

# APTA Private Practice 2024 Annual Conference

## Exhibitor Terms and Conditions

### SPONSORSHIP/PURPOSE

The APTA Private Practice Section brings the APTA PRIVATE PRACTICE Annual Conference & Exposition to you. The purpose of the exhibit is to complement the program sessions by informing and educating physical therapists and practice administrators about the latest developments of products and services in this field. The name "APTA Private Practice Section" when used herein or in subsequent material shall mean the American Physical Therapy Association Private Practice Section, its committees, agents, or employees acting for the management of the conference.

### EXHIBIT CRITERIA

Exhibiting firms and companies will be limited to those providing services, products, or publications, which have direct application to the field of physical therapy and/or managing a private practice. The APTA PRIVATE PRACTICE reserves the right to decline any exhibit application or to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of APTA PRIVATE PRACTICE, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the charter and objectives of APTA PRIVATE PRACTICE, the conference, and the exhibit.

### EXHIBIT HALL DATES AND HOURS (tentative)

Thursday, October 10, 2024 11:30 am to 6:00 pm

Friday, October 11, 2024 8:30 am to 2:00 pm

On the days the Exhibit Hall is open, exhibitors are allowed access into the hall 2 hours prior to the hall opening. Exhibiting personnel may remain in the Exhibit Hall up to one hour after the hall closes unless prior authorization is received from the APTA Private Practice.

### BOOTH RENTAL RATES AND DEPOSITS

Space is charged at the rate published in APTA PRIVATE PRACTICE's Point of Sales (POS) system, exhibitor prospectus or online application form. No space will be assigned without a deposit of 50% of the total booth space rental fee. **All APTA PRIVATE PRACTICE booth deposits are non-refundable and non-transferrable.** Booth fees must be paid in full by **June 1**. If final payment isn't made by June 1, your booth will be forfeited and reassigned to another exhibitor. All booth applications including online orders submitted after June 1 must be accompanied with full payment of exhibit space fee. Refer to our cancellation policy under the **Cancellation by Exhibitor** paragraph below. Checks should be made payable to the APTA Private Practice and mailed to: **Attn: APTA PRIVATE PRACTICE 2024 Exhibits, 1120 Route 73, Suite 200, Mount Laurel, NJ 08057**. All checks are to be drawn on U.S. banks in U.S. currency. Payment by MasterCard, AMEX or Visa will be accepted.

### ASSIGNMENT OF BOOTH SPACE AND FLOOR PLAN

All APTA PRIVATE PRACTICE booth orders are processed, and date/time stamped electronically. Exhibitors are permitted to select booth space based on an organized, prescribed system of comprehensive historical support of APTA PRIVATE PRACTICE. APTA PRIVATE PRACTICE reserves the right to make the allocation of exhibit space or to change the space allocation at any time based on space availability or other considerations in the overall interest of the exhibit. The failure to allocate, to an Exhibitor, its requested space will not in any way affect the enforceability of this Agreement. The floorplan submitted is believed to be generally accurate, but APTA PRIVATE PRACTICE makes no warranties or representations

with respect to actual measurements.

The subletting or assignment of the whole or any part of the space by an exhibitor is prohibited. Exhibitors may not permit any other party to exhibit in their space, any goods other than those manufactured or handled by the contracted exhibitors without written approval from the APTA Private Practice.

### CANCELLATION BY EXHIBITOR

If an Exhibitor cancels its contract in writing by emailing [gbaker@ppsapta.org](mailto:gbaker@ppsapta.org) on or before **June 1**, APTA PRIVATE PRACTICE will refund 50% of the full space rental charge. If an Exhibitor cancels its contract after **June 1**, the exhibitor will forfeit 100% of the space rental charge to APTA PRIVATE PRACTICE. APTA PRIVATE PRACTICE reserves the right to occupy, resell said space to another exhibitor without any rebate or allowance to the canceling Exhibitor except as provided above. All cancellations of exhibit space must be submitted in writing and will be applied on the date of receipt.

### CONTRACTOR SERVICES

The APTA PRIVATE PRACTICE Official Service Contractor shall prepare and distribute to Exhibitors an Exhibitor Service Kit containing general and technical information regarding the Exposition, instructions, rules, regulations, order forms, and other pertinent information prior to the Show's commencement date.

