EXHIBITOR GUIDELINES

The Annual Critical Care Congress (the "Event") is the primary event of the Society of Critical Care Medicine (SCCM). The Event's purpose is to enhance the professional and scientific education of the attendees in the field of critical care. SCCM welcomes you and is pleased that you have chosen to exhibit at the Event. These Exhibitor Guidelines are intended to serve the best interests of SCCM, the Event, the attendees, and all the Exhibitors. Furthermore, these Exhibitor Guidelines are given as notice to any exhibit applicant as well as any current Exhibitor. All Exhibitors are bound by these Exhibitor Guidelines, whether the event occurs in person or virtually.

The information in the Exhibitor Prospectus and these Exhibitor Guidelines is part of, included in, and binding through the Exhibit Space Agreement. By signing both the Exhibitor application and Exhibit Space Agreement, you understand and agree to abide by all policies and terms, as well as these Exhibitor Guidelines and any other information provided by SCCM regarding the Event. Furthermore, you will abide by the payment policy, acknowledge that you have read these Exhibitor Guidelines, and agree to distribute them to any individual involved with the Exhibitor at the Event.

ELIGIBILITY FOR EXHIBITING

To exhibit at the Event, all Exhibitors must meet the criteria listed below. SCCM reserves the exclusive right to control all aspects of the Event, including but not limited to the determination of acceptability of an application for exhibit space.

Criteria:

- The products or services to be exhibited are of professional or educational interest or use to the attendees in their professional capacity and are, in the opinion of SCCM, related to the field of critical care medicine. Exhibiting at the Event does not imply SCCM's endorsement of products or services.
- The Exhibitor must be highly ethical and reputable, and the goods and services to be exhibited must not be fraudulent. These characteristics will be determined at the reasonable discretion of SCCM.
- The application and required documents must be filled out completely and accurately.
- Applications may be refused or exhibit space restricted due to space limitations or other reason, solely determined by SCCM.
- SCCM does not accept applications from Exhibitors that display or sell beauty or anti-aging products, LED skincare, infrared products, or TENS or EMS units.
- All pharmaceutical and medical device products exhibited must meet FDA guidelines and standards (see section on Compliance with Laws). *Exception: The only exception to this criterion pertains to those companies that fall under the Consumer Products Category.*

SCCM reserves the right, at its sole discretion, at any time, including after an application has been approved, to refuse exhibits, curtail activities, or close exhibits that SCCM believes do not comply with these Exhibitor Guidelines.

EXHIBIT FEE INCLUDES:

- 8'-high back drape along with 3'-high side divider drape
- 7" × 44" exhibit identification sign
- Carpeted aisles
- Aisle cleaning before the Event opens and each evening
- Perimeter security
- Company listed on the Event webpage and in the Pocket Pal if submitted October 18, 2022
- Congress mobile app listing
- Five (5) complimentary Exhibitor badges for each 100 square feet of exhibit space purchased (any additional badges will incur a $50 fee)

To register exhibit personnel, please visit: www.sccm.org/expo.

EXHIBITION SHOW DATES AND HOURS (subject to change)

Saturday, January 21	8:30 a.m. – 3:45 p.m.
Sunday, January 22	8:45 a.m. – 3:30 p.m.
Monday, January 23	8:45 a.m. – 1:30 p.m.

ON-SITE REGISTRATION DATES AND HOURS (subject to change)

Thursday, January 19	8:00 a.m. – 5:00 p.m.
Friday, January 20	8:00 a.m. – 5:00 p.m.
Saturday, January 21	6:30 a.m. – 4:00 p.m.
Sunday, January 22	6:45 a.m. – 4:00 p.m.
Monday, January 23	6:45 a.m. – 3:00 p.m.
Tuesday, January 24	8:00 a.m. – 12:00 p.m.

INSTALLATION/MOVE-IN HOURS (subject to change)

Thursday, January 19	8:00 a.m. – 5:00 p.m.
Friday, January 20	8:00 a.m. – 5:00 p.m.

All empty crates must be removed by 5:00 p.m. on Friday, January 20, 2023, to allow for the laying of carpet and completion of Connections Central preparation. Any exhibit unoccupied by 5:00 p.m. on Friday, January 20, 2023, will be regarded as a no-show, and the Exhibit Space Agreement will be terminated. All freight will be removed and returned to the loading dock at the Exhibitor's expense.

