



## EXHIBITOR AND MARKETING PROSPECTUS

### EXHIBIT HALL DATES:

October 11-13, 2020 | Sheraton San Diego Hotel and Marina  
Sheraton, San Diego, CA | [www.facos.org/aca](http://www.facos.org/aca)



## 2020 ACA

The 2020 Annual Clinical Assembly of Osteopathic Surgeons (ACA) will offer a highly-diversified program in multiple osteopathic surgical disciplines to include – Cardiothoracic and Vascular Surgery, General Surgery, Neurological Surgery, Plastic and Reconstructive Surgery, Proctological Surgery, and Urological Surgery.

A cornerstone of the American College of Surgeons' (ACOS) mission is to advance the education and skills of professionals 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 supporter and exhibitor at the 2020 ACA demonstrates the level of commitment you have to helping osteopathic surgeons deliver the highest quality care to their patients.

The ACA will provide 3 days of exhibit hall hours. The meeting will be held October 10-14, 2020 at the Sheraton San Diego Hotel and Marina, San Diego, CA. The ACA is the premier location for surgeons to receive top notch continuing medical education, have access to exhibitors with the latest products and services and to network with other osteopathic surgeons.

## ABOUT THE ACOS:

The American College of Osteopathic Surgeons was established 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.

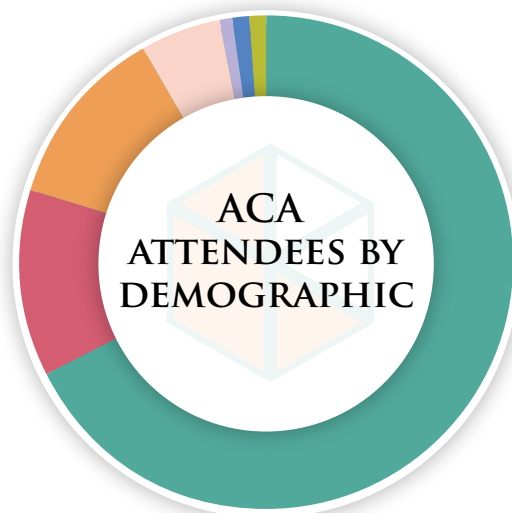


AMERICAN  
COLLEGE OF  
OSTEOPATHIC  
SURGEONS

# WHO ATTENDS

## MEET WITH MULTI-DISCIPLINARY SURGEONS

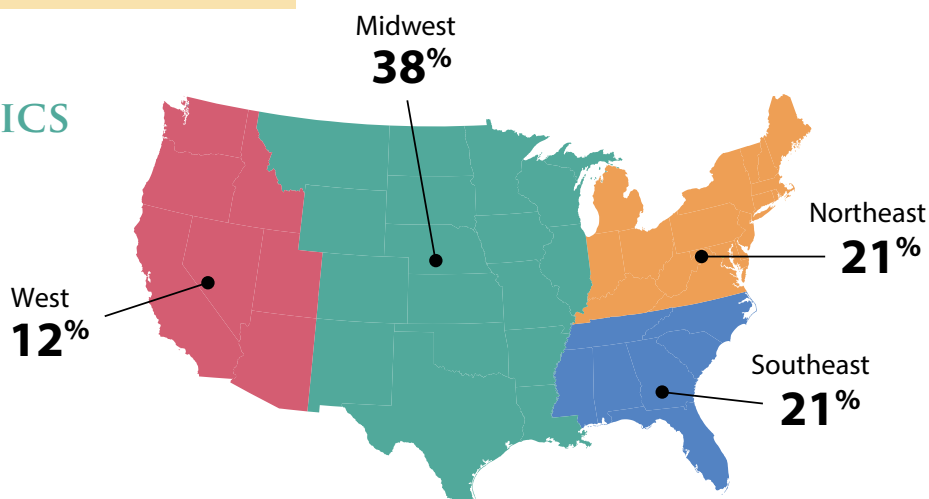
The Annual Clinical Assembly of Osteopathic Surgeons (ACA) brings together the vast majority of the nation's osteopathic surgeons each year with over 1,400 surgeons in attendance.



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 important part of the five day educational conference. During the three days the exhibit hall is open, you don't want to miss your opportunity to network and demonstrate to nearly 1,400 osteopathic surgeons.

