



ACP EVENT POLICIES

The following rules, procedures and policies govern your conduct, activities and responsibilities in relation to your sponsorship, exhibition, partnership and attendance (as applicable, your “**Participation**”) at ACP Events. These ACP Event Policies are incorporated into the Master Events Agreement (the “**Agreement**”) between you and ACP. Capitalized terms not defined herein are defined in the Agreement.

1. Sponsorship Area, Signage & Exhibitor Space. To the extent applicable to the Benefits provided and your Participation, Company acknowledges and agrees to all of the following:

- (a) As applicable, Company must review and comply with the “**Exhibitor Kit**” - the online portal made available to Company containing helpful resources and guidelines for exhibitors in their planning process, including vendor order forms, move-in and move-out details, dates/ deadlines, rules and regulations, and other important details for each applicable Event.
- (b) No unescorted individuals under the age of 18 are permitted inside an exhibition area at any time. Company shall be responsible for ensuring that all its Company Representatives wear an identification badge provided by ACP and comply with the Agreement.
- (c) If Company fails to install or have installed Company’s displays within the time limit as set forth in the directions and instructions provided by ACP or its representative or fails to otherwise comply with any provisions concerning the use of Sponsorship Area, Signage, and/or Exhibitor Space, ACP shall have the right to take possession of such area, or any part thereof, and resell it or otherwise use it for some other purpose. Upon such occurrence, Company shall have no right to a refund of any of the Fees related to such Benefit and shall remain responsible for any outstanding Fees owed.
- (d) All demonstrations and distribution of literature and promotional materials must be confined to the limits of the Sponsorship Area or assigned Exhibitor Space. Sharing of Exhibitor Space is not permitted without the prior written consent of ACP. Company may only display goods or services directly related to its regular course of business unless it has received prior written permission of ACP.
- (e) Any Sponsorship Area or Exhibitor Space that includes the operation of audio equipment or any noise-making device must be operated so that the resulting noise will not disturb adjacent sponsors, exhibitors or Event attendees, as determined by ACP in its sole discretion.
- (f) Company shall ensure that it has all legal rights to use or display all trademarks, service-marks, copyrights, or any other intellectual property associated with all demonstrations, literature, promotional materials, the Sponsorship Area and/or Exhibitor Space. Company must provide ACP with a copy of the Company’s licensing agreement with ASCAP, BMI, or other licensing organization if using live, recorded or mechanical music.
- (g) Company is required to have its Sponsorship Area and Exhibitor Space (as applicable) neat and orderly at all times throughout the Event. Subject to the Conference Center Rules, Company must conform its Sponsorship Area and Exhibitor Space to prevailing trade show practices and standards with respect to size, height and sight line access. Company shall not pack or remove articles from the Sponsorship Area or Exhibitor Space prior to closing of the Event or designated times set forth in the Scope of Benefits, without prior written approval from ACP.
- (h) Use of motorized equipment (such as, but not limited to, air blimps and drones) are not permitted unless a request is submitted in advance to and approved by ACP in writing at least 30 days prior to the start of the applicable Event.
- (i) Lottery devices, games of chance and any similar recreational activities may only be conducted by Company with the prior written consent of ACP.
- (j) Company may not represent, advertise for, solicit on behalf of, or distribute any materials relating to any other entity or individual except with the prior written consent of ACP.

ACP reserves the right to prohibit installation, in whole or in part, of any display, or require discontinuation of any other activities of Company that ACP, in its sole discretion, deems as objectionable or that may distract from the purpose and character of the Event or the business objectives of ACP or any Event attendees, and Company will promptly remedy any objection ACP has made.

2. Virtual/Hybrid Events. To the extent applicable to the Benefits provided and your Participation, Company acknowledges and agrees to all of the following:

- (a) Customer agrees not to share, resell, extend, bridge, or otherwise misuse ACP’s platforms, applications,



connections, and/or services, or those of the Platform provider.

- (b) ACP, in its sole discretion, reserves the right to disconnect any sponsor or attendee found to have violated the Agreement, the Policies, or any use restrictions without any refunds.
- (c) The Platform, all related applications, and services may only be used for lawful purposes and in accordance with the Agreement, ACP Policies, and Platform Rules. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations.

3. Code of Conduct. ACP is dedicated to providing a harassment-free experience for everyone at ACP events. ACP seeks to provide a conference or event environment in which diverse attendees may learn, network and enjoy the company of colleagues in a professional atmosphere. Company acknowledges and understands that the conduct, activities and choices of Company and Company Representatives at all times and at all events during or adjacent to the Events (whether sponsored by ACP, Company, or a third party) may reflect on ACP by association, and therefore, ACP reserves the right, in its sole discretion, to eject Company or Company Representatives from any Event or ACP sponsored events at any time and/or prohibit Company or Company Representatives from sponsoring, exhibiting or attending any future ACP event for any violation of this Code of Conduct. ***Company's conduct and activities, and that of Company Representatives' shall comply at all times with the Event Anti-Harassment Policy***, which can be found at: [ACP Event Anti-Harassment Policy](#) (and together with these provisions, the "**Code of Conduct**"). In particular, at all times during the Events, Company and Company Representatives shall not:

- (a) Use or display sexualized images or other material;
- (b) Use or wear sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment;
- (c) Act or speak in discriminatory manner;
- (d) Use offensive, racist or sexist remarks;
- (e) Harass or antagonize any ACP staff, other sponsor, exhibitor, party, or attendee;
- (f) Remove anything from another sponsor's or exhibitor's booth or space;
- (g) Photograph or video another party's booth, space or products, attendees, or any portion of the Events without permission; or,
- (h) Otherwise conduct themselves in an unethical or unprofessional manner.

4. Company Hosted Activities. Without ACP's prior written consent, not to be unreasonably withheld or delayed, Company agrees not to schedule or conduct any outside activity including, without limitation, receptions, seminars, symposiums, and hospitality suites (a "**Company Event**") during any part of the official program of an Event, including ACP sponsored events, whether or not such Company Event is located at the Conference Center, any of the official Event hotels, or in the city where the Event or such hotels are located. Company must submit to ACP for its written approval, at least thirty (30) days prior to the beginning of the applicable Event, any Company Event that Company requests to hold during the restricted periods. The request must include a description of the activity and the time, date, and place of such activity.

5. Privacy Policy. Company acknowledges that ACP abides by, and Company agrees to comply with the ACP Privacy Policy as applicable to Events, which can be found at: [ACP Privacy Policy](#). Additionally, if part of the Benefits provided, Company may have access to personal data (name, title, email address and employer) of Event attendees to the extent permitted by data protection laws. ACP will provide such information to Company in compliance with applicable law and for the sole purpose of carrying out the purpose of the business relationship. Company shall not sell or otherwise distribute such information to any third-party. Any electronic communication from Company to any such contact will, at a minimum, comply with this Agreement, include a link to Company's privacy policy or notice, and provide the recipient with a clear opportunity to opt out of receiving further communications. Where required by law, Company will obtain the explicit consent of each data subject before contacting them for direct marketing purposes or other purposes not otherwise permitted by law.