CLINICAL CONGRESS 2020
The Best Surgical Education. All in One Place.
McCormick Place | Chicago, IL

October 4–8

TECHNICAL EXHIBITORS PROSPECTUS
Meeting Dates: OCTOBER 4–8, 2020
Exhibit Dates: OCTOBER 5–7, 2020
WELCOME,
and thank you for considering exhibiting at the American College of Surgeons Annual Clinical Congress.

This fall, more than 8,500 domestic and international surgeons will arrive in Chicago, IL, for one of the largest surgical meetings of its kind! Clinical Congress 2020 will be held at the McCormick Place on October 4–8, with the exhibits open from October 5–7. Our attendees come highly motivated and consider the Technical Exhibits a logical extension of their educational experience. Each of them will be looking to you for demonstration and practical use of innovative products and services. Our attendees want to provide the best possible care for their patients and improve practice management skills with solutions provided to them by our exhibitors.

We continue to make Clinical Congress a more valuable experience for our attendees, as well as an exciting and customer-rich market place for you!

We look forward to seeing you in Chicago, IL, as do the health care professionals looking for answers to today’s professional needs.
WHY EXHIBIT?

Clinical Congress is one of the largest surgical meetings of the year. Reach an audience of more than 8,500 health care professionals. Be where your competitors will be. Last year, more than 11,000 leads were generated.
2019 CLINICAL CONGRESS BY THE NUMBERS

Top 10 Countries Represented

- MEXICO 275
- PHILIPPINES 270
- BRAZIL 109
- ITALY 104
- COLOMBIA 100
- BANGLADESH 88
- JAPAN 81
- CHINA 69
- UNITED KINGDOM 69
- INDIA 58

43 countries represented including U.S. and Canada
Total International Attendance: 17%

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Exhibiting Companies: 172
Total Exhibit Hours: 22.5
Product Categories Represented: Over 125
Leads Generated: 11,223

10,578 attendees
12,370 including exhibitors and staff
9,663 surgeons and allied professionals

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Welcome • Why Exhibit? • Timeline/Due Dates • Policies/Procedures/Information • Registration/Badge Policy • Sleeping Rooms/Function Space • Advertising Opportunities
Who Does What • Freight/Drayage/Shipping • 2019 Technical Exhibitors • Future Clinical Congress Dates

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Total 8,596

General Surgery 6,665
Colon & Rectal 405
Pediatric 267
Thoracic 240
Vascular 230
Plastic 166
Urological 95
Otolaryngology 91
Other 437

Total 8,596

Registration Category
- MDs 6,705
- Residents 1,891
- Medical Students 685
- Affiliate, Allied Health, PhDs 382

Total 12,370

10,578 attendees
9,663 surgeons and allied professionals

Exhibiting Companies 172
Total Exhibit Hours 22.5
Product Categories Represented Over 125
Leads Generated 11,223
## TIMELINE AND DUE DATES

If you have any questions regarding these dates and deadlines, please contact:

**Kate Poetker**  
Senior Exhibits Coordinator  
Convention and Meetings  
American College of Surgeons  
312-202-5298  
kpoetker@facs.org

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Prospectus posted online.</td>
</tr>
<tr>
<td>March/April</td>
<td>Space assignment/invoice mailing.</td>
</tr>
<tr>
<td>June 19</td>
<td><strong>FULL/FINAL PAYMENT</strong> for exhibit space DUE. Technical Exhibitors’ Service Kit information will be available upon receipt of final payment. No refunds are issued for cancellations or reductions after this date.</td>
</tr>
<tr>
<td>July 17</td>
<td>FLOOR PLANS: Free-form island elevation and overview drawings DUE.</td>
</tr>
<tr>
<td>July 24</td>
<td>Block housing deposits become NONREFUNDABLE. As of this date, your company is liable for 90 percent of total room nights blocked. Additional penalties apply.</td>
</tr>
<tr>
<td>August 21</td>
<td>Exhibitor-Appointed Contractor (EAC) requests and Certificate of Insurance (COI) DUE by the end of business day. See the EAC section for details.</td>
</tr>
<tr>
<td>August 28</td>
<td>Advance shipments begin.</td>
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<tr>
<td>September 8</td>
<td>Individual hotel reservation cut-off date.</td>
</tr>
<tr>
<td>September 10</td>
<td>Discount price DEADLINE for exhibit orders.</td>
</tr>
<tr>
<td>September 22</td>
<td>Hotel room changes, cancellations, and new reservations through onPeak DEADLINE. After this date, contact your hotel directly to make any reservation cancellations or changes.</td>
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<tr>
<td>September 23</td>
<td>Advance shipments DUE.</td>
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<tr>
<td>September 30</td>
<td>Set-up of free-form island exhibits begins at 1:00 pm (prior arrangement required).</td>
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<tr>
<td>October 1</td>
<td>Exhibitor badge registration DEADLINE.</td>
</tr>
<tr>
<td>October 1</td>
<td>General set-up begins at 8:00 am (all exhibitors).</td>
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<tr>
<td>October 4</td>
<td>Exhibit installation must be completed by 6:00 pm. The exhibit hall will be closed to all personnel at 6:00 pm for cleaning and to prepare for opening.</td>
</tr>
<tr>
<td>October 5</td>
<td>Exhibit Hall opens at 9:00 am (exhibitors permitted entrance at 8:00 am).</td>
</tr>
<tr>
<td>October 7</td>
<td>Exhibit Hall closes at 1:00 pm (dismantle and move-out begins).</td>
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</tbody>
</table>
POLICIES AND PROCEDURES

Introduction and Objectives
The purpose of our policies and procedures for the Technical Exhibits is to provide a professional and educational environment in which the exhibitor can demonstrate, and the attending surgeon can view, products and services that improve the quality of care given to the patient, enhance the management of the surgical practice, or contribute to the educational and instructional atmosphere of the meeting. Our policies and procedures, along with the application for exhibit space, are an integral and binding part of your contract with the American College of Surgeons (ACS) and have been designed to be implemented in a fair, effective, and equitable manner. The abbreviation “ACS” used in the policies and procedures shall mean the American College of Surgeons, a not-for-profit corporation, and, as the context may require, its directors, officers, agents, and/or employees duly acting for ACS in the management of the Exhibition.

Exhibit Eligibility
All products and services to be exhibited must be directly related to patient care and safety or the practice of surgery and approved by the ACS Technical Exhibits Committee in its sole and absolute discretion. All decisions are final. Exhibitors may only display products and services regularly manufactured or distributed through the company’s regular course of business and described in their application, or approved in writing by the Technical Exhibits Committee and consistent with ACS’s character and purpose. Applications deemed ineligible will be returned with a full refund. Eligibility and/or approval of an application to exhibit does not indicate an endorsement of a product or service by ACS, and any indication of such by an exhibitor will constitute removal from the exhibit hall. Distribution of any printed material, showing of equipment, and product presentations to ACS registrants or guests by exhibitors other than in the exhibitors’ assigned exhibit space during the official dates of the Clinical Congress is prohibited.

Rules Interpretation Authority
All ACS rules, regulations, and policies, as well as any matters not specifically covered in published exhibitor rules, regulations, and policies, are subject to final interpretive review by ACS Management. The decision of ACS Management in all matters shall be final and binding on all exhibitors.

Official Meeting Dates
The American College of Surgeons Clinical Congress 2020 commences on Sunday, October 4, 2020, at 7:30 am and adjourns on Thursday, October 8, 2020, at 1:00 pm. During this period, neither exhibitors nor their agents may conduct, participate in, or support any educational or marketing activities directed toward Clinical Congress registrants other than as part of an approved exhibit, without the permission of ACS. Further information regarding Exhibitor Events will be sent to all exhibiting companies in late April.

