

# '22 ANNUAL CLINICAL ASSEMBLY

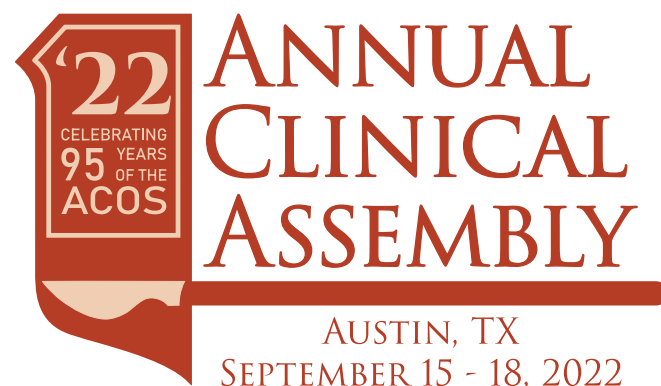
AUSTIN, TX  
SEPTEMBER 15 - 18, 2022

[www.facos.org/aca](http://www.facos.org/aca)



**EXHIBITOR & MARKETING PROSPECTUS**

ANNUAL CLINICAL ASSEMBLY OF  
OSTEOPATHIC SURGEONS (ACA)  
SEPTEMBER 15 - 18, 2022 | AUSTIN, TX



# 2022 ACA: CELEBRATING 95 YEARS OF THE ACOS

The 2022 Annual Clinical Assembly of Osteopathic Surgeons (ACA) will offer a highly-diversified program in multiple osteopathic surgical disciplines, including Cardiothoracic and Vascular Surgery, General Surgery, Neurological Surgery, Plastic, and Reconstructive Surgery, Proctological Surgery, Bariatric Surgery, Urological Surgery and Wound Care, while incorporating this year’s theme into the content and messages delivered at the meeting.

A cornerstone of the American College of Osteopathic Surgeons (ACOS) mission is to advance professionals’ education and skills dedicated to osteopathic surgery. The Annual Clinical Assembly supports this mission by offering continuing medical education sessions on topics of great importance to surgical practitioners.

Being a corporate exhibitor at the 2022 ACA demonstrates the level of commitment you have to help osteopathic surgeons deliver the highest quality care to their patients.

The ACA will provide three days of exhibit hall hours. The meeting will be held September 15 – 18, 2022, at the JW Marriott Austin in Austin, TX. It is the premier location for surgical continuing medical education and to network with other osteopathic surgeons.

## ABOUT THE ACOS:

The American College of Osteopathic Surgeons was established on January 26, 1927, with the core mission to promoting excellence in osteopathic surgical care through education advocacy, leadership development, and the fostering of professional and personal relationships. ACOS is the primary organizational home to over 6,800 Practicing Surgeons, Fellows, Residents, Program Directors, Students, and Senior Faculty who specialize in osteopathic surgery. ACOS’s leadership devotes countless contributions to continually raise training standards for osteopathic surgeons, thereby improving patient care quality and giving osteopathic physicians a respected voice in the greater medical community and our nation’s capital.



# WHO ATTENDS

## MEET WITH MULTI-DISCIPLINARY SURGEONS

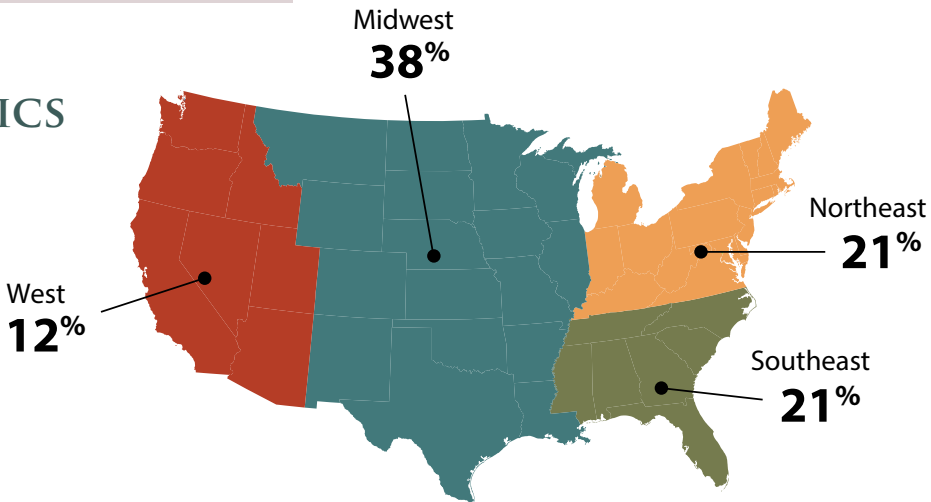
The Annual Clinical Assembly of Osteopathic Surgeons (ACA) brings together the vast majority of the nation’s osteopathic surgeons each year, with over 1,350 overall conference attendees.



