

# **ISPE Boston Area Chapter 2024 PRODUCT SHOW**

## **LICENSE AGREEMENT**

This License Agreement ("Agreement") is made effective as of the date of your registration between (1) the party granting the license to occupy its space at the 2024 Product Show, being held on Wednesday, October 2, 2024 (the Product Show) described in the Agreement (the "Licensor", "Management", the "ISPE Boston Area Chapter", or "ISPE BAC"), and its officers, agents and employees, and (2) the party receiving the license to occupy said space (the "Licensee" or "Exhibitor"), and its officers, agents and employees. The Agreement incorporates all notices, attachments, emails, memoranda and other documents or exhibits expressly referred to and identified as being part of the Agreement including, but not limited to, any "online exhibitor registration form", hard copy registration application or other reasonable facsimile submitted to Management by the Licensee, any listing of rules and regulations provided by the applicable site of the Product Show, and any "fee scale" or "payment schedule" or reasonable facsimile provided by Management to/for Licensee. Further examples of exhibits to be included in the Agreement would be the Licensee's list of products and services to be offered, and the "exhibitor's manual", if any, provided by Management for space described in, and covered by, the Agreement.

### **Terms and Conditions:**

1. Central to the Product Show covered by the Agreement is the 2024 Product Show, its name, location, date(s), and the hours that (presumably at Gillette Stadium) it will be open for the Exhibitor to be present, and for the attendees to be on site, and other particulars.
2. The description of the space exclusively and otherwise available for Exhibitor, e.g. hall, room, booth(s), hallway or other property, and specific locations, will be provided by Management in support of the Product Show covered in the Agreement. This will also include Hospitality Suites, if applicable.
3. Exhibitor must have paid in full by July 12, 2024, as determined by Management, all fees and charges set forth prior to being permitted to occupy,

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install, display and/or otherwise use, and continue to use, the space covered by the Agreement. In order to secure the exhibit space, the Exhibitor must meet the payment deadlines outlined in the following fee schedule: 25% due at time of registration, next 50% due by Monday, March 11, 2024, and remaining 25% due by Friday, July 12, 2024. Registrations received after July 12, 2024 must be paid in full during registration.

4. If Exhibitor fails to complete set-up and occupy his/her/its space covered by the Agreement by one (1) hour prior to the opening of the Product Show to the attendees, or to have made arrangements in writing satisfactory to Management, Management retains the right to use that space as it sees fit; in that event Exhibitor will have "forfeited" any right of use.
5. Management reserves the right to amend the terms and conditions relating to Exhibitor's installation, display, and use of space, including relocation to space other than that described on the Exhibitor's online exhibitor registration form or in any other registration for space covered in the Agreement (Note: this includes attachments and other documents made a part thereof, as noted previously.) This provision may be invoked from time to time for business reasons dictated by Gillette Stadium, or if Management should determine that it is likely to be for the success of the Product Show covered in the Agreement.
6. All payments are non-refundable in the event Exhibitor cancels, withdraws, downsizes, defaults, or is not present (e.g. as mentioned above) for the Product Show. The only exception to this policy will be if, in the sole discretion of Management, extenuating circumstances existed for which some adjustment for the Exhibitor in this one instance is deemed appropriate.
7. A non-refundable 25% down-payment per the Payment Schedule is required upon Exhibitor's return to Management of this Agreement (to reserve a table/booth and the use of the space otherwise per the Agreement).
8. **Cancellation, Withdrawal, Downsizing and Default Policy.** In the event Exhibitor cancels his/her/its use of the space described within the Agreement, withdraws from the Exhibition, or downsizes space requirements for the

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Exhibition, Exhibitor may do so only by: giving written notice to Management, by certified mail, return receipt requested or Federal Express, UPS or by faxing or emailing to the following fax number/email address: (781) 647-7222/office@ispeboston.org. The date of cancellation, withdrawal or downsizing shall be the post mark date on the notice or evidence of other delivery, as applicable. Cancellations received by 11:59 pm EST on Friday, July 12, 2024 will receive a full refund of any payments made on the Product Show order. Cancellations received on or after the final deadline of July 12, 2024 will not receive a refund of any payments made on the Product Show order. If Exhibitor cancels, withdraws, or downsizes space requirements, Exhibitor agrees to pay Management, on demand, the amounts set forth on the online exhibitor registration form or on other registration forms, or elsewhere within Management materials provided to Licensees, as applicable, as liquidated damages and not as a penalty. As for this requirement, the parties agree that such amounts set forth constitute a reasonable provision for liquidated damages to make Management "whole". Finally, in the event Exhibitor "defaults" in any of its other obligations under the Agreement, in addition to Management's having the right to direct Exhibitor to vacate the Exhibition Hall immediately, Management may collect from Exhibitor any other fees set forth in the online exhibitor registration form or other fee schedules provided to Exhibitor, as well as Management's right to pursue any other remedies afforded to it by law.

