. Failure to conform or comply could result in forfeiture of fees and jeopardize invitations to future programs. **The individual listed on the Exhibit Contract & Sponsor Registration Form as the Primary Contact bears full and exclusive responsibility for informing all attending representatives of these guidelines.**

RESERVATIONS FOR SPACE will be made in the order in which signed contracts are received. NCFAS reserves the right to relocate any display areas for the benefit of an/the exhibitor and/or the organization.

BOOTH RATE, PAYMENT, AND CANCELLATION POLICY: A standard booth space, 8 feet wide by 8 feet deep, is \$2000.00, including one representative and \$250.00 for each additional representative, regardless of the duration of their attendance at the seminar. Full payment must be received with signed contract. Cancellations received in writing on or before December 14, 2026, will receive a refund, minus a \$100.00 processing fee. No requests for refunds will be accepted after December 14, 2026.

DIMENSIONS AND LIMITATIONS: Exhibits must not exceed 8 feet in height. Exhibits must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained in writing from the Society office. The exhibitor will be advised of which booth location(s) will meet requirements.

LIABILITY: The exhibitor agrees to protect, save, and keep NCFAS, Upton Associates, Grandover Resort and their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or their representatives, agents or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of Grandover Resort. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents and guests of NCFAS, Upton Associates, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitors property for theft, fire, accident or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives or employees. The exhibitor will indemnify and hold harmless NCFAS, Upton Associates, Grandover Resort, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons. The Society shall not be held responsible for the loss of or damage to any items on or within exhibitors display and encourages all to exercise caution to prevent loss or damage. The exhibit hall will be locked during non-exhibit hours.

INSTALLATION OF EXHIBITS will begin Wednesday, January 13, 2027 for all exhibitors. All exhibits must be completed no later than 7:30 a.m. on Thursday, January 14, 2027. Space not occupied by 8:00 a.m. on Thursday, January 14, 2027 will be forfeited by the Exhibitor, and the space may be resold, reassigned, or used by the Society without refund.

DISMANTLING: Displays must be dismantled before Noon on Saturday, January 16, 2027 but not before 10:30 am. Exhibitors may not dismantle displays until the show closes. Early departure may subject exhibitor to penalty and restriction to exhibit in future. Attendees expect representatives to be available during exhibit hours.

**RESPONSIBILITIES: The Primary Contact (that individual registering the organization) bears full responsibility for registering each attending representative and informing those representatives of these Rules and Regulations.**

PROHIBITIONS: Companies found to have misrepresented their product or service will be removed from the exhibit hall without refund. Subleasing or assigning of booths or a part of a booth is not permitted without written permission from the executive director. Exhibits, signs, or displays are prohibited in any of the public rooms or elsewhere on the premises of Grandover Resort. Aisle space may NOT be used for exhibit purposes, (including tables and chairs) displays or signs, solicitation or distribution of cards, circulars, samples, or other promotional materials.

SOUND DEVICES: The use of sound devices, loudspeakers, or other undignified methods of drawing attention is prohibited.

FDA REGULATIONS: Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drug and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA approved for a particular use or not commercially available in the US may be exhibited only if accompanied by clearly visible signage indicating the status of the product. Exhibitors shall have available at the booth a letter from the FDA that describes the allowable use of any drug or device exhibited.

EXHIBITORS, their representatives, and sponsored agents are expected to behave and dress in a professional manner during exhibit hours, planned functions, and while in the public areas of Grandover Resort. Failure to do so may jeopardize invitations to participate in future functions.

AMENDMENT TO REGULATIONS: All matters and questions not covered by these regulations are subject to the decision of the North Carolina Foot & Ankle Society or the executive director. The North Carolina Foot & Ankle Society and/or the executive director shall have sole authority to promulgate, interpret, and enforce all rules and regulations, and to make any amendments necessary for orderly conduct and attendee safety.