

Application for Exhibit Space
SOUTHERN THORACIC SURGICAL ASSOCIATION
JW Marriott San Antonio Hill Country Resort & Spa – San Antonio, TX, November 8-11, 2017

Please mail completed application and check to: STSA, 633 North Saint Clair, Floor 23, Chicago, IL 60611 – OR – fax with credit card information to: STSA, Attn: Angel Law, (312) 202-5803. If you have questions, contact Angel at 312.202.5838. Please make a copy for your files.

Application to exhibit this _____ day of _____, 2017 by and between _____ hereinafter called “Exhibitor,” and the Southern Thoracic Surgical Association, hereinafter called “STSA.”

In accordance with the following terms, conditions, and regulations, governing exhibits of STSA at the JW Marriott San Antonio Hill Country Resort & Spa, San Antonio, Texas, November 8-11, 2017, the undersigned hereby makes application for exhibit space(s), which, when accepted by STSA, becomes a contract. Terms and conditions listed under STSA EXHIBIT RULES & REGULATIONS, as well as those conditions under which exhibit space at the JW Marriott San Antonio Hill Country Resort & Spa is leased to STSA, are part of this contract.

For general and corporate support information and floor plan exhibits, see accompanying brochure. Booth rentals are as indicated on the official floor plan.

I. Contact Person: This person is authorized to sign this contract and will receive future exhibitor mailings:

Print Name: _____
Title: _____
Company: _____
Address: _____
City: _____ State: _____
Zip: _____ Country: _____
Phone: _____
Fax: _____
E-mail: _____

II. Booth Information: The following are preferred booths as numbered on accompanying floor plan in order of preference:

1. _____ 2. _____ 3. _____ 4. _____

List any exhibits and /or products you **do not** wish to be in close proximity to your display:

List any exhibits and /or products you desire to be in close proximity to your display:

III. Product Description & Program Book:

A brief description of your product or service for inclusion in the printed program is **limited to 30 words**. Please e-mail your description to Angel Law at alaw@sts.org by August 7, 2017.

Exhibit to be listed in the printed program as follows (please print clearly):

Company Name: _____
Address: _____
City, State, Zip: _____

IV. Payment: Cost of 10' x 10' Exhibit Space \$5,500

Enclosed is a check for \$ _____, full payment of the exhibit space rental.

Checks to be made payable to:
SOUTHERN THORACIC SURGICAL ASSOCIATION

Credit Card: American Express MasterCard Visa

Amount to be charged: _____

Card Number: _____

Expiration Date: _____

Billing Address (If different from contact address)

City, State, Zip _____

Name as it Appears on Card: _____

Cardholder's Signature: _____

V. It is important to us that you enjoy this conference. If, due to a disability, you have any special needs or requirements, please contact Angel Law, alaw@sts.org. We will do our best to accommodate all special needs.

** The number of available booths is limited and will be assigned on a first-come, first-served basis.

By checking this box, the Exhibitor agrees to the 2017 STSA EXHIBIT RULES & REGULATIONS.

(For office use only)

Assigned Booth No. (s): _____ Amount Received: \$ _____

Cost of Booth(s): _____ Amount Due: \$ _____

Accepted by STSA

Exhibit Manager Signature

Date: _____

Exhibit Rules and Regulations

Southern Thoracic Surgical Association
64th Annual Meeting
JW Marriott San Antonio Hill Country Resort & Spa
San Antonio, TX
November 8-11, 2017

All matters and questions not covered by these Rules & Regulations are subject to the decision of the Southern Thoracic Surgical Association. In the event of any such decision being of general interest, written notice will be given by the Association to exhibitors as may be affected.

Exhibitors should review the STSA Education Disclosure Policy and the ACCME Standards of Commercial Support available at www.stsa.org/cme. Please note that STSA is an ACCME-accredited organization and adheres to the ACCME Standards of Commercial Support. It is STSA's intent and expectation that all STSA educational activities are developed and presented without the influence of commercial interests.

The words "STSA" used herein or in subsequent regulations shall mean the Southern Thoracic Surgical Association, its committees, agents or staff acting for the management of the Meeting and Exhibition. The words "The Hotel" used herein or in subsequent regulations shall mean JW Marriott San Antonio Hill Country Resort & Spa.

1. Exhibit Dates and Hours

Thursday, November 9, 2017	10:00 a.m. – 12:00 p.m. 1:30 p.m. – 3:30 p.m.
Friday, November 10, 2017	7:45 a.m. – 12:00 p.m. 12:45 p.m. – 3:30 p.m.

2. Assignment of Booths

Applications received from prospective exhibitors will be recorded in order of their receipt. Space will be assigned on a first-come, first-served basis. In the event of a conflict regarding space or other imperative conditions, STSA shall have the right to assign space to the Exhibitor, rearrange the floor plan and/or relocate any exhibit at any time before or during the period of Exhibition. No special arrangements or favored booth assignment will be made on the basis of commercial support.