All exhibit matters and questions not covered by these Policies and Procedures are subject to the decision of ACS. These Policies and Procedures may be amended at any time by ACS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Policies and Procedures, written notice will be given by ACS to exhibitors who may be affected.
Deposit and Exhibit Fees

Each exhibitor must have on file with ACS a complete and accurate application, which includes a deposit equaling 50% of the total booth cost. Space is rented at $42 per square foot for corner locations (see page 12 for details) and $41 per square foot for in-line booths up to 300 square feet (see page 12 for details). Island booths, 400 square feet or more, will be rented at a rate of $39 per square foot (see page 13 for details). Carpeting is included in the rate for all booths up to 400 square feet.

Applications and deposits are due March 13, 2020, to qualify for initial assignment of space using priority points. Applications will not be accepted unless accompanied by a valid credit card number for the deposit. Applications received after March 13, 2020, will be assigned in order of receipt. Applications received from exhibitors who have any outstanding balances due to ACS or its vendors will not be processed without resolving unpaid balances.

ACS may use the information supplied by an exhibitor in the application as part of ACS marketing, advertising, and other informational materials. The signatory on the application or his or her designee shall be the exhibitor’s official representative, who certifies additional representatives and acts on behalf of the exhibiting company for all negotiations and approvals.

Technical Exhibit Dates and Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Installation</th>
<th>Exhibit Hall Open*</th>
<th>Dismantling</th>
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<tbody>
<tr>
<td>Thursday, October 1</td>
<td>8:00 am–4:30 pm</td>
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<tr>
<td>Friday, October 2</td>
<td>8:00 am–4:30 pm</td>
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<tr>
<td>Saturday, October 3</td>
<td>8:00 am–4:30 pm</td>
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<tr>
<td>Sunday, October 4</td>
<td>8:00 am–4:30 pm</td>
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<tr>
<td>Monday, October 5</td>
<td>8:00 am–4:30 pm</td>
<td>9:00 am–4:30 pm</td>
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<tr>
<td>Tuesday, October 6</td>
<td>8:00 am–4:30 pm</td>
<td>9:00 am–4:30 pm</td>
<td>4:30–10:00 pm</td>
</tr>
<tr>
<td>Wednesday, October 7</td>
<td>9:00 am–4:30 pm</td>
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<td>8:00 am–4:30 pm</td>
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<tr>
<td>Thursday, October 8</td>
<td></td>
<td></td>
<td>8:00 am–12:00 noon**</td>
</tr>
<tr>
<td>Friday, October 9</td>
<td></td>
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</tbody>
</table>

* Exhibitors will be permitted on the exhibit hall floor at 8:00 am daily.
** All exhibitor materials must be removed from the exhibit facility by Friday, October 9, 2020, at 12:00 noon. Carriers should be checked in by Friday, October 9, 2020, at 10:00 am.
Space Assignment and Payment Schedule
Space assignments and invoices will be e-mailed in April. Space must be paid in full by June 19, 2020, or it may be reassigned or sold by ACS without notice. The Technical Exhibitors’ Service Kit will not be accessible until receipt of final payment. Exhibitors may not assign, sublet, or apportion to others the whole or any part of the exhibit space. Applications received after June 19, 2020, must include full payment for requested booth space.

Priority Point Systems and Space Assignment
Priority points, date of receipt, and exhibitor’s preference for proximity to other exhibiting companies will be taken into consideration when determining booth location, subject to availability of space and services required (in other words, water, drain, and electricity). Preferences indicated by exhibitor are for ACS guidance only and are NOT guaranteed assignments. Point allocation is as follows:

- One (1) point for every 100 sq. ft. (10’ x 10’) of exhibit space
- Three (3) points for each year of exhibiting, inclusive of 2006
- Double points for companies who have exhibited consecutively for the past five (5) years, maximum of 54
- Triple points for companies who have exhibited consecutively for the past nine (9) years, maximum of 81

Exhibiting companies involved in mergers or acquisitions will receive points earned by the company with the most favorable exhibit history with ACS.

Cancellations, Reductions, and Refunds
Written notification of a reduction or cancellation of exhibit space must be received by ACS on or before June 19, 2020, to be eligible for any refund. A 50% fee will be assessed for each 100 square feet of canceled or reduced space. Space not claimed or occupied on-site after 2:00 pm Sunday, October 4, 2020, for which no special arrangements have been made with ACS, may be resold or reassigned by ACS without obligation to refund exhibit fees or reassign the exhibitor.
**Floor Plans, Booth Sizes, Configurations, and Requirements**

**Arrangement of exhibits** - Each exhibitor is provided access to an online, interactive floor plan and a Technical Exhibitors’ Service Kit, which describes the type and arrangement of exhibit space and the standard equipment provided by ACS for booth construction. All exhibit space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Prospectus, the terms and obligations of which are expressly incorporated herein. If, in the sole opinion of ACS, any exhibit fails to conform to the Exhibitor Prospectus, or the Policies and Procedures set forth herein, such exhibit will be closed and prohibited from operating at any time during the Exhibition, and no exhibit space rental charges shall be refunded.

**Exhibitor plan review** – Exhibitors utilizing an island type exhibit, or relocating to an exhibit space with an island type exhibit, or involving other unusual construction features are required to submit a copy of their booth construction plans and layout arrangements. These plans, including a scaled plan view and elevations, must be submitted to ACS for approval by July 17, 2020.

**Changes to floor plan by ACS** – Floor plans can change due to new space assignments, increases/reductions in space, or reconfiguration deemed necessary by ACS. The interactive floor plan will be available online in the Exhibitor Ready Room. ACS reserves the right to rearrange the floor plan at any time and to relocate exhibitors if it becomes necessary for causes beyond the control of ACS or is advisable in the best judgment of ACS. Every attempt will be made to contact affected exhibitors and discuss the change prior to finalizing. These booth design requirements are not intended to unduly restrict exhibit design or utility but are presented to create and maintain an open atmosphere on the exhibit floor. When designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be utilized.

**Requirements**

- All exhibits must conform to and enhance the professional, educational, and instructional atmosphere of the meeting.
- All booths must be carpeted.
- Exposed parts of any display must be finished so as not to be objectionable to other exhibitors or to ACS.
- Exhibits must render a safe assembly during installation, dismantling, and Exhibition periods.
- Materials used in the exhibit hall must be flame retardant in accordance with the City of Chicago Fire Ordinances.
- Electrical equipment and display components must conform to the City of Chicago Electrical Code.
- Hanging signs, at any height, will be permitted on a case-by-case basis and will require ACS and McCormick Place approval. All hanging signs and graphics must be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only. **Weight of sign, dimensions, scale drawings, material used, and method of suspension must be submitted in writing by the exhibitor to ACS by Friday, August 28, 2020.**
In-Line Exhibits (10’ x 10’ or multiple thereof)

Elevation and overview drawings, either concept or construction, indicating all dimensions, must be submitted to ACS for approval by July 17, 2020. Drawings must be submitted even if approved in previous years.

- The minimum space size is 10’ x 10’.
- The back one-half of the in-line booth may be occupied up to a height of 8’.
- The front one-half of the in-line booth may be occupied from the floor up to a height of 4’, with the exception of equipment that may exceed the 4’ height limit, but may not be higher than 8’, and must be placed so that the view or sight lines of adjacent exhibits are not blocked.
- Live or video demonstrations must not be objectionable to neighboring exhibitors or ACS.
- Exhibits are limited to 8’ in height, except along the perimeter walls, where the height limit may be 12’ (prior ACS written approval required).

