

## GENERAL RULES OF PARTICIPATION

### NO SOLICITING OUTSIDE THE CONFINES OF YOUR BOOTH

All exhibitors are expected to adhere to all rules and regulations stated in this event service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by HIMSS management and may be ceased or changed at any time during the course of the exhibition.

[Terms and Conditions](#) for booth space, specialty pavilions, meeting space, sponsorship

Exhibitors/Sponsors contact information will be given to HIMSS contracted suppliers in order to service needs of the exhibition when ordering goods and services for HIMSS22. If you are contacted by any other organization that is not on the HIMSS preferred supplier list, please note that HIMSS does not share the exhibitor list with outside organizations.

#### **No Tolerance Rule**

If you are not following the [sound/noise rule](#) (mentioned below) or [soliciting outside your booth](#) you will be given a warning by HIMSS Staff. This will be your only warning. If HIMSS staff has to come over to your booth a second time:

- You will lose up to 500 exhibitor priority points.
- If a second violation has to be written up the following day, you could lose up to an additional 500 exhibitor priority points.
- We highly recommend that you have your onsite staff sign off on a waiver that they understand this rule to avoid any issues at show site.

Members from exhibiting company or hired company **CANNOT** enter into any other exhibiting booth unless given permission from that exhibiting company. If person is present in any other booth besides their own without permission that persons badge will be revoked and company that they are affiliated with will lose **ALL** exhibitor priority points – **No Exceptions**.

#### **Demonstrations & Marketing Activities**

**Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space.** Exhibitors are permitted to having demonstrations or promotional activity within their booth, as long as they are set back a minimum of five feet (5') into the booth, does not obstruct the aisles, and does not prevent access to nearby booths. **Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning.** Please plan accordingly if you plan to have continuous demonstrations. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space.

- Distribution of pamphlets, brochures, etc. must take place within your booth space only
- All giveaway/tchotchkes that are being given away at your booth/meeting room must have your company logo present on the giveaway.

#### **Booth Flooring:**

Carpet/Flooring is REQUIRED for all booths

#### **Retail sales:**

Retail sales are **NOT** permitted at HIMSS Global Health Conference & Exhibition.

#### **Prize/Giveaways**

Recommend putting all rules & stipulations that apply to your giveaway on the giveaway/raffle offering.

- All giveaway/tchotchkes that are being given away at your booth/meeting room must have your company logo present on the giveaway.

### Sideshow Tactics

The use of megaphones, loudspeakers or sideshow tactics is prohibited. A sideshow tactic would consist of, but not limited to clowns, flash mobs, dancing, acrobatics, body painting, bungee jumpers or any circus like activity would not be allowed in your booth. Clothing must be worn at all times (including tops and bottoms)

### Sound/Noise

**The decibel level of sound emitting from your space must not exceed 75.** Excessive noise and RF interference will be grounds for interruption of electrical power to the offending booth.

- Db and RF levels will be monitored on the floor throughout the week, any objectionable noise will be reviewed, and the exhibitor may be required to turn the levels down or off according to the decision of HIMSS floor managers or HIMSS show management.
- HIMSS on-site Floor Managers have the sole authority to make a judgment call as to whether a sound system is too loud. Decibel readers will not be required and exhibitor & A/V staff must adjust levels accordingly. Failure to make the requested adjustments, and to keep the levels at the agreed upon levels, will result in the loss of exhibitor priority points
- **Speakers must face into their exhibit booth itself and not into the aisles or into neighboring exhibits.**
- Live music or musical instruments are prohibited in the exhibit hall. The use of whistles, horns, crickets and other similar noise devices is prohibited
- The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited
- **HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.**

### Announcements

Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official events, or in the event of an emergency. No unauthorized announcements or advertisements will be allowed.

### Exhibitor Behavior

Exhibiting companies, and their officers, directors, employees, agents, and others working on the exhibitor's behalf are expected to conduct themselves in a professional manner at all times. Exhibiting companies, and their officers, directors, employees, agents, and others working on the exhibitor's behalf that are found within the confines of another exhibitor's booth or marketing outside booth will lose exhibitor points.

