TECHNICAL EXHIBITORS PROSPECTUS

Meeting Dates: October 16–20, 2016
Exhibit Dates: October 17–19, 2016 | 9:00 am–4:30 pm
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WELCOME,

and thank you for considering exhibiting at the American College of Surgeons Annual Clinical Congress

This fall, 8,300 domestic and international surgeons will arrive in Washington, DC, for one of the largest surgical meetings of its kind! Clinical Congress 2016 will be held at Walter E. Washington Convention Center on October 16–20, 2016. 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 more valuable to our membership, as well as an exciting and customer-rich market place for you, by offering 1.5-hour dedicated lunch breaks with no competing Panel Sessions and consistent exhibit hall hours.

Secure your booth space NOW for the largest surgical meeting of its kind! We look forward to seeing you in Washington, DC, and so 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 almost 8,300 health care professionals. Be where your competitors will be. Last year, 14,000 leads were generated.
**WHY EXHIBIT?**

### 2015 Clinical Congress Registration Breakdown

<table>
<thead>
<tr>
<th>Registration Category</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellow</td>
<td>4,378</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>70</td>
</tr>
<tr>
<td>Initiate</td>
<td>821</td>
</tr>
<tr>
<td>Associate Fellow</td>
<td>446</td>
</tr>
<tr>
<td>Resident Member</td>
<td>1,311</td>
</tr>
<tr>
<td>Medical Student Member</td>
<td>376</td>
</tr>
<tr>
<td>Medical Student Nonmember</td>
<td>156</td>
</tr>
<tr>
<td>Resident Nonmember</td>
<td>335</td>
</tr>
<tr>
<td>Guest Physician</td>
<td>749</td>
</tr>
<tr>
<td>PhD</td>
<td>131</td>
</tr>
<tr>
<td>Allied Health</td>
<td>190</td>
</tr>
<tr>
<td>Spouse/Guest</td>
<td>530</td>
</tr>
<tr>
<td>Commercial Press</td>
<td>16</td>
</tr>
<tr>
<td>Press</td>
<td>23</td>
</tr>
<tr>
<td>Staff</td>
<td>322</td>
</tr>
<tr>
<td>Commercial Representative</td>
<td>90</td>
</tr>
<tr>
<td>Retired Fellow</td>
<td>236</td>
</tr>
<tr>
<td>Other</td>
<td>293</td>
</tr>
<tr>
<td>Technical Exhibitor</td>
<td>1,795</td>
</tr>
<tr>
<td><strong>Total Registrants</strong></td>
<td><strong>12,268</strong></td>
</tr>
</tbody>
</table>


**Physician Breakdown by Specialty**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Colon and Rectal Surgery</td>
<td>362</td>
<td>358</td>
<td>418</td>
<td>374</td>
</tr>
<tr>
<td>General Surgery</td>
<td>6,518</td>
<td>6,824</td>
<td>6,737</td>
<td>6,352</td>
</tr>
<tr>
<td>Neurological Surgery</td>
<td>46</td>
<td>61</td>
<td>46</td>
<td>59</td>
</tr>
<tr>
<td>Obstetrics and Gynecology</td>
<td>54</td>
<td>50</td>
<td>52</td>
<td>47</td>
</tr>
<tr>
<td>Ophthalmic Surgery</td>
<td>7</td>
<td>13</td>
<td>17</td>
<td>2</td>
</tr>
<tr>
<td>Orthopaedic Surgery</td>
<td>31</td>
<td>49</td>
<td>36</td>
<td>52</td>
</tr>
<tr>
<td>Otolaryngology</td>
<td>83</td>
<td>118</td>
<td>78</td>
<td>96</td>
</tr>
<tr>
<td>Pediatric Surgery</td>
<td>259</td>
<td>279</td>
<td>228</td>
<td>215</td>
</tr>
<tr>
<td>Plastic Surgery</td>
<td>147</td>
<td>176</td>
<td>118</td>
<td>135</td>
</tr>
<tr>
<td>Thoracic Surgery</td>
<td>236</td>
<td>348</td>
<td>147</td>
<td>309</td>
</tr>
<tr>
<td>Urological Surgery</td>
<td>90</td>
<td>113</td>
<td>93</td>
<td>126</td>
</tr>
<tr>
<td>Vascular Surgery</td>
<td>244</td>
<td>277</td>
<td>267</td>
<td>252</td>
</tr>
<tr>
<td>Not Indicated</td>
<td>199</td>
<td>193</td>
<td>73</td>
<td>129</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,276</strong></td>
<td><strong>8,859</strong></td>
<td><strong>8,310</strong></td>
<td><strong>8,148</strong></td>
</tr>
</tbody>
</table>

