



2018 International Congress on Integrative Medicine and Health **Guidelines and Rules for Exhibitors and Sponsors**

Consortium meetings are educational events intended to facilitate the communication of new scientific knowledge and to advance the practice of integrative medicine. The foremost concern of the Consortium is preservation of the scientific integrity and educational value of our meetings. To this end, we invite organizations to support and participate in Consortium meetings in a manner that complies with the requirements described in this policy and related documents.

The Consortium has determined that including industry vendors as exhibitors and sponsors has several advantages:

- **Supports the financial success and sustainability of the meeting**
- **Provides a service to attendees by providing access to company representatives**
- **Adds to the educational content of the Congress as vendors are encouraged to share scientific resources relevant to their product**

In order to ensure these goals are met in a way that is cohesive with the academic, philosophical and ethical mission of the Consortium, the following guidelines are proposed for consideration:

1. Recruitment:

All vendors undergo a similar vetting process.

- a. Vendors from prior Congress-sponsored conferences who were positively received should be invited to participate again and given priority locations;
- b. Members of the International Congress Program Planning Committee should be asked to submit additional contacts;
- c. The general call for participation with sponsorship and exhibitor guidelines will be posted on the International Congress website with submission criteria.

2. Eligibility to Exhibit

The Consortium reserves the exclusive and total right to control all aspects of the conduct of its scientific conferences and specifically reserves the right to determine the acceptability of applications for exhibit space.

Brands that exhibit at and/or underwrite our conference are not only a good philosophical fit but also represent the best products and services that can serve the health and wellness of our attendees and their patients.

Service organizations will be assessed on the following criteria:

- a. The products or services to be exhibited are of professional or educational interest or benefit to the registrants and are, in the opinion of the Consortium, related to the field of Integrative Health.

- b. The applicant's goods or services to be exhibited must be in line with the Consortium's scientific or public policies, positions, and statements or guidelines.
- c. The applicant is reasonably determined by the Consortium to be highly ethical and reputable, and the goods and services to be exhibited are reasonably believed by the Consortium not to be harmful, illegal, ineffective, fraudulent or based on non-proven science.
- d. Companies providing laboratory testing should
 - i. Be licensed by CLIA, the federal agency regulating laboratories and follow stringent quality assurance practices.
 - ii. Allow clinicians to tailor the tests based on clinical assessment and professional judgment.
 - iii. Follow ethical financial and marketing practices.
- e. Supplements, food items and topical preparations should
 - i. Provide evidence of strict attention to quality and good manufacturing practices
 - ii. Be based on scientific rigor in their proposed use and dosing. Any health or medical claims made in product promotion must be evidence-based, and in compliance with FDA and FTC regulations.
 - iii. Brand values and product/service quality should extend to exhibitors' parent and holding companies
 - iv. Companies should be in good standing with global regulating agencies, and have demonstrably good practices in quality, health, social and environmental regards.
 - v. Supplements should meet requirements as set out by the Dietary Supplement and Health Education Act.
 - vi. Other criteria are as follows: no genetically modified soy, or other GMO products, soy protein isolate, hydrogenated trans fats, fructose or high fructose corn syrup, artificial flavors, artificial colors, artificial sweeteners, glandular ingredients in supplements, phthalates, parabens, nitrates, nitrites, or sulfites. Preference will be given to companies that meet the following standards: whole soy, whole foods, natural pressed oils, and organic.

Application Requirements

- 3. All applications must meet these criteria:
 - a. The applicant agrees to comply with the Consortium Rules and Regulations governing scientific conferences.
 - b. The application and required documents must be completely and accurately filled out. Incomplete applications will not be processed.
 - c. Samples of brochures and scientific studies to be exhibited should be submitted with the application.
 - d. Sales and order taking are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The exhibitor is responsible for any permits, occupational licenses and city/state sales taxes, if applicable. The Consortium reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Notification of intent to have sales transactions must be noted on the application.
 - e. Exhibitors may distribute non-pharmaceutical samples of their listed products to Congress attendees. Exhibitors must have written approval from the Consortium in order to distribute items other than product samples or educational material.
 - f. Applications may be refused or booth space restricted due to space limitations or other reasons determined by the Consortium.
 - g. Upon submitting an application for exhibit space, the exhibitor agrees that the information contained in the prospectus and the Congress Rules and Regulations are an integral and binding part of the exhibit space contract and that it is the responsibility of the exhibiting company to distribute information to ensure that all individuals staffing the booth are aware of the Rules and Regulations governing Consortium scientific conferences.

OFFICIAL GENERAL CONTRACTOR: The Consortium has appointed Degnon Associates as the official General Contractor for the International Congress. All references herein to the Congress shall mean the Congress, the Consortium and Degnon Associates.

OUTSIDE ACTIVATES: Exhibitors shall not foster or conduct outside activities which would take qualified attendees from official congress functions and/or exhibit during nonscheduled hours. Use of meeting facilities or Consortium contracted hotels by Exhibitors or companies or sales or business meetings during Congress and exhibit dates must be approved in advance by the Consortium. Hospitality suites shall not be open during exhibit hours or daytime Congress hours.

SELECTION OF EXHIBITORS: Only organizations and firms whose activities are appropriately related to the purpose of the Congress shall be permitted to exhibit. All applications are subject to approval, and any company that does not meet the above requirements will not be permitted to exhibit. The Consortium reserves the right to decline or prohibit any exhibit which in its sole judgment is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.

