

Rules of Conduct & Access for CMS IT Conference, “Convergence 2019”

The form below must be signed by EACH individual vendor representative completing setup on August 7, 2019 and/or exhibiting at the CMS IT Conference on August 8, 2019.

The following person has acknowledged that they have read and agreed to all CMS vendor rules of conduct:

- Name: _____
- Email: _____
- Company Name: _____
- Exhibiting Company (if different from above): _____
- Date (check all that apply): Setup Day April 7, 2019 Event Day April 8, 2019

POWER

All the premium tables located outside of the auditorium will have power. A list of devices that will be connected to the power source is required. **No vendors are to use the outlets on the overhead digital signage equipment.**

VENDOR SETUP

Vendors will only be provided access to complete setup of their assigned table(s) the day prior to the conference (August 7, 2019) between 2:00 PM – 5:00 PM EST. Vendor personnel completing setup on August 7, must be supplied to CMS via FBC by noon, August 1, 2019.

Persons, who are not registered as exhibitors and who have not filled out this form in advance, will not be permitted access to the CMS Headquarters Facility and thus will be unable to attend the meeting. Exhibitors who have filled out this security form and are listed to be exhibiting at the event should plan on arriving to the CMS Headquarters Facility **at least** one-half hour prior to the event sign-in start time. Exhibitors will be required to show a U.S. Government-issued ID, preferably a driver’s license, and are subject to a vehicle inspection prior to entering the complex. If proper identification is not provided, the visitor will be denied access.

Tables, in any location, cannot be moved from their existing positions.

All signage (free standing, easel backed, banners, etc.) are limited to those that fit on each vendor table top. They cannot be located behind or on either side of the assigned table and must not block egress routes. Signage that is not setup on the vendor table will be removed by CMS security.

The following materials are also prohibited:

- Monitors larger than 32”
- Outside food & drink
- Equipment not provided on Equipment list to FBC

Vendor access to the pre-conference area on the day of the conference, August 8, 2019, will be available beginning at 7:30 AM. The conference starts promptly at 9:00 AM on August 8, 2019.

Disclaimer: CMS is not responsible for any items of value in the vendor area.

CONFERENCE

Please be aware that the conference is being taped. Please be respectful/aware of noise levels, including any automated video or audio at your table.

Photography and video is permitted but is limited to hand-held devices (no tripods, aerial drones or robots) and can only occur in the pre-function area and CMS grand auditorium. Photography is limited to the day of the conference, August 8th; it is not permitted on August 7, 2019 at any time.

Photographic equipment, regardless of ownership, and picture taking or video filming on CMS property must be approved in writing in compliance with the CMS mandate to protect Privacy Act and other sensitive information and ensures compliance with the requirements of Title 41, Section 102-74.420 of the Code for Federal Regulations. Security Officers are directed to prevent the entry and/or removal of photographic equipment or to interrupt photographing or filming sessions unless they have been provided with documentation stating that the activity is approved.

Approval by CMS staff does not allow the photographing or filming of security staff, equipment, policies, or procedures.

Additional Restrictions:

- NO pictures of Security Screening Process, Equipment, Security Officers or restricted areas.
- NO pictures or video filming of HVAC systems, Power equipment, or structural features of building (i.e. load bearing walls, columns, etc.).
- NO pictures or video filming of PIV cards or anything that shows the identity of employees.
- Picture taking or video filming is strictly limited to the Pre-Function Area, Media Center and the CMS Grand Auditorium.

SECURITY INFORMATION

Effective May 1, 2018 new security screening procedures at all CMS Baltimore locations were implemented to align with national screening standards. Screening procedures will require **visitors** to empty pockets, remove belts, hats, outerwear jackets (not suit jackets nor sports coats), and large pieces of jewelry and place in provided bins for x-ray screening. Small and loose items (e.g., purses, laptop computers, cell phones) will be placed in bins and larger items (e.g. computer bags) may be placed directly onto the conveyer. All items being carried into the building will require x-ray screening.

After all items are placed on the conveyer, visitors will proceed through the walk-through metal detector. If the detector alarms, a security guard will use a wand to clear the alarm. If that clears the alarm, screening is complete and the visitor may enter the facility. In the event that the wand does not clear the alarm, the security guard will physically check the area of the body where the alarm is located. Anytime there is an alarm over a sensitive area of a person's body, the officer will use the back of his/her hands to clear the area. If footwear alarms, then footwear will need to be removed and placed in a bin for x-ray screening. Disabled visitors using a mobility aid (e.g. wheel chair, motorized

scooter) that cannot pass through the walk-through metal detector will bypass the device and undergo screening by the officer using a wand and/or pat down.

CMS is a tobacco-free campus and violators are subject to legal action.

ADDITIONAL INFORMATION

Anyone planning to visit the CMS Headquarters in Baltimore can find additional information at <https://www.cms.gov/About-CMS/Agency-Information/CMSHeadquarters/index.html>. This includes:

- Directions,
- Main Contact Numbers
- Security Requirements
- No-Smoking Policy
- Other Help for CMS Visitors