60%	General Surgery
13%	Urological Surgery
9%	Neurological Surgery
7%	Cardiothoracic & Vascular Surgery
5%	Plastic & Reconstructive Surgery
2%	Trauma Surgery/Surgical Critical Care
1%	Proctological Surgery
4%	Other

67%	Mid Career Surgeons
12%	Surgical Resident in Training
12%	Later Career Surgeon
5%	Early Career Surgeon
1%	Retired Surgeon
1%	Military Surgeon
1%	Other

## ATTENDEE DEMOGRAPHICS BY REGION:





# WHY EXHIBIT

## WHY EXHIBIT AT THE ANNUAL CLINICAL ASSEMBLY OF OSTEOPATHIC SURGEONS?

The Annual Clinical Assembly of Osteopathic Surgeons exhibit hall is an essential part of the four-day educational conference. During the three days that the exhibit hall is open; you don't want to miss your opportunity to network and demonstrate to nearly 1,350 osteopathic attendees.

- ACCESS** Brings about **1,350 osteopathic surgeons** to one location.
- EDUCATE** Give hands-on access at your exhibit booth area to **educate and interact with attendees.**
- INSIGHT** **Learn and discover** what osteopathic surgeons are facing in the field and how your company can help.
- NETWORK** Collaborate and network with like-minded healthcare professionals. Enhance relationships and **elevate your exposure** to osteopathic surgeons.



## ACA ATTENDEES ARE INTERESTED IN THESE TYPES OF COMPANIES:

- Medical Device & Supply Companies
- Surgical Robotics and Instruments
- Urology Device Companies
- General Surgery Companies
- Physician Services
- Hospital and Health Groups
- Governmental and Military Agencies
- Patient Care
- Medical Schools and Institutions
- Employment Services
- Physician Wellness & Recruitment
- Health Insurance
- Pharmaceutical Companies
- Wound Care Companies
- Bariatric Companies

# PAST EXHIBITORS

- A Royal Treasure
- ACell
- Aesculap, Inc.
- Allergan
- American Osteopathic Association
- Apollo Endosurgery Inc.
- AtriCure
- Baylor Scott & White Health
- BD
- BG Medical
- Blue Ridge X-Ray, Co.
- Boston Scientific
- Camber Spine
- Capehart Scatchard
- Centinel Spine
- Centura Health
- ChenMed
- Coloplast
- CryoProbe
- Davita HealthCare Partners
- Designs by Dr. Leslie
- Designs for Vision
- Drug Enforcement Agency
- Edwards Lifesciences LLC
- EndoGastric Solutions, Inc.
- FlexDex Surgical
- Flexible Footwear Company
- Genomic Health
- Hawthorn Medical Associates
- HCA
- iNDIGO Health Partners
- Kaiser Permanente
- Kansas City University of Medicine and Biosciences
- LocumTenens.com
- MedH PharmaTech
- MedStudy Corporation
- Medtronic Transformative Solutions
- Michigan State University College of Osteopathic Medicine
- MidMichigan Health
- Midwestern University
- MSU College of Osteopathic Medicine
- NeoTract Teleflex
- Obalon Therapeutics, Inc.
- Primity Medical
- RYHE, Inc.
- QTC Medical Services
- SeaSpine
- Sound Physicians
- Spineology
- SSMHealth
- Stop the Bleed
- Stryker Spine
- Sutter Health
- TriHealth Physician Partners
- T.S. Consulting
- U.S. Army Medicine Civilian Corps
- U.S. Acute Care Solutions
- U.S. Navy
- W. L. Gore & Associates, Inc.
- WellMed Medical Group
- Wiggins Medical
- Wolters Kluwer
- Zimmer Biomet

# EXHIBIT HALL INFORMATION

## EXHIBIT BOOTH PACKAGE

### The Exhibitor booth package includes:

- One 10' X 10' booth
- Two (2) full conference registrations (includes access to all educational sessions and meal functions, CE credit not included)
  - Additional representatives may attend for a \$200 fee
- 6' draped table and 2 side chairs
- 8" high booth back wall; 36" high side rail dividers
- Exhibitor acknowledgment in ACA e-communications, programs, signage, mobile app, and conference website
- One (1) identification sign with company name and booth number
- Online Exhibitor Resource Center on Conference Website
  - Company Name and Description
  - Company Logo and website link
  - Company Intro Video and Booth Banner Ad Image

**Exhibitor Rates:** **\$2,800** per 10' x 10' - \$100 Corner Fee



### CANCELLATION POLICY

Any exhibitor who cancels all or part of a purchased booth on or prior to June 23, 2022, will forfeit and pay to ACOS, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's exhibit space. Any exhibitor who cancels all or part of purchased booth space after Thursday, June 23, 2022, will not receive a refund and ACOS will retain as liquidated damages all monies paid. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a lease for the space involved. Cancellation requests must be submitted, in writing, to the Exhibits & Marketing Manager.

