Exhibitor Showcase
Rules and Regulations

Eligibility
Only DDW® exhibitors who have secured a booth are eligible to apply for slot for an Exhibitor Showcase, subject to availability and adherence to all published guidelines. In the event a company reserves a booth but cancels prior to DDW or is a no-show on the exhibit floor, permission to hold the Exhibitor Showcase will be revoked. This policy will be strictly enforced, and any violations will result in the loss of priority points earned for DDW 2020 for the exhibiting company.

Scheduling
Exhibitor Showcases are limited and will be assigned by DDW on a first-come, first-served basis. All available times can be found on DDW’s website.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45-10:00 a.m.</td>
<td>9:45-10:00 a.m.</td>
</tr>
<tr>
<td>10:15-10:30 a.m.</td>
<td>10:15-10:30 a.m.</td>
</tr>
<tr>
<td>10:45-11 a.m.</td>
<td>10:45-11 a.m.</td>
</tr>
<tr>
<td>2:30-2:45 p.m.</td>
<td>2:30-2:45 p.m.</td>
</tr>
<tr>
<td>3:30-3:45 p.m.</td>
<td>3:30-3:45 p.m.</td>
</tr>
</tbody>
</table>

Logistics
The sponsoring company shall be solely responsible for the management of the logistics of their Exhibitor Showcase, and for payment of additional costs related to the Exhibitor Showcase including but not limited to catering, electrical, Internet, phone, etc. DDW does not provide logistical support for Exhibitor Showcase apart from those services specifically listed below.

Freeman AV is the exclusive provider of audio-visual services. Expenses for additional services and additional electrical costs incurred are the responsibility of the sponsoring company. The following AV is included:

- 1 – handheld wireless microphone
- 1 – podium microphone
- 2 – anchor powered speakers
- 1 – laptop computer
- 1 – 60” Mounted Monitor – to mirror what is on the laptop

Services Provided by Show Management
- List of Exhibitor Showcases on the DDW website, mobile application and online planner.
- Designated space in the Knowledge Hub with theater style seating for 40 people.

Pre-Meeting Policies
- All products and services discussed at DDW shall be directly related to digestive health or GI practice and to DDW’s mission and must be of professional or educational benefit or interest to meeting participants.
- Exhibitor Showcases may NOT offer CME credit.
- Promotional and Marketing Materials: All promotional and marketing materials must be approved by DDW prior to distribution. It is the sole responsibility of the sponsor to work with DDW to receive approval of materials.
- Title of presentation and 50 words or less of promotional copy, for use in the Online Planner, Mobile App and other official DDW materials, is due February 28, 2020.
On-site Policies: Posters/Flyers
Posters/flyers may be displayed and distributed in the following locations only:
- The exhibiting company’s booth
- DDW Official Door Drops (if purchased)
- Industry Showcase Area (if purchased)
- Symposia Central Area

Use of the DDW Name and Logo
- All material must contain the following statement: “The Exhibitor Showcase content and views expressed therein are those of the sponsor and not of Digestive Disease Week®.”
- The DDW logo and the Digestive Disease Week® (or DDW®) name may not be used in any promotions, advertisements, meeting materials or correspondence related to the program.

Limitation of Liability
The sponsoring company and affiliates shall indemnify DDW and its components societies against all claims, demands, actions, expenses, damages, penalties, attorney’s fees or proceedings incurred by DDW as a result of the publications distributed at, statements made during or any other conduct arising out of or in any way connected with the Exhibitor Showcase.

Security and Insurance
The Exhibitor Showcase area will not be secured. DDW will not be liable for damage or loss to sponsoring company’s property, nor shall DDW be liable for any injury that may occur in the Knowledge Hub area.

Compliance
Failure to comply with any of these rules will result in the loss of priority points earned for DDW 2020 for the exhibiting company.