Booth Equipment

Booth rental for booths smaller than 400 square feet includes basic carpeting, side and back-wall drape and sign indicating booth number, company name, city, and state.
Free-Form Exhibits (20’ x 20’ or larger “island”)

Elevation and overview drawings, either concept or construction, indicating all dimensions must be submitted to ACS for approval by July 17, 2020. Drawings must be submitted even if approved in previous years.

- Maximum height of any free-form exhibit, including signs (hanging or floor-based), shall be 24’ from the exhibit floor. If the exhibit booth is located in an area of the exhibit hall with a limited or reduced ceiling height, the maximum booth height (including any overhead hanging signs) will vary based on ceiling height and fire regulations. Contact ACS for exact maximum dimensions.

- Island exhibits must maintain sufficient see-through areas to prevent blocking views of adjacent exhibits. ACS strongly recommends a minimum of a 40% see-through effect on the portion of the booth from the floor up to a minimum of 8’ in height. This maximum use of space maintains the openness of sight lines around and through the design so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. The space from 16’ to 24’ may be utilized fully.

- Complete and accurately scaled floor plans, both concept and construction, indicating applicable setback, exhibit height, hanging sign, live demonstration areas, and supplemental lighting requests must be submitted to ACS for basic approval by July 17, 2020. If floor plans are not submitted and approved, and construction is determined to be in violation of regulations, ACS has the right to prohibit construction of the booth. Island booths are subject to on-site review and required modification, where necessary, at the exhibitor’s expense.

- Booths 400 square feet and larger are responsible for the ordering of their own floor covering.
Exhibitor Identification

Exhibitor identification in all ACS publications and on all signs and booth graphics will be the one company name submitted on the Exhibit Space Application/Contract. ACS logos, seals of approval, trademarks, or similar ACS property rights may not be used in connection with any product, service, advertising, or promotional material displayed or disseminated by the exhibitor.

Care of Exhibit Space and Building

Exhibitors must, at their expense, maintain the cleanliness and safety of their booth and exhibit at all times. Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by the McCormick Place and ACS, at the prevailing rate being charged to ACS.

All space occupied by an exhibit must be surrendered in the same condition as it was at the commencement of occupation. At the close of the exhibits, exhibitors are responsible for removal of excess debris, bulk quantities of printed material, floor covering, and any items other than those that can be easily swept up. Exhibitors will be billed clean-up charges incurred by ACS resulting from failure to properly clean contracted exhibit space prior to and at the conclusion of the Exhibition.

Exhibitors shall be fully responsible for any claims, liabilities, losses, damages, or expenses of whatever kind and nature relating to or arising from an injury to any person or any loss of or damage to property, where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitors’ participation in the Exhibition.

Smoking - Smoking is prohibited inside the McCormick Place.

Americans with Disabilities Act (ADA)

Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their exhibit space, including (but not limited to) wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend ACS, its officers, directors, agents, members, and employees from and against any claims, liabilities, losses, damages, and expenses (including attorneys’ fees and expenses) resulting from or arising out of the exhibitors’ failure or allegations of exhibitors’ failure to comply with the provisions of the ADA.
Installation and Dismantling

Exhibit space will not be released to the exhibitor until all conditions as set forth in these Policies and Procedures are satisfied. Installation of exhibits may commence on Thursday, October 1, 2020, at 8:00 am. If set-up of any exhibit has not started by 2:00 pm, Sunday, October 4, 2020, ACS may order the exhibit installation halted and the exhibitor billed for all charges incurred. ACS will not be responsible for any damage incurred.

All exhibit installation must be completed by 6:00 pm, October 4, 2020, and all aisles cleared of exhibit material and crates. All components yet to be installed must be within the exhibitor’s assigned space. The exhibit hall will be closed to all personnel at 6:00 pm for cleaning and preparation for opening.

To prepare for the close of the Exhibition, each exhibitor will complete arrangements for material removal from McCormick Place in accordance with ACS Policies and Procedures. Carriers should be checked in by Friday, October 9, 2020, at 10:00 am. Additional information will be provided in the Technical Exhibitors’ Service Kit. All exhibit material must be packed and loaded on carriers by 12:00 noon, October 9, 2020. Any material not called for by 12:00 noon will be shipped at the exhibitor’s expense by a carrier selected by the official contractor.

Storage of Crates and Boxes

The official contractor handles removal of and provides storage space for crates, boxes, skids, and other materials during the Exhibition and at the close of exhibits returns properly marked materials to the exhibitor’s booth. Fire prevention ordinances require that wrapping materials, such as paper and excelsior, must be completely enclosed within the packing boxes and will be disposed of if not properly stored. Storage of crates, boxes, or any packing material behind the exhibit booth is strictly prohibited by the Chicago Fire Prevention Ordinances and McCormick Place. Such items will be considered refuse and disposed of accordingly. Exhibitors who require “accessible storage” for literature or products should make arrangements for this service with an official contractor.

FDA Regulations

Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at their display a letter from the FDA describing the allowable use status of a product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and preapproved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses. All products not FDA approved for a particular use in humans or which are not commercially available in the United States will be permitted to be exhibited only when accompanied by the appropriate documentation/signs indicating their status. Signs must be clearly visible, easily readable, and placed near the product and on any graphics depicting the product.

For additional information, contact the U.S. Food and Drug Administration at 888-463-6332 or fda.gov.

If the FDA or a court of competent jurisdiction determines a company’s exhibit at an ACS meeting is in violation of any FDA regulations, including but not limited to the promotional restrictions and rules stated above, the company will be subject to sanctions, including but not limited to exclusion from exhibiting at subsequent ACS meetings.
Insurance and Liability

Exhibitors will maintain general public liability insurance against claims for personal injury, death, or property damage incident to, arising out of, or in any way connected with their participation in the Exhibition, in an amount of not less than 2 million dollars ($2,000,000) for personal injury, death, or property damage in any one occurrence. Such insurance shall include coverage of the indemnification obligations of exhibitors under the Policies and Procedures and shall cover ACS as an additionally named insured.

Each exhibit company is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the exhibitor’s insurance company of any right of subrogation as to any claims against ACS, its officers, directors, agents, members, or employees. All agents or representatives of an exhibitor performing services at the McCormick Place directly for an exhibitor, and who are not the exhibitor’s employees, must provide ACS with original certificates of insurance by August 21, 2020.

Security - Security guards will be stationed in the exhibit hall from Thursday, October 1 to Friday, October 9, to provide general security for the overall exhibit area. Exhibitors, however, are responsible for safeguarding their material and equipment against theft. The ACS, GES, and the McCormick Place are not responsible for any loss, theft, or damage to exhibitor property.
Limitation of Liability

In no event shall the exhibit facility, ACS, and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries, and affiliates (collectively “ACS parties”) be liable to the exhibitor or any third party hired by or otherwise engaged by the exhibitor for any lost profits or any other indirect, special, punitive, exemplary, incidental, or consequential damages, including attorneys’ fees and costs, arising out of this application and agreement or connected in any way with use of or inability to use the services outlined in this application and agreement or for any claim by exhibitor, even if any of the ACS parties have been advised, are on notice, and/or should have been aware of the possibility of such damages. Exhibitor agrees that the ACS parties’ sole and maximum liability to exhibitor regardless of the circumstances shall be the refund of the exhibit booth fee. Exhibitor agrees to indemnify and defend the ACS parties from any claims, liabilities, losses, damages, or expenses of whatever kind and nature relating to or arising from an injury to any person or any loss of or damage to property, where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitors’ participation in the Exhibition. Exhibitors agree to indemnify, defend, save, and hold harmless ACS and its officers, directors, agents, members, and employees, and each of them, from and against any and all claims, liabilities, losses, damages, costs, and expenses (including attorneys’ fees and expenses) with respect to any breach of the foregoing representations and warranties or negligence, gross negligence or willful misconduct of Exhibitor, its employees, agents, or contractors. The terms of this provision shall survive the termination or expiration of this Prospectus.