3. Reservation and Occupation of Exhibit Space

Full payment must be received with the application for exhibit space assignment.

Any space not claimed and occupied or regarding which no special arrangements have been made prior to 9:00 a.m. on Thursday, November 9, may then be resold or reassigned by STSA without obligation on the part of STSA to refund any part of the space rental. An exhibiting company may not assign or sublet any space allotted to it, and may not advertise or display goods other than those manufactured or sold by it in the regular course of its business.

4. Cancellation of Exhibit Space

Cancellation of exhibit space must be directed in writing to the STSA exhibits office or by email to alaw@sts.org, by August 30, 2017. An administrative processing fee of \$500 will be charged for all cancellations. In no case, however, will refunds be made after August 30, 2017.

5. Exhibit Set Up

Exhibitor set up will begin on Wednesday, November 8 at 4:00 p.m. and set up must be completed by 10:00 a.m. on Thursday, November 9. Set up will not be permitted after this timeframe without the special permission of STSA.

6. Removal of Exhibits

All exhibits must remain intact until 3:30 p.m. on Friday, November 10, and may not be dismantled or removed until that hour. Exhibit removal may commence at 3:30 p.m., and exhibits must be removed from the exhibit area by 6:00 p.m. on Friday. After that hour the Exhibit Hall will be closed.

7. Booth Construction and Arrangement

All exhibits must be confined to the special limits of the space, as indicated on the floor plan.

No perpendicular obstruction eight feet (8') or more in height may extend forward more than 50 percent of the distance from the back wall, and none over 48 inches in height shall extend forward from the remaining space to the front of the booth. Booths shall not present an objectionable side appearance when viewed from adjoining booth areas.

Flammable materials must be flameproofed before being taken into the exhibit building. Fire Department permits are required for open flame devices and use of compressed gases or dangerous chemicals.

Literature on display shall be limited to reasonable quantities (one-day supply).

8. Animal Tissue

The use of animal tissue will be considered if a written request is submitted to STSA no later than 30 days in advance, detailing the types of tissue, the preservation methods to be used prior to and during the meeting, and the proposed method of disposal either daily and/or at the conclusion of the meeting. Exhibitors may not utilize micro-organisms to demonstrate the efficacy of the product. Under no circumstances may human tissue of any kind be used for demonstration purposes.

Exhibitor shall protect, indemnify, hold harmless, and defend STSA and the Official Service Decorator, their officers, directors, agents, and employees against all claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees and costs of litigation, arising from or in any way connected with the use of animal tissue by Exhibitor, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the negligence or willful misconduct of STSA or the Official Service Decorator, their officers, directors, agents, or employees. Exhibitor shall have or obtain insurance in an amount sufficient to completely cover this indemnification obligation in addition to all other indemnification obligations contained in these Exhibit Rules & Regulations and may be required to provide proof of such insurance to STSA prior to STSA's approval of the use of animal tissue by the Exhibitor.

9. Hazardous/Medical Waste

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous/medical waste material. (Note: Disposal of animal tissue is addressed in section 8.) Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of hazardous/medical waste. Any and all costs incurred in the removal of hazardous/medical waste from the exhibit facility will be the sole responsibility of the Exhibitor.

10. Care of Exhibit Space

The Exhibitor shall care for and keep in good order space occupied. Special cleaning and dusting of the table, display equipment, and material will be the Exhibitor's responsibility.

Exhibitors may not place anything in the aisles during the open hours of the Exhibition.

11. Registration and Badges

All Exhibitors shall register their personnel in advance. Any additions or changes in registration made during the meeting must be certified by an officer of the exhibiting firm or by the person in charge of the company's space.

Admission to the Exhibition will be by badge only. Official badges must be worn whenever the registrant is in the Exhibit Hall.

Exhibiting companies will receive two (2) complimentary badges. Two (2) additional badges may be purchased for a fee of \$50 each. Any additional badges after the two (2) complimentary badges and the two (2) badges for \$50 maybe purchased for \$100. After October 9, 2017 there will be a \$100 charge for all badges. Upon acceptance of the exhibit space application, a separate badge registration form will be emailed.

Badges of members, Exhibitors, program participants, and visitors will show the name and affiliation of the wearer. Badges will not be transferable. The general public will not be admitted to the Exhibition.

Exhibitors attending educational sessions are allowed to participate as observers only. Exhibitors are not allowed to make comments or otherwise interfere in any manner with educational sessions.