**Physician Geographical Breakdown**

<table>
<thead>
<tr>
<th>Location</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>6,185</td>
</tr>
<tr>
<td>Canada</td>
<td>293</td>
</tr>
<tr>
<td>International</td>
<td>1,798</td>
</tr>
<tr>
<td><strong>Total Surgeons</strong></td>
<td><strong>8,276</strong></td>
</tr>
</tbody>
</table>

**DID YOU KNOW?**

80% of exhibitors ranked the Clinical Congress exhibit hall layout as 4 or higher on a scale of 1 to 5 (5 being an excellent rating).
TIMELINE AND DUE DATES

Official Meeting Dates:
October 16–20, 2016

Exhibit Hall Open:
October 17–19, 2016
### TIMELINE AND DUE DATES

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

**Melissa Matarrese, CMP**  
Senior Exhibits Coordinator  
Convention and Meetings  
312-202-5532  
312-268-5241 (fax)  
mmatarrese@facs.org

Beginning June 13, 2016, please contact:  
**Michele Staus, CEM**  
Vice-President, Exhibit Sales  
TriStar Publishing, Inc.  
913-378-2496  
913-491-4202 (fax)  
mstaus@tristarpub.com

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March/April</td>
<td>Prospectus posted online.</td>
</tr>
<tr>
<td>April/May</td>
<td>Space assignment/invoice mailing.</td>
</tr>
<tr>
<td>April 11</td>
<td>Exhibitor block housing DUE.</td>
</tr>
<tr>
<td>July 1</td>
<td>FULL/FINAL PAYMENT 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 10</td>
<td>Block housing deposits and rooming lists DUE.</td>
</tr>
<tr>
<td>August 7</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>September 5</td>
<td>Exhibitor-Appointed Contractor (EAC) requests DUE by the end of business on Friday, September 5. See Exhibitor-Appointed Contractors (EACs) on page XX for details.</td>
</tr>
<tr>
<td>September 5</td>
<td>FLOOR PLANS: Free-form island elevation and overview drawings DUE.</td>
</tr>
<tr>
<td>September 22</td>
<td>Discount price deadline for exhibit orders.</td>
</tr>
<tr>
<td>September 29</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>
</tr>
<tr>
<td>October 1</td>
<td>Exhibitor badge registration DEADLINE.</td>
</tr>
<tr>
<td>October 12</td>
<td>Set-up of free-form island exhibits begins (prior arrangement required).</td>
</tr>
<tr>
<td>October 13</td>
<td>General set-up begins (all exhibitors).</td>
</tr>
<tr>
<td>October 16</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 17</td>
<td>Exhibit Hall opens at 9:00 am (exhibitors permitted entrance at 8:00 am).</td>
</tr>
<tr>
<td>October 19</td>
<td>Exhibit Hall closes at 4:30 pm (dismantle and move-out begins).</td>
</tr>
</tbody>
</table>
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. 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.