Indemnification

Exhibitors shall be fully responsible for any claims, liabilities, losses, damages, or expenses of whatever kind and nature relating to or arising from an injury to any person or any loss of or damage to property, where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitors’ participation in the Exhibition. Exhibitors agree to indemnify, defend, save, and hold harmless ACS and its officers, directors, agents, members, and employees, and each of them, from and against any and all claims, liabilities, losses, damages, costs, and expenses (including attorneys’ fees and expenses) with respect to any breach of the foregoing representations and warranties or negligence, gross negligence or willful misconduct of Exhibitor, its employees, agents, or contractors. The terms of this provision shall survive the termination or expiration of this Prospectus. ACS owns and sponsors this meeting to promote advances in surgery and other areas of surgical science. The information presented through the programs and exhibits is not verified or endorsed by ACS. Exhibitors and their presenters are solely responsible for content.

Violations and Penalties

ACS, at its discretion, may reduce priority points for next year’s Clinical Congress due to violations of these Policies and Procedures. Substantial violation of any of the Policies and Procedures by exhibitors or their employees or agents may, at the option of ACS, forfeit the exhibitor’s right to occupy exhibit space, and such exhibitor shall forfeit to ACS all monies paid or due. Upon evidence of substantial violation, ACS may take possession of the space occupied by the exhibitor and remove all persons and goods. The exhibitor shall pay all expenses and damages that ACS may incur through the enforcement of this rule.
## Operation of Exhibits

The exhibitor shall assume responsibility to have a badged exhibitor representative present in the exhibit booth and to keep the exhibit neat, manned, and operational at all times during exhibit hours. All demonstrations or promotional activities of exhibitors, their employees, or agents during the Clinical Congress, including crowds from these activities, must be confined to the exhibitor’s exhibit space. All products and services must, in the opinion of the ACS, be safe, educational, productive, effective, and have the approval of appropriate authorities.

### Sound/Audiovisual Devices

- **Sound/audiovisual devices, effects, and demonstrations** will be permitted only in those locations and at such sound intensity (maximum 80 decibels or “dB”) as, in the opinion of the ACS, do not interfere with the activities of neighboring exhibitors. Sound levels exceeding 80 dB are deemed inappropriate and must be discontinued.

### Product and Service Demonstrations

- **Product and service demonstrations** may be conducted by professional presenters or models; however, demonstrations are to be straightforward and professional in nature. If video is used simultaneously with a live model to demonstrate equipment, a sign clearly indicating the simulation must be posted. **Exhibitors must receive prior written approval from ACS for any product demonstration or presentation questionable in nature.**

### Models and Demonstrators

- **Models and demonstrators** must be modestly and properly clothed, as well as properly badged, to be consistent with the professional atmosphere of the Clinical Congress. Exhibitors shall use reasonable efforts to cause such persons to behave in a polite and professional manner at all times.

### Live Imaging, Diagnostic, Therapy, or Health Screening Procedures

- **Live imaging, diagnostic, therapy, or health screening procedures** of any kind are prohibited from being performed on humans or any live animal.

### Live-Surgery Telecasts

- **Live-surgery telecasts** are prohibited; however, previously taped operations may be shown. Any visual transmissions from off-site locations, including but not limited to transmissions of previously taped surgical procedures, may be performed only with specific permission of ACS and are subject to special requirements and limitations.

### Photography

- **Photography** is prohibited during installation, show days, and dismantling, other than by the official ACS photographer or registered press. Exhibiting and attending the ACS Clinical Congress, ACS meetings or other activities constitutes an agreement by the Exhibitor on behalf of its employees, agents, and contractors to ACS’ use and distribution (both now and in the future) of the image or voice of Exhibitor, its employees, agents, and contractors in photographs, videotapes, electronic reproductions, or audiotapes of such events and activities.

### Laser Demonstrations

- **Laser Demonstrations** are subject to the following policy, in keeping with recommended safety precautions: (1) Laser exhibitors may operate lasers in a fashion to exhibit aiming of beams, such as helium-neon lasers, and (2) laser exhibitors may not operate carbon dioxide, argon, and neodymium YAG lasers in a therapeutic or treatment mode without providing a suitable, enclosed place and eye protection for those viewing the laser.

### Human Tissue

- **Human tissue** is prohibited for demonstration purposes. Animal tissue may be used if a request is submitted in writing to the convention center and ACS with a detailed description of the proposed method of waste disposal.
Handout/novelty item distribution - Distribution of canes, yardsticks, or noisemakers is prohibited. Small token gifts such as pens, pencils, luggage tags, or pocket calendars that are not worn or displayed and may be carried in a pocket may be distributed with the prior approval of ACS. Requests to distribute handout items must be submitted online for approval by ACS. Exhibitors will be contacted if items are not approved. Request for distribution of refreshments, with the exception of hard candy, or any other products for consumption not manufactured by, or specifically related to, the product of the exhibitor must be submitted to ACS for review.

Prizes, awards, drawings, raffles, lotteries, or contests of any kind must have prior written approval from ACS.

Contact Kate Poetker at kpoetker@facs.org or 312-202-5298 for approval.

Copyright permission - Exhibitors shall be fully responsible for ensuring that no musical work protected by copyright will be staged, produced, or otherwise performed, via either live or mechanical means, by or on behalf of exhibitors unless they have previously obtained written permission from the copyright owner or the copyright owner's designee (for example, ASCAP, BMI, or SESAC) for such use. Exhibitors represent and warrant they shall be fully responsible for the adherence of all obligations under any agreement permitting the use of such music, including, but not limited to all obligations to report data and to pay royalty fees.

ACS reserves the right to order any objectionable presentations discontinued until such time as a mutually agreeable presentation may be developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.

Contact Kate Poetker at kpoetker@facs.org or 312-202-5298 with any questions.
Exhibitor Registration and Badge Policy

The advance registration deadline date is October 1, 2020, at 11:59 PM CST. All web registrations received by 12:00 midnight CST will be processed at no charge. The exhibitor web registration page will remain live until the end of Technical Exhibitor Registration hours, which are listed below. Badges will be held for pick-up on-site at the Exhibitor Registration desk.

Exhibitor Registration will be open during the following hours:

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<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Friday</td>
<td>October 2</td>
<td>8:00 am–4:00 pm</td>
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<tr>
<td>Saturday</td>
<td>October 3</td>
<td>8:00 am–4:00 pm</td>
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<tr>
<td>Sunday</td>
<td>October 4</td>
<td>8:00 am–4:00 pm</td>
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<tr>
<td>Wednesday</td>
<td>October 7</td>
<td>7:30 am–1:00 pm</td>
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For those exhibitors interested in attending educational sessions, attendance in general sessions is permitted if space is available after the start of the session. However, exhibitors are not permitted to market/sell or leave print materials in any of the session rooms. Exhibitors are not allowed to attend any Didactic Courses, Skills Courses, or Meet-the-Expert Sessions during Clinical Congress.

