



Rules and Regulations Governing Residency Showcase Programs

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Participation Eligibility

The following qualifications are required of all Residency Showcase Programs (each a “Program”) exhibiting at the 2024 ASHP Midyear Clinical Meeting and Exhibition to be held at the New Orleans Ernest N. Morial Convention Center in New Orleans, Louisiana (the “Meeting”):

1. At least one pharmacy residency opening to participate and exhibit at Residency Showcase.
2. At least one representative present at the Meeting to meet with potential candidates.
3. Due to the individual program and candidate focus, recruitment companies, including but not limited to, staffing firms, hiring agencies, executive search organizations, and so forth, are not eligible for participation in Residency Showcase.
4. ASHP reserves the right, in ASHP’s sole judgment, to determine eligibility or compatibility of any company or its products to participate in Residency Showcase.

Use of Official ASHP Hotel Block

A contract for exhibit space is required to participate in Residency Showcase and must be submitted to ASHP prior to requesting a guest room block. All hotel reservations must be made through Orchid Events, ASHP’s official hotel reservation provider. Procedures and policies for reserving hotel rooms and room blocks can be found in both the official Meeting hotel reservation form as well as the hotel reservation portion of the official Meeting website. Programs must adhere to all such policies and procedures. Programs that do not adhere to these procedures may be subject to restrictions at future ASHP meetings, including but not limited to, denial of exhibit space and/or meeting room requests, and ineligibility for convention hotel room rates.

No Sales Policy

Because of the nature of Residency Showcase, solicitation of business, all order taking, selling activity, conferences in the interest of business and similar activity in the Residency Showcase hall is expressly prohibited. This policy will be strictly and actively enforced. Violations of this policy may result in, among other things, the shutdown of the violator’s booth and/or ejection from Residency Showcase.

Assignment of Space

Booth space will be allocated in the sole and exclusive discretion of ASHP with due regard to grouping of programs. ASHP reserves the right, in the best interest of Residency Showcase, to relocate a program’s selected booth space to areas other than that which has been requested by the program. The decision of ASHP with respect to allocation of booth space will be final and binding upon all programs.

Space

The Residency Showcase booth arrangement is shown by the floorplan on the Residency Showcase website. Dimensions and location of each booth are reasonably accurate, but only warranted to be approximate. ASHP may, in its sole discretion, change the floor plan. Please refer to our website for an updated floorplan.

Contract for Residency Showcase Booth Space

The contract for Residency Showcase Booth Space (the “Contract”) must be completely filled out and properly executed online. If the Contract is accepted by ASHP, it shall become legally binding upon both ASHP and the Program with respect to the space assigned and the use thereof as will all other provisions included in both the Contract and these Rules and Regulations Governing Residency Showcase Programs, including, but not limited to, the booth construction guidelines detailed at the end of this document. ASHP will assign and confirm booth space to the Program in writing.

Pricing

The Program agrees to the following payment and cancellation terms below:

Residency Showcase is sold to Programs by the booth size. The size of the booth that a Program purchases will determine the location of its space and the equipment provided inside the booth.

2024 Residency Showcase Pricing

Booth Size	Cost
10' x 10'	\$895
10' x 20'	\$1,790
10' x 40'	\$3,580

Payment:

- A valid credit card along with an authorization for ASHP to charge such credit card must be submitted at the time the Program submits its Contract.
- ASHP will charge the credit card on file for the full amount of the booth at the time the Contract is accepted, unless ASHP has agreed to invoice the Program as further provided herein.
- If a Program must be invoiced, the Program must submit a written request to ASHP for approval. ASHP must receive payment on all invoices on or before Residency Showcase opens on December 7, 2024.

Cancellation Penalties

Withdrawal by any Program from Residency Showcase will not be accepted unless written notice of such withdrawal has been received by ASHP. All payments for booth space are 50% nonrefundable regardless of the cancellation date, and any Residency Showcase program that withdraws on or after August 7, 2024, shall forfeit 100% of the full price of said Residency Showcase.

