

EXHIBIT RULES AND REGULATIONS

The rules and regulations contained herein are intended by SNMMI to serve the best interests of SNMMI Scientific Sessions, the exhibitors, and the attendees, and give notice to applicants and exhibitors of governing rules and regulations. All applicants, exhibitors and EAC's are bound by these rules and regulations. SNMMI shall have full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of SNMMI. These rules and regulations have been formulated in the best interest of all exhibitors. The exhibitor understands and agrees that the information contained is an integral and binding part of the Exhibit Space Contract, and that signing the exhibit space application/contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions in the Exhibitor Prospectus, these Rules and Regulations, and any other SNMMI issued communication. These rules and regulations may be amended or changed at any time by SNMMI, and all amendments and changes will be binding on all parties.

Show Management

Catherine Lamb, CMP
Associate Director, Corporate Development
SNMMI
1850 Samuel Morse Drive
Reston, VA 20190
Phone: 703-652-6764
Cell: 540-818-9479
Email: clamb@snmmi.org
www.snmmi.org/am

Official Contractor

Brooke Graham
Senior Project Manager
The Expo Group
5931 W. Campus Circle Drive
Irving, Texas 75063
Phone: 972-580-9000
Cell: 404-697-0142
Email: BGraham@theexpogroup.com
www.theexpogroup.com

Show Management

The term "Show Management" used herein and in subsequent regulations shall mean the Society of Nuclear Medicine and Molecular Imaging (SNMMI), its agents or employees acting for it, and the management of the exhibit hall.

Additional Services

Complete information on signage, floral, janitorial, photography, entertainment, security, model and other services will be available in the Exhibitor Service Manual.

Amendments

All exhibit matters and questions not covered in the Prospectus, service kit and/or the Application for Exhibit Space are subject to the decision of Show Management. These rules and regulations may be amended or changed at any time by SNMMI, and all amendments and changes will be binding on all parties.

Ancillary Events

Cost per Event:

\$250 for Internal Sales/Training/Board Meetings (no conference attendees)

\$2,000 for meeting including conference attendees (under 50 people)

\$4,000 for meeting including conference attendees (50 people and above)

Any company submitting an application to hold an Ancillary Event must be an exhibitor at the SNMMI 2023 Annual Meeting.

Ancillary Events are broken into two categories:

- 1) Internal Company Meetings, which include no conference attendees, such as Sales/Training/Board Meetings
- 2) Meetings including conference attendees, which include but are not limited to, user meetings, customer/social events, focus groups, satellite symposia (no CE Credit can be offered), media events, and hospitality functions. No firm, organization, exhibitor or group of exhibitors may sponsor a scientific meeting or present technical information as part of a planned program for those attending the Annual Meeting. CME credit cannot be offered to attendees. Anyone involved in an Ancillary Event shall agree to observe the schedule and the SNMMI Rules and Regulations (www.snmmi.org/meetingrules). All exhibitors are responsible for ensuring that their company representatives and/or agents adhere to all SNMMI Rules and Regulations. Requests for use of function space at the Convention Center or any Hotel in the SNMMI room block for any Ancillary Event must be arranged directly through the SNMMI Associate

Director, Corporate Relations, Catherine Lamb (clamb@snmmi.org). Function space request forms can be found online at the exhibitor website.

Ancillary Meetings that include conference attendees may only be held during the following times over the official meeting dates (the fees above also apply to meetings being held 3 days pre and post the official meeting dates):

Saturday, June 24, 2023 — 8:00pm-end

Sunday, June 25, 2023 — 6:00am-8:00am & 6:30pm-end

Monday, June 26, 2023 — 6:00am-8:00am & 6:00pm-end

Tuesday, June 27, 2023 — 6:00am-8:00am & 6:00pm-9:00pm

Appearance of Exhibit Booths

Any part of a booth that does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the exhibitor's expense. Show Management reserves the right to have such finishing done, billing the Exhibitor for charges incurred. Carpet or a suitable floor covering is mandatory for all exhibits.