A $50 fee per registrant will be assessed for any or all of the following:

- Web registrations received after the Advance Registration deadline
- All non-web registrations
- Replacing lost badges

Payment may be made by cash, check, or credit card (VISA, MasterCard, or American Express).

Exhibitors’ badges are not to be issued to individuals who wish to gain admittance for the purpose of contacting other exhibitors. ACS Fellows, Initiates, Associate Fellows, Resident Members, other surgeons, or any other attendee who is not considered a fulltime employee of the exhibiting company may not be registered as an exhibitor. Badged exhibit staff/company representatives must remain in the company’s rented space on the exhibit floor. Badges are not provided to exhibit staff for the purpose of viewing other exhibits, except by invitation of other exhibitors. The official ACS badge must be worn at all times while in the exhibit hall. No ribbons or stick-on novelty items are allowed to be affixed to the badges.

- Children under 16 years of age ARE NOT PERMITTED on the exhibit floor at any time.

Do not insert business cards into badge holders. False certification of any individual as an exhibitor’s representative, misuse of exhibitor issued badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be cause for removal of exhibitor and all exhibitor representatives from the exhibition hall, or removal of the exhibit material from the floor, or both, without obligation on the part of ACS for refund of any fees. The exhibitor, and anyone claiming a right to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule. Exhibitors will be assessed 25 priority points for violation of this policy.

All exhibit matters and questions not covered by these Policies and Procedures are subject to the decision of ACS. These Policies and Procedures may be amended at any time by ACS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Policies and Procedures, written notice will be given by ACS to exhibitors who may be affected.
Policy on Media Relations for Technical Exhibitors

Exhibitors at Clinical Congress 2020 are required to observe the following regulations concerning media relations:

• Exhibitors may not conduct press conferences on the exhibit floor or in the McCormick Place; however, individual interviews may be conducted in the assigned exhibit booth. Press conferences may be held in contracted ACS hotels in the area surrounding the convention center. For further information on securing a hotel room for a press conference or other media function (breakfast, lunch, or reception), please contact Kate Poetker at 312-202-5298 or kpoetker@facs.org.

• The list of media representatives attending Clinical Congress is not available to exhibitors.

• Exhibitors are responsible for cultivating their own press contacts in advance of and during the Clinical Congress.

• Exhibitors who notify members of the press to meet them in the exhibit hall must first direct those individuals to the ACS Press Room, where they are to register for press credentials. This policy also applies to photojournalists, television, and radio sound crews.

• Exhibitors who wish to distribute media kits, media alerts, or press releases may leave these materials for display in the Press Working Room only. All materials are subject to review by the ACS Press Room staff for approval prior to distribution in the Press Working Room. Any materials distributed to the press must be directly related to an exhibit on display at the Clinical Congress. Exhibitors are responsible for the transport and delivery of their own press kits and related materials to the Clinical Congress.

Commercial Press

Reporters who do not meet the criteria for press credentials to cover the Clinical Congress established by the American College of Surgeons may be eligible to register under the category “commercial press.” The commercial press category encompasses those writers and editors who attend the Clinical Congress to highlight the activities of health care manufacturers and who represent publications that are circulated among manufacturing firms and the business community.

Exhibitor Registration will be open during the following hours:

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</tr>
</tbody>
</table>
EXHIBITOR SLEEPING ROOMS AND FUNCTION SPACE

All housing arrangements must be coordinated through the ACS Housing Bureau, onPeak, and all meeting space requests must be coordinated through the ACS Convention Office. All requests for blocks of sleeping rooms, suites, and meeting space must be requested on official Clinical Congress Housing and Function Space Request forms, and these forms are considered part of the Exhibitor Policies and Procedures. Exhibitors who choose to circumvent the ACS housing system by not utilizing the proper procedures will be assessed 10 priority points and may jeopardize their opportunity to exhibit at future meetings.

Individual Sleeping Rooms - To ensure availability of quality accommodations for surgeons, other attendees, and exhibitor personnel, sleeping rooms are apportioned between groups at all participating hotels.

To verify that all hotel rooms within the ACS block are properly allocated, ACS will actively monitor the housing process.

Exhibitors who require the use of fewer than 10 rooms on peak nights must use the online Exhibitor Individual Housing link, which will be available in the Exhibitor Portal. Reservations will require a credit card guarantee at the time of booking. The individual reservation cut-off date is September 8, 2020. Further instructions regarding the housing process will be provided on the housing site.

For groups who need nine or more rooms, hotel assignments will be based on the date and time the form is submitted, block size, hotel availability, meeting space needs, and exhibitor’s priority preference. A Group Booking Agreement confirming your hotel assignment and providing additional housing details will be e-mailed to you once your block has been confirmed. Should you have any questions regarding your room block, please contact Rachel Agustin, ACS Housing Coordinator, at ragustin@facs.org.

Deposits and rooming lists are due on all reservations no later than July 24, 2020. Exhibitors will be responsible for any attrition fees due for guest rooms held and not utilized as outlined in the Group Booking Agreement.

Function space - Clinical Congress 2020 commences on Sunday, October 4, 2020, at 8:00 am and adjourns on Thursday, October 8, 2020, at 1:00 pm. Within this period, neither exhibitors nor their agents may conduct, participate in, or support any educational or marketing activities directed toward Clinical Congress participants, other than as part of an approved exhibit.

Function space may be requested for the following type of activities: staff/company meetings, social functions, and advisory board meetings. Any focus group activity must take place in the company’s exhibit booth or business suite during normal exhibit hours.

All Function Space Request forms must be submitted via the Function Space Request website and to the ACS Convention Office. Requests cannot be made directly with the venues. If you require substantial meeting space, please submit your requests with your block housing requests. If you are planning a function at locations other than the official Clinical Congress hotels or convention center, written approval must be granted by ACS prior to finalizing your arrangements.
Exhibitors who contract third parties to plan functions are required to submit a letter of authorization on the exhibitor’s letterhead stating the name of the third party and designating them as their agent. This letter must accompany the space request form.

Requests regarding an Exhibitor Event or Satellite Symposium (marketing or education related) must be submitted to ACS on the Exhibitor Event form. Information regarding Exhibitor Events will be available in the ACS Exhibitor Portal.

After space assignment is made by the ACS Convention Office, the organizer is responsible for finalizing all arrangements with the assigned hotel or convention center. Further instructions regarding space requests and Exhibitor Events will be provided on the website.

Please direct any questions regarding Function Space Requests to Julianna Theberge, Meeting Planner, Convention and Meetings, at 312-202-5306 or jtheberge@facs.org.

**Entertainment and social functions** – No entertainment or social functions may be scheduled to conflict with the official ACS program or exhibit hours. Functions supported by exhibitors in hotels, restaurants, private clubs, or other facilities are limited to predetermined guest lists.
ADVERTISING OPPORTUNITIES

The American College of Surgeons and TriStar Publishing have partnered to provide the best marketing opportunities for our exhibitors. As a leader in the industry, TriStar representatives will work closely with you to provide marketing solutions to maximize your visibility during Clinical Congress 2020.

For information on advertising opportunities, contact Brennah Tate at 913-491-4200 x482 or btate@tristarpub.com.

Marketing opportunities include print, digital, mobile app, convention center, and hotel options.
WHO DOES WHAT AT THE MCCORMICK PLACE
The Technical Exhibitors’ Service Kit contains all the information necessary for ordering labor and services. ACS strives to provide the highest quality professional team of service contractors for its exhibitors, so be sure to take full advantage of the industry expertise of these organizations in planning participation at Clinical Congress 2020.