12. Exhibitor Admittance

Admittance to exhibit hall is limited to the owners, officers, representatives, employees of exhibiting firms that have contracted for space. Models or similar personnel not commercially connected with the industry may not be employed to help at the Exhibitor's booth. Representatives are defined as individuals who receive commission or salary from the exhibiting firm, and must be registered with STSA by exhibiting firm prior to October 9. Excluded from this category are representatives who maintain and own inventories of merchandise for resale. Such persons are considered to be dealers and, as such, are eligible to purchase exhibit space. Children under 14 are not allowed on the exhibit floor during set-up or dismantle. Except under special circumstances, no more than three (3) registered representatives per booth shall be allowed in the Exhibit Hall at any one time. Compliance with this regulation shall be the responsibility of the person in charge of each exhibit. Non-exhibiting commercial visitors must have certification by an exhibiting firm and accompaniment by the Exhibit Manager to enter the Exhibition.

13. Insurance and Liability

It is the Exhibitor's sole responsibility to obtain, at its own expense, any and all licenses and permits and to comply with all federal, state, and local laws and City of San Antonio ordinances for any activities conducted in association with or as part of the exhibition.

Exhibitor shall be fully responsible for any claims, liabilities, losses, damages, or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected

with, the Exhibitor's participation in the exhibition and/or presence at the exhibition site, including but not limited to acts or omissions of its employees, agents, subcontractors, guests, and/or invitees. Exhibitor shall protect, indemnify, hold harmless, and defend STSA, the Hotel, and the Official Service Decorator, its officers, directors, agents, and employees against all such claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees and costs of litigation, arising from or in any way connected with Exhibitor's negligent acts, omissions, and/or participation in the exhibition and/or presence at the exhibition site, or that of its employees, agents, subcontractors, guests, and/or invitees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the willful misconduct of STSA, the Hotel, or the Official Service Decorator, its officers, directors, agents, or employees.

During the exhibition, including the installation and removal period, Exhibitor, its agents, subcontractors and representatives shall maintain insurance coverages as set forth in [Exhibit A](#) viewable at <http://stsa.org/exhibits/>. STSA, the Hotel, and the Official Service Decorator must be named as additional insureds, on a primary and non-contributory basis, on all required liability insurance, excluding workers' compensation. Any policy providing liability and/or property insurance must contain an express waiver by the Exhibitor and its insurance company of any right of subrogation as to any claims against STSA, the Hotel, and the Official Service Decorator, its officers, directors, agents, or employees. Exhibitor shall submit proof of such insurance to STSA, at least 30 days prior to the exhibition. Exhibitor is responsible to ensure that each independent contractor or subcontractor performing work for Exhibitor during the exhibition comply with all insurance requirements set forth in [Exhibit A](#), and Exhibitor shall submit proof of insurance to STSA for its independent contractors or subcontractors 30 days prior to the exhibition.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent STSA from permitting Exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency, or other causes beyond the control of STSA, Exhibitor will be charged for space during the period it was or could have been occupied by Exhibitor; and Exhibitor hereby waives any claim against STSA, its directors, officers, agents, or employees for losses or damages that may arise in consequence of such inability to occupy assigned space, its sole claim against STSA being for a refund of rent paid for the period it was prevented from using the space.

14. Special Sound Effects and Giveaways

Objectionable audible or visual attention-getting devices or effects and offensive odors from exhibits are prohibited. Sample-giving shall not interfere with other Exhibitors' space. Distribution of refreshments or other products for consumption on the premises, not manufactured by or specifically related to the sales activities of the Exhibitor, will not be permitted. Films of purely entertainment character, without educational or informative value, will not be permitted.

15. Other Events Held in Conjunction with the STSA Annual Meeting

Exhibitors may host satellite activities, ancillary activities or other events beginning November 8 to November 11, 2017. Such activities and events may not take place during the hours of the scientific sessions, during other activities scheduled by STSA, or during the Exhibition itself. To request a copy of the STSA Policy Regarding Industry Sponsored Activities, e-mail Angel Law at alaw@sts.org. Exhibitor assumes full responsibility for property damage, personal injury, or death to any party, by reason of occurrences at or related to any such functions conducted by it. An outline of the STSA program and activities is available at www.stsa.org.

16. Conduct of Exhibitors

Exhibitors shall conduct themselves in an ethical manner at all times and in conformance with these regulations. STSA reserves the right to deny the privileges of the floor to any and all Exhibitors who do not comply. Exhibitors' badges are personal, not transferable, and must be worn at all times.

17. Americans with Disabilities Act

Exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans With Disabilities Act and shall hold STSA harmless from any consequences of exhibiting companies who fail in this regard.

18. Attendee Listing

All participating exhibiting companies will receive a complimentary pre-meeting and post-meeting list of STSA registrants. Please note the complimentary list will not include mailing or email addresses.

Registration Packet Inserts: All marketing materials must be contained within each company's allotted exhibit area. No marketing materials may be inserted in attendee registration packets or displayed near the registration area.

For more information contact:

Angel Law
Southern Thoracic Surgical Association (STSA)
633 North Saint Clair Street, Floor 23
Chicago, IL 60611
Phone: (312) 202-5838
Fax: (312) 202-5803
E-mail: alaw@sts.org
Website: www.stsa.org