



# AMERICAN COLLEGE OF SURGEONS 34th ANNUAL SPRING MEETING

## 2006 SPRING MEETING EXHIBITOR PROSPECTUS

April 23–24, 2006 • Wyndham Anatole • Dallas, TX

### RULES AND REGULATIONS

The Exhibition will take place at the Wyndham Anatole Chantilly East, Dallas TX. (See enclosed floor plan.) All booths are 10' × 10' unless otherwise noted.

#### 1. Eligibility to Exhibit

Companies involved in providing education, supplies, and services to the surgical profession: pharmaceuticals, instrumentation, practice management, publications, computer software, and so on.

All products and services must be directly related to the teaching or practice of surgery and approved by the Technical Exhibits Committee in its sole and absolute discretion. All decisions of the Technical Exhibits Committee are final. Exhibitors may only display those products and services that they manufacture or distribute. Exhibitors shall not exhibit any products or services other than those described in the application and approved by the Technical Exhibits Committee.

Any product that is an "investigational device or drug" must be clearly marked as such. Exhibitors must ensure that with respect to all such devices or drugs only permissible preapproved dissemination of scientific and educational information is provided at the exhibit and that appropriate disclosure and cautionary notices are included with the devices or drugs.

All products and services exhibited at the Spring Meeting shall comply with U.S. Food and Drug Administration rules and regulations (particularly with respect to the marketing and labeling of investigational devices and drugs) and other applicable rules and regulations. For additional information, contact:

FDA Division of Drug Marketing and Advertising  
888/463-6332  
[www.fda.gov](http://www.fda.gov)

An exhibitor shall not in any manner directly or indirectly imply that an ACS endorsement or approval of exhibitor's product or service has been given merely because the Technical Exhibits Committee approved such product or service for display at the Spring Meeting.

The use of logos, seals of approval, trademarks, or other similar property rights that are in disuse may not be used in connection with any product or service or advertising material displayed or disseminated at the exhibit.

Applications deemed ineligible by the Technical Exhibits Committee will be returned with any deposit or full payment.

#### 2. Booth Rate and Payment Schedule

All 10' × 10' booths are \$2,000 each. A deposit of \$1,000 per booth must accompany the application. No applications will be processed without a deposit. Space assignments will be made on approximately January 30, 2006. Full payment must be received by March 6, 2006, or the entire deposit will be forfeited. If an exhibitor cancels space on or before March 6, ACS will refund the full amount paid, less the \$1,000 per booth deposit. If the exhibitor cancels space after March 6, the exhibitor will be responsible for 100 percent of the contract obligation.

#### 3. Display and Limitations

Standard pipe and drape (8' high with 3' side rails) setup will be provided. Also, each booth will be provided with a 7" × 44" booth sign listing company name, city and state, and booth number. Drape colors will be blue and white.

Maximum height of an in-line exhibit may not exceed 8 feet. No part of any display may exceed 42 inches in height in the front 5 feet of booth space. Fire code regulations prohibit storage of any material behind booths. All items for storage must be properly labeled and marked. Empties will be removed prior to the opening. Any items stored behind the booth will be removed and considered refuse. Exhibitors requiring storage of product must make arrangements with the general contractor.

The exhibit hall is carpeted.

#### 4. Assignment of Space

A point system, based on ACS Spring Meeting exhibit history and date of receipt of application, will guide the assignment of booth space. Three points will be given for each year exhibiting, beginning with 2001. Exhibitors that have either merged with, been purchased by, or have purchased another company will receive the points earned by the company with the most favorable exhibit history. Only one company may be represented per space assignment. Subletting of exhibit space is prohibited.

#### 5. Installation/Exhibit Hours/Dismantling

INSTALLATION:	Saturday, April 22	8:00 am–5:00 pm
OPEN HOURS:	Sunday, April 23	10:00 am–3:30 pm
	Coffee Break	10:30–10:45 am
		3:00–3:30 pm
	Monday, April 24	9:00 am–3:30 pm
Coffee Break		9:30–9:45 am
		3:00–3:30 pm
DISMANTLING:	Monday, April 24	3:30–8:00 pm

#### 6. Exhibitor Representatives

Exhibits must be staffed at all times during the exhibit hours. Each exhibiting company is allowed 4 badges, per 10' × 10', at no charge, as part of its booth space rental fee, provided that exhibitor representatives are registered in advance. Additional and replacement badges will be available at \$25 each in advance and on site.

