

ACOI 2026 Annual Convention & Scientific Sessions
Exhibitor and Sponsor Rules & Regulations
As of January 20, 2026

1. Purpose

The objective of the ACOI 2026 Annual Convention & Scientific Sessions is to give an opportunity to companies and individuals to provide informative and useful products and/or services to the Annual Convention registrants of the ACOI. ACOI, in keeping with the stated purpose of the Annual Convention Exhibit, encourages exhibitors to be educational, communicative and informative in their displays. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Active selling or order taking is NOT permitted.

2. Location of Exhibits

The Exposition will be held at the Renaissance Esmeralda Resort and Spa, Indian Wells in Palm Springs, California.

3. Subleasing

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of ACOI shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by ACOI, and re-allocated or reassigned for such purposes or use ACOI may see fit.

5. Eligibility

ACOI has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of ACOI or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of ACOI. ACOI shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of ACOI. Causes for such action beyond the control of ACOI shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Renaissance Esmeralda Resort and Spa, Indian Wells, municipal, state or federal laws, or act of God. Should ACOI terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of ACOI and in any case, will not

exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ACOI through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. Payments, Refunds and Cancellation by Exhibitor

All exhibit space and sponsorship items must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the Exhibit Halls or freight docks or begin the installation of their exhibits. Badges will also be withheld until full payment has been received.

Payment Policy:

- Through April 8, 2026: 50% Due upon receipt
- After April 8, 2026: 100% due upon receipt, and remaining balance due for applications received before April 8, 2026.

Applications received after due date are "due upon receipt," and must be brought up to date to most recent payment deadline. If Exhibitor fails to pay either 50% Deposit or final 100% Balance by due dates listed above, ACOI may cancel Exhibitor's participation per penalty schedule. ACOI is free to assign released space to other companies. Cancellation does not release Exhibitor from obligation per penalty schedule.

In the event of cancellation by an exhibitor, ACOI shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

- Through April 8, 2026, 50% of total booth rental fee and any presentation, sponsorship or marketing opportunities
- After April 8, 2026, 100% of total booth rental fee and any presentation, sponsorship or marketing opportunities

ACOI must receive written notification of the cancellation by email, registered or certified mail. Date cancellation notice is received by ACOI will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, ACOI reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

In addition to the above cancellation penalties, the Exhibitor should cancel within 60 days prior to the first move-in day Exhibitor may be assessed fees incurred by ACOI to cover the booth area and convert it to a lounge area. Cancellation of exhibit space includes cancellation of registration allotted with exhibit space. Note that any exhibiting company that cancels exhibit space BEFORE it has made full payment is liable for full payment of the original cost of the total exhibit space less any applicable refunds as explained herein. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against ACOI, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature,

including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of ACOI. The exhibitor is solely responsible for his own exhibition material and products and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. ACOI shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Exhibitor Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name the ACOI, SPARGO, Inc. (Exposition Management), Renaissance Esmeralda Resort and Spa, Indian Wells and AGS Expo Services as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to SPARGO, Inc. or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. Union Labor

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. Installing, Exhibiting, Dismantling

Hours and dates for installing, exhibiting, and dismantling shall be those specified by ACOI. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by ACOI.

12. Damage to Property

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Food and Beverage

The Renaissance Esmeralda Resort and Spa, Indian Wells is the exclusive provider of all food and beverage services. Exhibit companies and guests are prohibited from bringing any food and beverage into the convention center from outside sources without the prior written permission from the exclusive food and beverage provider. Popcorn, nuts and other loose items are not permitted in the Exposition Hall. The dispensing, distribution or use of alcoholic beverages in the Exposition Hall is prohibited without the express prior approval of ACOI.

15. Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. Lotteries or Contests

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from ACOI Exposition Management.

17. Noise and Odors

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. ACOI shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. Music

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. ACOI is not responsible for any licensing fees for music played in exhibitor's booth.

19. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by ACOI.

20. Attendance

Admission policies shall remain, at all times, the prerogative of ACOI, and may be revised or amended to suit unforeseen conditions.

21. Children

For the protection of your children and to maintain the scientific nature of the exhibit hall, no children under the age of 18 will be allowed during the installation, dismantle and exhibit hall hours.

22. Booth Personnel

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by ACOI at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. ACOI reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours. Early dismantle is prohibited.

23. Height and Non-Blocking Regulations

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which will be included in the Exhibitor Service Manual. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

24. Electrical Safety

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

25. Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items. No exhibitor shall reassign, sublet or share the whole or any part of the space assigned to him. The ACOI reserves the right to restrict exhibits which may detract from the general character of the Exhibits. This reservation includes persons, things, printed matter or anything of character that might be objectionable to the exhibit as a whole.

26. Display

ACOI shall have full authority for approval or arrangement and appearance of items displayed. ACOI may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to ACOI for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, ACOI shall authorize the official decorator to effect the necessary finish, and the exhibitor must pay all charges involved thereby.

27. Exhibitor Representative's Responsibility

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

28. Waiver of Rights

Any rights of ACOI under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of ACOI.

29. Relocation and Floor Plan Revisions

ACOI retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

30. Amendment and Addition Rules

COI shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein, and the power to make such amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the exhibition.

31. Agreement to Rules

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Service Manual, and by any amendments and additional rules that may be put into effect by ACOI.