NTI 2027 Exposition Terms and Conditions

Show Management
Exposition management is provided by the American Association of Critical-Care Nurses (AACN).

AACN's intent is to have a professional atmosphere for attendees and a viable marketplace for exhibitors. To ensure this environment and prepare for the exposition in a timely and efficient manner, terms and conditions governing the exposition have been established based on the ones recommended by the Healthcare Convention and Exhibitors Association (HCEA) and the AACN Exhibitors Advisory Council. These terms and conditions are in place to serve the best interests of all parties. AACN requests that all exhibitors contribute to an overall professional environment, and believes a mutual commitment to good faith and cooperation by all parties will ensure the quality of the exposition.

AACN reserves the right to make judgments regarding planned exhibits and conduct that detracts from a professional environment on-site and before NTI. By applying for exhibit space, all applicants and exhibitors understand and agree that they will be bound by the terms and conditions and important information that appear in the Exhibitor Prospectus, Service Kit and other AACN exhibit materials as well as all applicable terms and conditions in the agreement between AACN and the convention center.

Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exposition without refund or appeal. AACN reserves the right to amend any and all terms and conditions at any time.

Enforcement of Terms and Conditions
AACN, at its sole discretion, may enforce disciplinary action and levy termination of an exhibit without refund for any exhibitor who violates the terms and conditions of their contract to exhibit. As a condition of exhibiting, and when applying for exhibit space, each exhibitor agrees to adhere to all AACN/NTI policies and NTI terms and conditions. If there are violations, the exhibiting company may be subject to the following penalties:

Technical Exhibitors:
Warnings will be issued, first verbally and then in writing, so that an exhibiting company may take immediate corrective action before a formal violation is incurred. If corrective action is not taken, the following actions will be taken:

a. First Violation: Loss of 25% of the total number of accrued priority points. (Accrued points are those points awarded for the number of years exhibited.)
b. Second Violation: Loss of 50% of the remaining total number of accrued points.
c. Third Violation: Exhibitors will lose exhibiting privileges at AACN/NTI meetings for a period of one year. If in the opinion of AACN the third violation warrants, the company will lose all exhibiting privileges and will not be invited to exhibit at future AACN/NTI meetings.

Career Opportunity Exhibitors:
Warnings will be issued, first verbally and then in writing, so that an exhibiting company may take immediate corrective action before a formal violation is incurred. If corrective action is not taken, the following formal violations will be declared.

a. First Violation: Exhibitors will not be permitted to select exhibit space in the next Critical Care Exposition until after March 1. Exhibitors therefore lose advance space and ExpoGuide listing privileges.
b. Second Violation: Exhibitors will lose exhibiting privileges at AACN/NTI meetings for a period of one year. If in the opinion of AACN the second violation warrants, the company will lose all exhibiting privileges and will not be invited to exhibit at future AACN/NTI meetings.

Booth Payments
A 50% (non-refundable) deposit is required to confirm your booth space reservation. Deposits are 50% of your total booth fee. Your deposit is due within 30 days of receiving your invoice. Full booth payment is due by Feb. 5, 2027.

Cancellations
Cancellation of booth space for any reason is subject to the refund schedule and terms shown below. Refunds will not be issued to exhibitors that do not exhibit and have not submitted a written cancellation notice according to the deadlines.

Space Cancellation Fees
(amounts retained by AACN)

Before Feb. 5, 2027
50% of total booth fees

On or after Feb. 6, 2027
100% of total booth fees

Space Reduction
AACN will retain 100% of the total booth fees for all space reductions on or after Feb. 6, 2027.

Notification of both cancellation or reduction of booth space must be made in writing and emailed to exhibits@aacn.org.

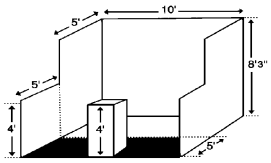
Booth Construction and Display Regulations
Exhibitors must surrender the space occupied in the same condition as received. Exhibitors are required to assume complete responsibility and liability for any damage to booth space or equipment arising under the exhibit contract.

Booth Layout Approval for Island Booths
Exhibitors that have an island booth must submit a rendering of their booth layout design to AACN for review and approval by the established deadline.