Only exhibitors with badges will be permitted to enter the exhibit area during hours of installation and dismantling. **NO CHILDREN** under 16 years of age will be allowed in the exhibit hall at any time.

#### 7. Failure to Occupy Space

Any space not occupied by 8:00 am, April 23, will be forfeited by the exhibitor. This space may be reassigned or used by ACS without refund, unless arrangements for delayed occupancy have received prior ACS approval.

## 8. Liability

In the event that the Exhibition is canceled, postponed, or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of ACS, the exhibitor waives any and all damages and claim for damages and agrees that the sole liability of ACS shall be to return to each exhibitor the exhibitor's rental payment.

## 9. Union Regulations and Jurisdictions

See Insert.

Freeman will control access to the loading docks in order to provide for a safe and efficient move-in and move-out.

## 10. Admission

ACS shall have sole control over all admission policies at all times. All persons visiting the exhibit area as well as staffing the booths **MUST REGISTER AND WEAR THE OFFICIAL MEETING BADGE** to enter.

## 11. Special Restrictions

- (a) Giveaways are permitted only if approved in writing by ACS *prior to* the meeting. Such items must be submitted to ACS by March 2006.
- (b) Any activity in the exhibit aisles is strictly prohibited.
- (c) Prizes, drawings, and lotteries in conjunction with the ACS Spring Meeting are considered unprofessional and are prohibited.
- (d) Exhibitors may use audio equipment if such equipment does not interfere with or become objectionable to adjacent exhibitors or ACS.
- (e) Exhibitors' activity must be confined to their booth space. All social activities must be approved by ACS in writing. Satellite Symposia will be available to exhibitors at the Spring Meeting. Detailed information will be made available at a later date.
- (f) Fire hose cabinets and exits must be left accessible and in full view at all times. Decorations and displays must either be of nonflammable material or be treated by an approved fire prevention method. All display material must be flame-proofed and is subject to inspection by the Dallas Fire Department. No flammable fluids or substances may be used or shown in booths.
- (g) All smoking is confined to public areas outside meeting rooms and the exhibit area.
- (h) Exhibits that, in the opinion of ACS, are objectionable in design or operation will be prohibited.
- (i) Displays may not be dismantled nor any packing begun before 3:30 pm on Monday, April 24.

## 12. Liability/Insurance

Each party involved in the Exhibition—hotel, ACS, general contractor, and exhibitor—agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents.

Each party agrees to be responsible for their own property

through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

## 13. Security

ACS cannot guarantee or assume any liability against loss or damage of any kind but will endeavor to protect exhibitors by locking the doors after convention hours and providing a security guard.

## 14. Signs/Announcements

No signs, posters, or brochures will be allowed anywhere in the hotel except within each exhibitor's booth or hospitality suite. No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts, or any tool or material that could mark the floor or walls is prohibited.

Written copy for all announcements, invitations, or fliers is to be approved, in writing, by ACS and should be submitted by February 13.

## 15. Enforcement of Rules and Regulations

The Rules and Regulations of the ACS Exhibition are intended to bring order and equity to all parties involved. In addition to being subject to restriction or termination of an exhibit, exhibitors who violate regulations could be prevented from exhibiting at future Spring Meetings or Clinical Congresses. **ACS reserves the right to restrict or terminate an exhibit without notice if an exhibitor violates any of the Rules and Regulations contained herein.** In the event of such restriction or eviction, ACS is not liable for any refunds, rentals, or other exhibit expense.

## 16. Promotion

ACS will promote the Exhibition through vehicles such as direct mailings and the *Bulletin*, an official monthly publication of ACS, as an educational opportunity. Exhibitors are urged to supplement ACS's promotion with their own premeeting promotion. Preregistration lists of attendees with addresses will be available for a fee.

## 17. CONTACTS

### Association:

Jacquelyn M. Mitchell  
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### Official Contractor:

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