AMERICAN SOCIETY FOR BIOETHICS + HUMANITIES

Exhibitor Application

ASBH 29th Annual Meeting

Exhibit Dates: October 28-29, 2027
Conference Dates: October 27-30, 2027
Hilton Columbus Downtown
Columbus, OH

We understand that space will be rented at the following rates:

	Before 04-09-27	After 04-09-27
8 ft x 10 ft (80 sq ft) booth*	$ 1,750	$ 1,950
Each Additional 8 x 10 ft	$ 750	$ 750

* Includes:
- ✓ One 6' Draped Table
- ✓ 2 Chairs
- ✓ Carpeted Hall
- ✓ Identification Sign
- ✓ Registration list of meeting attendees

We understand that all space must be paid for in full by August 13, 2027. If booth space is not paid for in full by the specified date, it may be assigned to another exhibitor at the option of ASBH.
We agree to abide by the terms and conditions printed on the facing page, which are made part of this contract. This contract is binding upon receipt and acknowledgment by ASBH as stated in the Terms and Conditions.

Size of Space _____ Total _____

ASBH will reach out for booth selection in the order that contracts are received

List organizations that you would prefer not to be near. (We will try to accommodate requests but can make no guarantee.)

_____

_____

_____

Official Program Information (check all that describe):

- ☐ Undergraduate
- ☐ Graduate
- ☐ Book Publisher
- ☐ Government
- ☐ Research Institute

With your application, please submit a description of your products or services to be exhibited for approval. Submit your application to msanders@asbh.org.

FOR ASBH USE ONLY

Booth number(s) assigned _____
Total Cost $ _____
Amount Paid $_____
Accepted by ASBH _____

Organization Information

This representative will be contacted with exhibit details and for future related mailings. Please print or type.

Organization Name _____
(Exactly as you wish it to appear in mobile app and on exhibit signage)

Street address _____

City, State, ZIP _____

Phone (___) _____

Website_____

READ BEFORE SIGNING: Exhibitor's signature on this contract indicates acceptance of the Terms and Conditions provided with this contract and is an agreement to pay the total amount due. The person signing this contract on behalf of the exhibitor has the authority to do so and is responsible for employees' adherence to the Terms and Conditions.

Signature _____

Title _____

Email _____

Billing Information

This contract will be addressed to the signer or designee indicated below, if different from above.

Name _____
(first) (last)

Title _____

Organization name _____

Address _____
(if different from above)

City, state, ZIP _____

Phone (____) _____

Email _____

*I understand that by providing the information listed above, on behalf of the organization specified above, I am authorized and hereby consent for the organization to receive phone calls or emails sent by or on behalf of ASBH.

Please complete all three steps:

1. Fill in credit card information below or call the number at the top of your invoice once received.
2. Make a copy of this form for your records.
3. To pay by check, send check and original application to:
   ASBH
   PO Box 88019
   Chicago, IL 60680-8019
   847.375. 4745

