

## Affiliate Meeting Space Rules and Guidelines

Any activity, event, or meeting held during the 2025 EMS World Expo (EMSWE) targeted toward or including any participants of EMSWE is considered an affiliated activity and must be approved by HMP Global, sponsor of EMSWE.

Exhibiting organizations (commercial companies, not-for-profit groups, advertising agencies, etc.) that wish to hold meetings of any size or nature in any location during EMSWE that targets EMSWE attendees must complete the appropriate application for the activity, be approved, and comply with the guidelines.

Affiliated activity guidelines are subject to change. Requests from non-exhibiting companies will be at the discretion of HMP Global.

- A non-refundable processing fee of \$1,000 (USD) is required for each approved half-day rental (up to 4 hours) or \$2,000 (USD) for each approved full-day rental.
- For rentals beginning after 2: 00 PM, a \$5,000 processing fee will apply as a 'reception' rental.
- All appropriate fees must be paid in full at the time of submitted application.
- Access to EMSWE-approved promotional opportunities and attendee lists is not permitted for the promotion of affiliated activities.
- One application must be completed for each meeting.
- Signage for the affiliated activity is only permitted directly outside of the assigned meeting room at the expense of the affiliate.
- Once meeting space has been confirmed by HMP Global, a confirmation email including meeting room, contact information for catering, and audiovisual will be sent to the contact on the application.
- Any direct costs associated with the function, including, but not limited to rental fees, food, beverage, audiovisual equipment, and labor are the sole responsibility of the affiliated activity sponsor. The sponsor is also liable for any injuries or accidents to people or property while conducting ancillary functions.

Any conflict that will detract from the official EMSWE events (program or exhibit hall) is prohibited. This includes but is not limited to educational, speaker-driven sessions, workshops, or lectures not previously approved by HMP Global. Violations of HMP Global's Affiliate Rules and Guidelines will be reviewed and sanctions may be applied. If an affiliated activity is found to have violated the guidelines, the sponsoring organization and/or the organizer of the meeting may be prohibited from holding an affiliated activity at future EMSWE events.

These guidelines are meant to provide guidance for affiliated activity sponsors or hosts. If you have any questions about whether your activity would be considered an affiliated activity requiring approval, please contact Kristen Brahier at [kbrahier@hmpglobal.com](mailto:kbrahier@hmpglobal.com).