



hfma educational foundation
healthcare financial management association

ANI: The 2014 HFMA National Institute

June 22 - 24, 2014

Sands Expo & Convention Center

Las Vegas, Nevada

Exhibitor Code of Conduct:

“Be a good neighbor.” Remember, all sales activities must be confined to the boundaries of your booth, as stated in the General Rules and Regulations on the back of the exhibit space application.

Literature samples and surveys must be disbursed from within your booth area only. **This includes magazines, business cards and all other publications.**

Sound

Any sound which consistently exceeds 85 decibels measured at the edge of an exhibitor’s booth, or is in the opinion of Show Management, objectionable or interfering with neighboring exhibits is considered in violation of HFMA ANI Show regulations and may be shut down at the discretion of Show Management.

Contests, Drawings, Raffles, Lotteries, Etc.:

All promotional activities with prizes or awards exceeding \$100 value must be approved in writing by Show Management. Requests must be submitted 75 days prior to the opening of the exhibition and notice of approval or rejection will be given no later than 30 days prior to the opening of the exhibition.

ALCOHOLIC BEVERAGES in the Exhibit Hall:

HFMA has amended their General Rules and Regulations regarding exhibitors serving alcoholic beverages in the exhibit hall during exhibit hours. The updated General Rules and Regulations now states the following:

*Exhibitors may serve alcoholic beverages in the exhibit hall without the written permission of Show Management. Exhibitors may serve or sample alcoholic beverages provided they are in compliance with all state and local laws regarding such activity. Exhibitors must cease the distribution of samples whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. **Exhibitors must purchase all food and beverages to be consumed in their booth through the Sands Expo & Convention Center.***

Insurance:

While all possible care will be exercised by **GES Global Experience Specialists** and its agents, you are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

Rules and Regulations:

Exhibitors should read and be familiar with the rules and regulations noted on the back of their Exhibit Space Application. It is the exhibitor’s responsibility to ensure that their personnel and agents are familiar with these rules. A copy of the General Rules and Regulations and the Exhibit Construction Guidelines are included.

Exhibitor Appointed and/or Independent Contractors:

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using “Exhibitor Appointed and/or Independent Contractors” must provide a copy of the insurance certificate naming **Show Management, GES Global Experience Specialists and the Sands Expo & Convention Center** as additional insureds and the completed notification of *Intent to Use Non-*

Official Service Contractors form found in the **GES** section of this Exhibitor Service Manual. **The insurance certificate and notification of intent to use non-official service contractor form must be received no later than Thursday, May 22, 2014.** Please fax to **GES (Global Experience Specialists)** at 866-329-1437(USA) or 702-263-1520 (Int'l).