**ACCESS** Brings together about **1,400 osteopathic surgeons** in 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
- Surgical Robotics and Instruments
- Physician Services
- Hospital and Health Groups
- Governmental and Military Agencies
- Patient Care
- Medical Schools and Institutions
- Employment Services
- Health Insurance
- Pharmaceutical 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.
- PR Med Net
- Primity Medical
- QTC Medical Services
- SeaSpine
- Sound Physicians
- Spineology
- SSMHealth
- Stop the Bleed
- Stryker Spine
- Sutter Health
- TriHealth Physician Partners
- TS Consulting
- U.S. Army Medicine Civilian Corps
- US Acute Care Solutions
- US 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:

- Exhibitor acknowledgement in ACA e-communications, program, signage, mobile app and website
- One 10' X 10' booth
- 8" high booth back wall
- 36" high side rail dividers
- 6' draped table
- 2 side chairs
- One two-line, 7" X 44" booth identification sign (listing the name of the exhibitor and booth number)
- Two (2) full conference registrations (additional representatives may attend for a \$200 fee)
- Description on website – maximum 50 words

### Exhibitor Rates:

**\$2,500**  
per 10' x 10'

**Corner Fee \$100**  
per corner

### CANCELLATION POLICY

*Any exhibitor who cancels a purchased booth space on or prior to July 6, 2020 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. 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 & Sponsorship Manager.*



# EXHIBITOR SCHEDULE

Exhibit hall will be set up by 10am on Sunday, October 11th.

## INSTALLATION

Sunday, October 11 7:00 am - 10:00 am

## EXHIBIT HALL HOURS

### SUNDAY, OCTOBER 11

Exhibit Hall Open	11:30 AM – 4:30 PM
Lunch Service	11:30 AM – 1:00 PM
Scientific Poster Presentations and Judging	12:30 PM – 4:00 PM
Afternoon Break	3:00 PM – 3:30 PM

### MONDAY, OCTOBER 12

Exhibit Hall Open	8:30 AM – 4:30 PM
Morning Break	9:00 AM – 9:30 AM
Lunch Service	12:00 PM – 1:00 PM
Afternoon Break	3:00 PM – 3:30 PM

### TUESDAY, OCTOBER 13

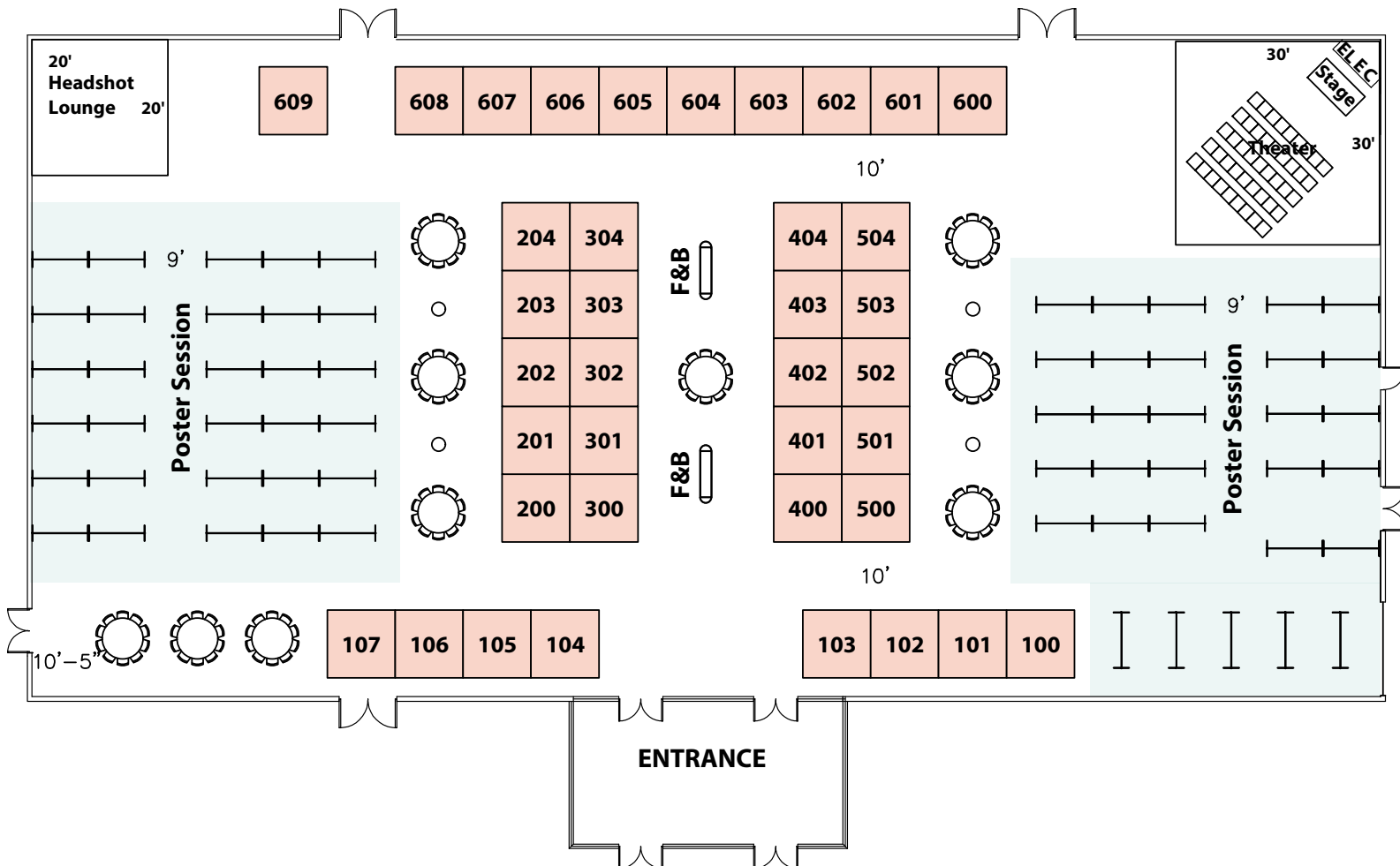
Exhibit Hall Open	8:30 AM – 1:30PM
Morning Break	9:30 AM – 10:00 AM
Lunch Service	12:00 PM – 1:00 PM