### EXHIBITOR'S REPRESENTATIVE

Each Exhibitor must identify one representative to have charge of the Exhibit, and who hereby accepts and assumes responsibility for such representatives, or alternatives, attending its exhibit throughout exhibit periods.

### EXHIBIT DIMENSIONS

Standard 10'x10' booths are not to exceed 10 feet in depth, 8 ft in height, and 10 feet in width. All side material must not be higher than 3ft. and must not block line of sight to the adjacent booths. All display material over 4ft. high must be confined to that area of the booth that is at least 5ft. from the aisle line. If constructed display fails to meet the requirements, APTA PRIVATE PRACTICE reserves the right to authorize removal or relocation of the display. Island booths must adhere to their assigned square footage and may be erected up to 16ft high (ceiling height permitting). All island booth variations must be confirmed with Gary Baker at [gbaker@ppsapta.org](mailto:gbaker@ppsapta.org).

### INSTALLATION/DISMANTLE

All booths must be fully installed at least one hour prior to the official opening time of the Exhibit Hall as specified by APTA PRIVATE PRACTICE. Exhibitors may not dismantle their booth or pack any portion of their exhibit prior to the official closing hour of the Exhibit. Delivery or removal of any part of an exhibit is prohibited during official show hours unless prior consent has been given by APTA PRIVATE PRACTICE. Failure to comply may affect your company's standing with APTA PRIVATE PRACTICE.

### FAILURE TO OCCUPY SPACE

Any space not occupied within the allocated set up time as specified by APTA PRIVATE PRACTICE will be forfeited by the Exhibitor, and that space may be resold, reassigned, or otherwise used by APTA PRIVATE PRACTICE without refund of rental price, unless

arrangements for delayed occupancy have received prior written approval by APTA PRIVATE PRACTICE.

#### **ADVERTISING**

The APTA Private practice and its affiliated group, board members, employees, representatives, and agents do not endorse or promote any product or services related to an exhibit, and exhibitors cannot suggest otherwise.

#### **ALCOHOL**

Alcoholic beverages may be served in the Exhibit Hall with prior approval from the APTA Private Practice. Companies must order all alcohol through the in-house catering service at the Gaylord National Resort.

#### **AMERICAN WITH DISABILITIES ACT COMPLIANCE**

The Exhibitor agrees to comply with ADA guidelines in ensuring their booth is safe and accessible to persons with disabilities. Reasonable accommodations include but are not limited to: wheelchair access into the booth including proper ramping to raised platforms; listening systems for hearing disabled persons; no architectural barriers or protruding objects dangerous to visually disabled persons; display counter or touch screen display heights accessible to disabled persons. APTA PRIVATE PRACTICE reserves the right to require ADA non-compliant exhibitors to modify their booth where readily achievable and technically feasible.

#### **ATTENDEE LIST & SOLICITATIONS**

The pre-conference attendee mailing list is available for purchase for a 1X use to opt-ins. A mailing sent to opt-in attendees must be germane to your company's products and services only and cannot be used to promote APTA PRIVATE PRACTICE educational content as this violates CEU regulations and may render those session ineligible for CEU credits even if a member of your company is speaking on the program. The post-conference opt-in mailing list is provided to current exhibitors within one week following the conference dates.

#### **AV EQUIPMENT/SOUND/MUSIC**

The use of sound systems is permitted provided they do not interfere with the ability of neighboring exhibitors to conduct business activities. Speakers and other sound devices should be positioned to direct sound into the booth rather than the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of the booth. An exhibit may be closed if deemed by the APTA Private Practice, in its sole discretion, to have an excessive noise level.

#### **BOOTH ACTIVITIES/PROMOTIONAL ITEMS**

Exhibitors may not solicit in the aisles or in any other location in, around or outside the convention center except their booth space. Booth activity of any kind must be confined within the exhibitor's contracted space so as to not interfere with traffic flow in the aisles or encroaching into neighboring exhibits. The use of live animals in an exhibit for any reason is not allowed. Other attention-getting tactics in the form of entertainment, amusement or demonstrations of no-product items or services must be approved in writing by the APTA Private Practice prior to the start of the meeting. APTA Private Practice reserves the right to restrict activities that it deems inappropriate or unprofessional.