Notification of an Exhibitor's decision to cancel or reduce space must be sent to SCCM in writing on company letterhead. If written notification is received before Friday, October 14, 2022, a full refund less a fifty percent (50%) administrative fee will be refunded to the company. After this date, no refunds will be given.

DISMANTLE/MOVE-OUT HOURS (subject to change)

Tuesday, January 17	1:30 p.m. – 8:00 p.m.
Wednesday, January 18	8:00 a.m. – 12:00 p.m.

Dismantling will begin Monday, January 23, 2023, at 1:30 p.m. At this time, Global Experience Specialists (GES) will begin rolling up carpet and delivering empty crates. Dismantling or tearing down exhibits before the official close of the Event is **PROHIBITED**. To ensure an orderly move-out, all necessary labor arrangements for dismantling should be made with GES prior to the Event. Bills of lading and return shipping labels will be available at the service desk. For safety and security, no one under age 18 will be permitted on the exhibit floor during installation and dismantling.

INSTALLATION AND DISMANTLING CREWS

Installation and dismantling personnel who are employees of, or labor hired by, Exhibitor-appointed contractors and are not employees of the exhibiting company must obtain work passes from the Exhibitor registration desk. Work passes are valid only during installation and dismantling hours. If Exhibitor-appointed contractor personnel must enter Connections Central to service the exhibit during exhibit hours, then they must be registered as exhibit personnel in order to obtain a badge that will allow them on the exhibit floor during exhibit hours.

EXHIBIT CONSTRUCTION AND DISPLAY RULES

Linear Exhibit

An in-line or linear exhibit is a 10' × 10' exhibit or multiples thereof arranged in a straight line. Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8'. All display materials over 4' in height must be confined to that area of the exhibit that is at least 5' from the aisle line.

Perimeter Wall Exhibit
A perimeter wall exhibit is a standard 10’ × 10’ exhibit or multiples thereof located on the outer perimeter wall of the exhibit floor. Exhibit display material in perimeter wall exhibits is permitted to extend to 12’ in height in the rear 50% or 5’ of the exhibit space and 4’ in the front 50% of the exhibit. The back wall is permitted to 12’ in height, including signs, company name, logo, and/or product information.

Peninsula Exhibit
A peninsula exhibit has an aisle on three sides of it and occupies both corners at the end of a row of traditional 10’ × 10’ linear exhibits or occupies an island space with one other peninsula neighbor. To qualify as a peninsula, the exhibit must have a minimum depth of 18’ and the back wall must be a straight line from aisle to aisle. Certain restrictions apply to peninsula exhibits, as follows:

> ***HEIGHT****:* Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8’, provided written approval is received from SCCM.
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> ***DEPTH*****:** All display fixtures over 4’ in height placed within 15 lineal feet of a neighboring exhibit must be confined to that area of the exhibit that is at least 5’ from the aisle line to avoid blocking the sight line from the aisle to the adjoining exhibit. Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an Exhibitor with a standard linear exhibit.

Any portion of the exhibit bordering another exhibit must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. A sketch or blueprint of layout for peninsula exhibits must be submitted to SCCM for approval by January 6, 2023.

Island Exhibits
Island exhibits are 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’. While island exhibit space is surrounded by 10’ aisles, adequate see-through areas to prevent blocking views of adjacent exhibits is strongly recommended. A sketch or blueprint of layout for island exhibits must be submitted to SCCM for approval by January 6, 2023.

GENERAL DISPLAY GUIDELINES
Exposed or unfinished sides of linear, peninsula, and perimeter exhibits must be draped. In the event that the Exhibitor is not present, GES, with the approval of SCCM, will provide the necessary draping and submit charges to the exhibiting company.

CARPETING
Connections Central, including exhibit area, is not carpeted, except for the aisles. Exhibit carpeting is mandatory and is the Exhibitor’s responsibility. Carpet may either be supplied by the Exhibitor or rented from GES. Exhibits not carpeted by 5:00 p.m. on Friday, January 20, 2023, will be supplied carpet and charged accordingly.

CRATE/CARTON REMOVAL, ACCESSIBLE STORAGE, AND RETURN
Empty crates and cartons will be removed to storage and returned to your exhibit at the end of the Event. Nothing may be stored behind exhibits or back wall drapes. SCCM, GES, the fire marshal, and the Moscone Center South will inspect all exhibit space to ensure compliance. Labels marked “Empty” are available at the GES Service Center. Please make sure to use these so the crew will know the crates are ready for removal and storage. Do not store merchandise in crates or cartons marked “Empty” because it will not be accessible during exhibit hours.