Assignment of Booth Space

To take advantage of the priority point system, the exhibit space application must be submitted during your scheduled appointment time September 6-8, 2022. Applications received after the scheduled appointment time will be assigned space on a first-come, first-served basis. Priority for space assignment is based on points awarded to exhibitors according to the following system:

- One point to those exhibitors who signed up for booth space during the priority point selection video call sales process for the 2022 Annual Meeting (held in September 2021).
- One point for every 100 square feet contracted for the 2022 Annual Meeting.
- One point for every consecutive year exhibited since 2018 (last 5 years).
- Points for companies who were 2022 Annual Meeting sponsors (points assigned 1-5 based on level Bronze to Diamond).
- One point per Satellite Symposia contracted for the 2022 Annual Meeting.
- In the event of a tie in priority points, the selection process has been adjudicated to reverse alphabetical order (last year was alpha order); this will be changed again for next year's selection process.

Badges

Exhibiting companies are entitled to four (4) exhibitor badges per 100 square feet of booth space, with a maximum of 125 badges per booth. Additional exhibitor badges may be purchased for \$100 each. Exhibiting companies are also entitled to one (1) free Guest Badge per 100 square feet of booth space, with a maximum of 4 badges per booth. Additional Guest Badges may be purchased for \$100 each.

Exhibitors can attend educational sessions with an exhibitor badge. However, exhibitors wishing to attend educational sessions for Continuing Education (CE) Credits must register for the Annual Meeting. There will be no credits given to exhibitors that are not paid registrants.

Bags

Distributing bags at your booth is permitted when there is no sponsored bag for the show.

Booth Equipment and Services

This Exhibitor Service Kit (available in March) includes forms from The Expo Group (general contractor) for exhibitors to order items for their booth such as: booth rental furniture, carpeting, additional draping, accessories or signs. All orders for special work or equipment should be placed well in advance (no less than six weeks before the show) to avoid delay and additional labor charges. The Expo Group is fully equipped to serve exhibitors.

Booth Layouts

Following are descriptions and rules for In-Line and Island Booths:

In-Line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as "Linear Booths". The standard In-line booth size in the US is 10'x10' (3.05m x 3.05m). Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle.

Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10' of an adjoining booth. In other words, for any In-line booth space longer than 30', the 4 foot restriction is only applied to the 10' booth sections on the left and

right extremes of the space. All video presentations must be confined to the back half of the booth. All in-line booths will be provided with an 8' high back wall drape and 3' high side drapes and one standard booth sign (7'x 44") with company name.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides. Island Booths are generally 20'x20' or larger. Overstatement in the design should be avoided, and attention-getting devices such as flashing signs or lights, balloons, etc. are prohibited. Exhibits must be constructed in compliance with the Americans with Disabilities Act of 1991. Mobile units may be displayed provided they are in compliance with the Chicago Fire Department regulations.

Island Booth Display Rules

A detailed rendering that clearly shows height and distance from the perimeter of each element of the display, including furniture and equipment placement, as well as the site and nature of any audio presentation is required to be provided to Show Management no later than Friday, March 24, 2023. There will be a \$500 fine for any company that does not provide this booth rendering by the due date.

Island exhibits may extend to all outer edges of the booth space, but the design of the booth must allow accessibility from all four aisles and sufficient see-through areas so as not to block the view of the adjacent exhibits. All building materials including those considered "see-through" or "sheer" such as glass or fabric would be considered as possible visibility blockers when SNMMI reviews island renderings. If an exhibitor fails to submit renderings by the deadline, and the exhibit does not conform to SNMMI's rules and regulations, Show Management reserves the right to levy a fine up to \$1,500, close the exhibit and/or bar exhibitor from future SNMMI Annual Meetings. Islands with a covered area of 225 square feet or greater must have a fire suppression system approved by the Chicago Fire Department.

The maximum height allowed for an island booth is 26' (hanging signs are also limited to 26', please contact The Expo Group to coordinate). Island booths that abut a column may have, at their expense, that column draped up to 12' high. Peninsula booth spaces and bridging of aisles is not permitted.

Booth Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval no later than Friday, March 24, 2023.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibitors or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects are strictly prohibited. Lighting effect should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.

Booth Reduction or Cancellation

Reductions or cancellations of booth space must be made in writing and cannot be taken over the phone. Written notifications must be received by SNMMI no later than **Friday, February 3, 2023**. You may cancel booth space with all fees refunded if done so by Friday, February 3, 2023. Exhibitors canceling after Friday, February 3, 2023, forfeit the full exhibit rental fee and are responsible for paying the remaining balance in full within 30 days of cancellation.