Exhibitors must contract sufficient space in order to comply with these rules. Exhibitor's may not set up in areas outside of their contracted space including, but not limited to, lobby space, empty booth space, aisles, and walkways.

Distribution of lanyards and water bottles is against APTA Private Practice Policy as these are exclusive sponsorship opportunities.

Prizes, contests, and/or lotteries are permitted: however, such activities must be approved by the APTA Private Practice prior to the conference. Exhibitors are solely responsible for compliance with any federal and state laws and regulations regarding prizes, contests, and lotteries. Winners cannot be announced over the centers broadcast system. Exhibitors are solely responsible for notifying winners. Alcohol is not permitted as a prize. Gambling devices of any description are not allowed in the Exhibit Hall.

The distribution of surveys or questionnaires is not permitted outside of the exhibit booth. Exhibitors should contact Gary Baker at [gbaker@ppsapta.org](mailto:gbaker@ppsapta.org) for information on distribution of materials to hotel rooms.

#### **CARPETING & FLOORING**

The Exhibit Hall is not carpeted. Booth carpeting/floor covering is mandatory and is the responsibility of the exhibitor. Carpet/floor covering may be either supplied by the exhibitor or rented from the service contractor. Exhibitors must purchase or provide carpeting or flooring for their entire exhibit space.

#### **CANVASSING OR DISTRIBUTING ADVERTISING MATERIAL OUTSIDE AN EXHIBIT BOOTH IS PROHIBITED.**

Circulars, advertising materials, etc. may be distributed, and patronage solicited only within the space assigned to the Exhibitor presenting the material. All booth personnel must remain inside the space assigned while selling and/or promoting products and/or services of the exhibiting company. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters, cards or stickers of any description on any part of the premises of the convention center or APTA Private Practice hotels, except within the exhibitor's space. Mobile advertisements along the roads immediately surrounding the perimeter of the APTA Private Practice hotel(s) are prohibited at any time during the conference regardless of permits. The use of strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside of an exhibitor's space is not permitted. Drones are prohibited in and around the exhibit hall. Solicitation of business, except by contracted exhibitors is prohibited. Photography or video recording of other exhibitor's booths, products and/or literature is prohibited.

#### **COPYRIGHT INDEMNIFICATION**

The Exhibitor is responsible to secure permission from copyright holders for the use of any copyrighted materials (including but not limited to printed matter, music, video, and software) during the Exposition. Exhibitor must provide proof of said certification or licensing. The Exhibitor agrees to indemnify, defend and hold harmless APTA PRIVATE PRACTICE from and against any and all demands, claims, suits, cause or causes of action, whether at law or in equity costs, expenses and attorney's fees and any liability to APTA PRIVATE PRACTICE arising from improper use of copyrighted matter during Exposition hours.

#### **DIRECT SALES**

Exhibitors are encouraged to offer information that is educational, professional, and instructional. Exhibitors who sell merchandise are responsible for obtaining any state, and/or local sales tax permits, if required, and for paying the resulting tax on gross sales as required by law.

#### **DIRECTORY LISTING**

Only the name of the Exhibitor which appears on the contract, may be placed in the exhibit space, the APTA Private Practice directory of exhibitors, printed on the exhibitor ID sign and on exhibitor badges.

#### **DEMONSTRATIONS**

All demonstrations must be confined to the space allowed to each exhibitor. Activities, which, in the APTA Private Practice's opinion, interfere with normal traffic flow or infringe on other exhibits are prohibited. The use of other than a closed-sound system is permitted only with the prior written approval of the APTA Private Practice. An exhibit may be closed if deemed to not meet these requirements and infractions cannot be resolved onsite. No refunds are issued for the contracted space.

#### **EXHIBIT DESIGN REGULATIONS**

Please carefully read the accompanying Booth Design Rules and Regulations for design and setup for displays at the APTA PRIVATE PRACTICE Annual Conference and Exposition. APTA PRIVATE PRACTICE has adopted these rules and regulations from the International Association for Exposition Management.

#### **FOOD AND BEVERAGE**

Food and beverage must be served within the limits of the contracted space. **All food and beverage must be ordered through and approved for distribution by the official catering vendor.** No popcorn, fried foods, or nuts with shells may be served from any booth. Hospitality may not interfere with the access to neighboring booths.

