JFPS 2026
Joint Federal Pharmacy Seminar
NATIONAL HARBOR, MD | NOVEMBER 1–3, 2026

Exhibitor Rules & Regulations

These **Rules and Regulations** are intended to produce an Exposition that treats all exhibitors equally and fairly. They establish an equal opportunity for all exhibitors to present products and services to Joint Forces Pharmacy Seminar attendees. All **Rules and Regulations,** as outlined in the **Application & Contract for Exhibit Space** and in the Exhibitor Service Kit, will be enforced during the Exposition. Any point not specifically covered is subject to the discretion of the American Pharmacists Association (APhA), whose decision shall be final.

Items are listed in alphabetical order by topic.

1. Americans with Disabilities Act (ADA): Each exhibitor shall have the sole responsibility for ensuring that its exhibit is in full compliance with the ADA and any regulations under that Act. The exhibitor agrees to comply with all ADA provisions that apply to the exhibitor's booth space. The exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify APhA against any claims, damages, loss or exposure, including attorney's fees and costs, arising out of or related to any alleged ADA violation. The facility shall be responsible for all accessibility requirements and labor accommodation requirements under the ADA relating to the exhibit hall and attendee facilities. APhA is responsible for those readily achievable, nonpermanent accessibility requirements not otherwise provided by the facility.

If you or your staff have a disability for which you require an auxiliary aid or special service, contact Megan Meehan at 202-429-7593 or mmeehan@aphanet.org.

2. Character of Exhibits/Booth Activities: Every exhibit must be fully staffed and operational during the entire show and exhibitors are expected to "be good neighbors." No exhibit may interfere with any other exhibit(s), impede access to them, or impede the free use of the aisles. Booth personnel, including demonstrators and models, are required to confine their activities to within the exhibitor's booth space. Within the facility property, exhibitor brand or company logos, signs and/or trademark displays will be limited to the exhibit booth in the official exposition area.

A. ATTIRE AND CONDUCT Representatives should dress and conduct themselves appropriate to and consistent with the professional and business-like purpose and climate of the show. Business casual, relaxed professional or business attire are recommended for JFPS.

B. BOOTH EXTERIORS Any portion of a display that faces an aisle or another exhibitor's booth must be suitably decorated at the exhibitor's expense.

C. CONTESTS, DRAWINGS GIVE-AWAYS & LOTTERIES The distribution of any booth give-away items must not create a nuisance or cause interference with adjoining exhibits. APhA reserves the right, at its sole discretion, to prohibit the distribution of any items it deems inappropriate.

All exhibitors are encouraged to follow the Department of Defense Ethics and Standards of Conduct Regulations and Policies which states that the value of the give-away item should be $20 or less.

D. FOOD SERVICE All arrangements for food and/or beverage service must be made directly with the facility. Any food or beverages distributed from the booth must be purchased directly from the facility. If you are distributing items in small bowls such as hard candies/mints/miniature chocolate bars you do not need to obtain permission from the facility. Larger/more elaborate items your company specifically prepares or branded can be distributed if prior permission is granted by the facility.

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F. LIGHTING In the best interest of the show, APhA reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs, lights, or lasers is not permitted without prior written approval from APhA.

G. MUSIC LICENSING Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between APhA and ASCAP or BMI for meetings, conventions, trade shows and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present APhA with a copy of such license or grant if requested on-site.

H. NOISE AND ODORS In fairness to all exhibitors, noisy or obstructive activity will not be permitted during show hours, nor will noisily operating displays or exhibits producing objectionable odors be allowed. Products that are loud in normal operation should only be run for brief, periodic demonstration.

I. PHOTOGRAPHY Still cameras may be carried in the exhibit area, but under no circumstances may photographs be taken of an exhibitor's booth or product(s) without the express permission of that exhibitor. Sketching or drawing of products and equipment requires similar permission. Video taping or filming is not permitted without the advance written permission of APhA. Exhibitor grants APhA, its contractors, licensees and assignees the irrevocable right to take photographs and make recordings, and reproduce, distribute, sell, transmit, display or publicly perform recordings, transcriptions and derivative works in any medium containing the image of the exhibitor's booth, equipment and/or image and statements of its officers, employees, agents and invitees at the show.

J. SOUND AND VIDEO Video presentations relating to exhibitor's products or services will be permitted, provided that presentation equipment is set back from all aisles and all viewers can be accommodated within the booth and not in the aisle. Sound should not be objectionably audible in the aisles or in neighboring booths. Sound systems will be permitted if set to a conversational level and if not objectionable to neighboring exhibitors. No singing, dancing, or use of musical instruments or other type of performance is permitted.

K. BOOTH MATERIALS All exhibitor decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials are required to meet flameproof standards to the satisfaction of the facility's Fire Marshal Regulations. All such material is subject to inspection and flame testing by the Fire Marshal. No canopies may be used over any exhibits. No combustible gases, explosives, high compression cylinders, or motorized vehicles may be displayed.