## DISMANTLE

### TUESDAY, OCTOBER 13

Exhibitor Breakdown and Load Out	1:30 PM – 4:30PM
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# FLOOR PLAN



## BOOTH RESERVATION PROCEDURE

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



# WHY SUPPORT

## STAND OUT AND OPTIMIZE YOUR EXPOSURE TO ATTENDEES!

We offer a wide selection of support and advertising activities designed to enhance your presence and visibility at the annual clinical assembly.

- **Increase your booth traffic through targeted advertising options.**
- **Demonstrate your products or services through presentations in the exhibit hall.**
- **Enhance your brand exposure to leaders in osteopathic surgery**
- **Promote your innovative products and services by hosting an educational symposium.**



Your company's support of the Annual Clinical Assembly is vital for the continuation of excellence in education provided to Osteopathic Surgeons. Your support will assure a program of outstanding scientific value. This support can be in the form of educational grants, advertising, and other marketing opportunities.



# LEVELS OF SUPPORT

2020 ACA is recognizing multiple levels of support; 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 2020 ACA website and the marketing ribbon.

## PLATINUM LEVEL

**\$15,000+**

- 5 ACA full conference registrations
- Acknowledgement of support on signage at meeting
- Logo and link on 2020 ACA web page
- Acknowledgement of support in ACOS newsletters through December 2020
- Inside Back or Inside Front Cover 4-color advertisement in meeting program
- Ribbon Identifying Level
- 2 Invitations to opening reception

## GOLD LEVEL

**\$10,000+**

- 4 ACA full conference registrations
- Acknowledgement of support on signage at meeting
- Logo and link on 2020 ACA web page
- Acknowledgement of support in ACOS newsletters through December 2020
- Full Page 4-color advertisement in meeting program
- Ribbon Identifying Level

## SILVER LEVEL

**\$5,000+**

- 3 ACA full conference registrations
- Acknowledgement of support on signage at meeting
- Logo and link on 2020 ACA web page
- Acknowledgement of support in ACOS newsletters through December 2020
- Half Page 4-color advertisement in meeting program
- Ribbon Identifying Level

# EDUCATIONAL EVENTS

## Satellite Symposia

**\$10,000**

Reach ACA attendees with onsite educational events in your own style and format! Choose your topic and speakers and deliver an impactful presentation to interested osteopathic surgeons. You have complete control over educational content and presenters.

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

### **Fee includes:**

#### ***Marketing***

- Pre-registration list of conference attendees (mailing address only) will be provided to sponsoring companies.
- An email to all attendees will be distributed by ACOS prior to the conference with details about the satellite symposium programs. Reminders will be sent out throughout the conference.
- Listing of symposium title, faculty, location, and sponsoring company with description in onsite program book and/or meeting app.