Official Meeting Dates

The American College of Surgeons Clinical Congress 2016 commences on Sunday, October 16, 2016, at 7:30 am and adjourns on Thursday, October 20, 2016, 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.
Deposit and Rental Fees
Each exhibitor must have on file with ACS a complete and accurate application, which includes a deposit equaling the sum of $1,000 per 100 square feet of exhibit space requested on the application. Space is rented at $35 per square foot for island and corner locations and $34 per square foot for in-line booths. Applications and deposits are due April 8, 2016, to qualify for initial assignment of space using priority points. Applications will not be accepted unless accompanied by a valid credit card number for deposit. Applications received after April 8, 2016, 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's 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>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 13</td>
<td>8:00 am-5:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, October 14</td>
<td>8:00 am-5:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday, October 15</td>
<td>8:00 am-5:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, October 16</td>
<td>8:00 am-6:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, October 17</td>
<td>8:00 am-6:00 pm</td>
<td>9:00 am-4:30 pm</td>
<td></td>
</tr>
<tr>
<td>Tuesday, October 18</td>
<td>8:00 am-6:00 pm</td>
<td>9:00 am-4:30 pm</td>
<td></td>
</tr>
<tr>
<td>Wednesday, October 19</td>
<td>8:00 am-6:00 pm</td>
<td>9:00 am-4:30 pm</td>
<td>4:30 pm-9:00 pm</td>
</tr>
<tr>
<td>Thursday, October 20</td>
<td>8:00 am-6:00 pm</td>
<td>8:00 am-5:00 pm</td>
<td></td>
</tr>
<tr>
<td>Friday, October 21</td>
<td>8:00 am-6:00 pm</td>
<td>8:00 am-12:00 noon**</td>
<td></td>
</tr>
</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 21, 2016, at 12:00 noon.
Carriers should be checked in by Friday, October 21, 2016, 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 July 1, 2016, or it will 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 July 1, 2016, 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 2005;
- 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 July 1, 2016, to be eligible for any refund. A $1,000 service charge 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 16, 2016, 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 an Exhibitor 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 a peninsula or island type exhibit, or relocating to an exhibit space with a peninsula or 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 at least 60 days prior to the opening of the Exhibition.

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 at facs.org and announced to exhibitors when live. 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.

- 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 District of Columbia Fire Ordinances.
- Electrical equipment and display components must conform to the District of Columbia Electrical Code.
- Hanging signs, at any height, will be permitted on a case-by-case basis and will require ACS and Walter E. Washington Convention Center 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, September 2, 2016.

DEADLINE
Sep 2

For 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.
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 September 2, 2016. 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 includes side and backwall drape and sign indicating booth number, company name, city and state.

**DEADLINE**

**Sep 2**

**PENINSULA BOOTH LAYOUT**

**IN-LINE BOOTH LAYOUT**
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 September 2, 2016. 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.
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 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 Walter E. Washington Convention Center 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 Walter E. Washington Convention Center.

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 13, 2016. If set-up of any exhibit has not started by 2:00 pm, Sunday, October 15, 2016, ACS may order the exhibit installation 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 15, 2016, 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 Walter E. Washington Convention Center in accordance with ACS Policies and Procedures, instructions provided in the Exhibitor Service Kit, and the closing bulletin issued on site Tuesday, October 18, 2016, prior to 12:00 noon. Carriers should be checked in by Friday, October 21, 2016, at 10:00 am. Additional information will be provided in the Exhibitor Service Kit. All exhibit material must be packed and loaded on carriers by 12:00 noon, Friday, October 21, 2016. 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 District of Columbia Fire Prevention Ordinances and Walter W. Washington Convention Center. 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: U.S. Food and Drug Administration; 888-463-6332; 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 one million dollars ($1,000,000) for personal injury, death, or property damage in any one occurrence. Such insurance should include coverage of the indemnification obligations of exhibitors under the Policies and Procedures and should 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 Walter E. Washington Convention Center directly for an exhibitor, and who are not the exhibitor’s employees, must provide ACS with original certificates of insurance by September 8, 2016.

Security - General guard service will be provided by ACS for the Exhibition period; however, neither the guard service nor ACS will be responsible for loss of or damage to any property. Exhibitors are responsible for safeguarding and insuring their goods, materials, equipment, and exhibits at all times.
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, 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** 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** 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 of any kind are prohibited from being performed on humans or any live animal.**

- **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** - Picture taking is prohibited during installation, show days, and dismantling, other than by the official ACS photographer or registered press.

- **Laser Demonstrations** - ACS has adopted 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 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.

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 Melissa Matarrese, CMP, at 312-202-5532 or mmatarrese@facs.org for questions regarding the operation of exhibits.

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, 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. 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.
EXHIBITOR REGISTRATION AND BADGE POLICY

The advance registration deadline date is October 13, 2016. All Web registrations received by midnight Central Time 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.

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 full-time 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.

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.