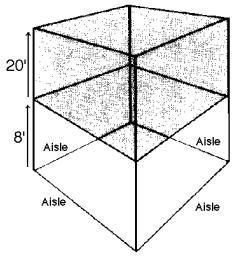
Hanging Signs Allowed
Exhibitors that have an island booth are permitted to hang signs and/or banners above their exhibit display, provided the top of the sign/banner does not exceed the 20-foot height limit and does not exceed the island perimeter. If you wish to hang a sign or banner over your island space, it does not have to touch your ground display. Exhibitors are encouraged to obtain cost estimates before any rigging is ordered.

When designing exhibits and planning for the display of products and literature, for both in-line and island booths, good judgment and consideration for neighboring exhibitors and attendees should be the exhibitors' primary objective.

In-Line, Linear and Perimeter Booths
An in-line or linear booth is a 10'x10' booth or multiples thereof arranged in a straight line. The back wall or any construction of in-line and perimeter booths shall not exceed 8 feet, 3 inches in height, including signs or company name, logo or product information. All display material is restricted to a maximum height of 4 feet in the front half (the front 5 feet) of the booth and to a maximum height of 8 feet, 3 inches in the rear half (the rear 5 feet) of the booth. Side dividers will be 36 inches high.



Island Booths and Towers
An island booth is exhibit space with aisles on all four sides. A tower is a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Towers, exhibit fixtures, components and identification signs of island exhibits will be permitted to a maximum height of 20 feet. Island exhibits must maintain sufficient see-through areas to prevent blocking views of adjacent exhibits. AACN strongly recommends a minimum of a 50% see-through effect on the portion of the booth from the floor up to a minimum of 8 feet in height. No exhibit may span an aisle with roofing. Floor covering may span an aisle upon written approval from the AACN Exhibits Department.



If booth construction is determined to be in violation of island restrictions, AACN has the right to prohibit assembly of the booth and/or relocation of display elements.

Booth Height
All island booths must not exceed 20 feet.

Peninsula Booths
Peninsula booths will not be accepted or assigned.

Two-Story Booths
Two-story booths are restricted to a height of 20 feet. The same policy regarding sufficient see-through areas in a one-story island booth will apply to two-story structures.

The exhibiting firm is responsible for securing safety certifications from a licensed architect or structural engineer, as well as any and all local approvals (fire and building) and have them readily available on-site for inspection by show management and the Fire Department. Exhibiting companies release AACN of any and all responsibility for the safety of multi-story exhibits.

General Design Considerations
All booths must have carpet or flooring which must be supplied by the exhibitor or official contractor. Booth carpet or flooring must be in place by 3 p.m. Monday, the day before exhibits open, or show management has the right to ask the official contractor to set it at the exhibitor's expense.

Booth carpet may span an aisle upon written approval from the AACN Exhibits Department and will be at the exhibitor's expense.

Lighting suspended or hung from the ceiling or a secured truss to accent parts of a display may be installed subject to prior approval by AACN.

Use of the AACN logo or NTI theme art is not allowed.

Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished to present an attractive appearance when viewed from aisles or adjoining exhibits. All exhibits will be inspected during setup and, at the direction of the AACN Exhibits Department, the decorator will install draping at the exhibitor's expense to any part of the exhibit deemed objectionable by other exhibitors or AACN.

Booth decorations are to be a professional, standard booth design. Decorations that reflect against the character of the meeting or use offensive attention-getting actions are prohibited.

Sound systems should not be placed higher than 10 feet to avoid noise interference to surrounding booths. Noise from an electrical, digital or mechanical apparatus must not interfere with or annoy other exhibitors. AACN reserves the right to determine at what point sound constitutes interference with others and if it must be reduced or discontinued.

Demonstration areas must be located within the booth and allow sufficient space for spectators. Aisles may not be obstructed at any time due to excessive crowding from activities in the exhibit booth.

Cylinders containing oxygen, compressed air or other medical gas must be secured by a strap stand or cart in an upright position to prevent tip-over as specified by local requirements. Exhibitors are not permitted to use such cylinders in the exhibit area. X-ray equipment may be displayed but not operated.