#### **HANGING SIGNS OR BANNERS**

Hanging signs or banners are only permitted for island exhibits 400 sq. ft. or larger. Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit-related equipment should be free-standing, and floor supported where possible. Attachment to the Exhibit Hall ceiling beams or trusses is permitted only through the official general services contractor. Hanging signs or banners may not exceed the perimeter of the assigned space.

The suspended height limit is 20 ft. from the floor to the top of the banner. The sign may not exceed 8ft. in size from top to bottom.

#### **HOSPITALITY EVENTS**

Exhibitor agrees that hosting social events, sales meetings, client presentations, etc. during official conference program hours and in an area outside of the official exhibit space assigned to the exhibitor is detrimental to the overall conference, the other exhibiting companies, and attendees. For this reason, exhibitors are prohibited from hosting conflicting events during official conference program hours. Hospitality functions may be sponsored and/or hosted during approved times and dates set by APTA PRIVATE PRACTICE (see tentative times on Page 6). Hospitality events sponsored/hosted by exhibiting companies must be approved by APTA PRIVATE PRACTICE. Marketing materials/invitations issued by the exhibiting company related to approved hospitality events must be approved by APTA PRIVATE PRACTICE. Requests must be in writing to be considered. APTA PRIVATE PRACTICE encourages you to enhance your hospitality event, but all food and beverage, including alcohol, served from your exhibit booth must be contracted through the Host Hotel. Failure to comply may affect your company's standing with APTA PRIVATE PRACTICE.

#### **HOTEL RESERVATIONS**

Hotel accommodations for all participants have been arranged by APTA PRIVATE PRACTICE at a special Conference rate. Call the Host

Hotel directly and refer to the "APTA Private Practice Annual Conference and Exposition" to make hotel reservations. APTA PRIVATE PRACTICE does not guarantee space available in the host hotel; this special rate will likely sell out.

#### **INSURANCE**

For the term of the agreement, Exhibitor shall maintain comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in or upon or resulting from the premises leased by the APTA Private Practice. Such insurance shall include contractual liability and product liability coverage, of \$1,000,000 per occurrence with a \$2,000,000 aggregate. Exhibitor agrees to provide APTA Private Practice with a suitable certificate verifying that the required insurance coverage is and will remain in force for the duration of the Exhibition.

#### **LIABILITY AND SECURITY**

Each Exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment, and display at all times. Security personnel are on duty during the setup, show days, and dismantling. APTA PRIVATE PRACTICE expressly disavows any responsibility for any theft or other damage occasioned by the negligence of such security personnel. APTA PRIVATE PRACTICE strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booths and display items during transportation to and from this conference as well as during installation, exhibit days, and dismantling. Neither APTA PRIVATE PRACTICE, the employees thereof, nor the officers, agents, and contractors, the service contractors, the employees thereof, nor any member of APTA PRIVATE PRACTICE annual conference program committee, nor the Host Facility will be responsible for any injury, loss, or damage that may occur to the exhibit or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the gross negligence or willful misconduct of one or more the aforementioned parties. The Exhibitor expressly releases the foregoing names, associations, individuals, committee, and firms from any agreement to indemnify it against any and all claims for such loss, damage, or injury. It is expressly agreed that neither APTA PRIVATE PRACTICE, nor the service contractor, nor the Host Facility shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of any Exhibitor. The Exhibitor expressly agrees that he/she will hold, keep, save harmless, and indemnify APTA PRIVATE PRACTICE and the service contractor from any and all such claims. The Exhibitor agrees to defend, indemnify, and hold harmless APTA PRIVATE PRACTICE, the Host Facility, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damage or charges resulting from Exhibitor's use of property. Exhibitor's liability shall include losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Host Facility, its owners or managers that results from any act or omission of Exhibitor.

#### **LIGHTING**

Exhibitor lighting must be limited to the confines of the booth space.

No lighting, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space without prior APTA Private Practice approval. Exhibitor intending on using light systems should submit drawings to the APTA Private Practice for approval. Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not be projected onto other exhibits or exhibition aisles. Lighting that spins, rotates or pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.