Any company that cancels all or part of a Marketing opportunity will not receive a refund and ACOS will retain as liquidated damages all monies paid.

# EXHIBITOR SCHEDULE

## INSTALLATION

Wednesday, September 14	2:00 pm - 5:00 pm
Thursday, September 15	8:00 am – 10:00 am

## EXHIBIT HALL HOURS

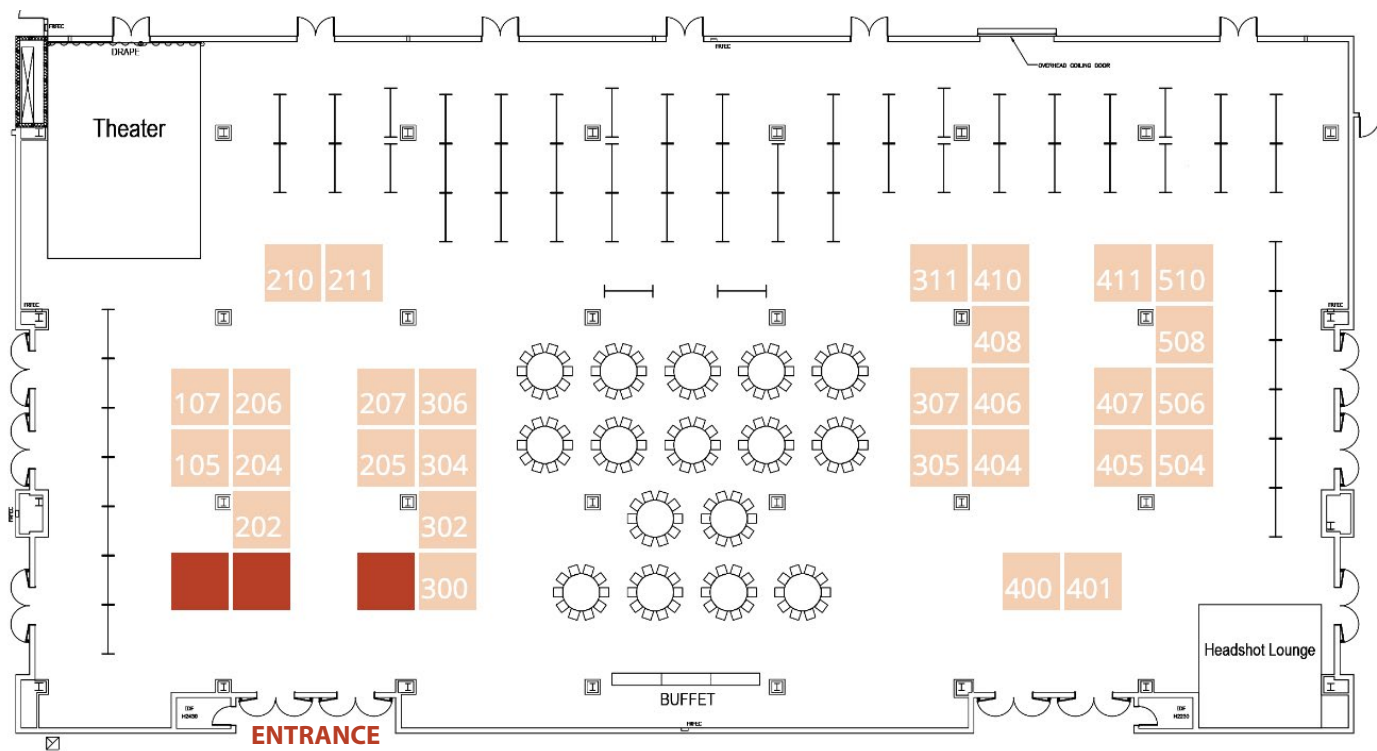
<b>THURSDAY, SEPTEMBER 15</b>	
Exhibit Hall Open	11:30 am – 3:00 pm
Lunch Service	11:30 am – 1:00 pm
Scientific Poster Presentations & Judging	12:30 pm – 3:00 pm
Afternoon Break	2:30 pm – 3:00 pm
<b>FRIDAY, SEPTEMBER 16</b>	
Exhibit Hall Open	10:00 am – 3:30 pm
Morning Break	10:00 am – 10:30 am
Lunch Service	12:00 pm – 1:00 pm
Afternoon Break	3:00 pm – 3:30 pm
<b>SATURDAY, SEPTEMBER 17</b>	
Exhibit Hall Open	10:00 am – 1:00 pm
Morning Break	10:00 am – 10:30 am
Lunch Service	12:00 pm – 1:00 pm

## DISMANTLE

<b>SATURDAY, SEPTEMBER 17</b>	
Exhibitor Breakdown and Load Out	1:00 pm – 4:30 pm



# FLOOR PLAN



# BOOTH RESERVATION PROCEDURE

- STEP 1:** Go to <https://www.conferenceharvester.com/floorplan/floorplan.asp?EventKey=VJWBYRFN>
- STEP 2:** Choose an available booth (if you wish to combine booths, please contact the Exhibits Manager)
- STEP 3:** Rent Booth online

# LEVELS OF SUPPORT

2022 ACA recognizes multiple levels of participation; all-conference advertising, marketing, symposia, and receptions are chosen individually but may be combined to achieve the listed marketing levels. All Supporters are acknowledged on the ACA website and by a participation level ribbon.