3. Display Guidelines:

A. In-line (standard) booths In-line booths are designed to stand back-to-back with an opposite row of booths and most have adjacent booths on one or both sides. One side is open to an aisle. An in-line booth's depth is 10' and its width is 10'. The back wall height for in-line 10'x10' booth is 8' and the two side rails provided are 3' each. To ensure that no booth interferes with or detracts from an adjacent booth, in-line booths may not exceed the back wall height of 8' and no part of the exhibit or equipment may exceed a height of 4' in the front half of the booth.

B. Island booths Island booths are multiple in-line booths with aisles on all four sides and no adjacent neighbors. The minimum island booth size is 20'x20'. All island booths are restricted to a height of 16'. Because an island booth is separated from neighboring booths, full use of the floor space is permitted. However, the exhibit is not permitted to obstruct the view of neighboring booths.

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C. Decorations Holes may not be drilled, cored, or punched in the building without prior written approval from facility management. The use of staples to apply skirting to convention center tables is strictly prohibited. Decorations, signs, banners etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns without prior written approval by facility management.

4. Emergency Equipment and Exits: No equipment, booths, signs, displays or other item can block or obstruct any emergency phones, alarms, sprinkler valves, hose connections, exits or access to exits. The required path of travel for all exits may not be blocked by any furniture or other movable object.

5. Exhibitor Appointed Contractor (EAC): Exhibitors who use a service contractor other than the APhA-designated general service contractor, Shepard Exposition Services, must notify both APhA and Shepard. The Notice of Intent to Use Non-Official Service Contractor Form must be mailed or e-mailed to APhA by Friday, October 2, 2026.

The Exhibitor Appointed Contractor (EAC) must also furnish APhA and Shepard with an insurance certificate showing $1,000,000 of liability coverage that includes property damage and full coverage for both installation and dismantling.

On-site, all EAC employees must identify either the EAC they are working for or the exhibiting company the EAC has contracted with. Employees may identify either company to gain access to the exhibit hall.

6. Exhibit Hall Access: Exhibit personnel will have access to the Exhibit Hall two hours before the show opens and 30 minutes after it closes. Badges are required for admittance to the exhibit hall at all times.

7. Exhibitor Registration: For safety and liability reasons, APhA prohibits anyone under the age of 18 years of age from entering the Exposition.

8. Fire Regulations: Fire regulations prohibit the use of combustible materials in any booths, including fireworks or other pyrotechnics. Canopies, roofs, or covers on any booths, explosives, high compression cylinders, and motorized vehicles are also prohibited. Exhibitors must also comply with all federal, state and local fire codes.

9. Hospitality: Only companies with contracted booth space for the APhA Exposition may use a room, suite, or public meeting space for hospitality purposes. If your organization would like to schedule an event, submit the Group Scheduling Application. Exhibitors may not conduct hospitality functions during official JFPS meeting hours. APhA has attempted to leave ample time open to avoid conflicting events, thus giving each activity maximum support.

10. Installation and Dismantling: Exhibitors are required to observe all contracts in effect between service contractors, facility, and local labor organizations. No exhibit materials may arrive at the facility prior to the specified direct shipment date. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.

Displays must not be dismantled or packed in preparation for removal prior to the official closing time. Where an exhibitor is observed by APhA tearing down or in any way packing or dismantling their booth prior to the official show closing time, such exhibitor will forfeit their priority points for that year. The dismantling of displays begins at the official closing time of the show (**2pm on Tuesday, November 3**). If any exhibit materials are left in the booth after the official deadline for their removal and no instructions/work orders for their removal have been submitted, APhA may, at its sole discretion, order, at the exhibitor's expense, any labor necessary to remove said displays and/or materials, and APhA may

have them returned to the exhibitor, at the exhibitor's expense, via the carrier and method of APhA's choosing.

11. Protection of Facility: Exhibitors shall not deface any part of the exposition facility. Exhibitors (including their employees, representatives or agents) are liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. Exhibitors may not apply tape, tacks, paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard rented booth equipment.

12. Sales and Order Taking: In keeping with the educational purpose of JFPS, sales are prohibited in the Exposition and in other related conference areas during JFPS. Order taking is permitted if conducted in a professional manner. No subletting or sharing of space is permitted. APhA retains the right to have removed from the exposition any company that has not duly contracted with APhA for space.

13. Security: Exhibitors are responsible for the security of their exhibit and its content. Security personnel contracted directly by APhA are intended primarily for crowd control and credentials verification. APhA provides security guards on the premises during show hours and the exhibit hall shall be locked down after show hours each day. If additional security is required, please contact John Russell at jrussell@aphanet.org for details about local providers.

APhA is not responsible for the security of exhibitors' property. Protection, both security and insurance coverage for exhibitors' property is the sole responsibility of the exhibitor. Keep your give-aways and other valuable material out of sight after show hours!

14. Shipping Information: All inbound shipments must be prepaid and a copy of the bill of lading must be forwarded to the general service contractor (Shepard Exposition Services). **Advance shipments** cannot arrive to the Shepard advance warehouse until **10/2/26**. Advance shipments cannot arrive after **10/23/26** without surcharges**. Shipments can be received direct to show site beginning 11/1/26.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

15. Smoking: APhA has a no smoking policy for all meetings. This no smoking policy applies in the exhibit hall.

16. Animals: No live animal is allowed in the facility with the exception of seeing-eye dogs used to assist the blind.