



PHOENIX  
December 6-9, 2025  
SATURDAY - TUESDAY

# Exhibitor Rules & Regulations

## TABLE OF CONTENTS

All Exhibitors/Booths . . . . .	.2	Photography & Video Recording. . . . .	.4
Island Booths . . . . .	.2	Insurance & Liability . . . . .	4-5
Hanging Signs. . . . .	.2	Americans with Disabilities Act . . . . .	.5
Freight & Material Handling . . . . .	.3	Cancellation of Exposition . . . . .	.5
Freight Free Aisles . . . . .	.3	Booth Inspection . . . . .	.5
Exhibitor Appointed Contractor (EAC) . . . . .	.3	Booth Staffing. . . . .	.5
Food and/or Beverage for Exhibits . . . . .	.3	Music Licensing. . . . .	.5
Exhibitor Badges . . . . .	3-4	Floorplan . . . . .	.6
Care of Premise. . . . .	.4	Enforcement of Rules & Regulations . . . . .	.6-7
In-Booth Presentations . . . . .	.4	Meeting Room Requests . . . . .	.7

## All Exhibitors/Booths

- No raised floors allowed (wood or otherwise) that require an attendee to step up into the booth.
- All booths must be carpeted or have appropriately designated flooring (Exhibitor's expense).
- Exhibiting companies are required to limit all convention-related activities to their assigned exhibit space, unless they purchase a slot in the theater.
- At least one representative from the exhibiting company must be present in the assigned booth during exhibit hall hours.
- Exhibitors vacating their booth before the closing of each day or prior to the final close of the show, will incur a loss of priority points, may be denied exhibit space at future AARC meetings and could have their booth dismantled and removed from the show floor at the exhibitor's expense. Move-out shall not begin before show close on December 9, 2025.
- Exhibitors who are no shows without prior notice to the AARC, via email to Exhibits Manager, will be denied exhibit space at future AARC meetings.
- No end cap or peninsula booths allowed.
- In-booth presentations are only allowed in island booths 400 square feet and larger.
- Hanging signs are only allowed for island booths at least 400 square feet in size.

## Island Booths Guidelines

- All exhibitors with island booths MUST provide AARC with detailed booth drawings per the specs included in our island booth guidelines which will be available Spring 2025.
- Booth must be 400 square feet or larger to have a hanging sign.
- Island booths are bordered by aisles on all four sides — no drape or back wall allowed.

- Height restriction of 20 feet includes signs, company name, logo, lighting trusses or any other type of lighting or standing fixtures or structures.
- **If you are planning a multi-story booth, you must get approval from AARC prior to finalizing design. Contact Exhibits Manager directly to obtain details on requirements.**
- Adequate sightlines around and through the design are required. Booth must have a 40% see-through effect from front to back and side to side — this includes structures, fabric/material, etc.
- Booth drawings/diagrams should include a full color 3-dimensional rendering that includes dimensions (height AND width) AND elevations of all structures, signs, etc. from all sides of the booth for approval by the AARC. The AARC will reject any submitted drawings that do not comply with the stated components. Show Management will provide direction on how to submit in early Summer 2025. Please submit your drawings for approval no later than September 5, 2025.

## Hanging Signs

- Hanging signs are only permitted in island booths that are 400 square feet 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 Exhibit Hall ceiling banners or trusses is permitted only through Freeman, the official decorating company for the AARC Congress 2025.
- Hanging signs or banners may not exceed 8 feet in height and should stay within a 2-foot perimeter of the island, have a height limit of 20 feet and be placed within this limitation. Requests for approval to hang signs or banners must be submitted to Freeman by (date TBD). A request form will be included in the Exhibitor Services Kit available Summer 2025.

## Freight and Material Handling

- Freeman will control access to the loading docks and will receive and handle all exhibit materials and empty crates.
- Freeman will handle unloading or reloading of all contracted carriers. Freeman will not be responsible for any material it does not handle.
- Exhibitors may carry in small packages, including pop-up booths, provided they can be hand-carried. The use and rental of dollies, flat trucks, and other mechanical equipment, however, is not permitted. Only full-time employees of an exhibiting company will be allowed to hand-carry items.
- Empties and/or trash must not be stored behind booths. Freeman must collect empties and trash should be disposed of properly.