## PLATINUM LEVEL \$15,000+

- 5 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on 2022 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2022
- Full page 4-color advertisement in the meeting program
- Included in a Push Notification thanking all Platinum Level Sponsors
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of Exhibit Booth

## GOLD LEVEL \$10,000+

- 4 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on 2022 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2022
- Half Page 4-color advertisement in the meeting program
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of Exhibit Booth

## SILVER LEVEL \$5,000+

- 3 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on 2022 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2022
- Half Page 4-color advertisement in the meeting program
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of Exhibit Booth

# EDUCATIONAL EVENTS

Satellite Symposia\$10,000

Satellite Symposia are an excellent opportunity to reach surgeons from various specialties with educational events in your style and format!

Create your event—product demonstration, educational session, or research findings—with your selected faculty. This opportunity can support your marketing strategy by reaching a core group of attendees with a targeted message. ACA attendees are eager to attend these events and attend in large numbers.

Each Symposia includes:

- A meeting room at the JW Marriott, including Classroom seating set up
- Standard AV Equipment, including screen, projector, and microphone. Additional audio-visual equipment is available for an additional cost.
- A pre-registration list of conference attendees (mailing address only) will be provided
- ACOS will distribute an email to all attendees before the conference with details about all the satellite symposia programs. Reminders will be sent out throughout the conference via mobile app push notifications.
- A listing of symposia title, faculty, location, and host company with the description in the onsite program and meeting app

The fee DOES NOT include:

- Food and Beverage, but can be purchased through the hotel. Hotel contact will be provided once your symposium is confirmed.
- Education content and speaker expenses
- Faculty management, fees/honorarium, travel, hotel accommodations
- Presentation materials/hand-outs

Symposia Times:

The session should be no more than one hour in length and cannot conflict with CME programming.

Thursday, September 15th	6:00pm – 7:00pm	Friday, September 16th	7:30am – 8:30am
Friday, September 16th	12:00pm – 1:00pm	Saturday, September 17th	7:30am – 8:30am
Saturday, September 17th	12:00pm – 1:00pm	Saturday, September 17th	6:00pm – 7:00pm

# EDUCATIONAL EVENTS, CONT.

Exhibitor Theater\$2,500

Our Exhibitor Theater Area is the ideal forum to host a 15-minute educational session regarding your products or services to an interested audience of surgeons. This theater-style setting is located in the exhibit hall, and each session will be approximately 10 minutes plus 5 minutes for Q&A. You choose the speakers and topics!

Each Exhibitor Theater Includes:

- Standard AV Equipment, including screen, projector, laptop, microphone, and riser
- Ability to host a speaker of your choosing
- A listing of exhibitor theater title, speaker, and host company with the description in the onsite program and meeting app
- Logo and sponsorship acknowledgment on all marketing for this area

Exhibitor Theater Times:

Thursday, September 15	Friday, September 16	Saturday, September 17
11:45am to 12:00pm	10:15am to 10:30am	10:15am to 10:30am
12:15pm to 12:30pm	12:15pm to 12:30pm	12:15pm to 12:30pm
12:45pm to 1:00pm	12:45pm to 1:00pm	12:45pm to 1:00pm
3:15pm to 3:30pm	3:15pm to 3:30pm	



# MARKETING EVENTS

## Headshot Lab (Exclusive) \$10,000

The Headshot Lab has always been a huge success and a professional headshot is instrumental in the digital age. The Headshot Lab is a professional portrait-taking experience where ACA attendees can sit for an expertly photographed headshot, which is located inside the exhibit hall.

### Sponsorship Includes:

- A post-show list of conference attendees (mailing address only) who attended the Headshot Lab will be provided.
- Company Logo on the post-event email sent from the photographer to attendees with their headshots.
- Logo and sponsorship acknowledgment on all marketing for this area



## Lunches in the Exhibit Hall (3 Available) \$7,500

Lunches are high exposure to your brand and ensure name recognition. Lunches are served on Thursday, Friday, and Saturday in the exhibit hall. Acknowledgment of your support will be provided on signage throughout the lunch area.



# MARKETING EVENTS

## Exhibit Area Coffee Breaks (4 Available) \$5,000

Coffee Breaks are busy! Promote your brand to attendees as they take a break in the exhibit hall. Coffee breaks are available on Thursday, Friday and Saturday. You will have your company logo displayed on custom napkins placed at the coffee break stations during your sponsored break, along with signage throughout the break area.