NONPERMITTED ITEMS

Balloons
The use of balloons as part of the exhibit display or as giveaways is strictly prohibited.

Alcoholic Beverages
Alcoholic beverage will not be permitted in Connections Central.

PERMITTED ITEMS WITH EXCEPTIONS

Beverages and Food for Hospitality
Distribution of beverages, except for alcoholic beverages, and food from an Exhibitor's exhibit for hospitality is permitted. All beverages, food, and supplies must be purchased and/or approved through the official convention center caterer.

DISTRIBUTION AND CANVASSING

Exhibitors may distribute printed materials, including audio and video recordings and books; however, such distribution is limited to the exhibit space rented by the exhibiting company. Exhibitors are not permitted to distribute anywhere else, including but not limited to hallways of the convention center or empty tables outside Connections Central. Additionally, Exhibitors shall not canvass outside the assigned exhibit space rented. All activities of the Exhibitor must take place in the confines of the assigned exhibit space. Solicitation of business, except by Exhibitors, is prohibited. Any Exhibitor found in violation will be subject to the penalties outlined in these guidelines.

EXHIBITOR-APPOINTED CONTRACTORS
Exhibitors choosing to use a service firm other than one of the official contractors must inform SCCM and GES of their intent no later than December 2, 2022. Exhibitor-appointed contractors must provide SCCM with a list of clients and a certificate of insurance in the amount of $2 million at least thirty (30) days before the first day of exhibit move-in. More detailed information, guidelines, and a notification form are included in the Exhibitor Service Manual.

CONNECTIONS CENTRAL AND SESSION ACCESS FOR EXHIBITORS
The Exhibit Hall is now in Connections Central. Connections Central is home to the exhibit area, Research Snapshot Theaters, SCCM Central, the Critical Crosstalk Theater, and other exciting non-CE events. Exhibitor badges allows access to Connections Central during exhibit dates, installation, and dismantling hours. On exhibit days, Exhibitors will be admitted to the exhibit area two hours before it opens. Exhibiting personnel may remain in the exhibit area for up to one hour after it closes. To register exhibit personnel, please visit: www.sccm.org/expo.

All Exhibitor personnel may attend nonticketed sessions on a space-available basis. Exhibiting company personnel requiring continuing education credit must register in full for the Event. Exhibitors attending nonticketed sessions, whether those sessions are in person or virtual, must refrain from any promotional activity of any kind. Any Exhibitor found in violation will be subject to the penalties outlined in these guidelines.

BADGE POLICY
Admission to Connections Central will be by badge only. Exhibitors will be provided with (5) badges for each 10' × 10' exhibit purchased. Badges for preregistered exhibit personnel will not be mailed but can be picked up on site at Exhibitor Registration. All exhibit personnel and meeting attendees are required to wear a badge while in the convention center. Security guards will be monitoring the entrance to Connections Central for proper identification. Only SCCM meeting attendees and registered Exhibitors will be admitted. Unregistered guests are not permitted at any time.

LEAD RETRIEVAL
Lead retrieval is available for Exhibitors to record each prospect's name, address, and email quickly and accurately. When you scan an attendee's badge, you will receive their information if they provided it to SCCM when they registered. Please note that attendees may decline to provide their email and/or to have their badge scanned.

AUDIOVISUAL EQUIPMENT
If closed sound systems cannot be arranged, open sound systems are permitted. However, sound leakage must not interfere with any other Exhibitors. SCCM requires compliance and reserves the right to take any necessary corrective actions. Videotaping is not allowed without the express written permission of SCCM. Noise from any electrical or mechanical apparatus must not interfere with any other Exhibitors. Good judgment in setting volume levels for audio, video, and other equipment is expected. SCCM reserves the right to determine when sound levels from audiovisual equipment constitutes interference with others or is unacceptable. In such cases, sound levels will be reduced or the equipment removed at the Exhibitor's expense.

EXHIBIT SPACE ASSIGNMENTS
SCCM reserves the right to modify the floor plan to accommodate space sales and/or avoid conflicts and to relocate exhibits as necessary after consultation with Exhibitors who are affected by the modification. Every effort will be made to consider locations of competitors and to accommodate special requests; however, SCCM cannot guarantee exhibit location. The subletting or assignment of a portion, in whole or in part, of the space by an Exhibitor is prohibited. Exhibitors may not permit any other party to exhibit in their assigned space any goods other than those manufactured or handled by the contracting Exhibitor without written approval by SCCM.

