



# Exhibit Rules and Regulations

## Southern Thoracic Surgical Association

54th Annual Meeting

Hyatt Regency Coconut Point Resort & Spa

Bonita Springs, Florida • November 7 - 10, 2007

The words "STSA" used herein or in subsequent regulations shall mean the Southern Thoracic Surgical Association, its committees or agents acting for the management of the meeting and exhibition. The words "The Hotel" used herein or subsequent regulations shall mean Hyatt Regency Coconut Point Resort & Spa, Bonita Springs, Florida, its agents and employees.

### 1. Exhibit Dates and Hours

The exhibits will be open Thursday, November 8, from 12:00 p.m. to 5:00 p.m.; Friday, November 9, from 6:30 a.m. to 11:00 a.m. and 2:00 p.m. to 4:15 p.m.; and Saturday, November 10, from 6:45 a.m. to 10:30 a.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.

### 3. Reservation and Occupation of Exhibit Space

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

Any space not claimed and occupied or regarding which no special arrangements have been made prior to 11:00 a.m. on Thursday, November 8, may then be resold or reassigned by the STSA without obligation on the part of the 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.

Cancellation of exhibit space must be directed in writing to the association office. Refunds will be made at the discretion of STSA. In no case, however, will refunds be made after September 3, 2007. An administrative processing fee of \$250 will be charged for all cancellations.

### 4. Exhibit Set-Up

Exhibitors will set up their booths, chairs, floor covering, draping, etc., on Thursday, November 8 from 8:00 a. m. – 11:00 a.m. Set-up must be completed by 11:00 a.m. on Thursday, November 8. After this hour no set-up work will be permitted without the special permission of the STSA. Exhibitors should allow enough time to set up their booth so that they are finished by the designated end time.

### 5. Removal of Exhibits

All exhibits must remain intact until 10:30 a.m. on Saturday, November 10, and may not be dismantled or removed until that hour. Exhibit removal may commence at 10:30 a.m., and exhibits must be removed from the exhibit area by 4:00 p.m. on Saturday. After that hour the exhibit hall will be closed.

### 6. Exhibit Rules & Regulations

The cost of a booth is \$5,000 which includes one (1) 10' x 10' space with a uniformly draped background, a name sign with booth number, table, chair, carpet and four tickets for the President's Mixer. All exhibits must be confined to the special limits of the space, as indicated on the floor plan.

No perpendicular obstruction eight feet 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 (exceptions are subject

to the STSA's approval). 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.

Literature on display shall be limited to reasonable quantities (one-day supply). Fire Department permits are required for open flame devices and use of compressed gases or dangerous chemicals.

### 7. 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. Copies of an insurance policy naming The Southern Thoracic Surgical Association and indemnifying The Southern Thoracic Surgical Association in case of lawsuit involving animal tissue in the exhibit hall must be provided before permission will be granted.

### 8. Hazardous/Medical Waste

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous/ medical waste material. 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.

## 9. 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.

## 10. 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. One badge will be furnished to each registrant during registration hours on site. Official badges must be worn whenever the registrant is in the Exhibition Hall.

**Exhibiting companies will receive four complimentary badges. Additional badges may be purchased for a fee of \$25 each. After October 12th there will be a \$25 charge for all badges.**

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 Area.

## 11. Admittance

Admittance to technical exhibits is limited to the owners, officers, representatives, employees and their immediate families of exhibiting firms who 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 Exhibitor prior to October 12, 2007. 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 12 are not allowed on the exhibit floor during set-up or dismantle.

Except under special circumstances, no more than three 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.

## 12. Liability

Each Exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. Neither the STSA nor The Hotel will be responsible for property damage or loss for such claims. The Exhibitor assumes full responsibility for property damage, personal injury, or death to any part by reason of Exhibitor's participation in the exhibition or meeting activities. Neither the STSA nor The Hotel will be liable for injuries to any person or for damages to property owned or controlled by Exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with Exhibitor's occupation of display space; and the Exhibitor agrees to defend, indemnify and hold the STSA and The Hotel harmless against all such claims. Exhibitor agrees to insure itself, at its own expense, against property loss or damage, and against liability for personal injury.

## 13. 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.

## 14. Cancellation

In case any part of the Exhibition Hall is damaged, or if circumstances make it impossible for the STSA to permit an exhibitor to occupy the space assigned during any part or the whole of the period covered, then under such circumstances the Exhibitor will be charged for space only for the period space was or could have been occupied by the Exhibitor and the STSA is released from any and all claims for damages which may arise in consequence thereof.

## 15. Entertainment

Hospitality rooms may not be open during the hours of the scientific sessions. Any other social functions must be scheduled at a time or place where they will not conflict with

activities scheduled by the STSA or with the exhibition itself. 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.

## 16. Conduct of Exhibitors

Exhibitors shall conduct themselves in an ethical manner at all times and in conformance with these regulations. The 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 the STSA harmless from any consequences of exhibiting companies who fail in this regard.

## 18. General

All matters and questions not covered by these rules and regulations are subject to the decision of the STSA. In the event of any such decision being of general interest, written notice will be given by the STSA to affected exhibitors.

### Attendee Listing:

**All participating exhibiting companies will receive a final list of registrants within one month after the conclusion of the meeting. Lists will not be provided prior to the meeting.**

### 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.

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### For more information contact:

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