



Program code of conduct

IHA is committed to providing a safe, productive and welcoming environment for meeting participants. Attendees, speakers, volunteers, exhibitors, IHA staff members, service providers and all others must abide by this code of conduct. This policy applies to all IHA events, including those sponsored by organizations other than IHA but held in conjunction with IHA programs on public and private platforms.

Participants are asked to adhere to the following:

- Disruption of presentations during sessions, in the exhibit hall or at other in-person and virtual events organized by IHA is prohibited.
- Participants must comply with the instructions of the moderator and IHA event staff.
- Participants should not copy or take screenshots of activity that takes place in a virtual space.
- Presentations, postings and messages should not contain promotional material, special offers, job offers, product announcements or solicitation for services. IHA reserves the right to remove such messages and potentially ban sources of those solicitations.
- The recording or transmission of educational sessions, presentations, demonstrations, videos and other content is prohibited.

In addition, IHA has no tolerance for harassment, intimidation or discrimination at our meetings.

Unacceptable behavior includes:

- Inappropriate use of nudity or sexual images in public spaces or in presentations.
- Stalking an attendee, speaker, volunteer, exhibitor, IHA staff member, service provider or another meeting guest.
- Verbal abuse of attendees, speakers, volunteers, exhibitors, IHA staff members, service providers and other meeting guests. This includes threats and comments about gender, sexual orientation, disability, physical appearance, body size, race, religion and national origin.

IHA reserves the right to act as necessary and appropriate – including immediate removal from the

meeting without warning or refund – in response to an incident of unacceptable behavior. IHA also may prohibit attendance at future in-person and virtual meetings.

Statement of diversity

IHA is committed to providing the highest level of relevant and rewarding health care education. IHA members, event attendees, speakers and participants are urged to avoid potentially offensive language and

be sensitive to differences in gender, race, age, religion, politics and disabilities.

If you experience harassment or hear of any incidents of unacceptable behavior, please email us at iharegistration@ihaonline.org.

TRADE SHOW/SPONSOR TERMS AND CONDITIONS

- 1. Exhibit setup and removal** – Booths must be set up and exhibit materials and equipment must be removed from the exhibit area in a timely manner. Remaining exhibit materials will be removed at the exhibitor's expense.
- 2. Exhibitor booth materials** – Exhibit materials must conform to the fire regulations and electrical codes of the exhibit area. Packing materials and containers must be removed from the floor and must not be stored behind displays or under tables. Payment for services provided to an exhibitor by a contractor is the responsibility of the exhibitor. Exhibits may not protrude into the aisle or block the view of neighboring exhibits.
- 3. Exhibitor printed materials** – Exhibitor's printed material may be distributed in the assigned booth area only. Any materials IHA considers objectionable will not be allowed to be distributed.
- 4. Audiovisual effects and music** – Audiovisual equipment being used in one exhibit area must not unreasonably interfere with activities of other exhibitors. Exhibitors and others are prohibited from playing music in the exhibit hall.
- 5. Security** – IHA cannot guarantee against loss, fire and damage. IHA's insurance policies do not provide coverage for exhibitor's protection. Exhibitors are responsible for their property through insurance or self-insurance.
- 6. No-shows and Subletting** – Out of respect to other vendors and attendees, exhibitors who do not show up will not be invited back. Subletting exhibit space is prohibited. Companies may not share booth spaces.
- 7. Exhibitor representative(s)** – Exhibitors must provide a representative in its exhibit space during exhibit hours. The number of representatives included in the registration fee is listed.
- 8. Exhibitor name badges** – IHA will issue a badge with proper identification to each exhibitor. Exhibitor name badges are not transferable and always must be worn in the exhibit area.
- 9. Cancellation and liability** – Payment in full must be received within 30 days after the time of registration for sponsorships and trade show fees. No further deadline notification will be made. Cancellations must be received in writing by email to IHASponsorships@IHAonline.org. If a cancellation is received 12 weeks or more before the event, a full refund will be made minus a 25% processing fee. No refund will be made for cancellations received 12 or fewer weeks before the event.
- 10. ADA policy** – IHA does not discriminate in its educational programs based on race, religion, color, sex or disability. IHA wishes to ensure no one with a disability is excluded, denied services, segregated or treated differently than others because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans With Disabilities Act to attend this conference, call 515-288-1955, or email IHA's Education Department at IHAtradeshow@IHAonline.org.
- 11. Compliance with laws** – Exhibitor agrees to comply with all laws of the United States and the State of Iowa. Exhibitor must conform to all standard fire codes and rules of the facility where the trade show is being held.
- 12. Agreement termination** – If IHA decides that the meeting location has become unfit for occupancy or if the meeting is materially interfered with, the agreement for exhibit space may be terminated. IHA will not incur liability for exhibitors' damages because of termination. If termination occurs, exhibitors waive liability and release IHA from claims and damages. Exhibitors also agree that IHA will have no obligation except to refund the exhibitor's prorated share of the rental fees for booths after deducting exhibit costs and expenses, including reasonable reserve for claims.
- 13. Responsibility and liability** – IHA is not responsible to exhibitors for damages, losses or claims for exhibitor's participation in an IHA-sponsored trade show. Exhibitors assume responsibility and liability for losses, damages and claims because of injury or damage to exhibitor's displays, equipment, injury to someone or other property brought on the conference/trade show site. Exhibitors will indemnify and hold harmless IHA and its employees from such losses, damages and claims. Exhibitors are required to have insurance against damage and loss of exhibit materials and liability insurance against injury to person and property of others. IHA may ask for proof of insurance.
- 14. Agreement changes** – IHA can make changes, amendments and additions to this agreement for the proper conduct of the exhibit. IHA will advise exhibitors of such changes. If an exhibitor does not follow IHA's rules and regulations, this agreement may be terminated, with the exhibitor forfeiting fees paid, despite whether the space is reassigned by IHA. Matters not covered here are subject to IHA's decision.