Work rules and customs vary from city to city. To save time and money, please review the following and be sure to:

- Deliver your exhibit ON TIME.
- Order labor, furniture, services, and so on in advance for discounted rates.
- Provide dedicated on-site supervision of all installation labor for accurate assembly and display. You may supervise installation and dismantling or contract with either the general contractor or an approved outside contractor.

Global Experience Specialist (GES), the official contractor for the Clinical Congress, and qualified display contractors (Exhibitor Designated Contractors) at the McCormick Place will use unionized labor to install and dismantle displays and decorations. An exhibitor or full-time employee of an exhibitor may install and dismantle their exhibit booth, provided the booth can be set up in a half hour by one person without the use of tools.

If an exhibit requires more than one half hour to install or to dismantle, union personnel must be used from the Official General Contractor, GES, or an authorized Exhibitor Appointed Contractor (EAC). As an exhibitor, when union labor is required, you may provide an exhibit company employee to work along with a union installer on a one-to-one basis.

There are no restrictions or requirements to use union labor for the unpacking and placement of merchandise or product and equipment tuning or calibrating, once items are brought to the booth in an appropriate manner.

Exhibit hall labor must wear appropriate Exhibition badges or wrist bands, possess company photo identification, Union identification, and register through AUA security in order to enter the halls. Labor will be required to report to a specific access area of the McCormick Place before work can be started. All Exhibitor Designated Contractors must comply with McCormick Place contractor security regulations, as well as AUA security regulations.

For more information, contact the GES National Service Center at 800-475-2098.
Cleaning Services
The ACS will provide cleaning service for all aisles. Cleaning service for individual booths must be ordered through GES as the exclusive service provider for all vacuuming and porter services. Booths must be kept clean during exhibit hours. Debris must not be allowed to collect on the floor or display area. Exhibitors serving food and/or beverages must have adequate trash receptacles and porter/cleaning personnel to keep their activity from interfering with neighboring booths. ACS reserves the right to order cleaning services at the exhibitor’s expense for a booth not in good order. Additional information will be supplied in the Technical Exhibitors’ Services Kit.

Exhibit Appointed Contractors
Exhibitors not using GES, the official Clinical Congress contractor, for general booth labor must notify the ACS and GES of all EAC services well in advance of the exhibit. Note that EAC services are governed by the union work partnership rules that are in place at the McCormick Place. Official notification of EAC forms will be in the Technical Exhibitors’ Services Kit.

Electricity and Plumbing
Electricity and plumbing in the exhibit hall are supplied exclusively by GES. Additional information will be supplied in the Technical Exhibitors’ Services Kit.

Exhibit Rigging and Hanging Signs
Rigging points at the McCormick Place can vary considerably. Rigging of exhibit components, trusses, and hanging signs are allowed above island booths only. No hanging or rigging components can exceed the outer boundaries of the exhibit booth’s perimeter or the safe loading of the facility ceiling. All rigging and hanging on the exhibit hall floor is performed by GES, as the exclusive service provider for this service.

Booth rigging components, including truss, lighting, and signs, must conform to the rules, regulations, and facility limitations of the McCormick Place and ACS. Booth rigging designs must be submitted to ACS and GES with the booth design, due by July 17, 2020. Information concerning rigging and loading can be obtained by contacting the GES National Service Center at 800-475-2098.

ACS Exhibitor Portal and are due by August 21, 2020. All EAC are required to provide proof of insurance, as outlined in the insurance section of these Rules, in the form of a Certificate of Insurance by August 21, 2020. Failure to provide these documents to the ACS by the indicated due date will be cause to exclude EAC from participation at Clinical Congress. Exhibit hall labor must wear appropriate Clinical Congress badges or wrist bands and appropriate McCormick Place identity badges, possess personal government-issued photo identification and company photo identification, and register through ACS security in order to enter the hall. All EAC must comply with the McCormick Place contractor security regulations.
Labor will be required to report to the McCormick Place security area prior to starting work.

For more information, contact the GES National Service Center at 800-475-2098.

EAC must abide by GES rules and on-site guidelines for the use of staging spaces for equipment and personnel service desks (EAC staging areas). ACS Management shall have authority to remove any EAC from any staging areas that are not inside its exhibitor’s leased booth space.

EAC may not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC, and all exhibitor rules apply to this sub-contractor of the exhibitor. Please be reminded that the exhibiting company is fully responsible for coordination of the EAC. In the interest of clear communication, the ACS will not engage in any non-contractual working relationships with any non-official contractors, including decorators, contractors, public relations agencies, advertising agencies, and housing or travel agencies. EAC must send names of workers for each day at the exhibit hall in advance to ACS security and check in at the ACS security check point upon arrival to receive installation/dismantle passes allowing access to the exhibit hall. These passes are typically in the form of wrist bands that must be worn on the wrist for security reasons. Workers without properly displayed exhibit hall access passes will be prohibited from work during the Show on the first occurrence and at the sole discretion of ACS Management. EAC and their workers are not permitted to wear ACS Exhibitor Badges. All EAC must comply with ACS security regulations.

EAC must cooperate fully with the ACS, the official ACS security firm for the Clinical Congress, and GES to ensure an on-time opening of the exhibit hall and an orderly, timely move-out.

All EAC personnel must have photo identification at all times. ACS reserves the right to remove any EAC or its employees who do not comply with ACS exhibitor rules or the operating policies of the McCormick Place. ACS reserves the right to prohibit EAC participation at the Clinical Congress, both at the McCormick Place and at future exhibit locations, and to assess priority points penalties to exhibitors when, at the sole discretion of the ACS, such actions are necessary.

PLEASE NOTE: ACS assumes no liability for any work performed by official or approved outside contractors.
Security

Security guards will be stationed in the exhibit hall from Thursday, October 1 to Friday, October 9, 2020, to provide general security for the overall exhibit area. Exhibitors, however, are responsible for safeguarding their material and equipment against theft. ACS, GES, and the McCormick Place are not responsible for any loss, theft, or damage to exhibitor property.

Labor Disputes – Closing of Exhibit

If the exhibitor or their EAC, affiliates, agents, or other contractors is the subject of a labor or similar dispute resulting in picketing or overt demonstration in or near the Show building or is involved in any way with the organizing of labor or the aggravation of labor to cause disruption to the Show, the ACS reserves the right to terminate the Contract for exhibit privileges forthwith, close the exhibit, and remove the exhibitor’s property from the exhibit hall.

Fire and Safety

Exhibitors and their agents must comply with all federal, local, and McCormick Place fire and public safety codes that apply to places of public assembly. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets, Public Emergency Reporting System (PERS) stations, and standpipes. Booth construction shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame-retardant to meet with Illinois Fire Code requirements and have flameproof certificate or tags prominently attached to the material used so they may be easily seen by the facility Fire Marshal. Exhibit contents or products and decorations provided by the official service contractor are under the same guidelines but may have detached flameproof certificates or tags. Additional information will be supplied in the Technical Exhibitors’ Service Kit.

Telephones and Internet

Telephones and Internet service in the exhibit hall is supplied exclusively by the McCormick Place. Additional information will be supplied in the Technical Exhibitors Services Kit.