Booth Space Application

A 50% deposit of the full booth cost is due with the application. The final booth payment is due by Friday, January 27, 2023. Payment can be made by check, credit card, or wire transfer in U.S. funds drawn from a U.S. bank. Companies located outside the U.S. wishing to send a wire transfer should e-mail clamb@snmmi.org for instructions.

All applications and booth payments should be sent to:

Catherine Lamb, CMP
Associate Director, Corporate Development
SNMMI
1850 Samuel Morse Drive
Reston, VA 20190
Email: clamb@snmmi.org
Fax: 703-709-9274

Cameras

- a) No one may take photographs or videotape during set up or dismantling.

b) During show hours, photography and videotaping are permitted. An exhibitor who contracts with someone other than the Official Show Photographer must treat the photographer as he would any other Exhibitor Appointed Contractor, i.e., exhibitor must supply name and address of the supervisor in attendance and the names of personnel on site, as well as a certificate of insurance. A list of these photographers will be given to security, and they will be allowed only in the booth for which they were contracted.

c) Exhibitors may not deny a reasonable request from an attendee to photograph or videotape an exhibit from the aisle.

d) Exhibitors may not photograph or videotape another exhibitor's display without permission from the exhibitor.

Penalties for Photography Violations (see part d above):

1st violation: Confiscation of film, digital disk, camera or both. Deduction of 3 priority points.

2nd violation: Confiscation of film, digital disk, camera or both. Deduction of all priority points and \$500 fine. Removal of individual taking pictures from show floor.

3rd violation: Confiscation of film, digital disk, camera or both. Deduction of all priority points and \$1,500 fine. Removal of exhibiting company from show floor.

Construction, Installation and Use of Exhibits and Exhibit Facilities

All exhibits shall serve the interest of the members of SNMMI and shall be operated in a way that will not detract from other exhibits, the exhibition, or the Meeting as a whole. Show Management reserves the right to remove any exhibit that SNMMI believes to be detrimental to the purpose of the meeting. Exhibits shall be constructed and arranged so they do not obstruct the general view or obscure other exhibits.

Current Drayage Rates

Advance Common Carrier to Warehouse: \$TBD/CWT

Direct Common Carrier to Show Site: \$TBD/CWT

Current Labor Rates

ST: \$TBD/Hr (Monday – Friday 8am-4:30pm)

OT: \$TBD/Hr (Monday – Friday 4:30pm-8:00am and all-day Saturday)

DT: \$TBD/Hr (Sundays and Holidays)

Damage to Exhibit Facilities

The exhibitor must surrender occupied space in the same condition it was received. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths or the equipment or furniture in the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

Electrical

Every exhibit facility has different electrical requirements, and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently no permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Eligibility to Exhibit

SNMMI reserves the right to determine the acceptability of applications for exhibit space. The products or services to be exhibited must be of professional or educational interest or benefit to the registrant and are, in the opinion of SNMMI, related to the field of nuclear medicine and/or molecular imaging and therapy.

Enforcement of Rules and Regulations

Show Management will, at its discretion, deduct all or part of the priority points used to assign space for violation of any of the show rules. If the violation is not corrected within 24 hours after the offending company is notified of the violation, then Show Management may also, at its discretion, levy a fine equal to \$500 for each priority point deducted. If a company repeats a violation, Show Management may deduct points and levy monetary penalties without giving time for the violation to be corrected.

Equipment or Product Presentations off the Exhibit Floor

Equipment or product presentations to SNMMI attendees or guests by exhibitors other than on the exhibit floor are expressly prohibited. The only exception will be SNMMI-sanctioned User Meetings.

Exhibit Admittance

Show Management reserves the right to refuse admittance to or to eject from the exhibit floor any objectionable or undesirable person. *Children under the age of 16 will not be permitted on the exhibit floor.*

Food and Beverage for Hospitality

Distribution of food and beverage from your booth is permitted. All food and beverage supplies must be purchased through the official convention center caterer. Please contact Jason Wiatrak, Senior Event Manager, at jwiatrak@mccormickplace.com with any questions.

Fire and Safety Regulations

Chicago regulations will be strictly enforced, and exhibitors assume all responsibility for compliance with such regulations. All decorations must be fire-proofed and electrical wiring must meet the safety requirements of the Chicago Fire Department. No combustible material shall be stored in or around exhibit booths.

Forced Set-up

If set-up of any exhibit has not started **by 12pm noon on Saturday, June 24, 2023**, SNMMI may order the exhibit to be set-up and the exhibitor billed for all charges incurred. SNMMI will not be responsible for any damages incurred.

