

# ACS/Clinical Congress 2024

October 19–22  
San Francisco, CA

## EXHIBITOR EVENTS GUIDELINES



**Achieving Our Best Together:  
#InclusiveExcellence**

*[facs.org/clincon2024](https://facs.org/clincon2024)*

# CLINICAL CONGRESS 2024

SAN FRANCISCO / OCTOBER 19-22

The American College of Surgeons (ACS) Annual Clinical Congress is one of the largest surgical meetings of the year, and we are pleased to once again offer our exhibiting companies the opportunity to hold Exhibitor Events. These industry-supported events are coveted opportunities, providing your company maximum exposure to this influential group.

Exhibitor Events include the following benefits to enhance visibility during Clinical Congress 2024:

- Recognition on the official "Thank You" banner
- An advance attendee registration mailing list for event promotion (includes street addresses for a one-time-only use)
- If requested, your event can be listed in the daily *Clinical Congress News*

*Thank you for your continued support of the Annual Clinical Congress. We aim to make your experience a powerful one!*





# CLINICAL CONGRESS 2024

## SAN FRANCISCO / OCTOBER 19-22

**Companies requesting function space must be confirmed exhibitors at Clinical Congress 2024.**

Third-party organizers requesting space must be the agency of record for the exhibiting company. Permission to use third-party organizers must be requested in writing by the exhibitor on company letterhead.

Clinical Congress 2024 commences on Saturday, October 19 at 8:00 am and adjourns on Tuesday, October 22, at 15:45 pm. Within this period, neither exhibitors nor their agents may conduct, participate in, or support any educational/marketing activities directed toward ACS Clinical Congress participants, other than as part of an approved exhibit in the Clinical Congress Exhibit Hall. Specific time slots offered for exhibitor events are indicated in the table on this page.

**Exhibitor Events Schedule** Exhibitor Events Schedule is subject to change.

Date	Fee	Time/Location
Friday, October 18	\$19,400	6:00-10:00 pm / Hotel
Sunday, October 20	\$31,800	6:00-10:00 pm / Hotel
Monday, October 21	\$31,800	6:00-10:00 pm / Hotel

**No meetings or events may be scheduled in competition with an officially sanctioned Clinical Congress program without prior written approval of ACS.** This restriction includes all Exhibitor Events, lectures, sessions, and social functions. Social events are gatherings that are not educational in nature and for which there is no formal program. However, confirmed exhibiting companies may request function space and times for Exhibitor Events outside of their assigned booth space directly through ACS. Interested exhibitors must complete and submit a Function Space Request Form by the [PDF form](#) to the ACS Convention Office.

**No CME Credit can be given at any Exhibitor Event.**

**All requests for function space will be handled through the ACS Convention Office. Making requests directly with the venues is prohibited.** If you are planning a function at a location other than the official ACS Clinical Congress hotels or convention center, written approval must still be granted by ACS prior to finalizing your arrangements. Space will be assigned on a first-come, first-served basis.

PLEASE NOTE: The ACS Clinical Congress Convocation ceremony is held the evening of Saturday, October 19 at 6:00 pm. No exhibitor event time slots will be offered or approved during this time.

To secure space for an Internal Staff Meeting, please contact:

**Kate Poetker**

Exhibits Manager, Convention and Meeting  
 American College of Surgeons  
 312-202-5210  
[kpoetker@facs.org](mailto:kpoetker@facs.org)

# CLINICAL CONGRESS 2024

## SAN FRANCISCO / OCTOBER 19-22

Requests for exhibitor events **MUST** include the following information pertaining to the planned events:

- Day, date, time, and title of meeting/event
- General description of educational content and/or agenda topics
- List of presenters
- Supporter(s) of event
- Anticipated attendance and registration fee (if any)
- Contact information
- Completed Function Space Request Form

**August 9, 2024**, is the **DEADLINE** for receipt of Function Space Requests for events. Requests will be accepted past this deadline but are confirmed on a space-available basis only.



Once ACS approves the event, a **nonrefundable fee** (see schedule) is required, which provides the exhibiting company the exclusive right to conduct an exhibitor event. Actual meeting expenses/costs related to the promotion and/or coordination of the event are additional and are the responsibility of the event organizer. No additional fees are charged by ACS other than for those services requested from ACS, such as advance invitations, hotel door drops, and or other ACS promotional opportunities.

Requests cannot be made directly with the venues. If you require substantial meeting space, please submit your requests along with your block housing request of more than 9 rooms. The housing request form can be found on the ACS Clinical Congress 2024 [housing page](#). If you are planning a function at locations other than the official ACS 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 Request Form. Upon receipt of payment, the ACS Convention Office will confirm arrangements and notify supporting companies of their space assignments. The supporting company is responsible for finalizing all arrangements with the assigned venue.

After event space is assigned, ACS accepts no responsibility for the planned function.

Although ACS provides function space, it does not endorse your function and does not consider it to be part of the official program. Functions being held may not make use of the ACS name or logo, or in any way imply the function is endorsed or co-sponsored by ACS. **All invitations, registration brochures, and promotional materials must be submitted to ACS for approval prior to printing.**

For further information, please contact:

**Kate Poetker**  
*Exhibits Manager, Convention and Meeting*  
 American College of Surgeons  
 312-202-5210  
[kpoetker@facs.org](mailto:kpoetker@facs.org)

# EXHIBITOR EVENTS REQUEST

All functions taking place during Clinical Congress 2024 must be approved by ACS

Requests should be completed and returned no later than August 9, 2024. Requests received after this date can only be confirmed on a space-available basis.

# ACS/Clinical Congress 2024

October 19-22  
San Francisco, CA

SUPPORTING COMPANY \_\_\_\_\_

EVENT TITLE \_\_\_\_\_

## LOCATION

EVENING EVENT\*

- Grand Hyatt San Francisco
- Hilton San Francisco Union Square
- Hyatt Regency San Francisco
- Downtown Soma
- InterContinental San Francisco,  
An IHG Hotel
- San Francisco Marriott Marquis
- San Francisco Marriott Union Square
- Parc 55 San Francisco - A Hilton Hotel
- W San Francisco
- Westin St. Francis San Francisco  
on Union Square

\*Please note hotel space assignment will be made based on availability.

## DAY/DATE

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

## TIME

Start: \_\_\_\_\_

End: \_\_\_\_\_

## ATTENDEES

Number of people: \_\_\_\_\_

Registration fee: \_\_\_\_\_

## ADDITIONAL INFORMATION

Attached to this request form:

- Agenda and topic description
- List of presenters

## FUNCTION

- Breakfast
- Reception
- Dinner
- Reception/Dinner
- Other:

## SETUP

- Conference
- U-Shape
- Theater
- Cocktail Tables
- Head table for (please indicate number):
- Hollow Square
- Schoolroom
- Rounds
- Other (please indicate alternate set-up):
- Risers

Special Requirements (ADA accessible, etc):

Please check here if your event should be listed in *Clinical Congress News*. Changes and/or listing requests must be received by August 9, 2024.

CONTACT PERSON \_\_\_\_\_

COMPANY/GROUP \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

FOR ACS USE ONLY	
SYM#	_____
Facility	_____
Room	_____
Date Entered	_____
Date Revised	_____

Please return to:

**Kate Poetker**  
Exhibits Manager, Convention and Meeting  
American College of Surgeons  
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