Due to the increased use of exhibitor installed wireless Internet networks in the exhibit hall, radio frequency interference has become a concern. ACS wishes to protect all exhibitors and itself from the loss of business connectivity and commercial activity caused by wireless radio frequency interference in the exhibit hall and throughout the McCormick Place. All devices utilizing wireless technology inside the building should avoid utilizing devices manufactured in accordance with the Institute of Electrical and Electronics Engineers (IEEE) 802.11 2.4 GHz band spectrum as interference and channel overlap might cause loss of signal and disrupt connectivity. ACS, in order to protect itself and its exhibitors against signal disruption, reserves the right to terminate or otherwise restrict the use of any wireless device that causes interference to ACS or any other exhibitors because it operates in the 802.11 2.4 GHz band or any other RF band spectrum.
Radio frequency interference can also be caused by machinery, audio visual/computer equipment, and other types of electrically powered equipment. Exhibitors are responsible to maintain radio frequency emissions caused by their participation at the Show to within the purchased perimeter dimensions and height limitation of their booth. Exhibitors with equipment radiating radio frequency interference beyond the boundaries of their booth are subject to disconnection of the radio frequency emitting device or equipment by ACS Management.

Food and Beverage

All food and beverage is supplied by Savor... Chicago, the exclusive provider at the McCormick Place. Dispensing of small food and beverage samples or other consumable products by exhibitors or the use of EAC services for the provision of food and beverage requires the written approval of ACS Management. No alcoholic beverages or containers are allowed in the exhibit hall. Additional information will be supplied in the Technical Exhibitors’ Service Kit.

Freight and Package Deliveries

The McCormick Place cannot accept freight shipments or packages for exhibitors or their contractors at any time. All freight and packages must be consigned through GES. There will be no exceptions to this policy. POV access information and regulations will be available in the Technical Exhibitors’ Service Kit. Exhibitors hand-carrying their equipment and displays are limited to one load of material per person, and care must be taken to not damage building carpet, doors, or elevators.

Freight Rigging Labor

Once your materials are delivered to your exhibit space, riggers handle (load and unload), uncrate, and set up all machinery and structural steel, including steel superstructures for double-decks, framing, equipment, and gantries. (Note: Riggers are dispatched in crews of two. Please keep in mind that a rigging crew generally consists of one foreman, one rigger, and a forklift. The hourly rate shown is per man-hour and does not include equipment, such as forklifts, which are charged separately.)

Riggers must be ordered one day in advance. Because there is no labor pool for riggers, same-day orders for rigging labor cannot be guaranteed. Order forms for rigger labor and more specific information are included in the Technical Exhibitors’ Service Kit.

Lighting Levels, Electricity, and Air Conditioning During Move-In/Out

Air conditioning and heating will not be provided during move-in and move-out days because the loading dock doors are open during these times. The McCormick Place will maintain ventilation and work level lighting (equal to half open exhibit lighting levels) during move-in and move-out hours. During exhibit hours, air conditioning and full illumination will be provided by the facility. Electricity, once installed, will be available on an hourly basis.

Lasers, X Rays, and Compressed Gases

Use of lasers, compressed inert gases, and compressed liquids are subject to review and approval by the ACS and McCormick Place Event Management. All requests must be received in writing by July 17, 2020, and should state the nature of process or equipment to be demonstrated, the quantity of equipment, and how demonstrations will avoid hazards to people or nearby objects. Additional information will be supplied in the Technical Exhibitors’ Service Kit. The operation of X-ray equipment and radiographic equipment is prohibited at the McCormick Place and at Clinical Congress 2020.
Motorized Vehicles

Vehicles or displays propelled or involving internal combustion engines must be preapproved by the ACS and McCormick Place Event Management before display. The location of vehicles or motorized displays must be clearly indicated on a floor plan submitted to ACS for advance approval. The following general rules are required for vehicles and motorized displays:

- Must have not more than an 1/8 tank of gasoline or three gallons, whichever is less, in the display vehicle
- Must have a locking gas cap or tape covering the gas access port cap
- Must have a disconnected battery
- Must have a drip pan under the vehicle’s drive train
- Keys and any codes for security features for vehicle must be in the possession of Show Security during the time the vehicle is inside the convention facility
- Vehicles cannot be moved during show hours

Additional information will be supplied in the Technical Exhibitors’ Service Kit. Arrangements must be made in advance with GES and the ACS for access and placement of vehicles or motorized displays on the exhibit floor.

General Fire, Public Safety, and Convention Facility Regulations

- No candles or open flames are permitted.
- All flammable or combustible aerosol containers used for display purposes must be empty.
- No liquefied petroleum gases (propane, butane), natural gas, or portable heating equipment are permitted inside the McCormick Place.
- Electrical wires in fixtures and fittings must be U.L. listed and be 14-guage (or better), at minimum.
- No helium filled balloons are permitted.
- No fireworks, smoke machines, or pyrotechnics of any type are permitted.
- Hazardous chemicals and materials (pesticides, herbicides, poisons, untreated mulch, Spanish moss, hay, straw, fireplace logs, cut evergreen trees or branches, charcoal) are prohibited.

- Smoking is prohibited inside the McCormick Place.
- Passenger elevators and escalators may not be used for freight, including hand trucks.
- Certain low-residue tapes are required for installations on the exhibit floor. Contact GES National Service Center at 800-475-2098 with specific questions.
- Nothing shall be tacked, nailed, screwed, taped, stapled, drilled, or otherwise fastened to ceilings, columns, walls, floors, doors, painted surfaces, marble, or other parts of the building or furniture in the McCormick Place. Any necessary actions for the protection of the building, equipment, or furniture will be at the expense of the Exhibition. No painting of any sort is allowed within the McCormick Place.
- Glitter, confetti, sand, popcorn, and adhesive-backed (stick-on) decals or stickers are strictly prohibited and may not be distributed or used for any purpose within the facility. Please read the Booth Configurations section for additional requirements for booths in the McCormick Place.
FREIGHT HANDLING/MATERIAL HANDLING/DRAYAGE/SHIPPING INFORMATION

Outbound Material Handling

The Outbound Handling Order Form or Bill of Landing (BOL) provides instructions to your freight carrier about the number of pieces and type and destination of your shipment. Each shipment requires a separate BOL. Return (or “outbound”) BOLs will be required for your outbound shipments at the close of the event. Do not leave these documents in your booth or on your freight. All BOLs must be turned in as soon as your materials are ready for shipment. Also, if you want your shipment sent by a specific carrier, indicate that carrier and contact information on the BOL. If this step is not done, the official contractor will select the most convenient carrier available.

Packing Your Shipment

- Confirm with your carrier your materials are labeled for the lowest possible tariff.
- CONSOLIDATE your shipment into crates to reduce handling time, cost, and the probability of loss or damage.
- Label all cartons clearly with the event name, your company name, and correct booth number.
- Do not indicate contents on the outside of cartons or crates.
- Number and manifest each piece for dispersal on site.
- Do not ship electronic equipment such as DVD players, VCRs, monitors, computers, and printers in the manufacturer’s carton; consolidate these items into larger cartons or crates.

To facilitate tracking a shipment, complete and return Freight Service form located in the Technical Exhibitors’ Service Kit. All incoming freight must be fully prepaid. COLLECT FREIGHT WILL NOT BE ACCEPTED.

Shipment Arrival and Removal

Access to the loading docks will be controlled by GES to provide and maintain a safe and efficient move-in and move-out schedule. GES will provide and operate all material handling equipment with appropriate labor within the McCormick Place to move freight to and from trucks to the exhibit booth. All unloading, reloading, and handling of empty containers will be performed by GES labor. Services not ordered in advance must be procured through the Exhibitor Service Desk maintained at the McCormick Place.

On-site drayage is charged by weight. Drayage rates include delivery of materials to your booth and removal of empty crates to storage. Advance shipment rates also include warehousing up to 30 days before the exposition. Drayage rates are per hundred pounds (hundred weight [cwt]) or fraction thereof (that is, a shipment of 75 pounds will be billed at 1 cwt, while a shipment of 125 pounds will be billed at 2 cwt). A minimum charge of 200 pounds (2 cwt) is applied for each round-trip shipment.
• Rates shown are round-trip.

