

2018 CLINICAL SYMPOSIA/MEETINGS EXHIBIT SPACE APPLICATION/CONTRACT



COMPANY INFORMATION

Please list information EXACTLY as it should appear in official ASPS publications.

COMPANY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____

ZIP/POSTAL CODE _____ COUNTRY _____

PHONE _____ FAX _____

COMPANY EMAIL _____

WEBSITE _____

FIRST TIME EXHIBITOR

Companies exhibiting with ASPS for the first-time, or for the first-time within the past three years, must include their current website address and product literature with application.

CONTACT INFORMATION (for exhibition planning communication)

CONTACT NAME _____

TITLE _____

ADDRESS (if different from above) _____

CITY _____ STATE/PROVINCE _____

ZIP/POSTAL CODE _____ COUNTRY _____

PHONE _____ FAX _____

EMAIL _____

WEBSITE _____

ADDITIONAL CONTACT _____

TITLE _____

PHONE _____

EMAIL _____

MARKET RESEARCH FIRMS

Firms must indicate the companies for which they are conducting market research. Space will not be confirmed without this information.

DESCRIPTION OF PRODUCT/SERVICE DISPLAYED

AGREEMENT AND INVOICE

Your signature on this application indicates that you understand and agree to comply with the policies, rules, regulations, terms and conditions and will abide by the payment policy; have read the rules and regulations, terms and conditions; and for proper execution, agree to distribute them to those individuals involved with exhibiting.

The exhibitor has read, understands, and agrees that the 2018 ASPS rules, regulations, terms and conditions are an integral and binding part of this application/contract.

SIGNATURE

DATE

EXHIBIT SPACE REQUEST

	Exhibit Fee	# of Tabletops	Total
<input type="checkbox"/> AESTHETICA SUPER SYMPOSIUM March 1-3, 2018 Las Vegas, NV Paris Las Vegas Expected Attendance: 200	\$2,200	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> BREAST SURGERY & BODY CONTOURING SYMPOSIUM July 19-21, 2018 Austin, TX Fairmont Austin Expected Attendance: 175	\$2,200	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ORAL AND WRITTEN BOARD PREP COURSE August 16-18, 2018 Rosemont, IL Westin O'Hare Expected Attendance: 125	\$1,700	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> PRE-CONFERENCE SYMPOSIA COMBINED EXHIBITS (Reboot Your Practice, Senior Residents Conference, Residents Day and International Residents Day) September 27-28, 2018 Chicago, IL McCormick Place West Expected Attendance: 500	\$2,200	<input type="text"/>	<input type="text"/>

GRAND TOTAL: \$

EXHIBIT SPACE RENTAL

Each tabletop exhibit space will include:

- One (1) six-foot draped table and two chairs in the exhibit area for your display
- Two (2) complimentary exhibitor badges (pre-registration required)
- One (1) 110-volt electrical outlet available upon request
- Admittance to all scheduled attendee breaks, lunches and welcome receptions
- Printed listing of all registered attendees included in onsite exhibitor packet
- Admittance into the general scientific session(s) to observe, as space permits
- Company name, address, phone, fax, email and website address in the attendee registration packet, if application/contract and full payment is received up to 21 days prior to meeting start date
- One (1) complimentary registered attendee name, city, state list provided up to two weeks prior to meeting.

PAYMENT

Full payment is due with application/contract submission. All space is assigned on a first-come, first-served basis and subject to availability.

CHECK (payable to "American Society of Plastic Surgeons" in U.S. funds drawn on a U.S. bank). Check included in the amount of: \$ _____

AMEX MASTERCARD VISA \$ _____

Credit Card Number

_____/_____
Exp. Date: (MM/YY)

Cardholder Name Printed

MAIL

Check and application to:
ASPS Finance Department
Attn: Exhibits
444 East Algonquin Road
Arlington Heights, IL 60005

FAX or MAIL

Credit card information and application to:
Aleshia Ward, CEM
exhibits@plasticsurgery.org
Phone: 847-228-3372
eFax: 847-709-7520

EXHIBIT TERMS AND CONDITIONS

2018 ASPS/PSF Symposia and Meetings

1. Application for Exhibit Space

This application must be completed and accompanied by payment in full for each meeting. Incomplete applications will not be processed. Inclusion of company name and address in final program cannot be guaranteed if application is received less than 21 days prior to the first day of the meeting.

2. Exhibit Eligibility

All products and services to be exhibited must be directly related to the practice and advancement of the art and sciences of cosmetic and reconstructive plastic surgery or the professional education of the members of ASPS. The products/services to be displayed/promoted must be disclosed on the Exhibit Space Application/Contract.