## Freight Free Aisles

Freight-free aisles are required for emergency access throughout the hall and to expedite freight and empty crate removal. The aisles must be clear of crates and exhibit materials at all times during installation and dismantling.

## Exhibitor Appointed Contractors (EAC)

- If your company plans to use a firm who is NOT the Official Service Contractor (Freeman) as designated by Show Management, please submit your request by October 3rd for EACH Exhibitor Appointed Contractor you will be using at your booth. A request form will be in the Exhibitor Services kit.
- All EACs MUST submit a Certificate of Liability Insurance that names the AARC and the Phoenix Convention Center as additional insured.
- An EAC must either obtain labor from the official general contractor or provide evidence to the official contractor that they possess applicable and current labor contracts. A list of providers will be in the Exhibitor Services Kit.
- All EACs are required to provide the AARC with proof of General Liability and Workman's Compensation insurance. Certificates of Insurance can be submitted to the AARC using **this form**.

## Food and/or Beverage for Exhibits

- No outside food or beverages, including bottled water, may be brought into the Phoenix Convention Center.
- Exhibitors are prohibited from dispensing alcoholic beverages during exhibit hall hours.
- For catering needs, orders must go through the Phoenix Convention Center. An order form will be in the exhibitor service kit available Summer 2025.

## Exhibitor Badges

**PLEASE NOTE:** The booth manager is the only person authorized to make any changes. Please be sure whomever is designated as the "Booth Manager" will be available from setup until the close of the show.

- Exhibitors will be required to show a photo ID and a company business card when picking up their exhibitor badge.
- Exhibitors receive five (5) exhibitor badges per 100 square feet of purchased exhibit space. The maximum number of badges for any exhibitor is 25. Badges are non-transferable.
- Exhibit personnel must pick up their own badge at Exhibitor Registration, NO EXCEPTIONS.
- The AARC exhibitor badge allows exhibitors to attend all Congress educational and poster sessions. Respiratory therapists who are registered as an exhibitor may receive CRCE credit if they are AARC members. More details will be provided to exhibitors when Congress registration opens.
- Exhibitor badges worn by anyone other than the individual whose name is shown on the badge will have the badge confiscated. The original badge holder and the individual wearing the badge will both be asked to leave the exhibit hall.
- Exhibitors are not allowed to alter their badge in any way.
- Badged exhibitors will have access to the Exhibit Hall two hours prior to exhibits opening and one hour after closing.

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- Models working for exhibitors must wear an official AARC Congress badge.
- Only persons wearing an official Congress badge will be allowed to enter the Exhibit Hall.
- Exhibitor badges are for exhibiting company's employees working as booth personnel only. Individuals who are distributors for or doing business as a rep for your company CANNOT use a badge from your badge allotment. They must secure their own badge.

## Care of Premises

No part of an exhibit, sign or other materials, may be posted, nailed, taped, or otherwise affixed to walls, doors, or floor surfaces in a way that will mar or deface the premises. Exhibitors are responsible for any damage to the facility.

## In-Booth Presentations

- In-booth presentations are only allowed in 400 square feet or island booths only, unless they purchase a slot in the theater.
- In-booth presentations are NOT eligible for CRCE. However, in-booth presentations not accredited for CRCE may still be held in booths 400 square feet and larger.
- In-booth presentation areas must be organized within the contracted exhibit space.
- Presentations must take place a minimum of 2 feet from the aisle. Should spectators or attendees interfere with normal traffic flow in the aisle or overflow into neighboring exhibits, the AARC reserves the right to discontinue the activity.

## Photography & Video Recording

- Public photography or video recording of the Exhibit Hall is strictly prohibited. This includes the use of cell phone cameras. However, exhibitors are allowed to photograph their own exhibit booth.
- Photographs of other exhibit booths and contents of the booth may only be taken with the permission of that booth's staff. Each exhibitor has the right to refuse permission for photographs.
- Exhibitors have control over their rented space and may prevent those considered their competitors from gaining access to, photographing, video recording or otherwise recording their exhibits or presentations.

- Please consult with your fellow exhibitors if you are photographing your own exhibit to be sure they are aware of your intentions
- Violation of this rule could result in the confiscation of the film or recording device, deduction of points and/or the removal of the individual or exhibiting company from the Exhibit Hall or meeting room.
- If you have a problem with a person photographing or video recording your booth, please visit Special Services in Registration.