ASSIGNMENT OF SPACE: Assignment of space will be on a first-paid, first-served basis. Every effort will be made to accommodate requests for space assignments (near or away from other organizations). The Consortium reserves the right to make such changes to the floor plan of exhibit booths as may be deemed necessary.

EXHIBIT FEES AND PAYMENT: Applications will NOT be processed or space assigned without the required payment. Payment is due within 30 days of application. Receipt of payment does not obligate the Consortium to accept a contract as binding. The Consortium retains the option of returning funds.

EXHIBITOR REPRESENTATIVES REGISTRATION: Purchase of an exhibit table includes up to two Exhibitor name badges. Exhibitor names badges allow access to the exhibit area space, but does not include Congress meals or access to sessions. Full Congress registration can be purchased separately.

EXHIBIT CANCELLATION: Cancellations of an exhibit table must be directed by email; Congress@IMConsortium.org. Refunds, less an administrative fee of \$300 per table, will be made at the discretion of the Consortium, but no refund will be given for a cancellation made within 90 days of the installation day.

EXHIBITS: The exhibit area will be comprised of six-foot skirted tables and two side chairs.
INSTALLATION AND DISMANTLING:

Baltimore Marriott Waterfront
700 Aliceanna Street
Baltimore, Maryland, USA

Exhibitor Install: Tuesday, May 8, 2018: 13:00 – 16:30
Exhibitor Dismantle: Friday, May 11, 2018: 17:00 – 20:30

Dismantling of exhibit may begin no earlier than 17:00 on Friday, May 11 and the area must be completely cleared by 20:30 that same day.

SHIPPING: The Consortium will provide shipping information to each Exhibitor, approximately 45 days prior to the Congress.

MATERIALS: We suggest you provide reprints or preprints of studies documenting the efficacy of the products on display.

FOOD & BEVERAGE POLICY: No food or beverage may be brought from an outside source. If you wish to serve anything from your booth, please contact the Congress Planner to discuss what arrangements, if any, can be made through the venue.

USE OF SPACE: Exhibitors shall not assign, share or sublet any space without written consent of the Consortium. Care must be taken that no display extends more than 8' above the floor, interferes with the view or disadvantageously affects the display of other Exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

LIABILITY: The Consortium and the Baltimore Marriott Waterfront will not be held responsible for the safety of Exhibitor's property from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold the Consortium and the Baltimore Marriott Waterfront and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those operating under the Exhibitor. Further, Exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the Exhibitor, its agents, employees and business invitee which arises from or out of or by reason of said Exhibitor's occupancy and use of the Exhibit premises or a part thereof.

SAFETY REGULATIONS: Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings and other materials must comply with fire department regulations.

SECURITY (INSIDE AND OUTSIDE): The exhibit area is being held in The Baltimore Marriott Waterfront and security will be not provided. Neither the Consortium nor the Baltimore Marriott Waterfront can be held responsible for any lost, damaged or stolen exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials. The Consortium recommends removing valuable materials when not at your display.

FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period as specified in these rules and regulations will be forfeited by the Exhibitor. This space may be resold, reassigned or used by the Consortium.

SHOW CANCELLATION: If the Congress or exhibits are cancelled due to circumstances beyond the control of the Consortium, the Consortium will not be held liable for any expenses incurred by the Exhibitor beyond the rental cost of the exhibit table.

VIOLATION OF RULES & REGULATIONS: Any violation by the Exhibitor of the official Rules and Regulations herein may, in the Consortium's sole determination, constitute a breach of the Agreement resulting in termination and forfeiture of any monies paid on account. Upon due notice of such termination, the Consortium shall have the right to take possession of the Exhibitor's space, remove all persons and properties, and hold the Exhibitor accountable for all liability, expenses, and damages arising from Exhibitor's breach/violation of official Rules and Regulations.

Lab Testing References:

1. <http://www.wsj.com/articles/a-fast-growing-medical-lab-tests-anti-kickback-law-1410143403>
2. <http://www.forbes.com/sites/larryhusten/2014/09/18/way-beyond-kickbacks-more-serious-misconduct-alleged-against-medical-testing-company/2/>
3. <http://www.forbes.com/sites/larryhusten/2014/09/08/beyond-kickbacks-more-questions-about-unnecessary-cardiovascular-biomarker-tests/>

Dietary Supplement References:

1. <http://www.fda.gov/RegulatoryInformation/Legislation/FederalFoodDrugandCosmeticActFDCAAct/SignificantAmendmentstotheFDCAAct/ucm148003.htm>
2. <http://well.blogs.nytimes.com/2015/02/03/new-york-attorney-general-targets-supplements-at-major-retailers/? r=0>
3. <http://www.nytimes.com/2013/11/05/science/herbal-supplements-are-often-not-what-they-seem.html>
4. Quality Assurance Programs:
 - a. <http://www.usp.org/usp-verification-services/usp-verified-dietary-supplements>
 - b. <http://www.nsf.org/services/by-industry/dietary-supplements/dietary-supplement-certification/>
 - c. <https://www.consumerlab.com>
<http://ods.od.nih.gov/Research/AMRMQualityAssuranceProgram.aspx>