



**ACHCA**  
American College of  
Health Care Administrators

# 2026 Annual Convention & Expo

Renaissance Orlando at SeaWorld®  
**Orlando, FL | April 20 — 23**

## Exhibitor Rules and Guidelines

### GENERAL

**Contract:** The signed application and acknowledgment form between the exhibitor and the American College of Health Care Administrators (ACHCA) constitutes a binding contract. The policies outlined herein form part of that contract. Any matters not specifically covered in these guidelines are subject to ACHCA's final decision.

**Eligibility:** Exhibitors must align with the educational mission of the ACHCA Conference. ACHCA reserves the right to reject any application it deems inconsistent with this purpose.

**Hotel:** ACHCA strongly encourages exhibitors to book accommodations within the official conference room block. Doing so helps reduce overall event costs, enabling ACHCA to provide complimentary networking events and activities for attendees.

### VENDOR/EXHIBITOR REGISTRATION

#### Exhibit Badges

Badges are required to access all exhibit areas, meeting rooms, and conference spaces.

- Advance registration is recommended. On-site registration is available with proof of company affiliation.
- Name badges will be issued under the exhibiting company name only.
- Exhibit Hall Only On-site badge registration is \$150 per person. \*Continuing education credit is available for an additional fee.
- Additional badges must be purchased in advance or on-site. Badges will not be invoiced post-event.

#### Non-Exhibiting Vendors

Representatives of companies that have not purchased exhibit space may attend only by registering through one of the official attendee packages at [www.achca.org](http://www.achca.org).

Non-exhibiting vendors may not:

- Display products
- Discuss services
- Distribute materials
- Solicit business in conference areas

Violators will be removed and prohibited from re-entering the event.

### ANCILLARY EVENTS POLICY

ACHCA welcomes company-sponsored events outside official programming, provided they:

- Are submitted for approval at least 60 days prior to the conference start date
- Do not conflict with ACHCA-sponsored programming, exhibit hours, or education sessions
- Do not feature educational content or speaker presentations outside of ACHCA's official program

Violations may result in penalties or disqualification from future participation as an exhibitor or sponsor. Ancillary events include, but are not limited to:

- Client dinners or receptions
- Focus groups Chapter/District meetings
- Hospitality functions with 15+

## EXHIBIT SPACE RENTAL

Space Assignment: Priority is given to ACHCA Jewel Partners, sponsors, and returning exhibitors, in that order. All other booth assignments are based on application/payment date and booth preferences.

Floor Plan: ACHCA reserves the right to revise the floor plan as necessary to accommodate program needs.

Payment Terms: Full payment is required at the time of application. Unpaid applications will be held for five business days before releasing the space.

Non-Payment: Failure to submit full payment by deadlines will result in cancellation and forfeiture of booth assignment.

Cancellation Policy: Cancellations must be received in writing by the ACHCA National Office.

- By January 1, 2026: 50% refund of booth fee
- After January 1, 2026: No refunds
- All balances must be paid in full by February 1, 2026

## EXHIBIT SPACE PROVISIONS

### Furniture & Utilities

- Booth packages do not include electricity or internet.
- Order forms for electricity and additional Wi-Fi will be provided in advance.

### Installation & Dismantle

- Booth setup and breakdown must occur during official hours.
- Late setup or early dismantling is prohibited without written approval.
- Exhibitors dismantling early may lose future exhibit privileges and are subject to a \$250 fine.
- All crates must be labeled and removed from the exhibit floor by the official contractor 2 hours before the start of the show.

### Failure to Occupy

Booths not set up or occupied by the end of installation hours may be forfeited. ACHCA may assign labor to erect the booth at the exhibitor's expense. Booths must be staffed during all exhibit hours.

### Subletting & Conduct

Booth sharing or subletting is not permitted. All activities must remain within the assigned space. ACHCA reserves the right to evict exhibitors who disrupt the event or violate these rules. Evicted exhibitors forfeit all fees.

## Booth Appearance

Exposed or unfinished booth sides must be draped at the exhibitor's expense. ACHCA reserves the right to modify or correct booth setups that detract from the exhibit hall's appearance.

## Use of Space

The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used in combination as a single exhibit, the 4' height limitation is applied only to that portion of exhibit space that is within 10' of and adjoining booth.

## Sound & Lighting Policy

Use of sound equipment, video monitors, or lighting displays must not interfere with neighboring exhibitors or the overall exhibit environment. Sound must be confined to the exhibit space and kept at conversation level.

## Labor & Contractors

Only authorized labor may be used for booth setup, except where permitted for an exhibitor's own staff. If using a third-party contractor:

- Notify ACHCA at least six weeks prior to move-in
- Provide a certificate of insurance Failure to do so may result in denied access for the contractor.

## Compliance & Safety

All exhibitors must comply with applicable local, state, and federal laws, as well as venue and fire codes. No combustible materials allowed in or near booths All decorative materials must be flame-retardant Exhibitors are responsible for knowledge of relevant safety regulations

## Insurance & Liability Waiver

Exhibitors must carry adequate insurance for their own personnel, property, and liability. ACHCA, the exhibit facility, and official contractors shall not be held liable for loss, damage, or injury occurring during the event. Exhibitors agree to indemnify and hold harmless ACHCA from any and all claims arising from exhibitor activities.

## Force Majeure / Event Cancellation

ACHCA shall not be liable for any failure to hold the exhibition or deliver contracted benefits due to causes beyond its control, including but not limited to acts of God, pandemics, labor disputes, terrorism, or government restrictions. In such cases, ACHCA may, at its sole discretion, refund a portion of fees or reschedule the event.

## Exhibitor Responsibility for Damages

Exhibitors are liable for any damage caused to the exhibit facility, furnishings, equipment, or other property by their actions, employees, or contractors. Repair costs will be billed directly to the exhibitor.

## Suitcasing / Outboarding

"Suitcasing" (soliciting business outside of rented booth space) and "outboarding" (hosting competing events during show hours without ACHCA approval) are strictly prohibited and will result in expulsion without refund.

## Children on the Show Floor

For liability reasons, no children under the age of 16 are permitted in the exhibit hall during move-in or move-out. During open hours, children must be accompanied by an adult at all times.