

Exhibitor Rules and Regulations

These Exhibitor Rules and Regulations (the “rules”) are a bona fide part of the Application for Exhibit Space at the HPNA Annual Conference to be held on May 7-8, 2026 in Lake Buena Vista, Florida (the “conference” or “event”). Each exhibitor, on behalf of itself and its employees, officers, directors, agents, and contractors, agrees to abide by these rules and by any amendments or additions hereafter made by event management. Upon acceptance by the Hospice and Palliative Nurses Association, a Pennsylvania non-profit corporation (“HPNA” or “event management”), the Application for Exhibit Space and the rules constitute, and shall be referred to, as the “exhibitor agreement.”

1. Cancellation and Refunds. Failure to appear at the conference does not release exhibitor from responsibility for payment of the full cost of the contracted exhibit space. In the event of cancellation, space reverts back to event management for use at its sole discretion. Event management’s ability to resell the space shall not affect the refund schedule.

2. Rental and Assignment of Exhibit Space. Event management, however, reserves the right to make the final determination of all space assignments in the best interests of the conference.

3. Rejection of Application. Exhibitors’ products and services must be relevant to hospice and palliative nursing and HPNA’s mission and purposes. Event management reserves the right, in its sole discretion, to reject or deny an Application for Exhibit Space, refuse rental of exhibit space, cancel exhibit space after an application is approved, or curtail or close exhibits or parts of exhibits at any time prior to or during the conference, or ban Exhibitor from future events without issuing a refund and without prejudice to any other rights or

remedies. This extends, without limitation, to persons, things, printed matter, products, and conduct determined by event management, in its sole discretion, to be contrary to the character, objectives, purposes, mission, or best interests of HPNA and/or the conference or not suitable for its attendees. The enforcement of these rights is at the sole and absolute discretion of event management.

4. Use of Space, Subletting Space. No exhibitor may assign, sublet, or portion their space to another business entity or individual without the express permission in writing from event management. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of their business. Should any item from a non-exhibiting firm be required for operation of display, identification of such item shall be limited to the regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited and may result in eviction and removal from the conference.

5. Operations of Exhibits. Event management reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the conference as a whole or detracts from, or diminishes, HPNA’s name and reputation. This includes, but is not limited to, an exhibit, which because of noise, flashing lights, method of operation, display of unsuitable material, is determined by event management to be objectionable to the successful conduct of the conference as a whole. All demonstrations or other promotional activities must be confined to the limits of the contracted booth space. Sufficient space must be provided within the booth space for the comfort and safety of attendees watching demonstrations and other

promotional activities. Each exhibitor is responsible for keeping the aisles near its booth space free of congestion caused by demonstrations or other promotions.

6. Sampling of Food or Beverages. Exhibitors may not, without HPNA prior written consent, distribute food or beverage samples.

7. Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's contracted exhibit space. Distribution of circulars may be made only within the exhibit space assigned. Exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds hosting the conference shall not distribute advertising circulars, catalogs, folders, or devices. Trade publishers are prohibited from soliciting advertising during the event. Trade publications may be distributed from their booth.

8. Exhibitor Representatives. Exhibitor representatives must be properly registered and wear their conference badges at all times. Exhibitor assumes full responsibility for its employees and authorized representatives and is responsible for ensuring that these rules, as well as those of the venue and the terms of the exhibitor agreement with event management, are strictly followed.

9. Sound. Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Event management shall be the sole judge of what constitutes appropriate sound levels. Exhibitor will not play or perform any copyrighted music at the Event without the consent of the copyright holder.

10. Sales. Cash and carry sales are prohibited. Samples or souvenirs may not be sold.

11. Exhibits and Public Policy. Each exhibitor is charged with knowledge of all applicable state, county, and city laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the conference. No part of the exhibit hall or venue shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped, or otherwise affixed to any pillars, doors, walls, or other parts of the building. All exhibit decorations must meet flame proofing codes. All exits, hallways, aisles, and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform to the National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Helium balloons are not permitted inside the facility. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard, cartons, literature, etc. The venue is a smoke-free facility. If unusual equipment or machinery is to be installed, the exhibitor must communicate with HPNA for information concerning facilities or regulations. Exhibitors must comply with all city and state fire regulations. Independent contractors must conform and comply with these rules and all event management and the venue guidelines. All exhibit labor must comply with established labor jurisdictions and requirements.

12. Installation and Removal. Event management reserves the right to fix the time for the installation of an exhibit prior to the conference opening and for its removal after the conclusion of the conference. Installation of all booths must be fully completed by the opening time of the event, May 7 by 7:00 am.

13. Compliance with Laws. Each exhibitor is responsible for compliance with the Americans with Disabilities Act ("ADA") within its booth

and assigned space and is responsible for ensuring that its booths and materials are accessible to individuals with disabilities. Exhibitor hereby indemnifies and holds HPNA and the venue, harmless from and against all cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor's failure to comply with the ADA. Exhibitor shall comply with these rules as well as all applicable laws and regulations, including data privacy laws, laws relating to antitrust, anti-bribery, and anti-corruption, and if applicable Payment Card Industry Standards (PCI-DSS) and shall cause its employees, agents and contractors to similarly comply and Exhibitor will be responsible for their failure to so comply.