General Requirements

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the attendees.

Giveaways

Exhibitors may distribute small, tasteful token gifts such as pens, pencils, note pads, pocket calculators, luggage tags, mugs, water bottles and snacks from their booth. Any debris resulting from giveaways or packaging will be cleared by The Expo Group at the exhibitor's expense.

The following items are **NOT** approved: pen or pocket knives, pocket tools, manicure kits, badge holders/lanyards, and cameras. Distributing bags is permitted provided the bags have no graphics or writing on them.

Giveaways must meet AMA ethics guidelines and have minimal monetary value. Show Management approval is required, and written request must be received by Friday, May 5, 2023. Any food and/or beverage distributed from your booth must be ordered through the McCormick Place Convention Center. For approval on outside food and beverage orders and/or to place an order through the McCormick Place Convention Center please contact Jason Wiatrak, Senior Event Manager, at jwiatrak@mccormickplace.com.

Gratuities

The Expo Group requests that exhibitors do not tip The Expo Group employees. Any request for tipping should be brought to the attention of The Expo Group representative at the Service Desk.

Hanging Signs

Hanging signs will be permitted. However, hanging signs of any type are not permitted for In-line booths. The maximum height allowed for a hanging sign above your booth is 26'. Hanging signs should be set back at least 10' from adjacent booths. Exhibitors who wish to use a hanging sign must submit a written request, and any applicable line drawings or renderings, to show management and The Expo Group by Monday, May 15, 2023. (The building will have to approve locations based on HVAC vents.) All hanging signs must be installed by the official contractor, The Expo Group. Exhibitors are responsible for all related charges including production, shipping, and rigging.

Installation and Dismantling of Exhibits/Union Jurisdiction

To assist you in planning for your participation in the SNMMI Annual Meeting, The Expo Group will have information regarding union labor that will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have. This information will be included in the exhibitor service manual available in March.

Insurance

It is the sole responsibility of the exhibitor for any damages, claims, losses, liabilities or expenses arising from any injury to any person or property that arises out of or is in any manner connected with the exhibitor's participation in SNMMI's Annual Meeting, including its indemnity obligations. Exhibitor shall at its own cost and expense provide General Liability Insurance in an amount not less than \$1,000,000. This insurance should recognize SNMMI as an additional insured. Exhibitor shall provide a certificate of insurance stating it by Friday, March 24, 2023. By signing the Exhibit Space Application, the exhibitor agrees to protect, indemnify, defend and hold harmless the SNMMI from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, including but not limited to reasonable attorney's fees in connection there-with, 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 SNMMI be liable to exhibitor for any loss of business, business opportunities, or for any other type of direct or consequential damages alleged to be due under any claim. It is agreed and understood by exhibitor that the sole liability of the SNMMI for any claims of exhibitor shall be a refund of the amounts paid by exhibitor under this agreement as an exclusive remedy. For purposes of this paragraph, the parties indemnified, and insured shall include the SNMMI, its officers, directors, members, agents and employees.

Irregular Activities

No person, firm or organization not having contracted with Show Management for space in the exhibit hall will be permitted to display or demonstrate any products, processes, or services, solicit orders or distribute advertising materials at the exhibition. Any infringement of this regulation will result in the prompt removal of the offending person from the exhibit hall.

Labor

Skilled labor is available through The Expo Group (TEG) to assist in exhibit installation and dismantling. To ensure the orderly and prompt move in and move out of the show, SNMMI conforms to the rules and regulations of the International Association of Exposition Managers and the Exposition Service Contractors' including:

1. Exhibitors who seek to use their own contractors, Exhibitor Appointed Contractors (EAC), must complete the EAC Form included in the exhibitor service manual and return it to The Expo Group (TEG) by Friday, May 5, 2023. This rule will be strictly enforced. Exhibitor Appointed Contractors include I&D companies, photographers, security, etc.
2. Exhibitor Appointed Contractors must supply the name of the supervisor(s) on-site and the appropriate insurance certificates.
3. Exhibitor Appointed Contractors must abide by the rules and regulations in this prospectus.

Logo

The SNMMI logo and the term "SNMMI 2023 Annual Meeting" are the property of the SNMMI and may not be used without the permission of Show Management.