#### ***Logistics***

- Meeting room at the venue for your program including set up

### **This fee DOES NOT include:**

***Sponsoring companies are responsible for the following expenses:***

#### ***Catering costs***

- Note: We strongly recommend that each satellite symposium sponsoring company contact the venue hotel to arrange for catering. No food will be available for satellite symposium sessions unless the sponsoring company makes these arrangements and provides payment to the venue. Please wait to contact the hotel until you have received confirmation of the day, time and room assignment for your session from ACOS' meeting management representative.
- Education content and speaker expenses
  - Faculty management, fees/honorarium, travel, hotel accommodations
  - Presentation materials/hand-outs

#### ***A/V costs***

- AV equipment set up including screen, projector and microphone. Other equipment is available upon request.

# EDUCATIONAL EVENTS

## NEW! Exhibitor Theater

**\$2,500**

Inside the exhibit hall, we will offer sponsors the opportunity to showcase their expertise by providing education content to attendees in a theater style setting. These presentations are 15 minutes and are yours to customize how you would like to convey your message. You will have the ability to host a speaker of your choosing.

### ***Benefits Include:***

- Ability to host a speaker of your choosing
- Speaker biography and description on the website, onsite guide, and mobile app
- Logo and sponsorship acknowledgment on all marketing for this area

### ***Dates & Times***

- Sunday, October 11
  - 11:45 – 12:00
  - 12:15 – 12:30
  - 3:15 – 3:30
- Monday, October 12
  - 9:15 – 9:30
  - 12:15 – 12:30
  - 12:45 – 1:00
  - 3:15 – 3:30
- Tuesday, October 13
  - 9:45 – 10:00
  - 12:15 – 12:30
  - 12:45 – 1:00

# MARKETING EVENTS

## Lunches in the Exhibit Hall

(Exclusive) **\$5,000**

Lunches in the exhibit hall create a special exposure to your brand and ensure your name is recognized by attendees. Lunches are served on Sunday, Monday and Tuesday.

### ***Benefits Include:***

- Acknowledgement of your support will be provided on signage throughout the seating area
- Ability to place a customized flyer at each of the seating areas in the hall to promote your brand

## Exhibit Area Coffee Breaks

(Exclusive) **\$3,000**

Coffee Breaks are busy! Promote your brand to companies as they take a break. Your support is exclusive for the whole conference. You will receive custom napkins placed at the coffee break stations with your company's logo.

## Receptions

**\$5,000**

Host your own Company's Reception and invite your clients and prospects for an intimate, exclusive setting that facilitates discussion – and relationships! Sunday, Oct. 11 is the preferred open evening for these but other evenings possible.



# PROMOTIONS

## Headshot Lab

**\$15,000**

Put your company's name in front of the 2020 ACA attendees with this popular and highly trafficked professional head shot lounge. Access to lead retrieval with attendees who enter, branded photo with each 5x7 photo printed onsite and logo on post-event email sent from photographer.

## Hotel Key Cards

(Exclusive) **\$5,000**

*Additional fees may apply*

Place your company's name and logo in the hands of every 2020 ACA attendee who elects to stay at the official hotel. The key cards will have your custom design on the front of the card, and the 2020 ACA logo on the back of the card. The key cards will be given out at check-in and used to access hotel rooms throughout a guests stay. This is a great reminder of your company and products right in the hands of attendees.

## Hand Sanitizing Display

**\$5,000**

Attendees can utilize your hand sanitizers that will be place at the food areas in the exhibit hall for 3 days. Sponsor must provide the hand sanitizer displays or samples. Large onsite signage will acknowledge your support.



# ADVERTISING

## Tote Bag Insert

**\$1,500**

Place your custom flyer in the hands of each attendees. You may place 1 up to 8.5 x 11 size paper (double sided) in each of the totebags.

## Program Book Advertising



Depending on 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 2020 ACA.

Half Page 4-color Ad **\$1,000**

Full Page 4-color Ad **\$1,500**

Inside Back or Inside Front Cover 4-color Ad **\$2,000**



# ADVERTISING

## Hotel Room Drop

**\$2,000**

Have your literature or product sample delivered to each attendee's hotel room. Additional hotel room fees apply.

## Wall Clings

**\$2,500**

Drive traffic to your booth creating awareness about a new product or promoting your company/service. Price includes printing, installation and removal of the signage.

## Floor Clings

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

Direct Attendees to your booth with colorful and exciting custom floor stickers. 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'.

## Exhibit Entrance Floor Clings

(each - limit 4) **\$2,000**

Place your custom message in front of attendees as enter the exhibit hall area. 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'.

## Exhibitor Entrance Meter Boards

(each - limited) **\$1,200**

Your branding has a captive audience as attendees all funnel through the Exhibit Hall Entrance corridor and see your 6 foot tall and 3 foot wide poster(s)! Price includes printing, installation and removal of the signage.