## Receptions \$5,000

Host your own Company's Reception and invite your clients and prospects to an intimate, exclusive setting that facilitates discussion – and relationships! Signage will be placed outside your reception with your company name and logo. Audio Visual and Food & Beverage is additional and must be arranged through the hotel. Space is not available on Friday, September 16, 2022.

## Meeting Room (4 hours) \$2,500

Reserve space for your workshop, seminar, or other meetings. Reach attendees with events in your own style and format. Host a breakfast meeting for select clients or conduct a morning focus group—whatever makes sense for your goals. We will assign an appropriate meeting room based on your needs. Audio Visual and Food & Beverage is additional and must be arranged through the hotel.

# PROMOTIONS

## Conference Tote Bags (Exclusive) \$7,500

Your company name and logo, along with the ACA conference logo will appear on every tote bag that attendees receive during check-in at registration. This exposure is a continual reminder of your company during the conference and when they return home.

## Name Badge Lanyards (Exclusive) \$5,000

Place your logo, along with the ACA conference logo on all lanyards given to each attendee, exhibitor, and staff member. Mobilize your company's brand throughout the conference.

## Hotel Key Cards (Exclusive) \$5,000

Put your company's name in the hand of every 2022 ACA attendee who elects to stay at the official hotel – JW Marriott. The key cards will be given out at check-in and used to access hotel rooms throughout their stay, a wonderful ongoing reminder of your company and products. Sponsor is responsible for any additional production costs of key cards.

## NEW! Branded Masks (Exclusive) \$5,000

The COVID-19 pandemic has fundamentally changed every facet of the way we work - and the way we plan our in-person events. The health and safety of all attendees, speakers and exhibitors is our highest priority. Show your support with your company logo, along with the ACA conference logo, on the branded masks. All attendees will receive a mask at registration.

# PROMOTIONS

## NEW! Branded Charging Station (Exclusive) \$5,000

Have your company name and logo, along with the ACA conference logo, on the charging table located in the foyer area of the Griffin Exhibit Hall on Level 2 as attendees power back up during the conference. There will be 6 tethers for charging, offering 3 different style plugs.



## NEW! Hand Sanitizing Stations (Exclusive) \$5,000

Help attendees maintain cleanliness while promoting your company. Attendees can utilize the hand sanitizers placed in the exhibit hall for three days. Onsite signage will acknowledge your support around the exhibit hall.

## NEW! Branded Mini Sanitizer Bottles or Pocket-Sized Sanitizer Wipe (Exclusive) \$2,500

Have your logo on mini bottles of hand sanitizer or packs of sanitizer wipes distributed to all attendees at registration. Sponsor is responsible for the purchase, production and shipping of items.

## Convention Notepads (Exclusive) \$2,500

Provide a place for every attendee to take notes. Your branded notebook or notepad will be distributed to everyone who attends. Sponsor is responsible for the purchase, production and shipping of notepads.



# PROMOTIONS

Convention Pens

(Exclusive) \$2,500

Place your branded pen in the hand of every attendee. You provide enough pens for all attendees, and ACOS will distribute them. Sponsor is responsible for the purchase, production and shipping of pens.

# ADVERTISING

NEW! Tote Bag Product Insert

(3 Available) \$2,500

Take your product sample size directly to each attendee with this prime product sample placement each attendee tote bag. All product inserts must be approved by ACOS.

Tote Bag Insert

\$1,500

Take your message directly to ACA attendee by placing your custom flyer (no larger than 8.5 x 11) into each tote bag. All flyers must be approved by ACOS.

# Program Book Advertising



Depending on the size and preferred positioning, place your message in the hands of every attendee with a beautiful full-color ad in the On-Site Program Book for the 2022 ACA.

- Half Page 4-color Ad
- \$1,000
- Full Page 4-color Ad
- \$1,500

# ADVERTISING

Hotel Room Drop

\$1,500

Have your literature or product sample delivered to each attendee’s hotel room (host hotel only - JW Marriott) during the conference. This is a perfect opportunity to advertise your Satellite Symposia or Exhibitor Theater further. Additional hotel room fees apply. Sponsor is responsible for the purchase, production and shipping of room drops.

Onsite Signage

(Each) \$1,200

Your branding has a captive audience as attendees make their way around the conference and see your custom double-sided graphic, along with ACA branding on a 3’ wide x 88” high sign. The price includes printing, installation, and removal of the signage.