Material Handling

Crated materials will be accepted up to thirty days in advance and delivered to respective booths at the convention center. Shipments cannot be received at the convention center prior to Wednesday, June 21, 2023. Shipments consigned to arrive during the set up will be unloaded on-site, delivered to respective booths and empty containers will be stored and returned at the end of the show. The larger exhibitors with van line shipments will be contacted in advance and scheduled accordingly by The Expo Group. Complete instructions and a rate schedule will also be published in the exhibitor service manual.

Full time exhibiting company employees may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by The Expo Group.

No-Show Policy

An exhibiting company will be considered a no-show if its booth space is unoccupied by 12:00pm on Saturday, June 24, 2023. The exhibitor shall be deemed to have cancelled their Exhibit Space Application/Contract for the SNMMI Annual Meeting and will forfeit a priority point. The exhibit space may be assigned to another exhibitor and SNMMI will not provide a refund to the original exhibitor.

Presenters and Models

Professional presenters or models may conduct product and service demonstrations. However, demonstrations are to be straightforward, professional and non-combative in nature, and must avoid the use of sideshow and theatrical gimmicks. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the SNMMI Annual Meeting.

Press Conferences

All press conferences and media events related to an exhibitor's participation at the SNMMI Annual Meeting must be coordinated with the SNMMI Press Office staff. Press conferences by exhibitors on the exhibit floor are prohibited. No press conferences may be scheduled at hotels or other locations away from the Annual Meeting site.

Product Demonstrations

Demonstrations are permitted if they are presented in an objective, tasteful manner and approval has been received in advance from SNMMI. Sound must be at a level that does not disturb neighboring exhibits (80 decibels), and presentations must be done in such a manner as not to encourage attendees congregating in the aisles. Exhibitors

using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits. The exhibitor will be required to stop using a system if, in SNMMI's opinion, the sound level or presentation is objectionable to the attendees or adjacent exhibitors. Show Management approval is required for all product demonstrations and written request for approval must be received by Friday, March 24, 2023. Island booths are required to submit blueprints of their exhibit clearly marking the position and nature of the presentation area. Ample room must be provided within the booth to accommodate your audience. For further information, please email clamb@snmmi.org.

Restriction on Selling

All over-the-counter sales or sales of any kind that involve the exchange of currency for goods received during the exhibition are prohibited with the exception of book publishers. Book publishers must notify SNMMI in writing of their intent to sell on the floor.

Restrictions on Use of Space

No exhibitor shall sublet, assign or share any part of their allocated space. Solicitations or demonstrations by exhibitors must be confined within the bounds of their booth.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Expo Group and/or SNMMI cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required to assemble your booth, labor may be ordered by the "Display Labor" order form or at the Exhibitor Service Desk, and the necessary ladders and tools will be provided.

Show Cancellation Policy

It is mutually agreed that in the event that the SNMMI Annual Meeting is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government, de jure or de facto, or other government declaration or regulation, epidemic or other event over which the SNMMI has no control, then the exhibitor contract may be immediately amended by the SNMMI, and exhibitor hereby waives any and all claims against the SNMMI for damages, reimbursement, refund, or compensation.

At the sole discretion of SNMMI exhibitor refunds will be determined after deduction of any amounts necessary to cover the expense incurred by the SNMMI in connection with the show. The SNMMI shall not be financially liable in the event the show is interrupted, cancelled, moved or rescheduled except as provided herein.

Show Colors

The official show colors for the SNMMI 2023 Annual Meeting are **TBD** for the back wall and side drape of the booth and **TBD** for aisle carpet.

Space Rental Fees

The smallest booth space is 10' x 10'. Larger booths are sold in increments of 10'x10'.

- In-line only (\$37.50 per square foot, \$3,750 for a 10' x 10")
- Corner (additional \$495 for each corner)
- Island
- Peninsula booth spaces are not permitted
- A portion of the booth fee goes toward the Welcome Reception

Storage

There is no crate or product storage permitted within the convention facility. However, storage for some empty crates will be permitted in and around the loading dock area. All other crate storage will be on empty trailers. **No storage is permitted in aisles or behind in-line booths.**

Use of Function Space

Please see above under Ancillary Events

Use of Radioactive Sources

The use of a sealed radioactive check source, exempted by the Nuclear Regulatory Commission, is allowed. Live imaging, diagnostic, and therapeutic or health-screening procedures of any kind on individuals or on phantoms are prohibited.