EXHIBIT STAFFING
Exhibitors must staff their exhibit during the exhibit hours. SCCM reserves the right to remove any exhibit left unattended for an extended period. The Exhibitor is responsible for all costs incurred in the removal of the exhibit from the exhibit floor. Each exhibiting company must identify one authorized representative as the Exhibit Manager to be responsible for the exhibit throughout the Event.

PERSONS UNDER AGE 18 IN THE EXHIBIT AREA
Under no circumstances will persons under age 18 be allowed in the exhibit area during installation or dismantling. Everyone entering the area must register as a guest for admission and must be accompanied by a person who is over age 18. For reasons of insurance liability and safety, strollers and infant carriers are not permitted in Connections Central at any time. Because of limited seating capacity and the highly technical nature of the program, persons under 18 are not invited to attend presentations.

CLEANING
SCCM provides aisle cleaning and cleaning crews for general Connections Central cleanup before the it opens and each evening. Exhibitors must arrange, at their own expense, individual booth cleaning. To place an order for cleaning, vacuuming, etc., use the Cleaning Order Form in the Exhibitor Service Manual. Please keep in mind that the carpet, whether Exhibitor provided it or ordered it from the decorator, is installed clean, but debris from setup and daily traffic may necessitate cleaning before Connections Central opens and on a daily basis.

FIRE PROTECTION
All materials used in the exhibit area must be flameproof and fire-resistant to conform to local fire ordinances and to be in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, are not permitted. All displays are subject to inspection by the Fire Prevention Bureau and the fire marshal. Any exhibits or parts thereof found not to be fireproof must be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

SAFETY
Standing on chairs, tables, or other rental furniture is prohibited. The furniture is not engineered to support a person's standing weight. SCCM, GES, and the Moscone Center South will not be responsible for injuries or falls caused by the improper use of rental furniture. Please assist us in our efforts to provide a safe working environment.

DRAWINGS AND GIVEAWAYS
Exhibitors are permitted to conduct giveaways, awards, and drawings. These activities are limited to prizes of an educational nature and/or in keeping with the character of the Event. Requests for giveaways, awards, or drawings must be submitted to SCCM in writing by January 6, 2023. The actual drawing is not allowed during exhibit hours. This provision will be strictly enforced by SCCM if the giveaway, award, or drawing is not preapproved, in writing, by SCCM.

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

HANGING SIGNS OR BANNERS
Hanging signs or banners are permitted only for island exhibits 20' × 20' or larger. Exhibit signs, banners, exhibit ceilings or canopies, lighting grids, and other exhibit-related equipment should be freestanding and floor-supported where possible. Attachment to ceiling beams or trusses is permitted only through GES. Hanging signs or banners may not exceed the perimeter of the assigned space. Requests for approval of hanging signs or banners must be submitted to GES. An order form is provided in the Exhibitor Service Manual.

INSURANCE
It is the Exhibitor's responsibility to obtain and maintain adequate insurance coverage. Such insurance coverage shall include coverage against injury to persons, damage to property, loss of property, and inability to meet its obligations as outlined in the Exhibitor Prospectus. SCCM, GES, and the Moscone Center South will not be responsible for any loss or damage of any kind incurred by the Exhibitor.

LIABILITY AND INDEMNITY
SCCM shall bear no liability for personal injuries, damages, or loss of property sustained by an Exhibitor, its employees, contractors, or agents, unless such injuries or damages result from, or are caused by, the gross negligence or wrongful act of SCCM. Upon application for exhibit space, the Exhibitor agrees to defend, indemnify, and hold harmless SCCM, its directors, affiliates, employees, representatives, or agents from any and all liability to any person(s) for or by reason of any condition, defect or otherwise, of any apparatus, equipment, or fixture furnished by the Exhibitor in connection with its exhibit. In no event shall SCCM be liable to an Exhibitor for any loss of business, business opportunity, or any other type of direct or consequential damages alleged to be caused by a breach of this Agreement. It is understood and agreed that the sole liability of SCCM to the Exhibitor for any breach of this Agreement shall be for the refund of all amounts paid by the Exhibitor to SCCM pursuant to this Agreement, as an exclusive remedy.