Children under 16 years of age ARE NOT PERMITTED on the exhibit floor at any time.
**Policy on Media Relations for Technical Exhibitors**

Exhibitors at Clinical Congress 2016 are required to observe the following regulations concerning media relations:

- Exhibitors may not conduct press conferences on the exhibit floor or in Walter E. Washington Convention Center; 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 Carrie Ryan, Meetings Coordinator, Convention and Meetings, at 312-202-5677 or cryan@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:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>October 14</td>
<td>8:00 am–4:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 15</td>
<td>8:00 am–4:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>October 16</td>
<td>8:00 am–4:00 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>October 17</td>
<td>7:30 am–4:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 18</td>
<td>7:30 am–4:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 19</td>
<td>7:30 am–4:00 pm</td>
</tr>
</tbody>
</table>
EXHIBITOR SLEEPING ROOMS AND FUNCTION SPACE

All housing arrangements must be coordinated through the ACS Housing Bureau, and all meeting space requests must be coordinated through the ACS Convention Office. All requests for 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 Ready Room. Reservations will require a credit card guarantee at the time of booking. The individual reservation cut-off date is September 9, 2016. Further instructions regarding the housing process will be provided on the housing site.

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 in May.

Deposits and rooming lists are due on all reservations no later than Friday, July 1, 2016. Exhibitors will be responsible for any attrition penalties due for guest rooms held and not utilized as outlined in the Group Booking Agreement received when hotel assignments are confirmed.

Function Space - Clinical Congress 2016 commences on Sunday, October 16, 2016, at 8:00 am and adjourns on Thursday, October 20, 2016 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.

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 must be submitted to ACS on the Exhibitor Event form. Information regarding Exhibitor Events will be available in the ACS Exhibitor Ready Room.

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 Carrie Ryan, Meetings Coordinator, Convention and Meetings, at 312-202-5677 or cryan@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 is excited to announce a new marketing partnership with TriStar Publishing. As a leader in the industry, TriStar representatives will work closely with you to provide marketing solutions to maximize your visibility during Clinical Congress 2016.

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

Marketing opportunities include print, convention center, and hotel options.
WHO DOES WHAT
AT WALTER E. WASHINGTON CONVENTION CENTER
WHO DOES WHAT AT WALTER E. WASHINGTON CONVENTION CENTER

The Technical Exhibitor Service Kit will be available in July and 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 2016.

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.

Work rules and customs vary from one city to another. Even the experienced exhibitor may find it difficult to keep up. To save time and money in setting up your exhibit at the Walter E. Washington Convention Center, we have assembled the following list of trade unions, what labor they traditionally perform, and hourly rates.

Confusion and overtime charges can be avoided by making sure your exhibit is delivered on time, by ordering labor and furniture in advance to take advantage of applicable discounts, and by providing proper on-site supervision of all installation labor. You may supervise installation and dismantling or contract with either the general contractor or an appointed contractor.

### Display Labor

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$84.25</td>
</tr>
<tr>
<td>Overtime</td>
<td>$126.50</td>
</tr>
<tr>
<td>Double Time</td>
<td>$198.50</td>
</tr>
</tbody>
</table>

Display labor is responsible for uncrating of exhibits and display material; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture, and laying of floor tile and carpets; hanging and installation of nonelectric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers, and gangling of chairs; installing all drape, cloths, and/or tacked fabric panels; Velcro signs used in a booth that require tools or more than one person for installation.

However: The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters’ union. Two (2) full-time exhibiting company employees may work without carpenter labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10’ x 10’. Exhibitors may work in booths 10’ x 10’ or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, and so on) on booths of...
any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or the event decorator. Exhibitors may hang their own signs using any other type of fastener, as long as no tools or ladders are required and the total time to hang the sign does not exceed one-half hour. Exhibitors may also skirt tables, provided they use their own custom-fit skirts without the use of staples, snaps, or Velcro.

In connection with exhibits no larger than 300 net sq ft, an exhibitor or a full-time company representative may erect and tear down booths by hand without mechanical assistance or ladders. In booths no larger than 300 net sq ft, union labor is not required to hang signs or graphics.

**Electricians**

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>$95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Time</td>
<td>$181</td>
</tr>
</tbody>
</table>

Electricians work on all electrical apparatus in the building, including all intra- and interconnecting of equipment and display components, as well as installation and operation of audio and video equipment. Exhibitors cannot make any electrical installations or connections to the building electrical system. This rule ensures that all connections have been made safely and that any apparatus connected to the system meets local electrical code; however, it is not meant to prevent exhibitors from plugging in their own equipment.

**Plumbers**

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>$91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Time</td>
<td>$174</td>
</tr>
</tbody>
</table>

All services include water, drain, compressed air, natural gas, and steam. All services are provided at a unit price plus time and materials for installation and removal. For specific rate information, gallons-per-minute, and pounds-per-square-inch specifications, please refer to the Utility Service Order in the Technical Exhibitors’ Service Kit or contact the Walter E. Washington Convention Center.