Fire and Safety Regulations
Details regarding fire and safety guidelines for the convention center will be provided in the service kit. Exhibitors must comply with all local fire and safety laws and regulations.

Americans with Disabilities Act
Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act (ADA) within their assigned exhibit space, including multistory displays. Failure to comply with ADA requirements may result in removal of non-compliant elements at exhibitor's expense.

Facility Protection
Nothing shall be posted, tacked, nailed or otherwise attached to the walls, floors or other parts of the convention center or furniture contained in the facility.

Crate/Booth Storage
Nothing may be stored behind booths and back wall drapes. AACN, the local fire marshal and the convention center will inspect all exhibits to ensure compliance. Access storage may be arranged at the Exhibitor Service Desk.

Exhibit Hall Conduct
Show management reserves the right to control all aspects of conduct during NTI. Exhibitors must show good judgment and consideration for neighboring exhibitors. AACN reserves the right to make on-site judgments regarding conduct that detracts from the educational purpose of NTI.

AACN does not accept applications from exhibitors that display or sell beauty or anti-aging products, LED skincare, infrared products, TENS or EMS units.

Booth Staffing
As a courtesy to attendees and fellow exhibitors, exhibits must be opened on time each morning and the booth staffed at all times during exhibit hours, up to and including the close of the show.

Booth Activities
All exhibitors must conduct exhibits in a dignified and professional manner. Exhibitors must treat all attendees equally and with professionalism.

An exhibitor's business activities may only be conducted within the assigned booth. Order taking is permitted when performed in a professional manner. Advertising and printed materials may only be distributed from the assigned booth. Distribution in the AACN Registration and Resource Center, near the entrances and/or in the aisles is prohibited.

Overt approaches to attendees in the aisles or areas outside the exhibit space by company representatives are prohibited.

Exhibitors are permitted to demonstrate their company's equipment and make formal presentations regarding the product line or service in their booth. Presentations must be related to the product or to the practice or continuing education of acute, progressive and critical care nurses.

Attention-getting devices, gimmicks and side show tactics that do not reflect favorably on the educational purpose of the meeting are prohibited. Contact AACN for rulings in advance of the exposition.

The use of carnival-type fortune-tellers, dancers, mimes or other entertainment of such a nature is prohibited.

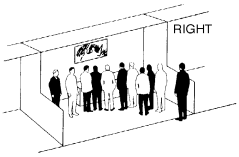
Dressing rooms are not allowed in the exhibit hall.

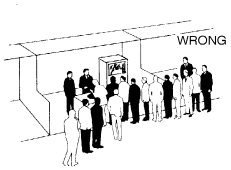
Exhibitors may not sublet, assign or share exhibit space without the written consent of AACN.

Exhibitors may not advertise or display goods or services other than those manufactured or sold by them in the regular course of business. Comparisons using equipment from other manufacturers are prohibited.

Packing of equipment, materials or the exhibit display (including pop-up displays), may not begin before the official close of the show.

Demonstrations
Exhibitors, whose exhibit includes a demonstration, are required to contract for and provide adequate space so that the activity takes place within the exhibitor's space and does not interfere with any traffic aisle or create excessive crowds in neighboring booths. Approved education sessions on the exhibit floor require a large enough space to accommodate demand and may not be permitted in an exhibit smaller than 10 feet x 20 feet. Should attendees interfere with regular traffic flow in the aisle or overflow into neighboring exhibits, show management has the right to ask attendees to clear the aisle or return at another time.





Exhibitors must monitor their own booths to be sure the noise levels from sound systems used in ExpoEd programs or demonstrations are kept to a minimum and do not interfere with others. AACN reserves the right to determine at what point sound within booths constitutes interference with other exhibits and must be reduced or discontinued.

Selling
Selling and order taking are permitted provided the products for sale are the exhibitors own unaltered, marketed products, the products or services are directly related to the NTI participants' professional nursing practice and all transactions are conducted in a manner consistent with the professional nature of the meeting. It is the exhibitor's responsibility to secure all licenses to sell and provide all information required by the host city and the host state for sales tax on items sold during the show.

