



## Exhibitor Rules & Regulations

Updated: January 2026

It is understood that the following points are accepted as part of the contract between EMDRIA and those who purchase exhibit space at the 2026 EMDRIA Conference.

### 1. OBJECTIVES OF EXHIBITS

Exhibits are intended for informational and educational purposes directly related to the productivity and enhancement of EMDR and general mental health practice. Exhibits should allow participants to see, hear, examine, question, and evaluate the latest developments in products and services. EMDRIA reserves the right to 1) determine if an exhibit meets the objectives and 2) review and decline the use of any exhibit materials to ensure appropriateness of distribution.

### 2. ELIGIBILITY

Exhibitors must agree to meet the objectives stated above and rules, regulations, and conditions as stated in this prospectus and in the Application. Exhibit space is limited to a single vendor per booth space purchase. **Companies or organizations may not share booth space. Any violation by EMDRIA of this policy might result in your inability to return as an exhibitor or be charged for an additional single booth (\$1,250).**

### 3. BOOTH ASSIGNMENT

Booth assignments will be made on a first-come, first-serve basis. Exhibit Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any Exhibitor with cause if the exhibit is unsuitable to or not consistent with the character or values of the Exposition. If an exhibit or Exhibitor is ejected with cause or for violation of these rules or for any other stated reason, no return of rental shall be made.

### 4. EXHIBIT HALL

The Exhibit Hall will be secured during off-show hours from **Move-In to Move-Out**. EMDRIA, General Service Contractor, and the Anaheim Marriott will not provide security for individual exhibit space and shall not be held responsible for the loss of or damage to any materials for any cause and encourages the exhibitor to exercise normal precautions to prevent loss or damage.

Important dates and times:

#### **Move-In**

- Thursday, August 20 | Noon – 6 p.m.

#### **Show Hours**

- Friday, August 21 | 7 a.m. – 7:30 p.m. (time includes Wine & Tapas Welcome Reception from 6 – 7:30 p.m.)
- Saturday, August 22 | 7 a.m. – 5 p.m.
- Sunday, August 23 | 7 – 11:30 a.m.

#### **Move-Out**

- August 23 | 11:30 a.m. – 4:30 p.m.

## **5. ONSITE EXHIBITOR REGISTRATION**

Wednesday, August 19 from 3 – 6 p.m., at the conference registration desk.

## **6. PROGRAM LISTING**

An Exhibitor listing will be included on the Conference website and on the Conference mobile app, which will consist of an alphabetical listing with your product description. Sponsors and exhibitors may have their logos listed alongside their mobile app profiles. If a product description and/or logo is not supplied, only the company name, email, and website will be published.

## **7. EXHIBITOR PERSONNEL BADGES**

Exhibitors are allotted two (2) complimentary exhibitor badges per booth (regardless of single, double, or triple booth), one of which can be used as a complimentary conference registration for a company representative only which provides access to the education sessions and receptions. Additional exhibitor badges can be purchased for an additional fee of \$50.

## **8. OFFICIAL SERVICE CONTRACTOR**

The official general service contractor (GSC) of the 2026 EMDRIA Conference is **Alliance Nationwide Exposition**. Once you have submitted the Exhibitor Application and payment has been received, EMDRIA will provide the GSC with your contact information so that they may send you an Exhibitor Service Manual.

**Your booth must be set up before the Exhibit Hall opens on Friday, August 21 at 7 a.m. Failure to do so might result in your ability to return as an exhibitor.** Each exhibitor must keep the exhibit space fully set up through 11:30 a.m. on August 23.

**Your booth must be staffed during show hours.** However, if you choose to leave your booth unstaffed at any point during the Exhibit hours, please be aware of the following: 1) If you are going to have materials available at your booth when you aren't there, EMDRIA cannot be responsible for those items if they are damaged, lost, or stolen. 2) You may want to consider posting a schedule at your booth, letting people know when you will be there in case they wish to return with questions.

Dismantling of the exhibit must be done while attendees are in session and not during lunch or breaks. It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her products and display materials to and from the exhibit area, with the assistance of the General Service Contractor, if necessary. The Anaheim Marriott will not accept or store freight before the exhibition nor be responsible for shipping after the exhibits close.

## **9. EXHIBITOR LABOR**

Exhibitors have the option of using the General Service Contractor, who provides quality labor, qualified display houses, or personnel from their own companies to install and dismantle displays.

## **10. FREIGHT HANDLING**

All work involved in the loading and unloading of all trucks, trailers, and common and contract carriers from the facility docks, including empty crates and the operation of material handling equipment, is under the jurisdiction of the General Service Contractor. Please review this information and detailed instructions when you receive your Exhibitor Service Manual.

## **11. GRATUITIES FOR GENERAL SERVICE CONTRACTOR EMPLOYEES**

Work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, products, or gifts in kind by any employee (union or nonunion). Employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

## 12. EXHIBIT SERVICE MANUAL

The Exhibitor Service Manual is a comprehensive packet sent to all registered exhibitors by the General Services Contractor. Contractor order forms for on-site furniture, materials, and onsite services, such as electricity, shipping, etc., will be included in this manual.

## 13. FUNDRAISING

Fundraising in exhibitor booths or on the exhibit hall floor is prohibited, with the exception of the EMDRIA Foundation.

## 14. HANDOUTS/COPYING/STICKERS/MARKETING MATERIALS

Handouts or copies of pamphlets, order forms, or any other documents that the Exhibitor may need on-site are the responsibility of the Exhibitor. Any arrangements for copying or other means are the sole responsibility of the Exhibitor and not that of the EMDRIA staff or the General Service Contractor. **Exhibitors may not place or distribute their materials anywhere but within their booth space.** This includes all marketing materials, including sticking materials on Conference signage or the hotel property.