NEW! Pre-Meeting Attendee List Rental

\$500

Mail your postcard, brochure, or flyer to all pre-registered attendees. The list contains mailing addresses only (no email). This list is for a one-time usage and will be available after August 15, 2022. Don’t miss this opportunity to keep your message in front of attendees. (Each)

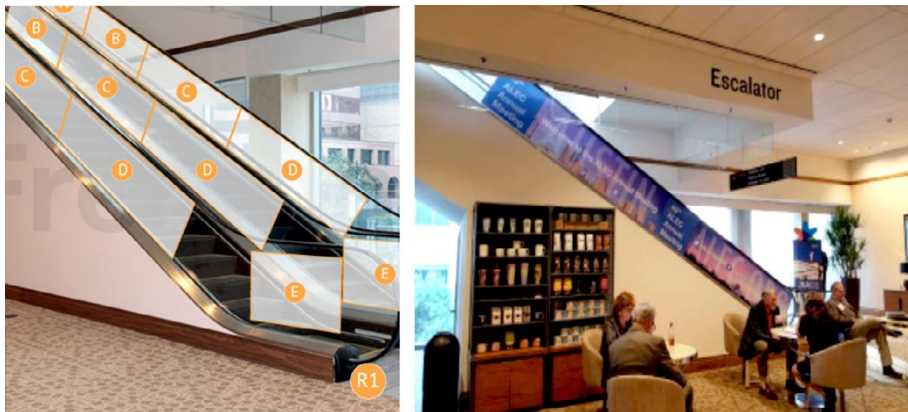
# ADVERTISING

## NEW! Level 2 Escalator Glass Clings

(1 Available) **\$3,500**

High Traffic, High Impact. Escalators are standout locations for signage because they are in high-traffic areas as attendees navigate around the conference. This is a perfect location for showcasing your creative message, along with the ACA conference logo.

Available on the Escalator from Level 2 to 3. Available clings are panels C, D and E on R1. The price includes printing, installing, and removing the clings.

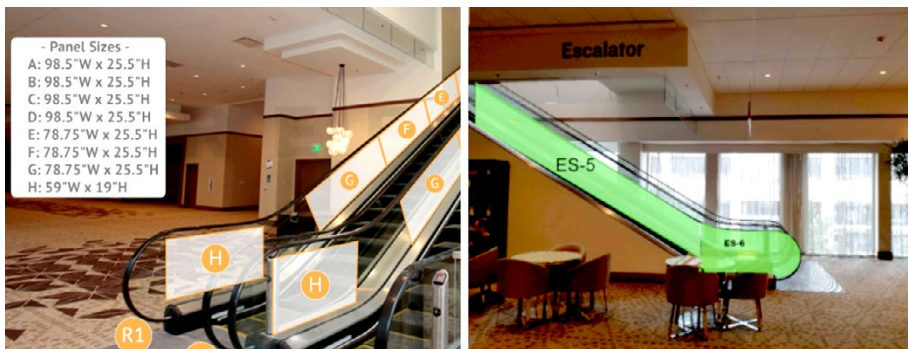


## NEW! Level 3 Escalator Glass Clings

(1 Available) **\$4,750**

High Traffic, High Impact. Escalators are standout locations for signage because they are in high-traffic areas as attendees navigate around the conference. This is a perfect location for showcasing your creative message, along with the ACA conference logo.

Available on the Escalator from Level 3 to 4. Available clings are panels E, F, G and H on R1. The price includes printing, installing, and removing the clings.



# ADVERTISING

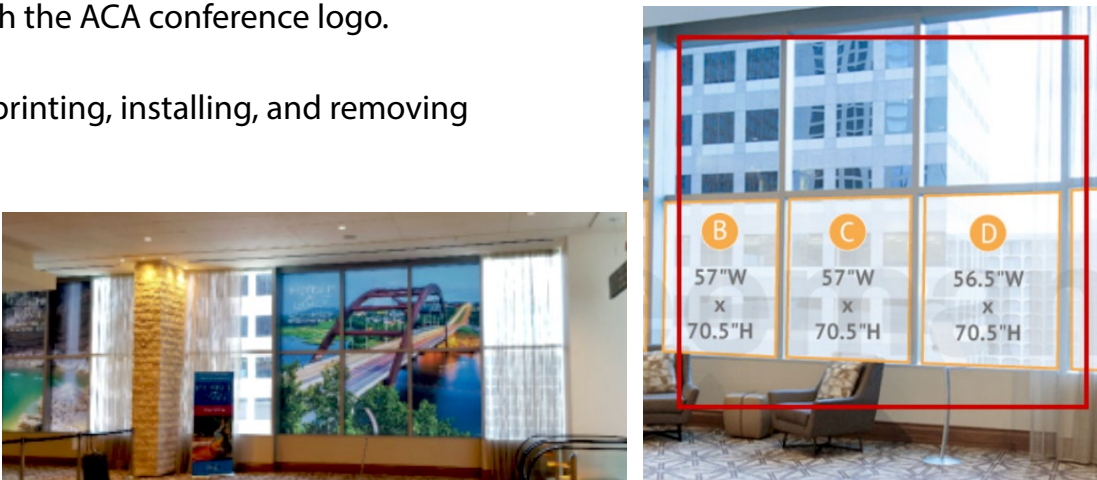
## Level 4 Window Clings

(2 Available)

3 Panels **\$3,500**  
6 Panels **\$6,000**

Capture the attention of attendees in the Grand Foyer as they visit the registration area and General Session, located on Level 4. This is the perfect location for showcasing your creative message, along with the ACA conference logo.