ASPS reserves the right to determine the eligibility of all exhibit space applicants. If your company has not exhibited at an ASPS meeting previously or within the past three years, your current product literature and website address must be enclosed with the Exhibit Space Application/Contract. Applications deemed ineligible by ASPS will be returned with a complete refund of exhibit space payment.

3. Exhibitor's Representatives

The official representative listed on the Exhibit Space Application/Contract shall act on behalf of the exhibitor in all negotiations. Exhibitor badges are non-transferable. Company badges will not be accepted in place of the official meeting badge. Supplementing the badge with business cards is not permitted and all badges will include the company name as listed on the Exhibit Space Application/Contract.

4. Space Assignment

Placement of each exhibitor in the exhibit area will be pre-assigned based on the date that the exhibit application and payment is received. Exhibit tables will not be assigned numbers, however, all spaces will have labeled tent card placed at their area prior to the scheduled exhibitor set-up.

Exhibitors may not assign or sublet to others the whole or any part of the space allocated. Displays are limited to those goods or services manufactured or regularly distributed by exhibitor, as disclosed on the Exhibit Space Application/Contract. The exhibitor, employees and agents, and anyone claiming a right to be in the exhibits area through the exhibitor, waives any rights or claims for damages to persons or property arising out of ASPS enforcement of this paragraph.

5. Solicitation

Solicitation of business except by exhibiting firm is prohibited. Exhibitors are urged to report any violation of this rule to ASPS staff. Canvassing by exhibitors outside of their exhibit space is also not permitted. Promotional materials of any description shall not be distributed except from the exhibitor's space.

6. Exhibit Space Payment Terms

Applications must be accompanied by full payment via credit card or check payable to ASPS in U.S. funds for the total rental fee. Applications from exhibitors that have outstanding balances due ASPS, its contractors or vendors will not be processed without full payment of delinquent accounts.

7. Cancellation/Refund of Exhibit Space

Notice of cancellation must be submitted in writing to the ASPS Exhibits Department. Cancellations submitted up to 45 days prior to the first meeting date will receive a full refund, less a \$500 handling fee. No refunds will be issued to any company for cancellations made less than 45 days prior to the first meeting date. Failure to notify ASPS of intent to cancel may result in exhibitor being denied participation at future ASPS meetings.

8. Liability

The exhibitor assumes full responsibility for losses and damages to exhibitor's displays, equipment and other property brought upon the premises of the meeting. Neither ASPS, other sponsors, nor the meeting facility guarantees or insures the exhibitor against loss or damage of any type. Exhibitor is required to maintain sufficient liability insurance covering all losses, damages and claims arising out of the exhibit, including claims against ASPS and the meeting facility and shall indemnify and hold such parties harmless from any losses, damages and claims.

9. Security

All reasonable efforts will be made by ASPS and the facility to provide security, however, exhibitors are urged to secure valuables nightly or take them to their rooms. Neither ASPS, other sponsors, nor the facility will be responsible for lost or stolen items.

10. Exhibitor Rules and Regulations

The exhibitor understands and agrees that the Rules and Regulations as stated here are an integral and binding part of this Exhibit Space Application/Contract. Any violation of the Exhibit Terms and Conditions or the Rules and Regulations by exhibitor will result in termination of the Exhibit Space Application/Contract by ASPS.

11. Termination

ASPS reserves the right to terminate this agreement at any time upon written notification and a complete refund of any exhibit space payment received.

12. Communications

Direct all communication concerning exhibits to:

ASPS Exhibits Department
444 East Algonquin Road
Arlington Heights, IL 60005-4664
Phone: 847-228-3372; Fax: 847-709-7520
Email: exhibits@plasticsurgery.org

EXHIBIT RULES AND REGULATIONS

2018 ASPS/PSF Symposia and Meetings

RULES AND REGULATIONS

Agreement

1. By signing the Exhibit Space Application/Contract, I expressly consent to the delivery of communications promoting the commercial availability or quality of any events, goods or services from the American Society of Plastic Surgeons and/or any entity acting on behalf of such organizations at any of the above contacts, whether by facsimile, electronic mail or regular mail. To the extent consent is given on behalf of an organization, I certify that I have authority to give such consent.

