



**AMERICAN COLLEGE OF SURGEONS
MULTIPLE CHAPTER
INVITATION TO EXHIBIT**

JOIN US

You now have the advantage of showcasing your company at Annual Meetings for up to seven chapters of the American College of Surgeons at a discounted price. Not only are the prices discounted but you have the benefit of just working with one Executive Office to make all of this happen.

Your company is extremely important to the profession and we would like to cordially invite you to showcase your products and services. The year's Annual Meetings offer you an excellent opportunity to make sales, widen your exposure, and stimulate repeat business. Take this opportunity to build and maintain customer relations, enhance your image and test new products and services.

So consider having your company join us at all seven of the chapter Annual Meetings to take advantage of the simplified process, extensive promotion, and consistent on-site benefits.

BENEFITS OF EXHIBITING

- Access to surgeons and affiliate professionals from seven chapters of the American College of Surgeons including during breakfast, session breaks, lunch, and events.
- Inclusion of company listing in on-site Exhibitor Directory.
- Special recognition in meeting program and on PowerPoint presentation.
- Online recognition of exhibit support on each chapter's website for one year.
- Company listing on various emails sent to chapter members.

ABOUT THE CHAPTERS & ANNUAL MEETINGS

To find out more about each of the chapters and each Annual Meeting including exhibit hours and hotel accommodations, go to each chapter's website:

Florida Chapter, ACS	www.floridafacs.org
Maine Chapter, ACS	www.maine-facs.org
Maryland Chapter, ACS	www.maryland.org
Metropolitan Washington DC Chapter, ACS	www.dcfacs.org
New Hampshire Chapter, ACS	www.nhfacs.org
Ohio Chapter, ACS	www.ohiofacs.org
Oklahoma Chapter, ACS	www.okfacs.org

YOUR INVESTMENT

EXHIBIT/TABLETOP OR FLOOR

- Includes admittance of three representatives per space (additional representatives will be \$100 each)
- One 2' x 6' skirted table
- Two chairs
- Nametags
- Three complimentary registrations to annual meeting sessions
- Fee includes regularly scheduled on-site meals and break service
- Three complimentary registrations to President's Event
- Participation in the "Play to Win" game, where participants are encouraged to visit each exhibit booth at least once for a chance to win an exciting gift

FOR YOUR INFORMATION

- Electrical & IT Services shall be contracted directly with the hotel. Information to order these services will be sent in a confirmation email.
- Displays larger than 12 feet wide will be charged the equivalent price of two (2) Exhibits.
- Booths will be assigned according to the order in which applications and full payments are received. Due to the size of the show, booth numbers are not provided. Assignment will be provided upon arrival.
- The participants' list is not provided in advance of the Annual Meeting, but is in the on-site packet provided to each exhibitor.
- To download a copy of the chapter's W-9 form, go to each of their websites and click on the Marketplace tab. At the bottom of the page is the chapter's W-9 form in PDF format.

FOR MORE INFORMATION

For more information call (614) 505-7203 or email tisha@executive-office.org

EXHIBIT APPLICATION FORM

The Chapter Executive Office, hereinafter referred to as the Chapter, is hereby requested and authorized to reserve exhibit space for our use during the following Annual Meeting. It is understood and agreed that all space will be assigned on a first-come, first-served basis and that the Chapter reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the meeting and to make reasonable shifts in location for the benefit of the exhibitor or deadlines and details. Exhibitors are bound by the exhibitor specifications and conditions on the Exhibitor Agreement.

Today's Date: _____

COMPANY/ORGANIZATION INFORMATION

Company/Organization Name: _____

CONTACT PERSON

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Telephone: _____ Fax: _____

Signature: _____

If possible, do not locate us near the following company (s):

EXHIBITOR PROGRAM INFORMATION

Company Name: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Description of Company and Products/Services: (print or email as a separate document; 30 words max)

OKLAHOMA CHAPTER ANNUAL MEETING
Double Tree by Hilton Hotel Tulsa Downtown
Tulsa, OK
February 27 – 28, 2014

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$995

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

WASHINGTON DC CHAPTER ALL SURGEONS DAY
Hyatt Regency Washington on Capitol Hill
March 8, 2014

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$1495

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

OHIO CHAPTER ANNUAL MEETING
Wyndham at Playhouse Square
Cleveland, Ohio
May 9—10, 2014

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$1,995

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Number of Attendees to President's Event Complimentary x # _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

FLORIDA CHAPTER ANNUAL MEETING
Bonaventure Resort & Spa
Weston, Florida
May 16—17 2014

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$1,695

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Number of Attendees to Dinner at the Shoe Event Complimentary x # _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

NEW HAMPSHIRE & MAINE CHAPTERS JOINT ANNUAL MEETING
Omni Mount Washington Resort
Bretton Woods, NH
June 13—15, 2014

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$1,495

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Number of Attendees to President's Event Complimentary x # _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

MARYLAND CHAPTER ANNUAL MEETING

November, 2014

Location TBA

Please Reserve Our Company for the Following (check one):

☐ Tabletop Exhibit ☐ Floor Exhibit

Chapter Exhibit Fees \$1,095

Additional Representative (s) \$100 Each x # _____

Additional Six- Foot Table (s) \$25 Each x # _____

On-Site Representatives:

1) Name: _____ Title: _____ Email: _____

2) Name _____ Title: _____ Email: _____

3) Name _____ Title: _____ Email: _____

Additional On-Site Representatives:

1) Name _____ Title: _____

2) Name _____ Title: _____

Additional Chair (s) Complimentary x # _____ (Two chairs are included)

AMOUNT DUE

Total Chapter Exhibit Fees, Additional Representatives & Tables = _____

Minus Multiple Chapter Exhibiting Discount = (_____)

(Sign up for 2 Chapter Annual Meetings – Take 5% Off)

(Sign up for 3 to 5 Chapter Annual Meetings – Take 10% Off)

(Sign up for 6 to 7 Chapter Annual Meetings – Take 20% Off)

TOTAL AMOUNT PAID = _____

PAYMENT METHOD

☐ Check Enclosed (Payable to ACS Chapters)

☐ Credit Card (circle one):

DISCOVER • MC • VISA • AMEX

Card # _____ Expiration Date _____

Verification/Security Code (on back of credit card) _____

Name as Printed on Card _____

Signature _____ Date _____

Mail completed application form with payment to:

American College of Surgeons Chapters

130 East Wilson Bridge Road, Suite 310

Worthington, OH 43085

or fax application with credit card information to (877) 835-5798.

For more information on exhibiting, contact the Chapter Executive Office at tisha@executive-office.org, call (614) 505-7203, or visit each Chapter's website.

Exhibitor Agreement

Upon receipt of Exhibit Application Form at the Chapter Executive Office, American College of Surgeons assumes that you have read the terms as outlined below and agree to abide by these terms. Application is subject to acceptance by the Chapter. Written confirmation will be sent upon receipt of Application and full payment.

Who May Exhibit – The meeting is intended for those companies that are related to the profession. The Chapter reserves the right to determine the eligibility of any applicant as an exhibitor according to its Principles of Governing Corporate Support. With a limited number of exhibitors permitted, the Chapter reserves the right to deny exhibitors after the limit is reached.

Cancellation – An exhibitor may cancel or withdraw from the meeting subject to the following conditions: 1) the exhibitor shall immediately file a written notice of intention to cancel or withdraw; 2) if written notice is received 30 days or more prior, the Chapter shall retain a sum of equal to fifty percent (50%) of the total cost of the reserved exhibit space; and 3) no refunds shall be made on cancellations received less than 30 days in advance of the meeting. Any exhibitor failing to occupy said space by the initial opening of the exhibit area shall forfeit that space and the Chapter shall have the right to use said space as desired.

Representatives – Each exhibit may have three (3) representatives at no additional charge. The Chapter will accommodate three (3) representatives with food during the meal functions of the meeting while the exhibit is open at no additional charge. Exhibiting companies shall limit the number of representatives working concurrently to five (5) per booth. Representatives beyond three (3) will be charged an additional fee.

Exhibit Hours – All exhibits must be staffed during open exhibit hours. It is agreed that no exhibitor will dismantle or remove any part of their exhibit prior to exhibition closing.

Hospitality Functions – Scheduling of private function must be coordinated directly with the chapter. There shall not be any exhibitor entertainment, meetings, and/or any other activities aimed at attendees scheduled during exhibit hours or during scheduled meeting events without prior written approval from the Chapter.

Exhibit Standards – Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibits must conform to the table contracted and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Questionable exhibits shall be modified at the request of Chapter staff. The fastening of materials to table drapery, building walls, ceilings, floors, carpeting, or columns is expressly prohibited. Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approved requirements. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices and forbids the promotion of approved drugs or devices for unapproved uses.

Use of Space – No sharing, subletting, or assignment of space is permitted. The Chapter shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to or in keeping with the character or purpose of the meeting. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use. Exhibitor personnel are prohibited from working in aisles or other public areas. Smoking will not be permitted in the exhibit area.

Security – Exhibitors will be responsible for the security of their own exhibit areas and property.

Contests, Prizes or Lotteries – In order to insure the highly professional and educational standards of the meeting, contests, prizes, and lotteries are expressly prohibited unless fully explained in writing and submitted to the Chapter for approval at least two weeks prior to the meeting. The Chapter reserves the right to approve or decline any request. It is the exhibitor's responsibility to notify winners.

Service Contractor – All costs of shipping, cartage, and handling are to be borne by the exhibitor. The Chapter will supply one skirted table and two chairs; all other services required must be ordered directly from the facility or outside contractor.

Liability, Insurance and Waiver of Subrogation – The Chapter, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by the Application. Exhibitors shall obtain, at their own expense, adequate insurance against such injury, loss, or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under the exhibitor's insurance for real and personal property. Any and all exhibitor charges for services levied by the facility or subcontractors are the responsibility of the exhibitor. The Chapter is not responsible for payment for any services connected with exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Music and Amplification – Due to U.S. Copyright Laws, ASCAP, and BMI licensing requirements no copyrighted music, live or recorded, will be permitted in the exhibit area unless the exhibitor using the material has purchased the appropriate license.

Solicitation – The Online Membership Directory and the website's event "See Who is Coming" and the contents hereof are proprietary products of the chapter. The contents of these Directories may not, in whole or in part, be reproduced, copied, disseminated, entered into a computer database, used as part of or in connection with the names, addresses, telephone numbers, fax numbers, email addresses, website addresses, and contact person of the Chapter members.

Matters Not Covered – The Chapter reserves the right to rule on all matters pertaining to the meeting, whether expressly mentioned or not, and the exhibitor, by executing Application, agrees that all rulings shall be binding upon both the exhibitor and the Chapter.