Giveaways
To respect our contractual obligations and agreements with various conference supporters during NTI, AACN requests that your organization adhere to the following guidelines. All distribution of promotional or educational materials must be confined to the perimeters of the exhibitor's booth.

Exhibitors whose promotional activity or giveaway item causes mobbing of the booth or congestion in the aisles may be asked by AACN to cease the promotion or demonstrate discretion when distributing giveaway items. Giveaway items should be used to educate participants about a company's product or services and not solely as an enticement to visit the booth.

AACN gift certificates, which can be used for any AACN product or program, are recommended as giveaway and drawing items. Contact AACN to purchase AACN gift certificates.

Food
Food and beverage items to be given away must be ordered through the convention center. Beverage containers must be 8 ounces or less. Popcorn, peanuts in the shell and alcohol are not permitted.

Apparel
Use of the AACN logo, NTI logo or NTI theme art on any apparel item is strictly prohibited.

Other Prohibited Items
Helium balloons, noisemakers, decals, cash, lottery tickets, pocket knives or weapons of any type are not permitted.

Exhibitor Access to Hall
Exhibitor badges allow entrance to the hall during installation, dismantling, exposition and exhibitor access hours. Hall access before these hours or after the close of exhibits each day must be requested in writing from the AACN Exhibits Department. Children younger than 18 will not be allowed in the exhibit hall during move-in and move-out. For the safety of all attendees and exhibitors, strollers are not permitted in the exhibit hall.

Exhibits Installation and Dismantling
Exhibitors are expected to set up on time and to dismantle their booths within the time frame allocated.
To ensure timely installation and in order for Freeman to lay the carpet, all crates and cartons must be available for removal no later than noon and all booths must be set up by 5 p.m. on the last day of move-in. If it is not set by 5 p.m. on Monday then the booth may be ordered set up by show management at the exhibitor's expense and liability, or assigned to another exhibitor with no refund for the original exhibitor unless AACN has received written or phone notice of extenuating circumstances. Requests for hall access after 5 p.m. on Monday must be approved by the AACN Exhibits Department.

No packing of equipment or literature, or dismantling of exhibits or displays is permitted before exhibit closing time. As a condition of exhibiting, each exhibitor agrees to abide by this policy and observe the official closing time. Early dismantling is considered an exhibit violation and subject to published penalties. Any exhibit not dismantled by 5 p.m. Thursday, or for which arrangements for teardown have not been made, will automatically be dismantled at the exhibitor's expense and liability.

Restrictions on Advertising — Hotel and Convention Center Drops Not Permitted
For the safety of our participants, AACN does not allow hotel room drops. In addition, flyers, invitations, magazines, advertising materials or any other promotional item may not be distributed directly to attendee hotel rooms, convention center meeting rooms, common public areas or the NTI Registration and Resource Center.

Lead Retrieval System
Lead retrieval is available for exhibitors to quickly and accurately record each prospect's name and address. Additional information and an order form are included in the service kit. To respect the work environment and privacy of attendees, **telephone numbers are not available through the lead retrieval system.** When you scan an attendee's NTI badge, you will receive their email address if they provided it when they registered. Please note that an attendee may decline to provide their email address and/or to have their badge scanned.

No-Smoking Policy
The policies of the convention center and AACN prohibit smoking in all areas of the convention center at any time during installation, meeting and exposition days and dismantling. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company are in compliance.

Music
License agreements for music are the sole responsibility of the exhibitor, and each exhibitor is required to indemnify and hold AACN harmless from any liability arising from the use of music.

Photography and Videotaping
Only official NTI photographers and appointed photographers approved by AACN are permitted to photograph exhibitor displays during setup, dismantling, exposition hours and non-exposition hours. Only the exhibitor may grant permission to have their exhibit and/or products photographed. Exhibitors may photograph or videotape their own booth display and products. Exhibitors are prohibited from photographing or videotaping other displays, products or materials without prior written permission. **Videotaping of ExpoEd sessions is not allowed without the prior written consent of AACN.**

Models Attire
Personnel contracted to assist with demonstrations in an exhibitor's booth are required to wear appropriate attire such as sports apparel, including sweatsuits, shorts and T-shirts. Inappropriate attire, tight-fitting garments, bathing suits, short shorts and tank tops are not permitted on the exhibit floor.