MUSIC LICENSING, COPYRIGHT, AND PUBLICITY RIGHTS
The Exhibitor shall assume all responsibility for securing any and all necessary licenses, releases, and/or consents for the following, but not limited to: (a) any performances, displays, or other uses of copyrighted works or patented inventions; (b) any use of any name, likeness, signature, voice, or other impression; and (c) any other intellectual property owned by any third party that is used, directly or indirectly, by the Exhibitor. The Exhibitor, at its own expense, will indemnify, defend, and hold harmless SCCM and its directors, affiliates, employees, representatives, and agents from and against any liability, claim, expense, or damages, including attorneys' fees and other defense costs arising out of the acts or omissions of the Exhibitor or its agents, for the Exhibitor's failure to obtain any license, release, consent, and/or any infringement of a third party's rights to the use of a name, likeness, or intellectual property.

PHOTOGRAPHY OR VIDEO
Exhibitors are not permitted to photograph, videorecord, or audiorecord within the Convention Center. Any photography, video, or audio recording will be performed by the official photographer. Any exception to this rule will be granted only with written permission from SCCM.

USE OF SCCM NAME, TRADEMARK, AND SERVICE MARK
Exhibitors may not use any SCCM name, trademark, or service mark in advertising, with the exception of informational references, such as "See our exhibit at the Critical Care Congress." Exhibitors who violate this provision may not be allowed to participate in future SCCM events and may be subject to civil penalties. The Critical Care Congress trademark may not be used without written permission from SCCM.

SECURITY PRECAUTIONS
To ensure a secure and successful Event, SCCM asks that all Exhibitors follow these precautions:

1. Ship products, materials, equipment, etc. in locked trunks or crates. Make sure that all labels are properly filled out on your trunks and crates that are shipped or will be stored.
2. Do not leave your exhibit unattended, particularly during move-in and move-out. Take inventory of your products during these times.
3. Never leave laptops, briefcases, purses, or bags unattended or out in the open.
4. Keep small portable products out of sight or under lock, or take them with you when you leave the exhibit area.
5. Use security cages or hire private exhibit security.
6. Report any suspicious persons in the exhibit area to SCCM.
7. Report any thefts to SCCM.

SCCM provides perimeter security of Connections Central, not individual exhibits, on a 24-hour basis beginning with the first day of move-in and continuing until Connections Central is vacated. Exhibitors are reminded that exhibit security and the protection of Exhibitor display items may require additional security at the Exhibitor's expense. SCCM, GES, and the Moscone Center South will not be responsible for an Exhibitor's loss.

SELLING IN THE EXHIBIT SPACE
Sales of and order placement for merchandise or services are permitted in an Exhibitor's booth, providing all transactions are conducted in an appropriate professional and businesslike manner and are consistent with the professional nature of the Event. No Exhibitor may display signs advertising the price of any items or services available for sale. Any products for sale must be the Exhibitor's own merchandise. It is the Exhibitor's responsibility to have all licenses, permits, and/or registrations required by the city, municipality, and/or the State of California. Exhibitors are responsible for collection and remittance of all sales, use, and other applicable taxes.

THIRD-PARTY WORKSHOPS, EDUCATIONAL PROGRAMS, AND SEMINARS
As a condition to their participation at the Event, Exhibitors are prohibited from exhibiting or sponsoring at conflicting events. A conflicting event is defined as a scientific or educational meeting of interest and relevance to the Event attendees (including but not limited to lectures, presentations, seminars, and workshops) that is scheduled during the same time frame encompassed by the Event. For purposes of this policy, the relevant time frame begins three days immediately before the official opening of the Event and ends three days after the official close of the Event. If there is any question or concern that an activity may not fit within SCCM's guidelines, it is strongly recommended that the Exhibitor submit the activity for approval.

SMOKING
SCCM and the Moscone Center South strictly prohibit smoking and the use of e-cigarettes in all areas of the convention center during installation, exhibit days, and dismantling. Exhibitors are responsible for ensuring that all individuals associated with the Exhibitor are in compliance with this policy.

COMPLIANCE WITH LAWS

United States Food and Drug Administration
All products that are not approved by the United States Food and Drug Administration (FDA) for a particular use in humans or that are not commercially available in the United Sates will be permitted to be exhibited only when accompanied by appropriate signage that indicate the device's clearance status. Exhibits that fall into this category should include signage with the following language:

- This device is not cleared by the U.S. Food and Drug Administration for distribution in the United States.
- This device is intended to be used in the United States as described in the product's labeling (pending review).

The signs must be clearly visible and placed near the devices themselves and on any graphics depicting the device. The Exhibitor shall have available a letter from the FDA that describes the allowable use and the status of the product(s). Exhibitors are cautioned about the FDA's prohibition on promoting cleared-for-marketing devices for unapproved uses. Requests for information and guidance should be directed to the FDA.