**Display Labor**

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>$107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time</td>
<td>$160.50</td>
</tr>
</tbody>
</table>

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.

**General Rates**

Generally, the following schedule applies to straight-time and overtime pay:

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>Monday–Friday, 8:00 am–5:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
<td>Monday–Friday, 5:00 pm–8:00 am and all day Saturday and Sunday</td>
</tr>
<tr>
<td>Double Time</td>
<td>All recognized holidays</td>
</tr>
</tbody>
</table>

Refer to the Technical Exhibitors’ Service Kit for complete information.

All labor is provided for a minimum of one hour per man. Some overtime orders require a minimum guarantee. Be sure to inquire about minimum guarantees when placing special labor orders at the service desk. Labor calls must be placed 48 hours before the start of set-up.
Hanging Signs
Depending on the type of hanging sign, it will be assembled and installed by display labor or electricians. See Freeman Hanging Sign form and/or Walter E. Washington Convention Center forms for jurisdictions in the Exhibitor Service Kit.

Cleaning/Porter Service
Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

Special Notes - All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

- Morning Break: 9:30 to 9:45 am
- Lunch Schedule: 12:00 noon to 12:30 pm
- Afternoon Break: 2:30 to 2:45 pm

General Rates Time Table
Generally, the following schedules apply to straight time, overtime, and double-time rates:

- **Straight Time**: Monday–Friday, 8:00 am–5:00 pm
- **Overtime**: Monday–Friday, 5:00 pm–8:00 am
- **Double Time**: All Day, Saturday and Sunday

Exhibitor-Appointed Contractors (EACs)
Permission to use EACs and subcontractors must be requested in writing by the exhibitor and submitted to ACS by Monday, September 18, 2016. Appointed EACs and subcontractors must provide ACS with a copy of a certificate of insurance no later Friday, September 22, 2016. Such insurance shall be in the amount of $2,000,000, naming ACS as an additional insured. If a certificate of insurance is not received by this date, any prior approvals will be revoked without any written notice. No requests, addenda, or substitutions received after September 22, 2016, will be considered. No EAC may be used in violation of these provisions.

Notification of approval of use of an EAC will be made upon receipt of request from the exhibitor and certificate of insurance from the appointed contractor. Only requests not interfering with or prejudice the orderly setup of, interim services, or dismantling of the exhibition will be approved. Requests that are inconsistent with the commitments and obligations assumed by ACS in any contract with official service contractors or in its lease with Walter E. Washington Convention Center will not be approved.

An area will be designated in Walter E. Washington Convention Center for all ACs to stage their desks and equipment. All EACs shall abide by the ACS policies and procedures. Any violation may, at the discretion of ACS, result in the EAC’s removal from the exhibit floor.

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

Exhibitors shall look solely to such contractor in the event of any injury or damage resulting from the work performed by each contractor. For final price information, please refer to the order forms contained in the online Technical Exhibitors’ Service Kit or contact the appropriate contractor to confirm.

The above information is preliminary as of January 2016. A final list of official contractors, rates, and service order forms will be included in the online Technical Exhibitors Service Kit.
General Service Contractor
Freeman
8201 W. 47th St. McCook, IL 60525
773-473-7080
469-621-5603 (fax)
Contact: Freeman Exhibitor Services
FreemanChicagoES@freemanco.com
773-473-7080

Common Carrier Service
Freeman Transportation
Contact: Freeman Exhibitor Services
Toll Free U.S./Canada – 800 955 3579
Local and International – 817 607 5100

Utilities Contractor (Plumbing and Electric)
Hi-Tech Electric LLC
Contact: Kathy Simon
ksimon@hi-techelectric.com
202-249-3636
202-249-3601 (fax)

Internet and Telecommunications Services
Smart City
Contact: Sekisha Brown
SBrown@smartcity.com
202-249-3800
202-249-3801 (fax)
Material Handling Agreement (MHA)

A Material Handling Agreement (or MHA) is instructions to your freight carrier about the number of pieces and type and destination of your shipment. Each shipment requires a separate MHA. Return (or “outbound”) MHAs 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 MHAs must be turned in to the exhibitor service desk 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 MHA. If this is not done, the official contractor will select the most convenient carrier available.