14. Liability and Security. HPNA, the venue, and their respective employees, officers, directors and agents are not and will not be liable or responsible for any injuries, theft, loss, damage of whatever nature, direct or indirect, to an exhibitor, its employees, agents, goods, or property of any of the foregoing, arising from or in connection with any cause or omission whatsoever. Exhibitor agrees to protect, save and hold the HPNA, the facility and all agents and employees thereof (hereinafter 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 holding under the exhibitor, and further, the exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident of bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, business invitees or guests, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, its booth, the event center or any part

thereof. The Exhibitor understands that neither HPNA nor the venue maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

15. Exhibitor Insurance. All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. HPNA and the venue do not maintain insurance covering exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage (in no less than the amounts indicated below) during the entirety of the conference, including:

General Liability:

\$1,000,000	Premises Operations
\$1,000,000	Product and Completed Operations
\$1,000,000	Personal Injury Legal Liability
\$1,000,000	Per Occurrence
\$2,000,000	Annual Aggregate

Hired and Non-Owned Auto Liability - \$1,000,000 per accident Statutory Workers Compensation with Employers Liability with a limit of at least \$500,000.

16. Force Majeure. HPNA shall not be liable for failure to perform its obligations under these rules or the exhibitor agreement as a result of strikes, riots, acts of nature, epidemic, natural disaster, war or threats of war, terrorism, government intervention, or any other causes that shall make it illegal, impossible, impracticable, or inadvisable to hold the conference or any portion thereof at the time and place herein provided. Then and thereupon the exhibitor agreement shall terminate and said exhibitor shall and does hereby waive any claim for a refund, property or other damages or compensation. HPNA may, in its discretion,

issue a pro rata refund on the amount paid by exhibitor after deduction of its actual expenses incurred in connection with the conference and there shall be no further liability on the part of either party.

17. Indemnification. Exhibitor shall indemnify and defend (with counsel acceptable to HPNA) HPNA and its respective officers, directors, employees and agents against any and all actions, controversies, demands, suits, proceedings, claims or causes of action of any kind whatsoever, whether by formal or informal proceeding, and against any and all liabilities, losses, claims, costs, interest, penalties, demands, expenses and damages whatsoever (including reasonable attorneys' fees and costs of suit, whether incurred before, during or in connection with the appeal of any trial, bankruptcy proceeding, arbitration or alternative dispute resolution program) related to or arising, directly or indirectly, from: (i) any breach by exhibitor of any obligation, representation or warranty in the contract or in these rules; (ii) any business operations of or under the control of exhibitor or any of its employees and/or agents in connection with the conference, or occupancy and use of exhibit space; (iii) any acts or omissions of exhibitor or any of its employees and/or agents, including acts or omissions resulting in damage to the venue premises, the booth space or to equipment used in connection the foregoing; and (iv) any claim by exhibitor's employees and/or agents arising from or related to any agreement between Exhibitor and such employees and/or agents.

18. Social Functions/Special Events. Any social function or special event planned by an exhibitor to take place during the conference must be approved in advance by HPNA in writing and may not conflict with any event or program scheduled by HPNA.

19. Recordings & Photographs. HPNA may record the Event, including by video, audio, transcription, photography, or other media (collectively, "recordings"). These recordings may capture exhibitor's employees, contractors, agents, and anybody working on exhibitor's behalf. It is Exhibitor's responsibility to advise such individuals of this possibility. As between Exhibitor and HPNA, HPNA will be the sole owner of all rights in such recordings, which HPNA may use without restriction. Exhibitor, on behalf of itself and its employees, gives HPNA permission to make such recordings and waives any rights they may have in such recordings and release HPNA from any claims resulting from the recordings. Exhibitor may not record, download, broadcast, or stream the Event or any part thereof without HPNA's prior written approval.

20. Use of HPNA Name/Logo. The HPNA name, logo and acronym are proprietary and may not be used in signs, advertising, promotions, or any product literature either inside or outside the exhibit hall. This rule applies before, during and after the conference, unless prior written authorization has been received from HPNA.

21. Data Privacy. If Exhibitor collects or receives personal data about an individual in connection with the Event, then it represents and warrants that it will: (a) collect, store, use, and disclose such personal data in compliance with all applicable laws and regulations and only for or in connection with the Event; (b) appropriately inform the individual about its collection, storage, usage, and disclosure of the individual's personal data and secure the individual's consent;

(c) not disclose personal data to any third party except as needed to participate in the Event; (d) promptly notify HPNA of (1) any legally-binding request for disclosure of personal data, (2) any accidental or unauthorized access of personal data, (3) any request received for or on behalf

of an individual concerning the individual's personal data, without responding to the request unless HPNA has authorized Exhibitor to do so in writing. Exhibitor acknowledges that personal data, if any, is made available to Exhibitor solely in connection with its participation in the Event and does not become Exhibitor's property. Exhibitor shall maintain technical and organizational processes and procedures that ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected to safeguard personal data from accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure, or access. Exhibitor consents to HPNA collecting, storing, using, and disclosing personal data provided on Exhibitor's application, Event registrations provided in connection with Exhibitor's participation in the Event, or a separate written agreement concerning Exhibitor's participation in the Event, and HPNA may share such personal data with certain third parties, including its subsidiary and affiliated organizations, the authorized Event housing bureau, HPNA/s authorized vendors, exhibitors, sponsors, and service providers, without Exhibitor's further consent or action.

22. Educational Content. Exhibitors understand and agree that they are not entitled to, and are expressly prohibited from, any input, direction, interference, or other influence or involvement with respect to educational content presented during or in connection with the Event including, without limitation, the planning, delivery or evaluation of such education. Financial support of the Event does not entitle, and expressly precludes an Exhibitor from participating or providing any input whatsoever with respect to educational content presented during or in connection with the Event.

23. Amendments. Any and all matters not specifically covered by these rules shall be

subject solely to the decision of HPNA. HPNA and its agents shall have the sole power to interpret, amend, and enforce these rules, provided any amendments, when made, are brought to the notice of the exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and by any amendments or additions thereto made in conformance with the proceeding sentence. HPNA's decisions and interpretations shall be accepted as final in all cases and shall be binding upon exhibitors.