Exhibits/Displays

1. Exhibit tables at ASPS symposia are in close proximity to the General Session. Continental breakfasts, breaks, and when space permits, lunch will take place in exhibit area.
2. Displays are limited to tabletops only. All exhibit displays, literature, video and audio equipment, etc., must be contained upon allotted table space. Banner stands or other signage can be displayed behind your table if space permits, however, cannot exceed the 6' table space allowed per exhibitor.
3. Exhibitors wishing to display equipment, such as lasers, etc. which cannot be displayed on a tabletop, will have the option to request a smaller table in lieu of the standard 6' table. This and other tabletop requirements, such as electrical needs, will be handled on the Exhibitor Badge and Booth Specifications Form included in your confirmation materials. Any additional requirements, such as internet, audio/visual equipment, etc. will need to be ordered by the exhibitor directly with the facility/service provider.
4. All material handling of boxes and exhibit displays are the responsibility of the exhibitor. Facilities may charge handling fees and require pre-arrangements that should be managed by the exhibiting company.

Badges/Company Personnel

1. Pre-registration is required for all company personnel that will be attending the meeting.
2. An additional fee of \$600 applies for each additional representative, with a max of four (4) per contracted tabletop space.
3. Temporary staff/models must be registered as company personnel and wear a company exhibitor badge for entrance to the exhibits area. These badges must be registered within the exhibitor's badge allotment.
4. Attire of booth staff shall be consistent with the professional atmosphere of ASPS meetings. Tight fitting or other inappropriate garments, including short skirts, shorts, under garments and leotards will not be permitted.

Booth Conduct

1. Sales of and order placement for merchandise or services are permitted in the exhibit area, provided all transactions are conducted in a manner consistent with the professional nature of the meeting. An exhibitor may not display signs advertising the price of any items or services available for sale.

2. Any products for sale must be the exhibitor's own merchandise, relate to the exhibitor's professional interest and must represent the same products offered for sale at wholesale or retail.
3. It is the responsibility of each exhibitor that sells merchandise or services in the exhibit hall, regardless of whether the exhibitor delivers such merchandise or services on-site or accepts an order for the future delivery of same, to have all licenses, permits and/or registrations as required by the city, municipality, and/or state in which the exhibit area is located. Exhibitor is responsible for the collection and remittance of all sales, use or other applicable taxes.
4. Exhibits not adhering to these requirements will receive a written violation notice and be dismantled on-site with no refund.

Cancellation/Refund Policy

1. Notice of cancellation of exhibit space must be sent in writing attention to the ASPS Exhibits Department.
2. Cancellations received within 45 days of the first meeting date will receive a full refund less a \$500 fee.
3. No refunds will be issued for cancellations received less than 45 days of the first meeting date.

LIABILITY

1. The exhibitor assumes full responsibility for losses, and damages to exhibitors' displays, equipment and other property brought upon the premises of the meeting.
2. Neither the ASPS, the PSF nor the meeting facility guarantees or insures the exhibitor against loss or damage of any type.
3. Exhibitor is required to maintain sufficient liability insurance covering all losses, damages and claims arising out of the exhibit, including claims against ASPS, PSF and the meeting facility and shall indemnify and hold such parties harmless from any losses, damages and claims.

SPACE ASSIGNMENT

1. Placement of each exhibitor in the exhibit area will be pre-assigned based on when exhibit space application and full payment is received.
2. Exhibit tables will not be assigned numbers, however, will be identified with company names prior to scheduled exhibit setup time.

HOSPITALITY OR OTHER EXHIBITOR FUNCTIONS

1. ASPS and PSF reserve the right to control all exhibitor activities that take place outside an exhibitors allotted exhibit space during the meeting dates.
2. Exhibitors may not schedule hospitality suites, educational, entertainment or social functions to conflict with ASPS/PSF program or other activity times. All functions must be approved by ASPS/PSF in writing.
3. For further information regarding any exhibitor function taking place outside an exhibitors' allotted exhibit space, contact the ASPS Exhibits Department.

EXHIBIT RULES AND REGULATIONS

2018 ASPS/PSF Symposia and Meetings

FDA Regulations

1. Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at the booth a letter from the FDA, which describes the allowable use status of the product.
2. Exhibitors are reminded of FDA restrictions on the promotion of investigational and pre-approved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses.
3. All products which are not FDA approved for a particular use in humans or which are not commercially available in the U.S. will be permitted to be exhibited only when accompanied by the appropriate signs that indicate their status. The signs must be easily visible and placed near the product and on any graphics depicting the product. The following are signs that should be displayed:
 - Device/product is not for distribution in the United States
 - Device/product is limited by Federal Law for investigational use
 - Cleared for marketing when intended for _____ (type of use) only

Please be advised that the ASPS Exhibit Committee members and staff will be monitoring the FDA status of products during meetings and events with exhibits.