### a. Books

**In addition to booth options, speakers or exhibitors that are book authors will have a small area at the conference to market and sell their books among other authors via QR codes. If you have a book that you would like to include, please contact [events@emdria.org](mailto:events@emdria.org) for more information.**

## 15. TERMS OF PAYMENT

FULL PAYMENT must accompany this Application. **Please Note:** We will not hold booth space.

## 16. CANCELLATION POLICY

Cancellation of exhibit booth space must be made in writing and be received by **May 1, 2026**. Cancellations received by **May 1, 2026**, will be refunded 50% of their Exhibitor fee. No refunds will be issued afterward.

## 17. HOLD HARMLESS AND LIABILITIES

The exhibitor shall be fully responsible for paying for any damages to property owned by Anaheim Marriott, its owners, or managers that result from any act or omission of the exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Anaheim Marriott,

its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or because of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, or any part thereof. The Exhibitor understands that Anaheim Marriott does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor agrees to maintain such insurance necessary to protect EMDRIA fully, General Services Contractor (TBD) and the Anaheim Marriott from any claims of any nature whatsoever, including death, which may under the Workers' Compensation Act, and the personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display. The Exhibitor also agrees to provide a copy of the policy to ensure the amount is adequate and that the intended beneficiaries are accurate.

Exhibitor further agrees to indemnify and hold EMDRIA, its employees, officers, and agents harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting therefrom, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of EMDRIA or other exhibitors; occurring at or connected with the preparation or presentation of the show, resulting from the sole or contributory negligence of the exhibitor, his agents, employees or persons performing service for it, or resulting from any equipment, machinery or items displayed by exhibitor.

## **18. INSURANCE**

The exhibitor assumes the entire responsibility and liability for losses, costs, damages, and claims arising out of injury to persons or damages to the exhibitor's displays, equipment, and other property brought upon the premises of the Anaheim Marriott for the 2026 EMDRIA Conference. The exhibitor understands that neither EMDRIA, the Anaheim Marriott, nor the General Services Contractor maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance. The exhibitor shall be fully responsible for any damages to property owned by the Anaheim Marriott which results from any act or omission by the exhibitor. The exhibitor agrees to abide by all rules, regulations, policies, ordinances, and laws promulgated by EMDRIA, the Anaheim Marriott, and local and national governments.

## **19. FIRE RULES AND REGULATIONS**

The exhibit, its material, and installation must meet the requirements of the Orange County Fire Department and the Anaheim Marriott. If any of your materials require

flameproofing, a certificate of flameproofing must remain at the exhibitor service desk during the setup and exhibit hours. **This includes any backdrop materials not provided by the general service contractor that are not fire-retardant treated.**

## 20. USE OF BOOTH SPACE

- a) Any entertainment must be kept within the bounds of the booth.
- b) EMDRIA reserves the right to regulate the volume or intensity of any loudspeakers, radios, television sets, musical instruments, entertainers, or blinking or flashing lights that distract the atmosphere of neighboring exhibits during exhibit hours.
- c) Due to the importance of avoiding disruption in the exposition's orderly operation, EMDRIA reserves the sole right to resolve any dispute or disagreement among exhibitors. EMDRIA's decision shall be final.
- d) All products or balloons that could rise to the ceiling because of the product's properties are prohibited, as well as the use of confetti of any kind.
- e) Exhibitors must keep within the space provided and are not permitted to move or remove any pipe or draping.
- f) Ignoring requests from show management (EMDRIA) to mitigate these violations might result in an exhibitor being ejected from the trade show, fined by the venue and possibly your ability to exhibit in the future.

## 21. EXHIBIT SPECIFICATIONS

- a) **Standard Booth** (One or more standard spaces in a straight line). Height of displays may not exceed the height of the eight-foot drape on the back of the booth space. Displays on the side must not exceed eight feet in height to a point five feet from the back drape. Displays must not exceed four feet in height from the front of the space to a depth of five feet.
- b) **Perimeter Wall Booth** (Exhibit space located on the perimeter of the exhibit area). Height of the displays may not exceed 12 feet on the back of the space. Displays on the side must not exceed 12 feet in height to a point five feet from the back drape. Displays must not exceed four feet in height from the front of the space to a depth of five feet.

## 22. SPECIAL ASSISTANCE/ADA COMPLIANCE

In compliance with the Americans with Disabilities Act, all exhibit personnel needing special assistance should contact EMDRIA with their requests.

## 23. CONFLICTING MEETING AND SOCIAL EVENTS

In the interest of the entire Conference, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage the absence of attendees from the educational sessions or during the official exhibit hours.

## **24. RULE CHANGES**

EMDRIA reserves the right to make reasonable changes in the foregoing rules, exhibit hours and move-in/move-out arrangements.

## **25. DISPUTES**

All points not covered by the Rules & Regulations for Exhibitors are subject to the decision of EMDRIA.

## **26. CONTRACTUAL AGREEMENT**

It is agreed that the exhibitor will abide by the rules and regulations cited above before, during, and after the exhibit, and by other reasonable rules considered necessary by EMDRIA, the Anaheim Marriott, or the General Services Contractor (TBD) provided these rules do not materially alter the exhibitor's contractual rights. All matters and questions not covered by these regulations are at the decision of EMDRIA. These regulations may be amended at any time by EMDRIA, and all amendments that may be made shall be equally binding upon publication on all parties affected by them, as the original regulations. This application to exhibit and any agreement incorporated in it shall be governed by the laws of the state of Texas.