Planning Shipments

- Confirm your carrier will deliver directly to Walter E. Washington Convention Center for on-time arrival.
- Notify your carrier about any pre-scheduled move-in dates and times for on time shipping.
- Late arrival of exhibit materials will be assessed overtime setup rates and jeopardize your ability to be fully operational by show opening.

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, VCR’s, monitors, computers, and printers, in the manufacturer’s carton; consolidate these items into larger cartons or crates.

Product Security

Special arrangements can be made through Freeman to receive PRODUCT-ONLY shipments on a separate bill of lading (BOL) to be held at the advance warehouse for delivery to your booth on a designated date. The same service is available for outbound PRODUCT-ONLY shipments. Arrangements must be made in advance with Freeman.

To facilitate tracking a shipment, copies of your bill(s) of lading should be forwarded to:

Freeman
9900 Business Parkway
Lanham, MD 20706
Attn: ACS Drayage
Email: FreemanWashingtonES@freemanco.com

All incoming freight must be fully prepaid. COLLECT FREIGHT WILL NOT BE ACCEPTED

Shipment Arrival and Removal

Freeman has complete control of all dock and loading facilities and handles/transport ALL exhibit material into and out of the venue. Services not ordered in advance must be procured through the Exhibitor Service Desk maintained at Walter E. Washington Convention Center.

On-site drayage is charged by weight. Shipments made directly to the exposition facility are billed at a higher rate than those shipped in advance to the warehouse. Drayage rates include delivery of materials to your booth and removal of empty crates to storage. Advance shipment rates also include up to 30 days’ warehousing.
before the exposition. Drayage rates are per hundred pounds (hundred weight [cwt]) or fraction thereof (that is, a shipment of 75 lbs. will be billed at 1 cwt, while a shipment of 125 lbs. 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.

Van Shipments

Van shipments are made directly to Walter E. Washington Convention Center via a van line and will be received by the official drayage contractor and delivered to your booth at the direct shipment cwt rate. Van line shipments will be received, according to the exhibitor’s published target date, on a prescheduled basis. The direct shipment rate will also be charged for outbound van shipments.

All van line shipments must be coordinated with the official drayage contractor. To make arrangements for your shipment, or for general freight and drayage questions, contact Freeman at 301-918-7975 or e-mail FreemanWashingtonES@freemanco.com.

Exhibit Hall Lighting

Work lighting will be provided during official setup and dismantling hours. During the meeting, FULL lighting will be provided one hour prior to the opening of the exhibit hall until the close of the exhibits each day. This schedule will be available in the Technical Exhibitors Services Kit.

Advance Shipment Rates

- **Advance Shipments - $124.50/cwt**

  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 above (per 100 pounds) or fraction thereof per shipment, with a minimum charge of $253 per shipment.

  Shipments to the advance warehouse will be accepted beginning Thursday, September 22, 2016 (deadline for receipt is October 3, 2016).

  **Advance shipping address:**

  C/O Freeman
  9900 Business Parkway
  Lanham, MD 20706
  Attn: Exhibitor name and booth #

Direct Shipment Rates

- **Direct Shipments - $115.25/cwt**

  Direct shipments are made directly to Walter E. Washington Convention Center loading dock for delivery to your booth and will be received according to the exhibitor’s published target delivery date. The above rate is charged for direct shipments per cwt or fraction thereof per shipment, with a minimum of $218 per shipment.

  **Direct shipments address:**

  C/O Freeman
  9900 Business Parkway
  Lanham, MD 20706
  Attn: Exhibitor name and booth #
2015 Technical Exhibitors