9. Exhibits will be limited to those Exhibitors offering materials, products, or services of specific interest to registrants and attendees as they pertain to the Product Show or Life Sciences industry. Management, within its sole discretion, may approve prospective displays otherwise not in compliance with this guidance.
10. Exhibitor is required to inform, in writing, all persons who are, or may be, "on site" serving the Exhibitor in any capacity including installation, "in the booth" during hours of Exhibit Hall operations and when there are registrants-attendees present, or assisting with "tear down", removal and/or dismantling of the exhibits, all rules and regulations provided to Exhibitor by Management.

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All such rules and regulations provided as part of the Agreement related to Exhibitor's signs, printed list of exhibitors, advertising in the Exhibit Hall and monitoring and policing of Exhibitor's space in the booths, adjacent areas, and beyond, must be reviewed, and complied with by Exhibitor and the Exhibitor's personnel. Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any of Exhibitor's representatives, agents, employees or attendees, upon Management's good faith determination that any of the aforementioned rules and regulations for Product Show have not been adhered to by Exhibitor.

11. Exhibitor agrees to indemnify and hold harmless Management and all impacted third parties including, but not limited to, owners, sponsors, exhibition hall facilities, exhibition registrants and attendees, and the city hosting the Product Show, as well as these listed entities', and organizations', officers, agents and employees, and any other persons affected, against all claims, losses, suits, damages, judgments, expenses, costs (including, without limitation, reasonable legal fees) and charges of every kind arising out of or resulting from the Agreement and the use of the space described therein, by reason of personal injuries, death, property damages or any other cause sustained by any of the aforementioned persons or any others. At the same time, Management shall not be responsible for loss or damage to displays or goods belonging to Exhibitor, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or any other causes over which Management has neither the control, nor was, in fact, a contributing factor or cause of any such loss or damage to displays or goods belonging to Exhibitor. All such items brought to the Exhibition are displayed at Exhibitor's own risk, and should be safeguarded by Exhibitor at all times. Exhibitor installation is permitted from 2:00 to 8:00 pm the day prior to the Product Show and, with written permission, from 7:00 am to 9:00 am the day of the Product Show. While Security will be provided by the Product Show venue during the periods of installation, the night prior to the Product Show, during the Product Show, and dismantling, the Exhibitor understands and agrees that Management is not, and cannot be, a "guarantor"

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for the safety of Exhibitor's staff members, registrants, attendees, and other visitors, nor for the protection from loss and damages to Exhibitor's property, and space, including, but not limited to, its equipment, materials, products and decorations. Finally, Exhibitor agrees that Management shall not be liable in the event of any errors or omissions in Exhibitor's Official Directory listings or in any promotional material, or with respect to any lesser number of registrants or attendees that appear during the Exhibition, or for any lesser revenue generated from the Exhibition, or for any other disappointment that may befall Exhibitor from its hopes and expectations not met.

12. Exhibitor shall not sub-license, assign or otherwise permit any person to occupy, Exhibitor's table/booth, or any part thereof, or use the table/booth for the exhibition of anything not provided for within the Agreement. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise products or articles not manufactured or sold in its own name, except where such products or articles are required for the proper demonstration or operation of Exhibitor's display. In that case, Exhibitor's identification of such products and articles shall be limited to the regular nameplate, imprint, or other identification which normally and customarily appears on them. Exhibitor may not permit non-exhibiting companies' representatives to conduct business in its exhibit space at Product Show. Exhibitor's exhibits must be used solely for the purpose of promoting Exhibitor's (own) products, articles or services, and shall not be used for other business purposes. Any question that Exhibitor might have in this area should be brought to Management's attention at once. Management, in its sole discretion, shall make the final determination to address any such questions, as well as to determine if Exhibitor at Product Show has failed to comply with the requirements set forth here (§12), as with all other questions, and determinations related to the Agreement.
13. Exhibitor is liable for any damage caused to Gillette Stadium building floors, walls, windows, or columns, or to table/booth equipment, or to other exhibitors' property related to Product Show. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to table/booth equipment.