The price includes printing, installing, and removing the clings.



## Level 3 Window Clings

(2 Available) **\$3,000 each**

Capture the attention of attendees on Level 3 as they make their way from the Exhibit Hall (Level 2) to Registration and the General Session (Level 4). This is the perfect location for showcasing your creative message, along with the ACA conference logo. You will have 2 window panels for your messaging. The price includes printing, installing, and removing the clings.

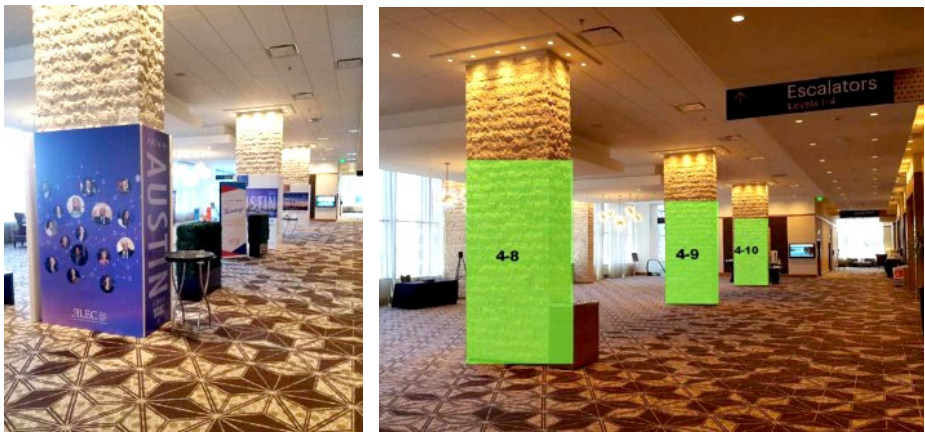




# ADVERTISING

## NEW! Column Wraps (6 Available) \$4,000

There are six (6) column wraps that can advertise your company with custom graphics, along with ACA conference logo. These column wraps are located throughout the Grand Foyer, located on Level 4. Registration is held in the foyer, along with the entrance to JW Grand Ballroom, where the General Sessions are held. Put your message in the view of attendees as they navigate through the conference.



## Registration Floor Stickers (2 Available) \$2,000

Place your custom graphic before attendees as they approach the registration counter. These floor stickers will feature your custom graphic along with the ACA logo. This package includes a total of three (3) floor stickers with an approximate size of 2'x2'. (Each)

## Exhibit Entrance Floor Stickers (4 Available) \$2,000

Place your custom graphic in front of attendees entering the exhibit hall area. These floor stickers will feature your custom graphic along with the ACA logo. This package includes three (3) floor stickers with an approximate size of 2'x2'. (Each)

# DIGITAL ADVERTISING

## ACA Meeting App-Splash Screen Page (Exclusive) \$5,000

The mobile app keeps attendees informed and engaged during the entire meeting. Your custom graphic will be seen by all attendees each time they open the ACA Meeting App.

## ACA Meeting App- Banner Ad (Exclusive) \$3,000

Create your custom banner ad that will appear on the homepage of the mobile app. This ad will be able to link to an external website that attendees can visit.

## E-Blasts (Each) \$2,000

Send your custom message out to all ACOS members with a custom e-blast. ACOS will only schedule one per day in the immediate six weeks before the meeting.



# TERMS AND CONDITIONS

1. Official Exhibit Schedule: See Exhibitor and Marketing Prospectus for details.

2. Show Management:: The exhibition is organized and managed by The American College of Osteopathic Surgeons (ACOS). Any matters not covered in these Rules and Regulations are subject to the interpretation of ACOS and their designees, and all exhibitors must abide by their decisions. Exhibitor shall comply with all applicable laws, codes, and rules and regulations of the federal, state, and city governments and the convention facility, as well as all rules and regulations of the Expo, set forth herein. The Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

3. Assignment of Booth Space: Booths will be assigned on a first-come, first served basis. Applications without payment will not be processed.