- Any and all controlled substances, including but not limited to marijuana/cannabis, may not be displayed, sampled, or sold on the show floor.

Event Participants are expected to behave responsibly and to treat each other - and treat the community - with respect, kindness, and compassion. HIMSS22 reserves the right, without refund, to revoke the credentials of participants whose conduct is deemed inappropriate, disorderly, or offensive by HIMSS, affiliated third parties or the local authorities.

HIMSS22 is a private event and has a weapons-free policy. Attending participants are prohibited from carrying weapons of any kind, including concealed or displayed firearms. Participants are prohibited from bringing weapons onto the premises of any official HIMSS events. HIMSS reserves the right, in its sole discretion, without refund, to deactivate and/or revoke the credentials of participants who violate this weapons-free policy. Participant agrees that this policy is in force, and agrees to comply with the policy, regardless of whether signs prohibiting weapons are posted at the premises of any official HIMSS event.

### Solicitation

**Exhibitors are required to remain in their own booth space during exhibit hours and non-exhibit hours.** Solicitation outside your booth in any way is strictly prohibited.

- **No Tolerance Rule!** Members from exhibiting company or hired company CANNOT enter into any other exhibiting booth unless given permission from that exhibiting company. If person is present in any other booth besides their own without permission that persons badge will be revoked and company that they are affiliated with will lose ALL exhibitor priority points – No Exceptions.
- All special talent must remain in confines of booth. Special talent is not allowed to walk show floor.
- No soliciting on convention center property (Lobbies, show floor or outside)
- No soliciting at any of the hotels that are within the HIMSS housing block
- Wearing and/or carrying attention gathering items outside booth is strictly prohibited. (For Example: flashing lights on person, advertising sandwich board on person, carrying product/service through show floor, etc)

### **Meetings In Your Booth**

If you plan to use your booth to conduct meetings before or after official show hours, you must:

- Show Management reserves the right to have the exhibitor hire security personnel for any event held on the show floor during non-show hours.
- PLEASE NOTE: All attendees and booth personnel, EAC's, labor must have a badge to enter the exhibit hall starting Monday, March 14 through Thursday March 17, 2022

### **Housing**

All exhibitors that are not local to Orlando must utilize the official housing company (onPeak) for all hotel reservations. Failure to do so will result in the loss exhibitor points, exhibitor/client badges and refusal of freight to exhibit booth. If your freight is denied due to your refusal to abide by HIMSS housing policy, Freeman cannot be held responsible.

### **Move-out/Dismantling**

Move-out or dismantling is **NOT** permitted before Thursday March 17, 2022 at 4:00pm. Early move-out will result in a loss of 100 exhibitor points.

### **Registration Policies:**

- HIMSS does not share your email address with exhibitors. If you receive email from an exhibitor, contact the exhibitor directly to remove your name from their distribution list. You may also alert HIMSS at [globalconference@himss.org](mailto:globalconference@himss.org)
- For security reasons, badge swapping is not permitted. Anyone found wearing a badge that does not match his/her identification will be evicted from the conference without a refund. In addition, the registration will be cancelled. A government issued photo ID will be required to pick-up your badge onsite.

### **Subletting**

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates imprint, or trademark under which same is sold in the general course of business.

### **Unpaid Booth Balances**

Final booth payment is due no later than December 10, 2021. On December 11<sup>th</sup> unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS, will not be allowed to set up their booth and will forfeit all associated monies. If your freight is denied due to your failure to pay the balance on your booth, Freeman or HIMSS cannot be held responsible.

### **Lighting**

\*Document Subject to Change  
As of October 1, 2021

No lighting, fixtures, or overhead lighting are allowed outside the boundaries of the booth space, and should not project onto other exhibits or the aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with the facility rules and be approved in writing by show management. Lighting that spins, rotates, pulsates, and other special lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

The exhibit floor will be at 50% lighting during move-in and move-out days. Full lighting will begin at 8:00 am on Monday, March 14. **If there is an overhead light above your booth that you would like turned off, please contact OCCC utility services prior to show or onsite. Any costs incurred will be at the exhibitor's expense. If there is a light in question (shades out a portion of the aisle), it will need to be approved through HIMSS.**

#### Utilities

Electrical & Plumbing is provided by OCCC (Orange County Convention Center)

Telephone & Internet is provided by SmartCity

Hanging Signs is provided by OCCC (Orange County Convention Center)

#### Age Limit

No persons under the age of 21 are allowed on show floor at any time.