Americans with Disabilities Act
Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their exhibit space, including but not limited to the wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend SCCM, its officers, directors, agents, members, and employees from and against all claims, liabilities, losses, damages, and expenses (including attorneys' fees and expenses) resulting from or arising out of the Exhibitor's failure or allegations of Exhibitor's failure to comply with the provisions of the ADA.

European Union Data Protection Regulation
For European Union (EU) Data Subjects, SCCM may provide its selected contractors with personal data of an Exhibitor. Such personal data may include but are not limited to names, address, phone numbers, or email addresses. Such use is necessary for the performance of the contract between SCCM and an Exhibitor. Please see SCCM's Privacy Policy for further information.

GENERAL COMPLIANCE
The Exhibitor agrees to abide by and assumes all responsibility for compliance with all pertinent laws, regulations, and codes of duly authorized local, state, and federal governing bodies, including but not limited to fire, safety, environmental, and health laws, ordinances, and regulations, together with the rules and regulations provided by SCCM and the operators and/or owners of the property where the exhibit space is located.

UNION GUIDELINES AND WORK RULES
It is the responsibility of each Exhibitor to know and comply with all applicable union regulations, all applicable federal, state, and local laws, statutes, regulations, and ordinances, and all of the rules and regulations of the Moscone Center South. Union labor may be required for certain aspects of your exhibit setup and handling.

INFECTIOUS MEDICAL WASTE HANDLING AND DISPOSAL
All Exhibitors are required to comply with federal and state regulations concerning the screening, handling, and disposal of infectious medical waste. Please see the medical waste form in the Exhibitor Service Manual.

CANCELLATION OF THE EVENT
If the Event is cancelled due to a world disaster, strike, epidemic/pandemic, government regulation, or other cause beyond either parties' control, thereby preventing its scheduled opening or continuance, then it is agreed that the Exhibit Space Agreement and these Exhibitor Guidelines are terminated. SCCM shall determine an equitable basis for the refund of such portion of the exhibit fee as is possible after due consideration of expenditures and contractual commitments.

ENFORCEMENT OF THESE GUIDELINES

SCCM, in its sole discretion, may enforce penalties and/or termination of an exhibit without refund to any Exhibitor who violates these guidelines. If SCCM determines, in its sole discretion, that an Exhibitor has violated these guidelines, then the Exhibitor is subject to the following penalties. SCCM may levy one or more of these penalties against a violating Exhibitor.

- Verbal or written warning
- Termination of a current exhibit, without a refund
- Loss of exhibiting privileges at SCCM events, whether in person or virtual, for a period of one (1) year from the violation
- Lifetime ban of the Exhibitor from all SCCM events, whether in person or virtual

SCCM EVENT CODE OF CONDUCT

SCCM works to create a safe, productive, and welcoming environment for all participants during both live and virtual events. SCCM is dedicated to providing a harassment-free environment for everyone, regardless of gender, gender identity, gender expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion. SCCM does not tolerate harassment of participants in any form.

To provide the most productive and enjoyable learning experience, all attendees, speakers, sponsors, Exhibitors, vendors, partners, SCCM volunteers, and SCCM staff at SCCM events are required to adhere to the following Event Code of Conduct.

- Exercise consideration and respect in your speech and actions.
- Refrain from harassment, intimidation, discrimination, or disruptive behavior in any form.
- Do not engage in harm or threats of harm of any kind.
- Do not create or contribute to a safety threat or unsafe or exclusionary situation.
- Do not send unsolicited commercial messages.
- Keep networking messages free from promotional material, special offers, job offers, product announcements, or solicitations of services.
- Do not make audio or visual recordings of the event in any medium, and do not distribute audio or visual recordings of the event (via social media or other means).
- Do not copy or take screen shots of question-and-answer sessions or any chatroom activity that takes place in the virtual space.
- Respect presenters' requests to refrain from disseminating the contents of their presentation on social media or other public platforms. Presenters wishing to opt out of media dissemination are encouraged to verbally opt out and display the "No Social Media" icon on their materials. The "No Social Media" icon looks like this:

SCCM reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior. SCCM reserves the right to prohibit attendance at any future event, virtually or in person, if deemed necessary and appropriate.

Reporting an Incident

If you see or experience a violation of the Code of Conduct during an event and would like to report a violation, please email the SCCM Event Command Center at ccc@sccm.org.

By registering to exhibit, you agree to abide by SCCM's Event Code of Conduct.