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14. Exhibitor is free to utilize any labor of its choosing in the safe installation and dismantling of its exhibit, and in its operation.
15. Electricity, gas, water, and other utilities, as well as other special services needed by Exhibitor, may be provided if available and only when the Exhibitor orders and agrees to pay for them. All orders shall be placed through Management to ensure such services are supplied in conformity with city, Gillette Stadium, and other affected entities' insurance and other requirements at and for Product Show. A credit card to pay for the services must be provided to Management with the order.
16. Table/booth representatives shall be restricted to Exhibitor's employees and the Exhibitor's authorized representatives. Table/booth representatives shall at all times wear badge identification furnished by Management. Management may at any time limit the number of table/booth representatives. All table/booths must be staffed by Exhibitor during all hours the Product Show is open. Table/booth representatives are restricted to their table/booth and are not permitted to hand out flyers or otherwise solicit Attendees at any other location in the Exhibit hall including the landings. Exhibitor's representatives shall not perform any entertainment at their table/booth (i.e. magician, masseuse, artist, etc.) or any activity that can be construed as a nuisance to neighboring exhibitors at Product Show.
17. All electrical wiring on displays or display fixtures within the Exhibit Hall at Product Show must conform to the applicable standards established by various authorities and governmental agencies, and comply with whatever related rules and regulations exist, which may be published on site, and which may also be provided to, or available for Exhibitor, and all exhibitors at the Product Show. As part of the requirements generated by local electrical code compliance agencies and associated authorities, Exhibitor's display wiring at the Exhibit Hall may well have to display the requisite seal and/or such other seals of official approving agencies as may be required at the site of the Product Show.

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18. All applicable fire and safety laws and regulations must be strictly observed by Exhibitor. In no way are the merely few examples mentioned here to substitute for Exhibitor's own requirement to become informed, remain informed, be vigilant, and maintain compliance with all fire and safety laws and regulations applicable to the Exhibition Hall and Product Show. Examples of rules and regulations for Exhibitor to follow regarding fire and safety are: cloth decorations must be flameproof; wiring must comply with local Fire Department and Underwriters' Rules; smoking in exhibits and venue is forbidden; crowding will be restricted and aisles and fire exits must not be blocked by exhibits or signs/banners; no decorations of paper, pine boughs, leafy decorations or tree branches are allowed; acetate and most rayon drapes are not flameproof and are prohibited; no storage behind or in the spaces to the side of the exhibits at Product Show is provided or permitted.
19. Use of live or recorded performances of music by the Exhibitor is only permitted with the expressed written approval of Management. Exhibitor acknowledges that any live or recorded performances of music by or on behalf of Exhibitor at the Product Show must be licensed from the appropriate copyright owner or its agent. Exhibitor warrants to Management that it will take full responsibility for obtaining any necessary licenses to play or perform such music and agrees to defend, indemnify and hold harmless Management from any damages or expenses incurred by Management due to Exhibitor's use or authorization of use of such music.
20. The operation of games of chance including raffle drawings, or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted for Product Show by applicable law and upon prior written approval from Management. As general guidance, business card raffles and ticket raffles are permissible with prior approval. "Wheel of Fortune" or casino type games are not permissible.
21. It is solely within Management's right to determine whether the character and/or attire of table/booth personnel of Exhibitor is acceptable and in keeping with the best interests of other exhibitors and the Product Show.

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Failure of Exhibitor to comply with Management's directive for Exhibitor to change the character and/or attire of Exhibitor's table/booth and related areas can result in Management's treating Exhibitor to be in "default" of its obligations required within the Agreement, and to pursue remedies for default as set forth above.

