

Sponsor Rules and Code of Conduct for the NEECo 2025

1. GENERAL:

The NEECo Spring Summit 2025 is hosted by the New England Epic-user Collaborative ("NEECo").

Our Mission is to cultivate collaboration, facilitate shared learning, and foster communication on projects centered around the use of Epic Systems Corporations and integrated solutions and platforms.

Our Objective is to empower healthcare organizations across New England to unlock the full capabilities of their Epic Systems Corporations and integrated solutions and platforms to improve the advancement of healthcare delivery, quality, and safety.

NEECo reserves the right to refuse any prospective Exhibitor/Sponsor whose display of goods or services is not, in the opinion of NEECo, likely to be compatible with the general character and objectives of the Event.

NEECo does not guarantee that any space will be available to any prospective Exhibitor/Sponsor.

2. TABLES, BADGES, AND REGISTRATION: One (1) 6Ft Exhibit table on premise is being offered with Benefactor Sponsorship. Exhibitor/Sponsor will receive a badge on the day of the event. Each Exhibitor/Sponsor receives two (2) conference registrations. Registrations are non-transferable without permission from NEECo.

3. ASSIGNMENT OF TABLES:

Assignment of Tables will be determined by NEECo. In the event of a conflict regarding space or other imperative conditions, NEECo shall have the right to assign space to Exhibitor/Sponsor and/or rearrange the floor plan, and/or reallocate any exhibit at any time before or during the Event.

4. EXHIBITOR SET UP:

At the time of writing these Guidelines, it is planned that setup must be completed on Tuesday, October 8, 2024, between 7.00 a.m. - 7.30 a.m. After this time, no installation work will be permitted without special permission from NEECo.

5. REMOVAL OF EXHIBITS:

All exhibits must remain intact until Tuesday, October 8, 2024, at 4.00 p.m. and may not be dismantled or removed prior without permission from NEECo.

6. ADMITTANCE:

Admittance to the Conference exhibit room is limited to those two registered attendees whose names have been provided by the Exhibitor/Sponsor under Section 2.

7. SUBLETTING OF SPACE:

Exhibitor/Sponsor may not assign or sublet any space and may not advertise or display goods other than those manufactured or sold by them in the regular course of its business. Exhibitor/Sponsor may not switch locations within the exhibit area without the permission from NEECo. Failure to adhere to these requirements may result in immediate termination of the Agreement.

8. CANCELLATIONS / TERMINATION / REFUNDS:

Cancellation of a confirmed exhibit space must be directed in writing to Brian Herrick at NEECo. No refunds whatsoever will be made if Exhibitor/Sponsor fails to show for all or part of the Event or is evicted during the Event for violating the Agreement, including these Rules. NEECo is not liable for any rental or other exhibition expenses.

9. LIABILITY:

Neither NEECo, and their respective members, officers, trustees, representatives, or employees, will be responsible for any injury, loss or damage suffered or incurred by Exhibitor/Sponsor, its employees, agents, invitees, or Exhibitor's/Sponsor's property, from any cause whatsoever, that is the result of or arises out of the Event, including setup and tear down.

Exhibitor/Sponsor assumes full responsibility and liability for property damage, personal injury or death to any party, that is the result of or arises out of any Exhibitor/Sponsor acts or omissions.

Exhibitor/Sponsor must make provision for the safeguarding of its goods, materials, equipment, and display at all times.

10. SPECIAL SOUND EFFECTS / GIVEAWAYS / SOLICITATION / MUSIC:

Offensive audio, visuals, odors, or other sensory displays are prohibited in the Event exhibit room. Any special promotions planned for the exhibit room or in the area must be approved by NEECo. Distribution of promotional materials may be made only from the display table assigned to Exhibitor/Sponsor or as approved by NEECo. Sample giving shall not interfere with other exhibitors' space. Exhibitors are not permitted to conduct contests or drawings at their tables without the permission of NEECo. Films of purely entertainment character, without educational or informative values, are not permitted. Exhibitor/Sponsor music during the Event is not allowed.

11. ENTERTAINMENT and PRIVATE MEETINGS:

NEECo reserves the right to control all Event function space. Signage will only be allowed in NEECo designated areas and must be approved by NEECo prior to display.

12. EXHIBITOR/SPONSOR SHIPPING:

Exhibitor/Sponsor must arrange shipping and receiving details with the Event Venue and is responsible for all shipping and receiving logistics and fees.

13. EXHIBITOR/SPONSOR CONDUCT:

Exhibitor/Sponsor and its representatives shall not congregate or solicit in non-designated areas. All promotional plans must be submitted to NEECo for approval.

Cocktail parties or social gatherings of any kind shall not be held during exhibit hours. Exhibitor/Sponsor shall refrain from any action that will distract attendees from attendance at the Event during open hours. Exhibitor/Sponsor shall not lead attendees from one exhibit space to another or to elevators or escalators. Exhibit/Sponsor space shall not be used for entertaining. Exhibitor/Sponsor shall not enter into another exhibitor's space without invitation or when unattended.

Exhibitor/Sponsor, its employees and representatives shall conduct itself in accordance with standards of decency and good taste.

14. FIRE REGULATIONS:

Fire regulations prohibit the use of paper (crepe or corrugated), cardboard or other flammable materials for table decorations. All materials in exhibit areas must be nonflammable. Electric equipment must be wired to meet local fire code specifications. Fire extinguishers on walls or elsewhere must not be removed or obstructed.

15. CARE OF EXHIBIT SPACE:

Exhibitor/Sponsor shall be responsible for properly maintaining its space. Exhibitor/Sponsor may not place anything in the aisles during exhibit hours. Exhibitor/Sponsor is not permitted to have backdrops or any part of a display exceeding 8' in height. For all tables, no part of a display in the front half of the booth may be higher than 48". Any display, fixtures/products or material over 48" in must be at least 2-4 linear feet away from any adjacent tables. No signs shall be affixed to walls, drapes, electrical outlets, etc., by the use of nails, tacks, staples or tape. Any damage to facility through carelessness of Exhibitor/Sponsor, its employee or agents must be paid by Exhibitor/Sponsor. If Exhibitor/Sponsor distributes stickers, Exhibitor/Sponsor is responsible for removing them from any part of the premises. When Exhibitor/Sponsor leaves tables during show hours, Exhibitor/Sponsor is required to leave a sign indicating when they will be back.

16. AMENDMENTS:

NEEC Co reserves the right to interpret, amend and enforce these Rules. Written notice of any amendments or interpretations shall be posted on our website at www.nee-co.org. Exhibitor/Sponsor, on behalf of itself, its employees, agents, and guests, agrees to abide by these Rules and with any subsequent amendments or interpretations. All matters and acquisitions not covered by these Guidelines are subject to the decision of NEECo.