4. Installation and Dismantle of Exhibit: Show Management reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to, or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Exhibitor Service Kit. Booth installation will be from 2:00 – 5:00 p.m. on Wednesday, September 14, 2022, and 8:00 – 10:00 a.m. on Thursday, September 15, 2022. All booths must be properly installed, fully operational, and show-ready no later than 10:00 a.m. on Thursday, September 15, 2022, for the final inspection of the exhibit hall by Show Management. Dismantle may not begin until after 1:30 p.m. on Saturday, September 17, 2022, and must be completed by 4:30 p.m. on Saturday, September 17, 2022. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. If the official exhibit hall schedule changes, all exhibitors will be notified in writing. Exhibitors are expected to make travel arrangements in accordance with the schedule published in the Official Exhibitor Service Kit. Each exhibitor will complete arrangements for removal of his or her material from the Venue in accordance with the instructions provided in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

5. Failure to Occupy Space: Space not occupied by the time specified in the Exhibitor Service Manual will be forfeited by exhibitors and their space may be resold, reassigned or used by the Show Management without refund. All exhibits are to be properly manned during all show hours.

6. Rates, Deposits and Refunds: Space will be rented in accordance with the application form. If an exhibitor cancel all or part of purchased booth space on or prior to June 23, 2022, ACOS will retain 50% of booth cost. Any exhibitor who cancels all or part of purchased booth space after Thursday, June 23, 2022, will not receive a refund and ACOS will retain as liquidated damages all monies paid. ACOS reserves the right to enter into a further lease for the space involved. In the event that fire, strike, or other circumstances beyond the control of the Management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of ACOS's liability for such cancellation. All cancellation requests must be submitted in writing to the ACOS.

7. Contractor Services: The official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Services Kit to be forwarded in August 2022. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will ACOS or the Venue assume responsibilities for loss or damage to goods consigned to the official

contractor. Advance shipments of exhibit material must be made to official contractor as specified in the Exhibitor Services Kit. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Kit.

8. Arrangements of Exhibits: Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

9. Booth Design: Each exhibitor will be provided with an official Exhibitor Services Kit. The Exhibitor Services Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Kit. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Kit guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrators or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Displays should not exceed 8' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

10. Subleasing of Space: Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

11. Conduct: All exhibits will be to serve the interest of the ACOS attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show Management reserves the right to request the immediate withdrawal of any exhibit that ACOS believes to be injurious to the purpose of ACOS. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by ACOS to be objectionable are expressly prohibited in the exhibition area and in any meeting room. ACA reserves the right to restrict sales activities that is deems inappropriate or unprofessional. Furthermore, all attendees, exhibitors, and conference participants of the 2022 ACA must comply with the published ACA Code of Conduct.

12. Exhibitor's Personnel: All exhibitors must wear the official ACOS badge for exhibit hall admission. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Official Exhibitor Service Kit. Booths should be manned by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

13. Sound Devices and Lighting and Other Presentation Devices: Public address, sound producing or amplification devices that project sound must

# RULES & REGULATIONS, CONT.

be kept at a conversational level and must not interfere with other exhibits. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ACOS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

14. Giveaways and Prize Drawings: Promotional giveaways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by the American College of Osteopathic Surgeons. All hand-out materials are expected to be of a professional nature. ACOS reserves the right to disallow any material that it believes to be inappropriate.

15. Solicitation of Exhibitors: No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of ACOS.

16. Fire, Safety and Health: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

17. Labor: Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit.

18. Storage: The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. ACOS assume no responsibility for damage or loss of packing boxes or crates.

19. Food and Beverage: Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

20. General Liability and Security: ACOS makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. ACOS will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. ACOS will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold ACOS harmless against such claim. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The exhibitor will pay and hold ACOS, its Board, members, staff, and representatives, the City hosting the Conference, and the Venue harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Venue or property adjacent thereto occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect the ACOS, the City hosting the Conference, and the Venue against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State; (b) Commercial general liability insurance with policy limits

of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/ operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before Wednesday, September 14, 2022, through Sunday, September 18, 2022., which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the 2022 ACA. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

21. Trademarks: ACOS will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Venue, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the Venue marketing department.

22. Photographing of Exhibits: Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above-mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer to photograph the exhibit from outside the perimeter of the booth.

23. List Publication: The list of ACOS exhibitors, in whole or in part, shall not be published other than in ACOS official publications.

24. Facility: Use all public function space in the Venue is controlled by ACOS. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of ACOS by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.

25. Violations: ACOS may at their discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of the ACOS forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to ACOS all monies paid or due. Upon evidence of violation, ACOS may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that ACOS may incur thereby.

26. Severability: All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

27. Content Speakers: The purpose of a Sponsored Educational Event is to further the knowledge of meeting attendees through product and service displays, education, and demonstrations. The speaker agreement is solely between the sponsoring company and the speaker. ACOS will take no responsibility for the content, instead relying on you, the sponsoring company, to oversee the appropriate material. You warrant that the content and all supporting material will not contain anything illegal, defamatory, or indecent or infringes on any third parties' statutory or common law right, including any intellectual property rights. Products or services exhibited must be pertinent to the attendees' professional interest. Show management reserves the right to request the immediate withdrawal of any presentation that ACOS believes to be injurious to the purpose of the ACA and ACOS.