Any booth reserved must be paid in full by the Program at the time ASHP assigns its booth space, unless ASHP has agreed to invoice the program as provided herein. Should a program fail to make any payment when due, ASHP in its sole and absolute discretion may cancel any and all booth space assigned to the Program. In such cases, 100% of any payment submitted with the Contract shall be retained by ASHP if the space is cancelled on and after August 7, 2024, while only 50% of the

payment will be retained if booth space is cancelled before August 7, 2024. Programs will not be permitted to install or furnish the booth space until full payment of the booth purchase fee has been paid to ASHP. Payments to ASHP are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

Activity within Residency Showcase

Any activity within Residency Showcase, including, without limitation, distribution (free of charge or otherwise) of any literature, product, or any other item must conform to the educational and professional nature and character of the Meeting, and be in compliance with state and federal laws. ASHP reserves the right to prohibit and require immediate cessation of any activity or distribution that, in ASHP's sole and absolute discretion, is determined not to conform to the nature of Residency Showcase. ASHP will provide advance approval of activities and items upon request of a program. ASHP's decision to prohibit and require cessation of any activity will be at the sole and absolute discretion of ASHP and will be final.

Contests, lotteries, raffles, or games of chance are strictly prohibited unless preapproved in writing by ASHP. The rights and benefits hereunder are personal to programs and may not be assigned without the express written consent of ASHP. All Residency Showcase programs must conform strictly to these Rules and Regulations. ASHP reserves the right to restrict anything in or related to the booth that might be considered undesirable. This restriction includes, but is not limited to, specific items, conduct, dress of personnel, printed matter, or anything that ASHP deems objectionable to the Residency Showcase program or the Meeting as a whole.

Termination of Meeting and Residency Showcase Booth Space

If, in the sole judgement of ASHP, the premises in which the Meeting is to be held become unfit for occupancy, or should the Meeting and Residency Showcase be materially interfered with by reason of weather, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ASHP, the Residency Showcase Contract may be terminated by ASHP. ASHP will not incur any liability for damages sustained by programs as a result of such termination. In the event of such termination, the program expressly waives such liability and releases ASHP from and against all claims for damages and agrees that ASHP shall have no obligations except to refund to the program a pro-rated share of the aggregate amount received by ASHP (as rental for Residency Showcase booth space for said booth), after deducting all costs and expenses in connection with such space, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the program.

Installation of Residency Showcase Booths

The New Orleans Ernest N. Morial Convention Center has been reserved for programs to setup at the following times:

- *Monday December 09, 2024 12:00 p.m. - 12:45 p.m.: *Mon. Showcases only 4000 booths*
- *Tuesday December 10, 2024 7:00 a.m. – 7:45 a.m.: *Tues. Morning Showcases only 5000 booths*
- *Tuesday December 10, 2024 12:00 p.m. – 12:45 p.m.: *Tues. Afternoon Showcases only 6000 booths*

*Days and hours are subject to change

Bringing display panels, literature, and give a-ways for your booth is acceptable as provided herein. These may be delivered via the Residency Showcase program contractor, Shepard Exposition Services, and will be delivered to your booth. Information on how to arrange for shipping and other booth services will be available online in September. All materials used in the booth are the responsibility of the program, and ASHP is not responsible for their safekeeping.

Dismantle and Move-Out Information

MONDAY SHOWCASES

- All showcase materials must be removed from the facility by Monday, December 09, 2024 at 5:00 p.m. Any materials left in the booth when the next group is moving in will be thrown away.
- To ensure all Program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Monday, December 09, 2024 at 4:00 p.m.

TUESDAY MORNING SHOWCASES

- All showcase materials must be removed from the facility by Tuesday, December 10, 2024 before 12:00 p.m. Any materials left in the booth when the next group is moving in will be thrown away.
- To ensure all Program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Tuesday, December 10, 2024 at 11:00 a.m.

TUESDAY AFTERNOON SHOWCASES

- All showcase materials must be removed from the facility by Tuesday, December 10, 2024 at 5:00 p.m. Any materials left in the booth after this deadline passes will be thrown away.
- To ensure all Program materials are removed from the exhibit facility by the Program move-out deadline, please have all carriers check-in by Tuesday, December 10, 2024 at 4:00 p.m.

Contract Labor

Residency Showcase Programs may use contractors other than the official Residency Showcase booth contractor to set up, erect, and dismantle exhibits if at least thirty (30) days prior to the Program's booth installation date. Program provides to ASHP a written statement of authorization for each such contractor in which the Program provides the name and address of each contractor and lists the name of the supervisor who will be in attendance; assumes all responsibility for acts of its contractors and holds harmless ASHP, Shepard Exposition Services and the New Orleans Ernest N.