#### Animals

Live animals or pets including exotic animals are not allowed on the show floor and may not be displayed as part of the exhibit booth. However, Seeing Eye dogs for the vision and/or hearing impaired are permitted.

#### Cameras:

Cameras and video equipment will only be allowed on the show floor if the following apply.

1. Filming other exhibitor booths, their product/demonstration or members in their booth will be an automatic deduction of all priority points and will lose the right to exhibit on the HIMSS show floor for any future shows.
2. All filming happens within the confines of the exhibiting company's booth
3. All cameras or video equipment must face into the exhibiting company's booth
4. Only if special permission is granted by an exhibiting company may any photos or video be taken of that booth
5. Social Media "Live" is allowed on the exhibition floor at exhibiting company speaking session and/or booth

Any exhibiting company found taking pictures inside the exhibit hall of any booth, other than their own space, without special permission from HIMSS will lose 1,000 Exhibitor priority points.

#### Balloons

**NO** helium balloons are allowed on the HIMSS22 show floor. This is a HIMSS rule and not a Convention Center rule.

#### Catering

CenterPlate (Orange County Convention Center) has exclusive rights to all catering in the facility. Menus can be found in the online service manual under the Service Providers section.

#### Security

Orlando is a major city with the inherent security risks of any major metropolitan area. Most tradeshow thefts are a crime of opportunity and occur during move-in and move-out hours when there are hundreds of individuals on the exhibit floor: exhibitor appointed contractors, exhibit staff, union workers, etc. Although HIMSS has retained the services of an excellent security firm to roam the exhibit hall during these times, it is your responsibility to make sure that all of your items are accounted for at all

times. We highly recommend that a representative from your company be present during your move-in and move-out times to ensure that each crate and box arrives to its destination.

- Please DO NOT leave valuables such as laptops, PDAs, purses, briefcases, plasma screens and cell phones, unattended in your booth at any time. If you will be leaving valuables in your booth overnight, we highly recommend that you retain the services of the official security company guard your booth.

### **Floor Managers**

All issues or questions must be resolved on show site. To aid in the resolution, there will be floor managers onsite. Each company will be:

- Notified of their assigned floor manager, their exact location, and how to reach them.
- Freeman and other official contractors will have a desk set up for your convenience on show site in the service center.
- These desks will be available during installation, show hours, and dismantle.
- Review any invoices you may have while on show site, and then settle accordingly.
- Show management reserves the right to address and resolve any matters not specifically covered in these rules and regulations.

### **COMPLIANCE WITH RULES:**

Company expressly agree to comply with the Event Service Manual (including, but not limited to, the rules and regulations therein) and all directions from Event staff. Specifically, Company shall comply with assigned move-in and installation days and hours as specified in the HIMSS Event Service Manual and agrees that its exhibit may not be removed from the exhibit hall until the official closing of the Event. Company is wholly liable for all damage caused whether directly by Company, or by Company's agents, to building floors, walls, or columns, or to standard booth equipment, or to other Company's property. Company may not mark, tack, make holes, and apply paint, lacquer, adhesives, or other coating to building columns, walls, ceilings, floors or to standard booth equipment. Company will be wholly responsible for labor charges incurred in connection with the assembly, draping, repairs, and dismantling of contracted exhibit booth(s). All construction material must conform to standard safety practices. All display materials, including table, drape, textile, paper displays, and decorations, must be fire resistant or flame proof. Combustible decorations are prohibited all times. Company must remove all packaging containers and materials from the Event exhibition hall and/or other contracted space and may not be stored under tables or behind displays. Company must maintain all aisles, corridors, exit areas, and stairways in and around Company's contracted space at their required width at all times during the Event. Obstructions protruding into the aisles of the exhibition or in other areas of contracted space are prohibited. Photography or videography of another company's exhibit is strictly prohibited. Company acknowledges and agrees that Company is charged with knowledge of all applicable laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the Event. Compliance with all such laws, ordinances, and regulations is mandatory and is the sole responsibility of Company. Company must also comply with all conditions, rules and regulations imposed by the Venue and its management. Additionally, Company must register Company attendees for the Event and all Company attendees must comply with these terms as well as the individual attendee registration terms and conditions associated with the Event. Additionally, Company acknowledges it must contract exhibit space/meeting space with HIMSS in order to host functions in conjunction with the Event outside of posted conference hours. The violation of any of the foregoing is grounds for downward adjustment or loss of: 1) Company's exhibitor points, 2) Company's hotel sleeping room blocks, 3) Company's Event badge allotment, where applicable, 4) dismissal from Event exhibition hall, and/or 5) the forfeiture of all monies associated with the Event.