FDA Approval and
Investigational New Drugs or Medical Devices
All products that are not FDA approved for a particular use in humans, are still in the investigational stage, or are not commercially available in the U.S. will be permitted to be exhibited only when accompanied by the appropriate signs that indicate the product's FDA clearance status. The signs must be easily visible and placed near the products themselves and on any graphics depicting the product. The exhibitors shall have available at their booth a letter from the FDA that describes the allowable use status of the product(s). Requests for information and guidance should be directed to the FDA.

Pharmaceutical Product Descriptions
FDA guidelines dictate that information on pharmaceuticals appearing in meeting program books may be subject to regulation as advertising. These guidelines mandate that any mention of product names that is accompanied by information on usage and indications will be viewed as a product advertisement and must comply with full disclosure requirements. Exhibitors who voluntarily subscribe to the PhRMA Code are responsible for compliance with PhRMA guidelines.

Security and Materials Removal
AACN provides 24-hour security for the periphery of the exhibit hall beginning the first day of move-in and continuing until the exposition closes. Additional security for individual booths may be contracted using the Booth Security order form in the service kit at the exhibitor's expense. Exhibitors are responsible for the security and protection of their own booth display, equipment and/or valuable items.

Hazardous and Medical Waste Disposal
Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death, or pollutes air, land, or water. Exhibitors who generate material fitting any of these criteria in the course of their exhibiting activity should:

- Be aware of the full scope of the hazards associated with their waste.
- Conform to the requirements of all regulatory agencies having jurisdiction in the location of the creation of hazardous waste.
- Ensure that all personnel who could possibly be engaged in the transportation, containerization, use coordination, or disposal are fully informed of associated risks.

As a condition of exhibiting, each exhibitor agrees to abide by the policies regarding hazardous and medical waste disposal. Exhibitor shall bear any and all costs associated with the proper storage, containerization, transportation, and disposal of hazardous or medical waste generated by their exhibit. AACN has appointed an official hazardous waste disposal company and exhibitors generating such waste can contact them for containers and disposal arrangements. Order forms are included in the service kit.

Canvassing by Non-Exhibitors
The exposition and exhibit area is limited to registered NTI attendees as well as registered representatives of business firms, manufacturers, professional organizations and dealers who have contracted and paid for exhibit space. No other persons will be permitted to demonstrate their products or distribute advertising materials in the exhibit hall or the convention center. Infractions of any AACN policies by potential exhibitors at any time may be considered in determining whether or not to accept future applications to exhibit from the company or an individual for any AACN event.

Interruption or Prevention of Exposition
In the event the exposition is interrupted, delayed, relocated, or prevented from being held for any reason beyond the control of AACN, including but not limited to pandemic, public health emergency, government order, acts of God, or other force majeure events, the contract to exhibit shall terminate.

Exhibitors hereby waive any claim against AACN for damages of any kind or nature by reason of such termination. However, once AACN has deducted the amount necessary to cover its expenses in connection with the exposition, AACN will abate or, if previously paid, refund or credit to the exhibitor any unearned portion of the space rental due.

Insurance and Liability
It is the responsibility of each exhibiting firm to maintain adequate insurance coverage against injury to persons and damage to or loss of property.

Each exhibitor shall, at its own expense, maintain in effect insurance covering its participation in the exposition, including but not limited to:

- Commercial General Liability Insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, covering bodily injury, personal injury, and property damage, including products and completed operations.
- Workers' Compensation Insurance in compliance with all federal and state laws.
- Automobile Liability Insurance, if vehicles are operated onsite, with a combined single limit of not less than $1,000,000 per occurrence.
- Umbrella/Excess Liability Insurance sufficient to meet the above minimum requirements if primary coverage is insufficient.

Such insurance shall:

- Name AACN, the Indiana Convention Center, and Freeman as additional insureds.
- Include a waiver of subrogation in favor of AACN, the convention center, and Freeman.
- Be provided by insurance carriers with a minimum AM Best rating of A- VII or better.