Morial Convention Center for any loss or damage, including reasonable attorney's fees arising from any act or omission of its contractors and further holds harmless ASHP, Shepard Exposition Services and the New Orleans Ernest N. Morial Convention Center from an injury to property of the contractors and the contractors' employees, subcontractors, agents and servants; guarantees compliance with any and all laws, ordinances, or regulations, and all union and convention center requirements; and guarantees all work will be coordinated through and subject to the direction of the official exhibit contractor to ensure orderly workflow. Programs must have onsite and provide to the official exhibit contractor certificate(s) of insurance for their contractor(s), naming the New Orleans Ernest N. Morial Convention Center, SPARGO, Inc., Shepard Exposition Services and ASHP as the additional insureds. This insurance shall afford immediate defense and indemnification, and the limit of the coverage must be no less than \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Contractors must strictly comply with the foregoing or they will not be permitted on the premises.

RESIDENCY SHOWCASE Hours:*

Monday, December 9	1:00 a.m. – 4:00 p.m.
Tuesday, December 10	8:00 a.m. – 11:00 a.m.
Tuesday, December 10	1:00 p.m. – 4:00 p.m.

*RESIDENCY SHOWCASE hours are subject to change.

Staffing of Residency Showcase Booths

Program assumes all responsibility for its booth personnel, employees, contractors, servants, agents, and for all persons admitted to the Residency Showcase area using its designated badge. All Programs are responsible for informing their own personnel and authorized representatives of these rules and regulations.

Music

Programs shall not play or perform any music at any time.

Residency Showcase Program Contractor

Shepard Exposition Services
10474 Armstrong Street
Fairfax, VA 22030

A Residency Showcase program service kit with more information will be available on the Residency Showcase Information for Programs page on the Meeting website.

Care of Residency Showcase Booth Space and Premises

All Residency Showcase Program activities must be confined to the limits of the Program's allocated space and must not interfere with the activity of other Programs. Each Program, at its own expense, shall take good care of its Residency Showcase booth space, not deface or mar said premises, and

will keep and maintain the aforesaid premises in good order at all times. Decorations may not be taped, nailed, tacked, or otherwise fastened to the ceilings, painted surfaces, columns, fabrics, or walls. Programs may not distribute adhesive-backed decals/stickers inside the New Orleans Ernest N. Morial Convention Center or on the premises. Electrical or any other mechanical apparatus must be muffled so noise does not interfere with other programs. Programs will not mar, deface, or otherwise damage any area or equipment of the New Orleans Ernest N. Morial Convention Center.

Safety

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of the City of New Orleans, LA, New Orleans Ernest N. Morial Convention Center. Volatile, explosive, or other flammable matter or any substances prohibited by the law or insurance carriers, are not permitted on premises. All electrical equipment must meet applicable National Electrical Codes and Convention Center requirements. Electrical fixtures and fittings must be UL listed and so marked. Access to public elevators and escalators must not be blocked at any time. Utility panels, switchgear, fire hose cabinets, standpipes and fire extinguishers must remain visible and accessible at all times. Decorations may not block exit doors, fire extinguishing equipment, sprinklers, or emergency lighting systems. All decorating materials must be constructed of flame-proof material or treated with an approved flame-proofing solution. Programs may not use helium balloons, compressed gas, heaters, heating devices, or motorized vehicles without the express written consent of ASHP and the New Orleans Ernest N. Morial Convention Center.

Children

Due to health and safety considerations, children under the age of 16 will not be admitted to the Residency Showcase program.