### **Official Show Suppliers and Contractors**

There are many soliciting organizations that are approaching companies that will be exhibiting at shows in Orlando (hotels, attendee list, digital advertisements, etc). HIMSS cannot confirm authenticity and does not recommend utilizing any company that is not on the official list. The attached link are the OFFICIAL HIMSS suppliers and contractors. HIMSS does not sell or give out the HIMSS exhibitors list to any organization other than the official HIMSS suppliers & contractors. Also, it is a mandatory HIMSS policy that all exhibiting companies book all hotel needs through onPeak for HIMSS22.

\*Document Subject to Change

As of October 1, 2021

### Specialty Pavilions

#### SCHEDULED SPECIALTY PAVILION DEMONSTRATIONS:

Exhibitors hosting Specialty Pavilion space with an associated demonstration must ensure that speaker arrive on time and are prepared to present the associated demonstration in accordance with the policies set forth in the Event Service Manual. Exhibitors whose speaker fails to appear at the designated time or fails to follow stated policies and direction of show management may be prohibited from presenting a Specialty Pavilion demonstration at subsequent exhibitions.

**Please note that if any rules and regulations stated in this Event Service Manual as well as in the electronic/paper exhibit space contract are violated, a loss of exhibitor points will occur.**

### SHOW RULES AND REGULATIONS REVIEW

The following are exhibit floor rules and regulations. These rules and regulations apply to exhibit booth construction and design.

#### BOOTH HEIGHT SPECIFICATIONS

The following rules will guide you through your planning process. Please read all booth guidelines very carefully.

- Inline booth-
  - A booth that is 10' deep and not on a perimeter wall of the building – Maximum height of 8' 3"
- Perimeter booth –
  - Standard booth located on the outer-perimeter wall of the exhibit floor – Maximum height of 12'
- Peninsula booth-
  - Minimum booth size 20' x 20', aisles on three sides – Maximum height for any structure is 16', Maximum height of hanging sign or hanging graphic is 24'.
  - **ALL exhibitors occupying Island or Peninsula Booths are required to submit a floor plan to [HIMSS](#)**
- Island booth-
  - Minimum island booth size is 20' x 20', aisles on four sides – Maximum height for any structure and/or hanging sign or hanging graphic is 24'
  - **ALL exhibitors occupying Island Booths are required to submit a floor plan to [HIMSS](#)**

Consideration of the adjacent booths in booth design and noise levels is mandatory. HIMSS staff and contractors will be monitoring set up, tear down and show hours and will have exhibit floor managers on the floor to assist you if you have any questions.

We look forward to working with you. Should you have any questions or need further clarification please don't hesitate to contact us.

Elli Riley, CEM  
Sr. Director, Exhibits Services  
[Elli.Riley@himss.org](mailto:Elli.Riley@himss.org)  
312-915-9272

Virginia Geoghegan  
Sr. Manager, Exhibit Services  
[Virginia.Geoghegan@himss.org](mailto:Virginia.Geoghegan@himss.org)  
734-477-0855

Moriah Hathaway, CEM  
Manager, Exhibit Services  
[Moriah.Hathaway@himss.org](mailto:Moriah.Hathaway@himss.org)  
312-915-9262

Eileen Keating  
Program Manager, Exhibit Services  
[Eileen.Keating@himss.org](mailto:Eileen.Keating@himss.org)  
312-915-9545

\*Document Subject to Change  
As of October 1, 2021