3-Dmed
3D Systems, Simbionix Products
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
Acelity - KCI, LifeCell & Systagenix
ACell, Inc.
ACS Insurance Program
Actavis Pharma Inc. (formerly Forest Pharmaceuticals, Inc.)
Acute Innovations
Adakos USA
Advanced Endoscopy Devices, Inc.
Adventist Health
Aesculap, Inc.
Agency for Medical Innovations, Inc. (AMI)
Air Force Recruiting Services
Allina Health
Ambry Genetics
AME Publishing Company
American College of Phlebology
American Health Information Management Association (AHIMA)
American Physician Institute - The Pass Machine
AmeriCares-Medical Outreach Program
Anchor Products Company
ARMm, Inc.
Army Medical Recruiting
Artery Studios Inc.
Association of Surgical Technologists
Assut Europe
Automated Medical Product Group
Axcess Surgical Innovations
Baillet AG
Bard Davol
Bariatric Times
Baxter
Biotext Microfixation
BK Ultrasound
Boston Engineering Corporation
BREVENA Laboratories
Buffalo Filter
C-SATS, Inc.
Carlos and Davis Center for Surgical Anatomy and Technique (CSAT) of Emory University
Castle Biosciences, Inc.
CHSI Middle East
Cine-Med, Inc.
Cleveland Clinic, Simulation and Advanced Skills Center
Community Health Systems
CompHealth
Cook Medical
CRC Press - Taylor & Francis
CRH Medical Corporation
CS Surgical
Cura Surgical, Inc.
Cynosure
Decker Intellectual Properties
Designs For Vision, Inc.
Docetella.com
Dornier MedTech
Doximity
Dune Medical Devices
Eclisus USA
Edlo
Edwards Lifesciences
Electro Surgical Instrument Company
Elsevier
EmCare Acute Care Surgery
Envision Inc.
EndoGastric Solutions
Engineered Medical Solutions
Enova Illumination LLC
Enovative Technologies
Ethicon US, LLC
Executive MBA for Physicians - Brandeis University
Faxitron
Fistula Solution Corporation
FlexDex Surgical
Genentech
General Surgery News
Gore & Associates
Halyard
Hangzhou Kangji Medical Instrument Co., LTD
Hawaiian Moon
Hayes Locums
Health Breeze Inc.
Hitachi Aloka Medical
Hologic
Incise Surgical, Inc.
InforMedix Marketing Research, Inc.
International Scientific Information, Inc.
IntraMedical Imaging
Intuitive Surgical
Invuity, Inc.
IU Kelley School Business, Business of Medicine Physician MBA
Jim Henry, Incorporated
Kapp Surgical Instrument, Inc.
Karl Storz Endoscopy-America, Inc.
Karl Storz Endoscopy-Latino America
LifePoint Health / OmniPoint
Lims & Things, Inc.
Locum Leaders
LocumTenens.com
M&A
Malinckrodt Pharmaceuticals
Mammotome
MAQUET Medical Systems, USA
Mayo Clinic - Referring Providers Office
Medela Lab Coat & Scrubs
Mederi Therapeutics Inc.
Medical Innovations Group Ltd
Medifx, Inc
Mediflex Surgical Products
Medtronic (formerly Covidien)
Medwrite Medical
MedXpert North America LLC
Melcor Medical, LLC
Merck & Co
Microline Surgical
Microsurgery Instruments, Inc.
Mimic Technologies, Inc.
Mindy North America
Ministry Health Care
Miromatrix Medical Inc.
Mission Health
Moss Tubes, Inc.
Nadia International, Inc.
Nashville Surgical Instruments
National Board of Surgical Technology & Surgical Assisting
National Surgical Assistant Association (NSAAA)
neoSurgical, Inc.
Nestle Health Science
NOVADAQ
Olympus
OpenTempo
Orascoptic
Osisr Therapeutics, Inc
Otto Trading
Outpatient Surgery Magazine
Pacira Pharmaceuticals, Inc.
Pan African Academy Christian Surgeons
PenOptix, a DenMat Company
Physician Owned Surgery Centers
PracticeLink.com
Providence Health & Services
Quest Healthcare Solutions
RF Surgical Systems, Inc.
RG Medical
Rhino Medical Services
Richard Alex LLC
Richard Wolf Medical Instruments Corp.
Rose Micro Solutions
SAGES
Sanofi Biosurgery
Scalian International, Inc.
Sentara Medical Group
SheerVision, Inc.
Simulab Corporation
Skywriter MD
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Society of Surgical Oncology
Society of Trauma Nurses
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Sparrow Medical Group
Spriracur Inc.
Springer
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Staff Care, Inc.
Starsurgical, Inc.
Stryker Endoscopy
Surgical Products
Surgical Science, Inc.
SurgiTel / GSC
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TeamHealth
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TEI Biosciences Inc.
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TransEnterix, Inc.
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United Medical Systems
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University of Tennessee Physician Executive MBA Program
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Vein Clinics of America
VISTA Staffing Solutions
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Wiley
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Wolters Kluwer - UpToDate
World Surgical Foundation
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San Francisco, CA
October 27–31, 2019

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