Questions? Contact: Mary Sanders
847.375.4886, msanders@asbh.org

Payment Information

CC #:_____ Exp:_____
CC Amount: _____ Date:_____
Check # _____ Date:_____

There is a 3% service charge for all credit card payments

EXHIBIT CONTRACT—TERMS AND CONDITIONS

1. **APPLICATION AND ELIGIBILITY**. Application for booth space must be made on the printed form provided by ASBH (hereinafter the "Society"), 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 display and demonstration of products and services relating to the practice and advancement of the art and science of bioethics and the humanities and the professional education of those individuals attending the Society's 2027 Annual Conference. The Society shall determine the eligibility of any organization, product, or service. The Society may reject the application of any organization whose display of goods or services is not compatible, in the sole opinion of the Society, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. Upon receipt and acceptance of application by the Society, this application shall constitute a contract. Acceptance constitutes one or more of the following: applicant's receipt of Society confirmation letter or e-mail message, shared conference information to exhibitor, receipt of decorator kit or information.
2. **EXHIBIT BOOTH PRICE**. Prices per 8' x 10': $1,750 before April 4, 2027 additional 8' x 10' ft.—$750. Standard pricing will be released after special pricing deadline has passed. This includes a uniformly styled draped booth, an identification sign, and exhibitor badges for three (3) preregistered organization representatives per paid 8' x 10' booth, which admit them to the exposition area at no charge.
3. **PAYMENT DATES**. Exhibitor/sponsor must pay 100% of their total exhibit space, sponsorship, or advertising fee within 30 net days of receipt of the invoice. Full payment must be received on or before 30 days prior to the conference, regardless of applications & contract submission date. Client reserves the right to reassign an exhibit booth space if the exhibitor fails to remit 100% payment by the deadline. No refunds or credits will be issued after the date of the conference and any attempt to withhold or withdraw payments made by exhibitor will be considered a breach of this Agreement and subject to enforcement action by the Society.
4. **CANCELLATION OF BOOTH SPACE**. If the exhibitor notifies the Society in writing of the exhibitor's intent to cancel the contract after acceptance but prior to July 7, 2027, a full refund of monies, minus a $500 non-refundable cancellation fee, will be made. If the Society receives a written request for cancellation of space between July 7, 2027, and August 25, 2027, the exhibitor will be liable for fifty percent (50%) of the full price of said exhibitor's booth space. No refunds will be made after August 25, 2027. In the event of cancellation by an exhibitor at no time can the cancellation fee be considered a donation or be recognized as support of the Society.
   If for any cause beyond the control of the Society—such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force majeure—the Society 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 Society to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.
5. **UNPAID BALANCES.** All exhibits, meeting room rentals, exhibitor directory listings, support opportunities, and advertising opportunities must be paid in full prior to the start of the meeting. Exhibitors with outstanding balances will not be permitted access to the in-person meeting, exhibit halls or freight docks, or begin the installation of their exhibits. Registrations will also be withheld until full payment has been received. Any sponsorship or advertising benefits will be held until full balance is paid.
6. **ASSIGNMENT OF BOOTH SPACE**. Space will be assigned once the 2027 floor plan is complete, according to the date on which the contract and deposit are received, the availability of the requested area, amount of space requested, special needs, and compatibility of the exhibitor's products with the Society's aims and purposes.
7. **BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE**. A uniformly styled exhibit booth will be furnished that consists of one skirted table, two chairs, and draped material on aluminum framework with a back wall that is 36 in. high (unless noted on floor plan), side rails that are 36 in. high, and an identification sign. Exhibit displays must not project so as to obstruct the view of the adjacent booths. In the rear 4 ft. of all booths, display material or equipment can be placed to a height not exceeding 8 ft. (unless noted on floor plan). In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height without written approval from the Society.
8. **CONDUCT OF EXHIBITS**. The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this 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. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. All sales activities must be compliant with the U.S. Food and Drug Administration and Office of Inspector General. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible for compliance with local, state and federal tax regulations for sales which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of the Society. Helium balloons are not allowed in the exhibit facility. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind.
   The Society reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the Society, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle. Photography is restricted to the confinement of your exhibit space.
9. **INSTALLATION/DISMANTLING**. *Installation*. All exhibits must be set up by the designated time on Wednesday, October 27, 2027, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. After set up has concluded, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by opening on Thursday, October 28, 2027. *Dismantling*. The official closing of the exhibits is Friday, October 29, 2027. All exhibit material must be packed and ready for removal from the exhibit area no later than the designated time on Friday, October 29, 2027. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any organization violating this regulation will be fined $200 and may be denied exhibit space at any future Society conferences.
10. **ADDITIONAL EXHIBITOR SERVICES**. All other services are available to exhibitors at normal charges through the official convention contractor (hereinafter "Official Contractor"). An exhibitor's service kit will be e-mailed to all exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, signs, cleaning, floral, electrical, audiovisual service, drayage, and labor.
11. **CONTRACTOR AND LABOR COORDINATION**. The Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. It is highly recommended that the labor services of the Official Contractor are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:
    A. The Society and the Official Contractor must be notified, and proof of adequate liability insurance must be given, in an amount no less than the $1,000,000 combined single limit for personal and property damage, at least 30 days prior to exhibition setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.
    B. Check-in by all labor will be required at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor.
    C. All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.
12. **HOSPITALITY AND ENTERTAINMENT**. Hospitality suites or events sponsored by the exhibitors must be approved by the Society in writing. No entertainment may be scheduled to conflict with the Society's program hours, activity hours, or exhibit hours. The Society has limited meeting space at the hotel that will be available on a first- come, first-served basis. Please complete the Function Space Request Form available on the Society website. Firms that are not exhibiting are not permitted to have hospitality functions.
13. **EXHIBIT STAFF REGISTRATION**. Prior to October 1, 2027, registration of three (3) exhibiting representatives per paid 8' x 10' booth will be complimentary, provided that registrations are received by the Society before October 1, 2027. There will be a $75 charge for the registration of each additional booth representative who exceeds the 3-per-booth allotment. After October 1, 2027, an onsite $75 service fee will be incurred for the following:
    A. Registration of each representative
    B. Each name change
    C. Each lost badge or name substitution.

    Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the exhibit facility. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area. Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Society or the Official Contractor. Exhibitor badges do not give admission to other conference functions, nor are they transferable, however, exhibitors are welcome to purchase 1-day registration for days they are not exhibiting.
14. **GENERAL CONFERENCE REGISTRATION**. Any exhibitor who desires to attend the program sessions or any optional activities must register through the Society website.
15. **SPECIAL VISUAL AND SOUND EFFECTS**. Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Society does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.
16. **UNACCEPTABLE EXHIBITS**. The exhibitor agrees not to use any displays that the Society 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 Society to criticism or legal liability, are inconsistent with the stated purposes of the Society and the interest and welfare of its members, are inimical to the property rights of the Society, or violate the booth regulations or any other provision of this contract. In the event the Society 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 Society may terminate this contract 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 Society.
17. **INSURING EXHIBITS**. Exhibitors shall insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by the Society that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.
    The Society, the convention facility and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employees, from any cause whatsoever arising out of participation in the conference prior, during or subsequent to the period covered by this exhibit application, excluding that caused by or resulting from the negligence of the Society or convention facility and their employees and representatives. Exhibitor shall indemnify, defend and hold harmless Society, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability, or expenses (including attorneys' fees) arising from or by any reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including exhibitor, its employees and agents, or any business invitees of or related to exhibitor's occupancy or use of the booth space and any other leased area(s) of the convention center. The terms of this provision shall survive the termination or expiration of this Agreement. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance applications for real and personal property. If requested, the exhibitor, as a condition to participation in the conference, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.
18. **MUSIC LICENSING**. The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Society and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present the Society with a copy of such license or grant no less than 30 days prior to the start of the exhibition.
19. **FDA REGULATIONS**. Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs 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 U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.
20. **AMERICANS WITH DISABILITIES ACT**. The exhibitor shall ensure that its booth and its promotional materials and activities comply with the Americans with Disabilities Act so as to allow persons with disabilities equal access to goods and services.
21. **LIABILITY FOR DAMAGES OR LOSS OF PROPERTY**. Guard service is provided by the Society on a 24-hour basis from move-in through move-out. Notwithstanding the guard service provided by the Society for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless the Society, the exhibit facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits therefrom, including that caused by or resulting from the gross negligence of the Society. The Society and exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.
    Exhibitor shall be solely responsible for the cost of any damage to the convention center, official hotels, property of others, and any other claims and cost arising out of exhibitor's use of the leased area(s), regardless of how or by whom such damage was caused. The terms of this provision shall survive the termination or expiration of this contract.
22. **INDEMNIFICATION.** The exhibitor agrees that it is responsible for the defense and payment of any and all claims, demands and suits on account of any alleged injuries, death or other loss by individuals, or damage to property or other loss, to any party occurring in the exhibit facility or elsewhere because of the acts or omissions of the exhibitor, its employees or agents, licensees, guests or contractors. The exhibitor agrees to defend, indemnify and hold harmless the Society, the exhibit facility, and their respective owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates (collectively "Indemnitees"), from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which any Indemnitee, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the exhibitor, its officers, directors, employees, agents, contractors, or any other person or organization hired by the exhibitor. The term of this section shall survive the termination or expiration of this contract.
23. **SHIPPING INSTRUCTIONS**. Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery to the booth, and removal, storage, and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s). Exhibit material cannot be received at the exhibit facility prior to the exhibition setup dates. Such freight will be directed to and stored at the Society's designated freight handling and storage firm at the exhibitor's expense.
    The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Society or the Official Contractor.
24. **FAILURE TO OCCUPY SPACE**. Any space not occupied at the exhibit facility by the designated time on Thursday, October 28, 2027, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Society without refund, unless a request for delayed occupancy has received prior approval by the Society in writing.
25. **FIRE REGULATIONS**. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.
26. **ADVERTISING MATERIAL**. The use or distribution of any souvenirs during the convention shall be subject to prior written approval by the Society. Such material shall be submitted to the Society for approval 60 days prior to the convention. Except as otherwise provided, the Society will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.
27. **CONVENTION PROGRAM**. The program will be available online and in our mobile app for easy accessibility.
28. **EXHIBIT SPACE FLOOR PLAN**. Every effort will be made to maintain the general configuration of the floor plan for this convention. However, the Society reserves the right to modify the plan, if necessary, as determined solely by the Society. The Society shall reserve the right to change booth assignments at the Society's discretion.
29. **PHOTOGRAPHY**. The Society occasionally has photographs of exhibitors and their booth personnel taken during the exhibition and uses such photographs in its promotional materials. By virtue of the exhibitor's participation in the exhibition, the exhibitor, on behalf of its booth personnel, automatically agrees to usage of its booth personnel's likeness in such materials with no remuneration to exhibitor or to its booth personnel.
30. **MISCELLANEOUS**. The Society 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 Society and such decision shall be final. These terms and conditions may be amended at any time by the Society 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 from time to time. This contract shall be interpreted under the laws of the United States and of the State of Illinois and any disputes shall be heard only in courts located in Cook County, Illinois.
31. **LIMITATION OF LIABILITY**. IN NO EVENT SHALL ASSOCIATION, EXHIBIT FACILITY, AND THEIR RESPECTIVE OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "EXHIBITION PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEYS' FEES AND COSTS, ARISING OUT OF THIS APPLICATION AND CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION OR FOR ANY CLAIM BY THE EXHIBITOR, EVEN IF ANY OF THE EXHIBITION PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR AGREES THAT EXHIBITION PARTIES' SOLE AND MAXIMUM LIABILITY TO THE EXHIBITOR REGARDLES OF THE CIRCUMSTANCES SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. THE EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE EXHIBITION PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEY'S FEES AND COSTS INCURRED BY EXHIBITION PARTIES ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT. EXHIBITOR SHALL BE SOLEY RESPONSIBLE FOR ITS ATTORNEY'S FEES AND COSTS.