• All outbound-only shipments will be billed at the direct shipment rate.

Exhibitors delivering booth components with a personally operated vehicle (POV) must check in at the marshaling yard to obtain a POV dock pass. Drivers will display the GES-distributed POV dock pass to the McCormick Place security at the loading dock access check point and will be directed to their designated unloading area. GES will have equipment and personnel available to assist exhibitors to keep the loading and unloading of freight orderly and on schedule.

An exhibitor may move material on the exhibit floor that can be hand-carried in one trip, provided that no material handling equipment is used, such as hand trucks, dollies, or other mechanical equipment.

Advance shipments should arrive on or between August 28 and September 28, 2020. Hours for receiving are Monday–Friday, 8:00 am–2:30 pm.

All exhibit matters and questions not covered by these Policies and Procedures are subject to the decision of ACS. These Policies and Procedures may be amended at any time by ACS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Policies and Procedures, written notice will be given by ACS to exhibitors who may be affected.
Advance Shipments

Advance shipments to the official contractor’s advance warehouse can be received as many as 30 days in advance of Clinical Congress, stored, and delivered to your ACS exhibit space at the rate noted in the Technical Exhibitor Services Kit with a 200 lbs. minimum per shipment.

Shipments to the advance warehouse will be accepted from Friday, August 28 and Monday, September 28.

Advance shipping address:

c/o GES  
American College of Surgeons  
Clinical Congress 2020  
(Your Company Name and Booth Number)  
4108 W. 52nd Place  
Chicago, IL 60632

Direct Shipments

Direct shipments are made directly to the McCormick Place loading dock for delivery to your booth and will be received according to the exhibitor’s published target delivery date. Rates for direct shipments are noted in the Technical Exhibitors Service Kit with the a 200 lbs. minimum per shipment.

Direct shipments address:

c/o GES  
American College of Surgeons  
Clinical Congress 2020  
(Your Company Name and Booth Number)  
McCormick Place - West  
2301 S. Lake Shore Dr.  
Chicago, IL 60616

GES General Service Contractor

National Service Center
7000 Lindell Rd.
Las Vegas, NV 89118-4702
Phone (in USA): 800-475-2098
FAX (in USA): 866-329-1437
International Calls: 702-515-5970
International Faxes: 702-263-1520

GES Logistics Common Carrier Service

Contact: Arlena Polk
800-475-2098 x3546
apolk@ges.com
Get an instant quote today at https://e.ges.com/024600675/logistics_quote

McCormick Place Exhibitor Services

Utilities Contractor (Internet and Telecommunications Services)
312-791-6113
2019 Technical Exhibitors

10 Newtons, Inc.
3D Systems Simbionix
3-Dmed
Abbott
Acell
ACSI Insurance Program
Acute Innovations
Adler MicroMed, Inc.
Advanced Endoscopy Devices, Inc.
AdventHealth
Aesthetic Physicians Academy
AKTORMED
Alesi Surgical Technologies
Allegan
American Physician Institute - The Pass Machine
AMI
Applied Medical Technology, Inc.
AMT
ARM, Inc.
Army Medical Recruiting
Artery Studios Inc.
Association of Surgical Technologist
Assut Europe SpA
Auburn University Physicians Executive MBA Program
Automated Medical Products Corp.
Aya Locums
Baxter Healthcare
BD (Formerly Bard)
Beeken Biomedical
BellyBinder
Blackwell Bra
Bolder Surgical
Boston Scientific
Capital One
Cardinal Health
caresyntax Corporation
Ciaonna Medical Powered by Merit Medical
Cine-Med, Inc
CirVivo
Colorado Therapeutics
CompHealth
Cura Surgical
Dabor Surfaces Inc.
Designs for Vision, Inc.
Diagnostic Green, LLC
DrySee
Eclipse Loupes
Elsevier
Emily C
EndoGastric Solutions
Entabi Innovation
Entac Medical
Epic
Ethicon with Deuph Synthes
EvolveMedTech
FLUOPTICS
Foundation for the Advancement of Wound Care
General Surgery New GIJBIB
Gore & Associates
Haize Medical
Hayes Locums
HCA Healthcare
Heron Therapeutics, Inc.
Hitachi Healthcare
Hologic
Hospital Information Services for Jehovah’s Witnesses (United States)
Indiana University Kelley School of Business, Physician MBA
INTEGRA LIFE SCIENCES
Intramedical Imaging
Intuitive
inx Medical
Jackson & Coker LT
JET Surgical
Jim Henry Inc
JJ International Instruments
Kapp Surgical Instrument, Inc.
KARL STORZ Endoscopy-America, Inc.
KCI, An Acelity Company
KTI Group
KLS Martin
LEANTAAS
LG Business Solutions, U.S.A.
Lifebox
LifeLike BioTissue
LIVSMED
Locum Leaders
Locums Choice
LocumTennis.com
Malinckrodt Pharmaceuticals
Medeon Biodesign
MEDIFLEX SURGICAL PRODUCTS
MediPurpose Inc
Medtronic
MezLight
Microsurgery Instruments, Inc.
MivMedx
Moss Tubes Inc.
mundaii.com
Nadia International, Inc.
National Surgical Assistant Association (NSAA)
Neurovision Medical Products
New Wave Endo
NinoMed
Northwell Health
Olympus America Inc.
Orascoptic
Pacira Pharmaceuticals, Inc.
Pan-African Academy of Christian Surgeons
Parnell Pharmaceuticals, Inc.
PatientPop
PolyNova North America LLC
PracticeLink
Prescient Surgical
ProCell Surgical Inc.
Professional Market Access, Inc.
Prytime Medical Devices, Inc.
Quest Healthcare Solutions
Restore Robotics
Richard Wolf Medical Instruments Corporation
Ricohet Nutrition
Ronin Surgical Corp.
Rose Micro Solutions
Scanlan International, Inc.
Sejong Medical Co., Ltd
SLACK Inc.
Smith & Nephew, Inc.
Society of Surgical Oncology
SonoSim
SONY HEALTHCARE SOLUTIONS
Springer
Staff Care
Stitches Medical
Stryker
SurgeryLink, Inc.
Surgical Science, INC
SurgiStrong, LLC
SurgiTel
Suture Ease
SUTUREGARD Medical, Inc
Synergy Surgicalists
Taewoong Medical USA
Takeda
TeamHealth
TFM Publishing
THD America, Inc.
The Canadian Association of General Surgeons
The Osler Institute
The Surgeon Group
Thompson Surgical Instruments, Inc.
TIPS Laparoscopic Simulator
TransEnterix, Inc.
TrueLearn
UBERDOC
UBS Financial Services, Inc.
United Endoscopy
United States Navy Recruiting Command
University of Tennessee Physician Executive MBA Program
US Air Force Health Professions Recruiting Featuring Special Operations Surgical Teams
Vector Surgical, LLC
Veteran Health Indiana
VISTA Staffing Solutions
Weatherby Healthcare
Wexler Surgical, Inc.
Wolters Kluwer
World Surgical Foundation
Xenosys USA
Ziosoft
FUTURE CLINICAL CONGRESS DATES

WASHINGTON, DC  
October 24–28, 2021

SAN DIEGO, CA  
October 16–20, 2022

BOSTON, MA  
October 22–26, 2023

SAN FRANCISCO, CA  
October 20–24, 2024

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