

Rules and Regulations

1. Contract: The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the Association of PAs in Oncology (APAO), the show host.
2. Exhibit Space Description: Packages include a 6' draped and skirted table, two chairs, a wastebasket, an ID sign, profile inside event app, and two representative name badges. All additional Exhibitor representatives will be charged \$500.00 each to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If additional space is needed for display purposes, additional fees will apply. As per APAO rules, all additional charges incurred, including but not limited to electrical or internet services and shipping, are at the Exhibiting Company's expense.
3. Space Assignment: Table locations will be chosen during a live Zoom call with all companies signed up by July 1, 2026. Companies must be present in order to select their booth location. Booth selection order will be based upon exhibit package level and the date contracts were received. If no representative is in attendance on the booth selection Zoom call, APAO staff will select your booth for you after those in attendance have selected. No exceptions.
4. Adherence to Schedule: Exhibitor understands that no move-ins or moveouts will be permitted other than in accordance with the schedule set forth in the schedule of events. Any Exhibitor who breaks down prior to the scheduled time, will be charged a \$1,000.00 early breakdown fee. Exhibit space is subject to modification prior to the Symposium to adapt to necessary changes in Symposium session times; however, all exhibitors will receive adequate notice should this be necessary.
5. Exhibit Hours and Disclaimer: Exhibit space must be occupied during all exhibit hours of the Symposium as posted. This agreement is for the rental of the exhibit space only. APAO has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Symposium, (2) the number of Symposium attendees who will visit any of the exhibits, or (3) whether or not any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
6. Unoccupied Space: APAO reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and APAO shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of APAO.
7. Payments and Refunds: The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, APAO must be notified in writing for refunds to be made. There will be a \$350.00 administration fee assessed for all cancellations. No refunds will be issued for cancellations after June 1, 2026.
8. Food Service: APAO reserves the right to provide food and beverage service during certain hours in the exhibit area. Exhibitor fees include continental breakfasts, refreshment breaks, lunch, Thursday night Wine and Cheese Reception and the Welcome Reception. Tickets must be purchased for any other events.
9. Noisy and Obnoxious Equipment: The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. APAO reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of APAO is detrimental to or distracts from the general order of the exhibits.
10. Fire and Safety Regulations: In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used at any table. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times.
11. Indemnification and Limitation of Liability: Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless APAO, the Hotel, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.
12. Damage to Property: Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard exhibit space equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard exhibit space equipment.
13. Public Policy: Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and is the responsibility of the Exhibitor.
14. Use of Exhibit Space: Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of APAO.
15. Use of APAO Materials: By signing this contract, exhibitor agrees not to use the name, image, service/trademarks or confidential and/or strategic information of APAO, its Affiliates or their resources or property in connection with any commercial or other interest or activity not associated with APAO and its Affiliates.
16. CAN-SPAM Privacy Laws: In compliance with CAN-SPAM privacy laws set forth by the Federal Trade Commission, IAOHIF is required to give attendees the option to "opt-out" of the attendee list during the registration process. Those individuals who choose to opt-out are not included in any Annual Meeting attendee listings.
17. To maintain the integrity and focus of the Convention, all onsite sales are strictly prohibited for all exhibitors. Exhibitors may showcase and demonstrate their products or services; however, any transactions or sales must be conducted outside the Annual Meeting venue. This policy ensures that the event remains centered on education, networking, and collaboration. Violations of this policy may result in removal from the Convention and potential future participation restrictions.
18. Ancillary Events: If you plan to host an ancillary event during the 2025 APAO Annual Symposium, carefully review the event policy. An ancillary event is any function held adjunct to a APAO meeting by a group other than APAO. APAO require that all groups respect the educational focus of our meeting by obtaining approval from and coordinating all ancillary events through the Association(s). To limit disruptions to APAO meeting attendees, ancillary events should be scheduled after the conclusion of the last educational session of the day; this ensures that APAO is aware of every activity, so we can better assist attendees in planning their agendas or finding a specific activity. This policy shall be in effect Thursday, August 13 2026, until Sunday, August 16, 2026.
19. APAO reserves the right to limit any company, organization or individual from exhibiting at the 28th Annual Oncology Symposium for the Healthcare Provider presented by APAO for any reason whatsoever.