Programs Meeting Liability Waiver And Assumption Of Risk

Program knowingly and freely assume all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness and infectious disease (including, but not limited to COVID-19), damage, loss, claim, liability, or expense, of any kind, that Program may experience or incur in connection with attending the Meeting. Program hereby releases, covenants not to sue, discharges, and holds harmless ASHP, its employees, agents, and representatives, of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

Specifically relating to COVID-19 or any other infectious diseases (collectively, the “Diseases”), Program acknowledges the highly contagious nature of Diseases and voluntarily assumes the risk of exposure or infection by attending the Meeting, and that such exposure or infection may result in personal injury, illness, disability, and/or death to Program and/or Program’s agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives. Program understands that the risk of becoming exposed to or infected by Diseases at the Meeting may result

from the actions, omissions, or negligence of others who may attend the event or their families, colleagues, or others with whom they may have contact. Accordingly, Program understands and agrees that this release includes any claims based on the actions, omissions, or negligence of ASHP, its employees, agents, and representatives, whether an infection occurs before, during, or after participation in the Meeting.

In addition to all other rules and regulations relating to Program's attendance at the Meeting, Program and Program's agents, employees, affiliated personnel, officers, directors, shareholders, contractors, and representatives agree to comply with all Disease-related procedures that may be implemented by ASHP and the venue of the Meeting, including, but not limited to, mask-wearing and social distancing requirements and restrictions on certain activities that carry higher transmission risks, in order to protect as much as possible the health and safety of all Programs and attendees.

Residency Showcase Program Representative's Responsibility

ASHP, Shepard Exposition Services, the management of the New Orleans Ernest N. Morial Convention Center, and the shareholders, officers, directors, employees, contractors and assignees of any of the aforesaid parties will not be responsible for any injury, loss, or damage whatsoever or howsoever arising, which may occur to Program or to Program's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the Meeting or Residency Showcase. By signing the Residency Showcase Program Contract, Program expressly, voluntarily, and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless ASHP, Shepard Exposition Services, the management of the New Orleans Ernest N. Morial Convention Center, and the shareholders, officers, directors, employees and contractors of the aforesaid parties, from and against any and all claims and liabilities arising out of, or in any way related to, the acts or negligence of program, or any of the program's agents, employees or representatives.

Insurance

Residency Showcase Programs must adequately insure their activities, materials, goods, wares, and exhibits against theft, damage, loss, or injury of any kind and must do so at their own expense; ASHP, SPARGO, Inc., Shepard Exposition Services and the New Orleans Ernest N. Morial Convention Center are not responsible for any loss (howsoever caused) to any property of any Program. Programs are solely responsible for their own actions and all actions of their employees, personnel, representatives, agents or contractors during the Meeting. The Program shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than a minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name ASHP, SPARGO, Inc., New Orleans Ernest N. Morial Convention Center and Shepard Exposition Services as additional insureds.

During the term hereof, the Program shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of Program's employees engaged in the performance of any work for Program. All property of the Program is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to ASHP Show Management or its agent or representative within three (3) business days after request, time being of the essence. Failure to remit such proof shall be a material breach of these Rules and Regulations.

Security

ASHP will provide security guard service throughout the entire Meeting, including the official periods of Residency Showcase setup. The furnishing of such service is in no case to be understood or interpreted by programs as guaranteeing them or the content of their booth against loss or theft of any kind. For additional security services, please contact the official security contractor for the Meeting. Information about these services is contained in the service kit.

Use of ASHP Logo

No Residency Showcase Program shall record or photograph any content of the Meeting or of any attendee entering the Program's booth space. Programs shall not use the ASHP logo, the name of ASHP, or in any manner associate any of its activity during the Meeting with ASHP without the express prior written and personal consent of ASHP.

Food and Beverage

Certain packaged foods and nonalcoholic beverages may be distributed by Programs from their Residency Showcase space. All food and beverages must be purchased through the New Orleans Ernest N. Morial Convention Center's catering department. In an effort to maintain a clean and organized Residency Showcase, Programs who will be providing food and beverage/hospitality in their booth must order porter service. Porter Service is provided exclusively by ASHP's general services contractor, Shepard Exposition Services. Programs need to be aware of the ASHP policy regarding the consumption of alcoholic beverages: "That alcohol is a drug and should be used with the respect and concern afforded to any drug; that pharmacists should extend their professional obligations and responsibilities to alcohol use by individuals and themselves; that pharmacists have an obligation to ensure that, if consumed, alcohol is used only responsibly; that pharmacists, by example in their personal conduct, should foster awareness of the nature of alcohol and responsible use of alcohol by those who choose to use alcohol; and that ASHP and its members continue to support and foster impaired pharmacists programs as a means of providing opportunities for such individuals to rehabilitate themselves."