#### **STAFFING**

Exhibits must be staffed and operational at all times during show hours. Exhibitors vacating their booth before the closing of each day or prior to the final close of the show will be in violation of the exhibit agreement and may be denied space at future APTA Private Practice conferences.

#### **TEMPORARY STAFF/MODELS**

Temporary staff/models are considered company personnel and must be registered and wear a company exhibitor badge for entrance into the Exhibit Hall. These badges must be registered with the exhibitor's allotment of badges.

Models under the age of 18 are prohibited.

Attire of models shall be consistent with the professional atmosphere of the conference. Models can wear sports attire including sweat suits, shorts and T-shirts. Tight fitting and other inappropriate attire, which include leotards, T-backs, and short shorts, are not permitted on the exhibit floor.

#### **CANCELLATION OF EXPOSITION**

Should any situation beyond the control of APTA PRIVATE PRACTICE arise to prevent the Exposition from being held, either in whole or in part, APTA PRIVATE PRACTICE will not be held liable for any expenses incurred by the exhibitor except the fee for rental booth space less a proportionate share of expenses incurred and committed by APTA PRIVATE PRACTICE. Such situations include but are not limited to destruction or damage of the exhibit hall, or strike, lockout, emergency, injunction, act of God, act of war, act or threat of terrorism, or any other cause beyond the control of APTA PRIVATE PRACTICE.

#### **FORCE MAJEURE**

The performance of this agreement by either party shall be subject to force majeure, including acts of God, fire flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental order or regulation, or curtailment of transportation facilities where any such occurrence makes it illegal or impossible for either party to perform its obligations under the Agreement. The Agreement may be terminated, or performance may be excused, without penalty for any one or more of such reasons by written notice from one party to the other. In such an event, the APTA Private Practice shall provide a prorated refund to Exhibitor.

#### **RELATIONSHIPS OF THE PARTIES**

The APTA Private Practice and Exhibitor agree that this Agreement is not intended to create any partnership, agency, joint venture, or employer/employee relationship of any kind: both parties agree not to contract any obligations in the name of the other or to use each other's credit in conducting any activities under this Agreement. The parties agree that exhibiting as part of the conference does not

constitute APTA Private Practice's endorsement, guarantee, acceptance or approval of Exhibitor, its services, products, programs, or activities.

#### **VIOLATIONS**

Violations of any of these regulations or prevailing laws on the part of the exhibitor, his/her employees, or agents shall, at the option of APTA PRIVATE PRACTICE, annul the right to occupy space and such an Exhibitor will forfeit to APTA PRIVATE PRACTICE all monies paid. APTA PRIVATE PRACTICE may re-enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's risk and Exhibitor shall pay all such expenses and all damages which APTA PRIVATE PRACTICE may incur, and forfeit all monies paid or due to APTA PRIVATE PRACTICE on account thereof. The exhibitor waives any right to written notice from APTA PRIVATE PRACTICE of its intention to terminate this agreement and repossess space occupied by the Exhibitor by reason of such violation. Repeated violations may result in exhibitor being banned from participation in APTA Private Practice events, including future conferences.

Any participating exhibitor that has been given a warning notice or notice of violation and has failed to take corrective action will be subject to penalties as follows:

First offense: exhibitor is dropped down one wave for next conference pre-sale

Second offense: exhibitor is dropped down 5 waves for next conference pre-sale

Third offense: exhibitor is dropped down 10 waves for next conference pre-sale

Fourth offense: exhibitor is ineligible to exhibit at the APTA Private Practice conference for up to three (3) years.

*(If exhibitor has not spent enough to qualify for a pre-sale wave they are removed from the pre-sale process altogether and are eligible to select space once general sales opens.)*

#### **SETTLEMENT OF DISPUTES**

All disputes, issues, claims or controversies arising shall be resolved by an arbitrator whose decision shall be final and binding on the parties. Arbitration shall be administered in accordance with the then current Model Arbitration Procedures of the American Arbitration Association (AAA). In the event the parties are unable to agree on an arbitrator, the AAA shall designate an arbitrator. The arbitrator's fees and expenses shall be shared equally by the parties.

#### **AMENDMENTS**

APTA PRIVATE PRACTICE may at any time amend these terms and conditions and documents included herein by reference and each exhibitor shall be bound thereby. In the event of any amendments or additions to these regulations, written notice will be given by APTA PRIVATE PRACTICE to such exhibitors as may be affected by them. In addition, APTA PRIVATE PRACTICE may post or publish notice of such amendments as it may think appropriate or find practical.