22. It is solely within Management's discretion to approve the placement, arrangement, and appearance of all items displayed by Exhibitor at the Product Show, and may require the replacing, re-arrangement, or re-decorating of any item and/or any table/booth, with no liability to Exhibitor for Management's doing so. Any special background or side dividers must be plainly finished on the side facing away from the Exhibitor's table/booth (e.g. no logos, no graphics). For any such surfaces not in compliance at 9:00 am the day of the Product Show, Management has the sole discretion to authorize the official decorator for the Product Show to perform, and complete, the necessary finishing, and Exhibitor will then be responsible for paying all charges related thereto. In addition, if Exhibitor has not started setting up any of its displays without leaving sufficient time to be completed by 9:00 am of the opening day of the Product Show, Management has the sole discretion to authorize the installation of such displays, and Exhibitor will then be responsible for paying all charges related thereto. In any event, all exhibits shall be ready by the opening hour of the Product Show. Management has the sole discretion to prohibit any noise or moving of exhibits after this time. Finally, Exhibitor may not construct or erect an exhibit to exceed the height limitations as set forth in the Exhibitors' Manual. Exhibitor whose table/booth exceeds the height limitation will be required, at its own expense, to alter the display in order to conform to those height limitations.
23. It is entirely within the sole discretion of Management to determine if any demonstration or activity for Product Show by the Exhibitor results in the obstruction of aisles or prevents ready access to nearby exhibitors' table/booths, and to notify Exhibitor to suspend that conduct.



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24. It is within the sole discretion of Management to determine whether the premises in which the Product Show is taking place, or is scheduled to take place, are unfit for occupancy; or whether there is a material impediment outstanding that is likely to interfere with the holding of the Product Show described within the Agreement. In the event that Management determines either of the above to be the case, for any reason not attributable to Management, or for cause or causes not reasonably within the control of Management, the Agreement may be terminated by Management at once. Management may retain such part of Exhibitor's fee under the Agreement as shall be required to recompense it for expenses incurred by Management in the performance of the Agreement up to that point in time, but in no event will Management be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of the cause or causes for the unfit premises, and cause or causes not reasonably within its control. Moreover, if Management terminates the Agreement in one of the scenarios set forth above, Management may retain such part of Exhibitor's License fee as shall be required to recompense it for expenses incurred up to the time such determination has been made, and there shall be no further liability on the part of either party thereafter. For purposes hereof, the phrase "cause or causes not reasonably related within the control of Management shall include, but not be limited to: fire; casualty; flood; epidemic; earthquake; explosion or accident; blockade embargo; inclement weather; governmental restraints; restraints or orders of civil defense or military authorities; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment of or lack of adequate transportation facilities; local, State or Federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God."
25. In the event of a dispute or disagreement between Exhibitor and an official contractor, or between two or more exhibitors at the Product Show, or other third parties involved with the Product Show, it is the intention of Exhibitor and Management that Management shall interpret the facts, documents and

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authority regarding the dispute using its sole discretion, and decide the dispute such that any decision reached and shared with the disputants will be binding on Exhibitor, and the other parties involved (if any), whoever they may be.

26. All of Exhibitor's arriving goods, materials, product and exhibits ("goods") will be received at the Product Show Exhibit Hall loading docks and receiving areas designated by Management. All of Exhibitor's incoming goods must be plainly marked, following all the rules, procedures, and requirements for Exhibitor to receive these goods, which, as an attachment to the Agreement, or provided otherwise by Management, will enable Exhibitor to become informed about those rules, procedures, and requirements for receiving goods for the Product Show at the Exhibition Hall. It is Exhibitor who will be responsible for properly receiving and retrieving goods on site; and Exhibitor is required to pre-pay all charges related to delivery of such goods and to do what is required on site to accomplish delivery.
27. Management will maintain the cleanliness of all aisles. Exhibitor must, at its own expense, keep its exhibits and exhibit space at Product Show clean and in good order. **All exhibits must remain fully intact until the Product Show has officially ended.** Disturbing or tearing down an exhibit prior to the official closing hour of the Product Show can result in a refusal by Management to accept or process exhibit space applications for subsequent Product Shows and exhibitions, and depending upon the interference disruption caused prior to sanctioned "tearing down" and "removal," and per the online exhibitor registration form, or another fee scale or payment schedule, Exhibitor might incur an additional charge. Exhibits must be removed from the Product Show Exhibit Hall by the time specified in the Exhibitors' Manual. In the event Exhibitor fails to remove its exhibit in the allotted time, and without arrangements being made timely in writing with Management prior to, Management, in its sole discretion, and at Exhibitor's expense, may elect to ship the exhibit through a carrier of its choosing to Exhibitor's address of record, or to place the exhibit in a storage warehouse subject to Exhibitor's disposition of such thereafter.