Smoke-Free Environment

ASHP monitors state and city laws related to smoking bans and considers meeting locations that have enacted smoke free regulations for public areas. The Meeting is a smoke free area.

Picture Taking, Videotaping/Audio taping

Programs are not permitted to photograph, audiotape or videotape Residency Showcase booth activity during the Meeting without express prior written approval from ASHP.

Helium Balloons/Lighter-than-Air Objects

The use of helium balloons and/or lighter-than-air objects is prohibited in Residency Showcase.

Waiver and Other Rules and Regulations

All rights and privileges granted to Residency Showcase Programs are subject to and subordinated to a master lease between ASHP and the New Orleans Ernest N. Morial Convention Center and its policies, rules, and regulations. This agreement, and the rights and benefits provided hereunder are personal to Programs creates no interest or estate in the New Orleans Ernest N. Morial Convention Center or its equipment or facilities.

ASHP shall not be deemed to waive any of its right here under unless such waiver is explicitly stated as a waiver in writing and signed by ASHP. No delay or omission by ASHP in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

Programs will comply with all applicable Federal, State and municipal statutes, ordinances, regulations, rules, and requirements including without limitation laws applicable to patents, copyrights, and trademarks and all rules and regulations of the New Orleans Ernest N. Morial Convention Center. Programs will not discriminate against any person on account of race, color, ancestry, religion, national origin, age, gender, sexual preference, sexual orientation, gender identity, marital status, family status, genetic status, pregnancy, parenthood, political affiliation, veteran's status, or any other protected status.

These Rules and Regulations Governing Residency Showcase Programs may be amended by ASHP and such amendments are hereby made an integral part of and incorporated by reference into the Residency Showcase Program Contract and shall be deemed to have the identical effect as if set forth in full in the contract. All points not specifically covered are subject to the decision of ASHP.

Booth Construction and Design

- Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, (1) 6' draped table, (2) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.
- Each 10' x 20' booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped tables, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.
- Each 10' x 40' booth will be set with 8' high back drape, 3' high side dividers, (4) 6' draped tables, (8) side chairs, (2) wastebaskets, (1) 4'x4' poster board and a 7" x 44" one-line identification sign with booth number only.

Arrangement of Residency Showcase Booths

All programs will receive a numbered booth assignment and a corresponding sign. Booth numbers will be published online, in the Residency Showcase on-site materials and accordingly on signage throughout the hall.

Programs are encouraged to bring their own signage and displays. ASHP cannot accommodate additional booth and chair requests onsite. If you need additional booths, you must order them in advance.

Facility Fire/Safety Guidelines

The New Orleans Ernest N. Morial Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. It is the responsibility of each Program to ensure compliance with all Convention Center Facility Regulations.

Lighting

Residency Showcase Program lighting must be limited to the confines of the booth space. Lighting that projects onto another Program's space or ASHP aisles or otherwise detracts from the professional atmosphere of the Meeting will not be allowed. No requests will be granted to turn off lights which project over aisle space or other program's booths. The Program is responsible for any lighting costs related to installation and dismantling, including any lights which may be denied approval on-site due to infringing on ASHP aisles, or other areas outside the program's booth space, etc.

Signs

Only professionally printed signs are allowed inside Residency Showcase. Forms for ordering booth ID signs and additional signs will be included in the Residency Showcase Service Manual.

Booth ID Signs

A 7" by 44" identification sign with Program name and booth number will be provided for all linear booths at no charge using the information provided in the Program's contract for exhibit space. Program name and booth number will match what is listed on the Residency Showcase online floor plan at the time of the print order. Program may incur change fees upon a re-print request.

Americans with Disabilities Act and Meeting Conduct

Programs shall be responsible for making exhibits accessible to persons with disabilities, as required by the Americans with Disabilities Act, and shall hold ASHP harmless from any consequences of a Program's failure in this regard. ASHP's zero-tolerance for any form of discrimination, harassment, or other unacceptable behavior including but not limited to: verbal abuse; disruption of presentations during sessions; or any other unacceptable behavior. In response to any incident of unacceptable behavior, ASHP reserves the right to take any action deemed necessary, including immediate removal from the Meeting without warning or refund and to prohibit attendance at any future meeting or event.

Updated June 6, 2024