## Insurance & Liability

- The exhibitor shall, at its sole cost and expense, procure and 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 AARC. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$2,000,000.
- During the term hereof, the exhibitor shall maintain Workers' Compensation 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 Exhibit Hall.
- It is the sole responsibility of the exhibitor for any damages, claims, losses, liabilities, or expenses arising from any injury to any person arises out of or is in any manner connected with exhibitor's participation in AARC Congress 2025 (for both), including its indemnity obligations herein. Exhibitor should maintain general public liability insurance in an amount sufficient to cover such obligations, including show cancellation insurance.
- Exhibitor acknowledges and agrees that it will obtain, at its own expense, any and all licenses or permits to comply with all local, state, and federal laws, ordinances, and regulations for any of its activities in connection with AARC Congress 2025.

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- Execution by exhibitor of the exhibit contract is the agreement of the exhibitor to protect, indemnify, and defend the American Association for Respiratory Care and its officers, directors, and employees against any and all liabilities, losses, damages, suits, claims, demands, costs, and expenses, including but not limited to, reasonable attorney's fees in connection therewith, which may arise or result in any way from the wrongful acts or negligent acts of exhibitor, its agents, contractors, and employees.
- In no event shall the American Association for Respiratory Care be liable to exhibitor for any loss of business, business opportunities, or for any other type of consequential damages alleged to be due under any claim.

### **Americans with Disabilities Act**

Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth design and assigned space.

### **Cancellation of Exposition**

It is mutually agreed that the AARC shall not be liable for failure to deliver exhibit space to an Exhibitor as contracted due to causes beyond the AARC's control, including, without limitation, acts of God, fire, strikes, governmental regulations, war, terrorism or causes which would prevent its scheduled opening or continuance, supplier failures, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, flood, epidemics, riots, or unavailability of the exhibit hall. Exhibitor should carry event cancellation insurance in the event AARC is unable to refund exhibit fees.

### **Booth Inspection**

The exhibit hall will be inspected during installation hours. An effort will be made to advise exhibitors of any violation of exhibit rules at that time. Exhibitors are required to make all corrections requested by the AARC at their own expense or risk removal from the exhibition without notice and without an obligation by the AARC to issue a refund of any kind.

### **Booth 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 incur a loss of priority points and may be denied exhibit space at future AARC meetings. Move-out shall not begin before show close on December 9, 2025.

### **Spirit of the Show**

AARC reserves the sole and absolute right to determine which companies and products are appropriate in its judgment for inclusion in the exhibition and to refuse, cancel or restrict any applicant or exhibit that AARC considers not in the spirit of our show for any reasons. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires or anything that the AARC deems objectionable. If the AARC decides that any of these do not meet its standards or are not suitable, the exhibitor must at once comply with AARC demands or may withdraw from the show with no refund.

### **Music Licensing**

- The AARC has not obtained a music copyright license authorizing the performance of recorded music's premises.
- As a condition of AARC's acceptance of the exhibitor's contract, exhibitor hereby warrants and presents that no copyrighted music will be performed, either live or recorded, at the direction of the exhibitor floor or in company-leased rooms during the meeting dates unless the exhibitor has obtained written permission from the copyright owner for such use.
- All copyright fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. The exhibitor must make payment of the fees directly to the applicable copyright agency.
- Should the exhibitor violate the provision, the exhibitor agrees to indemnify, save, hold harmless, defend, and bear all expenses as they are incurred by the AARC and the convention center, and its respective directors, officers, agents, employees, and each of them, from and against any and all claims, costs and expenses (including legal fees and expenses), demands, actions, and liabilities of every kind and character whatsoever with respect to the unauthorized use of copyrighted music.

## Floorplan

- The AARC reserves the right to rearrange the floor plan in order to accommodate all requests for booth space and comply with Phoenix Convention Center regulations.
- Exhibitors will be notified via email if their booth numbers change due to any of the above circumstances.

## Miscellaneous

- Exhibiting companies are required to limit all convention-related activities to their assigned exhibit space at the Phoenix Convention Center.
- Show Management reserves the right to revoke priority points and to deny future applications for exhibit space to any exhibitor who fails to adhere to these regulations.
- Show Management does not monitor your competitors when they are selecting a booth. We are not responsible for and will not offer refunds or a discount to move your booth if a competitor chooses to exhibit next to or close to you in the exhibit hall.