#### **EXHIBIT CONTRACT AND POLICIES**

The APTA PRIVATE PRACTICE reserves the right to render all interpretations and decisions, should any question arise, and to establish further regulations as may be deemed necessary to the general success and wellbeing of the Conference. All matters and questions not covered in these policies are subject to the final judgment and decision of APTA PRIVATE PRACTICE.

Thank you for your support of The APTA Private Practice and this Exposition.

## Exhibitor Contract Rules & Regulations

The following Booth Design Rules and Regulations have been developed to assist in effectively administering the exposition and to promote continuity in exhibit design and setup for displays at the APTA PRIVATE PRACTICE Annual Conference and Exposition. All Exhibitors are considered equal regardless of size and are given equal opportunity, within reason, to present their product in the most effective manner to the audience. Exhibit Management has adopted the following booth dimension rules and regulations from the International Association for Exposition & Events (IAEE) to make this possible while still allowing the greatest flexibility in the overall exhibit. Exhibits are so arranged as not to obstruct the general view, nor hide the exhibits of others.

## DISPLAY REGULATIONS

### Types of Booths

#### Linear Booth

Linear Booths have only one side exposed to an aisle arranged in a series along a straight line. They are also called "in-line" booths. Linear Booths are 10 ft wide and 10 ft deep, i.e. 10ft by 10ft. A maximum back wall height limitation is 8ft. Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

#### Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

#### Perimeter Wall Booth

A perimeter wall booth is a standard 10'x10' booth or multiples thereof, located on the outermost aisle of the exhibit floor with no booth behind you. Booth display material in perimeter booths are permitted to extend to 12 ft in height in the rear 50% or 5ft' of the booth space, and 4ft. in the front 50% of the booth. The back wall is permitted to 12ft. in height including signs, company name and logo and/or product information.

#### Island Booth

Island booths are defined as exhibit space 400 sq. ft. or larger 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. Exhibit fixtures, components and identification signs of island booths are permitted to a maximum height of 16ft.

There must be access from all four sides of an island booth with a 50% see through effect from front to back and side to side. A sketch or blueprint of all island booths must be submitted to Gary Baker at [gbaker@ppsapta.org](mailto:gbaker@ppsapta.org) for approval no later than September 1, 2024.

Contact APTA PRIVATE PRACTICE Management for more information and details at (800) 517-1167.

### Linear Booth

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

#### Dimensions

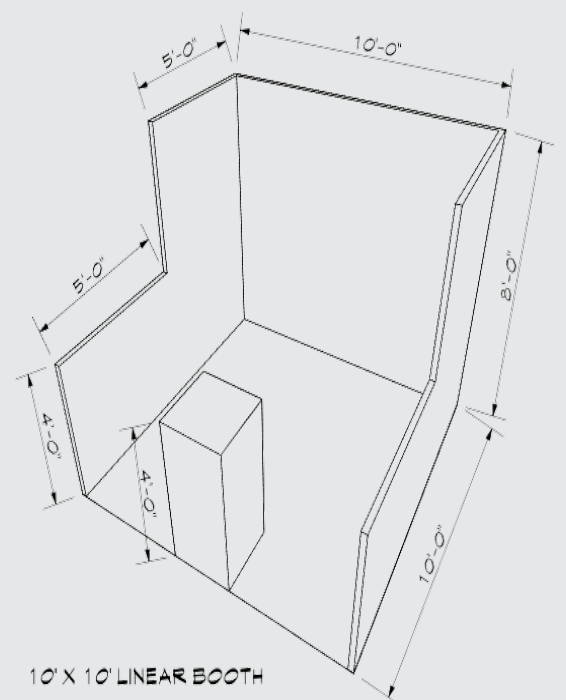
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of ten feet (10') has become the de facto standard in the United States.

Therefore, unless constricted by space or other limitations, Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of eight feet (8') is generally specified.