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28. The photographic rights for the Product Show are reserved to Management. Exhibitors are granted a limited license to photograph their own exhibits.
29. Exhibitor is advised to see that its regular insurance carrier or other provider includes extraterritorial coverage, and that it has its own theft, public liability, and property damage insurance in sufficient amounts suitable to protect Exhibitor's activity at the Product Show.
30. Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments, nor for moving costs. If its exhibit fails to arrive, Exhibitor is nevertheless responsible for Product Show exhibit space cost.
31. Management shall have sole discretion in the matter of interpretation, amendment and enforcement of the Agreement.
32. Exhibit spaces and sponsorships at Product Show are secured and confirmed once the Exhibitor has paid in full or paid in accordance with the fee schedule outlined in this Agreement.
33. Any attempted assignment of this License shall be null and void, and is of no force and effect.
34. Exhibitor agrees to pay interest at a rate of 1% per month (12% per annum), or the maximum allowable by law, whichever is less, on all "past due" balances to Management. Exhibitor further agrees to pay any collection costs related to Management's pursuit of past due balances including, but not limited to, court costs, collection fees, and Management's attorney's fees to accomplish collection.
35. This Agreement contains the entire agreement between Management and Exhibitor. It may not be orally modified. Only an amendment in writing signed by duly authorized representatives of both Management and Exhibitor will make the amendment in writing valid and enforceable.
36. This Agreement is deemed to be entered into in the Commonwealth of Massachusetts and governed by the laws of the Commonwealth of Massachusetts. Exhibitor consents to the jurisdiction of the courts of the

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Commonwealth of Massachusetts for the resolution of any and all disputes and claims arising out of this Agreement, and the enforcement of same. Exhibitor waives any claims as to lack of personal or subject matter jurisdiction and agrees that it is subject to the jurisdiction of the Commonwealth of Massachusetts.

37. Mechanical or electrical devices which produce sound must be operated so as not to disturb other exhibitors at Product Show. It is within Management's sole discretion to determine the placement and acceptable sound level of all such devices.
38. Management shall have the right to set-off against any amount which may be due to Management from Exhibitor, pursuant to this Agreement, or otherwise in connection with the Product Show, or to pay off past due and other balances due and owing from Exhibitor to Management.
39. Admission is open to adults affiliated with the industry served by the Product Show. No persons under 18 years of age will be admitted to the Product Show without prior approval of Management. It is within Management's sole discretion to determine admission policies to the Product Show at all times.
40. Exhibitor's engagement in retail sales is prohibited during the Product Show. Infraction of this rule, as has been mentioned with respect to violation of other terms, conditions, rules and regulations, will result in Exhibitor's table/booth being repossessed, and Exhibitor being treated "in default" of the Agreement. Subject to the foregoing, Exhibitor's distribution of samples, souvenirs, publications, etc., or engaging in sales promotion and sales-related activities may be conducted by Exhibitor, providing that such distributions and activities are only carried out from within Exhibitor's table/booth. No article containing any product other than the product or materials made, processed or marketed by Exhibitor may be distributed by Exhibitor, except by written permission provided by Management timely, that is in advance of the activity of concern.
41. In the event of cancellation of any advertising or other sponsorships, Exhibitor shall be responsible for full payment. Management reserves the right to

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reallocate such advertising space for Product Show at its discretion. Exhibitor is solely responsible for providing the required information, item(s), or data file(s) to Management by the specified deadlines. Late submissions cannot be guaranteed. It is within the sole discretion of Management to approve, or not, all advertisements. It is within the sole discretion of Management to offer new products, services, events, materials, positions and business opportunities throughout the Product Show cycle that may not be listed or referred to in the Agreement.

42. Any property that is purchased by Management or leased to Management in order for Management to provide such service is merely incidental to the rendering of such service to Exhibitor. The provider of the service will incur all applicable sales and use taxes on such property when it is purchased or leased.
43. As noted above, Management shall not be liable for any costs, damages, fees or expenses of Exhibitor as a result of any changes in the Product Show schedule, location, or other details of the Product Show covered by the Agreement. It is within the sole discretion of Management to retain any portion of Exhibitor's fee paid to date, when there has been a change in date, location or other details, and said amount shall be applied to the Product Show as though no change in dates or venue had occurred. In the event that Exhibitor should cancel participation, as mentioned above, Exhibitor is and will be liable for liquidated damages.
44. External Audio/Visual (A/V) vendors are prohibited from accessing the Product Show space. All rental items from external A/V vendors must be delivered to the loading dock. The Exhibitors are responsible for transferring the A/V rental items to/from the loading dock for Product Show to their exhibit space at Product Show and set up/take down of the equipment.