## The following are not allowed:

- Children under 18 are NOT allowed in the exhibit hall.
- The use of live animals in an exhibit, for any purpose, is not allowed.
- Obstruction of aisles caused by any activity in an exhibitor's booth.
- Sub-leasing or sharing exhibit space.
- Distribution of materials, samples, literature, etc. outside of your assigned exhibit space.
- Loud audio systems that disturb neighboring exhibits cannot be used in your booth. Using an open audio system is strongly discouraged. The exhibitor must discontinue their presentation if, in AARC's opinion, the sound level is objectionable to the attendees or adjacent exhibitors.
- Dismantling or abandoning exhibits prior to the official closing of the show, unless authorized.

- Drawings, contests, or prize awards of any kind are expressly prohibited on the exhibit floor. Entries may be completed within your booth with the actual drawing held elsewhere. An announcement of the winner(s) may be discreetly posted within your booth. Announcements are prohibited via audio from the exhibitor's booth.
- Helium tanks and helium balloons are not allowed in the facility.
- Requests for medical and/or compressed gas must be approved by the Phoenix Convention Center prior to Congress.
- Smoking is not allowed in the exhibit hall or in the Phoenix Convention Center.

## Enforcement Of Rules & Regulations

- By applying for exhibit space, exhibitor agrees to adhere to all conditions and regulations outlined in this document. Any violation shall subject the exhibiting company up to and including the following penalties:
  - **First Violation** – Exhibitor will be warned and asked to cease and desist the activity.
  - **Second Violation** – Loss of current year's priority points plus loss of 50% of the remaining accrued points rounded to the nearest whole number. Exhibitor will be asked to vacate the premises and no refund will be issued.
  - **Third Violation** – Exhibitor will be asked to vacate the premises and lose all exhibiting privileges, and the company will not be invited to exhibit at future AARC Meetings.
- Any exhibiting organization that fails to notify the Show Management in writing prior to show dates of its intent to cancel is deemed a no-show. A no-show will result in a loss of exhibiting privileges at future AARC meetings, and no refund will be issued.
- Each exhibitor is granted a terminable license to exhibit, subject to all the rules herein and the approval of the Association. If the AARC determines that any exhibitor has failed to comply with any rule herein or any directive issued to the exhibitor, the Association may terminate the license and close that exhibiting company's exhibit without notice.

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- The AARC reserves the right to close an exhibit, to revoke priority points, and to deny future applications for exhibit space to an exhibitor who fails to adhere to these regulations. In all interpretations of the Rules and Regulations, the AARC's decision is final.
- The American Association for Respiratory Care shall have full authority to interpret or amend these rules, and its decision is final. Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted, provided the AARC gives notice to the Exhibitors of such newly adopted or amended rules and regulations. All issues not addressed herein are subject to the decision of the AARC. These rules and regulations have been formulated in the best interest of all exhibitors.
- The exhibitor understands and agrees that the information contained herein is an integral and binding part of the Exhibit Contract, and that by signing (digitally or otherwise) the exhibit contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions in the AARC Exhibitor Prospectus, and any others issued by the AARC regarding willingness to abide by the payment policy, acknowledgment of having read the AARC's Rules and Regulations, and agreement to distribute them for proper execution to those individuals involved with exhibiting.

## Meeting Room Requests

- Show Management does not guarantee the availability of meeting room space for exhibitors. There is no guarantee we will be able to accommodate any or all of the requests we receive for meeting room space.
- The AARC will not approve meeting room requests that involve Congress attendees during Congress events/session times.
- Meeting rooms are approved/assigned on a first come-first served basis.
- The exhibitor will be responsible for all costs associated with the room including but not limited to: planning and execution of event, food and beverage, room rental fee charged by hotel/convention center, audio/visual, internet, room set up, etc. All these fees will be charged directly to the exhibitor by the hotel. .
- Exhibitor meetings/events must be complimentary for Congress attendees.

If you are interested in applying for a meeting room at Congress 2025, please complete and submit **this form**.

*\*These fees are independent of fees that may be charged by the hotel.*