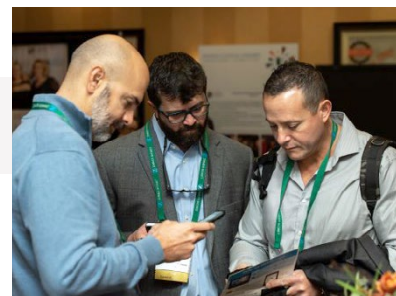
## NEW! Pre-Meeting Attendee List Rental **\$500**

Mail your postcard, brochure or flyer to all pre-registered attendees. List contains mailing addresses only (no email or phone numbers). This list is for one-time usage and will be available after September 7th, 2020.

# DIGITAL ADVERTISING

## Mobile App

Mobile App – All attendees will use this mobile app to access the schedule, session descriptions and speaker bios.



### Splash Screen

**\$5,000**

Your custom graphic will be seen by all attendees each time they open the mobile app.

### Banner Ad – Main Page

**\$2,500**

Your banner ad will appear on the main page of the mobile app. Attendees using the mobile app will be able click that ad and be taken to a webpage of your choosing.

### Banner Ad – Exhibitor Directory Only

**\$2,000**

Your banner ad will appear on the exhibitor listing page of the mobile app. Attendees using the mobile app will be able click that ad and be taken to a webpage of your choosing.

### **NEW!** Push Notifications

**\$500**

Send out a text alert through the 2020 ACA mobile app. With 200 characters, you can remind attendees to stop by your booth, attend your symposium or visit you in the exhibitor theater.

## E-Blasts

**\$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 prior to the meeting.



# 2020 ACA MARKETING CONTRACT

**October 10-14, 2020**  
Sheraton San Diego  
Hotel and Marina  
San Diego, CA

**FAX: 888-908-2732**  
or **MAIL:** ACOS Exhibits Department | PO Box 600, White Marsh, MD 21162  
**Questions?** Phone: 301-200-4616, ext. 108  
**Email:** acos@sponsorshipboost.com

## 1 COMPANY INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## 2 SUPPORTER OPPORTUNITY CHOSEN

Item: \_\_\_\_\_

Price: \_\_\_\_\_

Item: \_\_\_\_\_

Price: \_\_\_\_\_

Item: \_\_\_\_\_

Price: \_\_\_\_\_

Item: \_\_\_\_\_

Price: \_\_\_\_\_

Item: \_\_\_\_\_

Price: \_\_\_\_\_

**TOTAL:** \$: \_\_\_\_\_

## 3 PAYMENT

Full payment is due at the time of contract submission. Your support confirmation email will outline any additional specifications, deadlines, restrictions, or inclusions depending on chosen item(s). Any company that cancels all or part of a sponsor opportunity will not receive a refund and ACOS will retain as liquidated damages all monies paid.

### PAYMENT METHOD:

- ☐ **CHECK** Please make payable to American College of Osteopathic Surgeons.  
Mail to address listed above.
- ☐ **CREDIT CARD**  
Please contact Dana Jones at 301-880-1613

## 4 AUTHORIZATION

This contract must be submitted with authorizing signature, agreeing to abide by all terms, conditions, and specification and agreeing to the commitment total tallied above. Any questions regarding a specific opportunity in advance of submission may be directed to ACOS Exhibits Manager, contact information above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title Date

# RULES & REGULATIONS

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

2. Show Management: The exhibition is organized and managed by the 2020 Annual Clinical Assembly of Osteopathic Surgeons (ACA). 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. Exhibitors must comply with the Venue's procedures. 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 begin at 7:00 a.m. on Sunday, October 11, 2020. All booths must be properly installed, fully operational, and show-ready no later than 10:00 a.m. on Sunday, October 11, 2020 for the final inspection of the exhibit hall by Show Management. Dismantle may not begin until after 1:30 p.m. on Tuesday, October 13, 2020, and must be completed by 4:30 p.m. on Tuesday, October 13, 2020. 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 cancels all or part of purchased booth space on or prior to July 6, 2020, ACOS will retain 50% of booth cost. Any exhibitor who cancels all or part of purchased booth space after Monday, July 6, 2020, 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 2020. 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.

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 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 reserve 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.

# RULES & REGULATIONS, CONT.

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 Saturday, October 10, 2020 through Wednesday, October 14, 2020, 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 2020 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.

**QUESTIONS?** Contact ACOS Exhibits & Sponsorship  
Sales Manager at 301-200-4616 ext. 108 or  
[acos@sponsorshipboost.com](mailto:acos@sponsorshipboost.com)