#### Use of Space

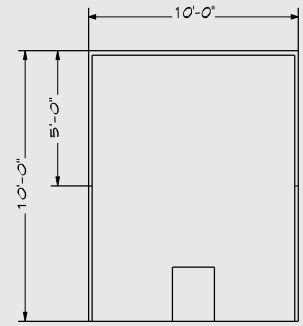
Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on

all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)

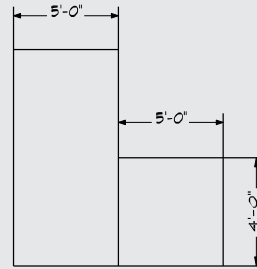


**Corner Booth**

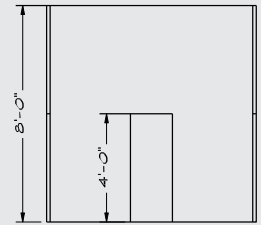
A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.



Plan



Left Side



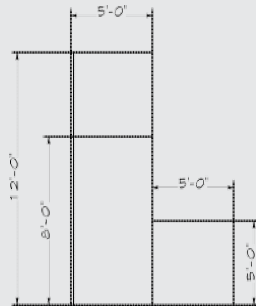
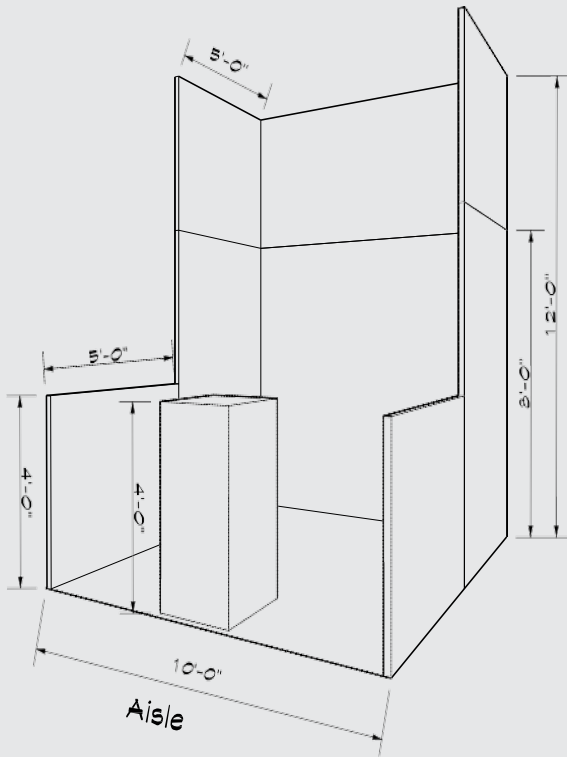
Front

**Perimeter Booth**

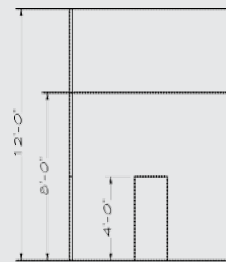
A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit.

**Dimensions and Use of Space**

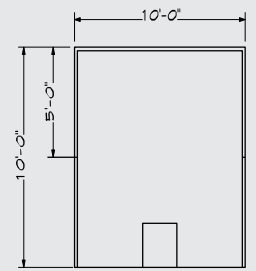
All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum backwall height is twelve feet (12').



Left Side



Front



Plan



**TENTATIVE**

**Exhibit Hall Hours | Approved Exhibitor Hospitality Hours**

**Weds, October 9, 2024**

8:00am – 8:00pm Registration Open

8:00am – 6:00pm Exhibitor Setup

**\*\*7am- 12nn Exhibitors may host hospitality and/or client meetings\*\***

**Thurs, October 10, 2024**

6:30am - 6:00pm Registration Open

11:30am Exhibit Hall Opens

12:30pm – 2:30pm Lunch with Exhibitors

4:00pm – 6:00pm Reception with Exhibitors

6:00pm Exhibit Hall Closes

**\*\*6:30 pm – On Exhibitors may host hospitality and/or client meetings\*\***

**Fri, October 11, 2024**

8:00am – 5:00pm Registration Open

8:30am – 2:00pm Exhibit Hall Open

8:30am – 10:30am Breakfast with Exhibitors

12:00pm – 2:00pm Lunch with Exhibitors

2:00pm – 6:00pm Exhibit Hall Tear Down

**\*\*5pm -7pm Exhibitors may host hospitality and/or client meetings\*\***