## **2024 Exhibitor Manual**

1. This manual is not all encompassing and is to be used in conjunction with the comprehensive rules and requirements for Product Show set forth in the License Agreement. **BOTH** documents should be read thoroughly to understand requirements applicable to the Exhibitor.
2. Participation, registration, sponsorship and exhibit display for Product Show is limited to one company per exhibit space or sponsorship. This includes “sister” companies or companies under the same corporate umbrella for Exhibitor.
3. All table top displays should be confined to the table, with a height limit of 60” above the table. The maximum width of the display shall be 72”. Tables are aligned with 2’ of space between adjacent tables. The space between the tables is not to be used for storage or display purposes and is to be kept clear at all times. Exhibits and exhibitors at Product Show shall not impede the area of their neighbors (defined as one foot on either side of their table). No variances will be granted prior to or on site at the show. Please plan your display and sign structures accordingly.
4. Standard booth dimensions are 10’ wide and 10’ deep. Super booth dimensions vary according to the plan. Maximum height of the display in all booths is 7.5’. PLEASE NOTE: Nothing will be permitted at the Product Show above these maximum heights, including signs, banners, truss structures, lighting, and display materials.
5. Stand-alone tables at the Product Show may, at the discretion of Management, be replaced with a stand-up display providing the display dimensions do not exceed those of the table in length (8’), width (30”), and the height does not exceed 90”.
6. Exhibits should be simple and professionally done. Management reserves the right at the Product Show to restrict tabletop exhibits which are objectionable because of size, noise, glaring, flashing lights, etc. Management reserves the right to prohibit or evict any exhibitor who, in our sole opinion, detracts from the overall good of the Product Show. This includes persons, exhibits, printed matter, or anything that is judged to be objectionable.
7. Exhibits must be staffed at all times during the exhibit schedule for the Product Show. **Exhibitors may have no more than 3 representatives at their table at any given time.** Table/booth representatives are restricted to their table/booth and are not permitted to hand out flyers or otherwise solicit Attendees at any other location in the Exhibit hall of the Product Show including the landings and bars.
8. Exhibitor’s representatives shall not perform any entertainment at their table/booth (i.e. magician, masseuse, artist, etc.) or any activity that can be construed as a nuisance to neighboring exhibitors at the Product Show. When large crowds gather to watch a

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demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors.

9. Exhibitors agree to have all displays set up by 9:00 am the day of the Product Show for inspection. Display drop off and set up is allowed 2:00 pm - 8:00 pm the day before the Product Show and from 7:00 am - 9:00 am the morning of the Product Show. **Exhibitors are required to set up their displays the day prior to the Product Show. No shipment, equipment, or material may be brought on to the Product Show floor during Product Show hours.**
  
10. **Exhibitors agree not to dismantle their displays before the end of the Product Show (6:00 pm). All exhibits must be removed by 9:00 pm.**
  
11. No off-site food or drink may be brought into Gillette Stadium for the Product Show.
  
12. Chairs will be allowed on the Product Show floor in 10'x10' booth spaces or Super Booth spaces only and must be provided by the exhibitor services company Capital Convention Contractors. Chairs may be allowed in other Product Show locations under extenuating circumstances which must be pre-approved by Product Show Event Management.
  
13. No balloons may be used within Gillette Stadium as part of your exhibit. If you have balloons at your Product Show exhibit on Product Show day, you will be asked to remove them.
  
14. All Product Show exhibit items that are not able to be carried in one hand on an escalator must be either shipped to the drayage company or delivered to Gillette loading dock or brought up in the elevator. **No vendor will be allowed to enter or drop off at the loading dock if their name has not been supplied before September 13<sup>th</sup>.**
  
15. External Audio/Visual (A/V) vendors are prohibited from accessing the Product Show Exhibition space. All rental items from external A/V vendors must be delivered to the loading dock. The Exhibitors are responsible for transferring the A/V rental items to/from the loading dock to their Product Show exhibit space and set up/take down of the equipment. **Gillette Stadium will turn away any outside A/V vendor if they try to access the Exhibit Space.**

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***The undersigned acknowledges that he/she has read, understands, and accepts the above terms and conditions for the Product Show, being held on Wednesday, October 2, 2024 outlined in the ISPE Boston Area Chapter Product Show 2024 License Agreement and the 2024 Exhibitor Manual.***

**FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_