Certificates of Insurance evidencing the above coverage shall be provided to AACN no later than 30 days prior to move-in. Failure of AACN to request such certificates or to identify a deficiency in insurance coverage shall not constitute a waiver by AACN of exhibitor's insurance obligations under this Agreement.

Exhibitors understand that neither AACN nor the convention center maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Exhibitors assume full responsibility for any damage to their property, employees, contractors, or business invitees and hereby release, indemnify, and agree to defend and hold harmless AACN, the convention center, and their respective officers, directors, employees, agents, and representatives from and against any and all claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to Exhibitor's participation in the exposition, except to the extent caused by the gross negligence or willful misconduct of the indemnified parties.

AACN shall bear no liability for personal injuries suffered by an exhibitor or an exhibitor's employees, contractors, or business invitees, unless such damage is a result of AACN's negligence or willful misconduct. In no event shall AACN be liable to an exhibitor for any loss of business, business opportunities, or any other type of damages alleged to be due from a breach of this contract.

Exhibitor-Appointed Contractors
Exhibitors choosing to use a service firm other than one of the official contractors must abide by the following regulations. These requirements cover all contractors, including AV, computer rental firms, models/booth hosts, photographers, florists, etc., as well as display builders and specialty contractors:

- AACN must receive written notification from the exhibitor of their intent to use an exhibitor-appointed contractor. Please complete the Exhibitor-Appointed Contractor form located in the service kit. Letters from exhibitor-appointed contractors will not be accepted. Notification must be made by the exhibiting company.
- Exhibitor-appointed contractors must provide AACN with a certified copy of their Certificate of Insurance no later than 30 days prior to move-in. The insurance certificate must:
    - Prove that the policy will be in effect during the installation and dismantling dates.
    - Include Comprehensive General Liability Insurance against claims for bodily injury or death and property damage of not less than $1,000,000 for each occurrence.
    - Include an active Worker's Compensation Insurance policy covering all permanent employees and temporary labor hired to perform work on this event.
    - Name AACN, the Indiana Convention Center, and Freeman as additional insureds.
    - Include a waiver of subrogation in favor of AACN, the convention center, and Freeman.
    - Be issued by an insurance carrier with an AM Best rating of A- VII or better.

Failure of AACN to request such certificates or to identify a deficiency in insurance coverage shall not constitute a waiver by AACN of exhibitor-appointed contractor's insurance obligations under this Agreement.

- Exhibitor-appointed contractors must have all licenses, permits or bonding required by federal, state, county, or municipal governments and exhibit hall management before commencing work and shall provide AACN with evidence of compliance.

- Exhibitor-appointed contractors must check in at the Exhibitor Service Desk to receive permission to work in the exhibit halls and at the Security Command Post to obtain work IDs. The exhibitor-appointed contractor must ensure that their employees have and wear the badges or work IDs provided by AACN at all times.

- Exhibitor-appointed contractors must follow the scheduled work times and abide by all AACN installation and dismantling rules.

- Exhibitor-appointed contractors may not solicit business in the exposition at any time.

- Exhibitor-appointed contractors must limit operations to the exhibit booth of client(s) or designated areas specified by AACN and/or official service contractor.

- Exhibitor-appointed contractors must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes, or labor issues.

- Exposition floor, aisles, loading docks, service, and storage areas will be under the control of AACN's official service contractor. The exhibitor-appointed contractor must coordinate their activities with the official service contractor.

Violations of these rules will lead to closure of the exhibiting company's booth and/or removal from the convention center. The exhibiting company is responsible for the actions of their non-official contractors.

Communication with non-official or exhibitor-appointed contractors is the responsibility of the exhibiting company.

Work Badges/Identification
Installation and dismantling companies and other exhibitor-appointed contractors must obtain work identification for their personnel from security staff at the Security Command Post. Work identification allows access to the exhibit hall only during move-in and move-out. It is not valid during exhibit hours. If non-official contractors require entrance into the hall during exhibit hours, AACN exhibitor badges will be required and may be obtained at the NTI Exhibitor Registration Desk.

Labor Jurisdictions
For union terms and conditions see the Convention Center and the Freeman forms located in the service kit.