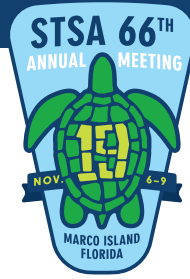


# APPLICATION FOR EXHIBIT SPACE



SOUTHERN THORACIC SURGICAL ASSOCIATION  
JW Marriott Marco Island Beach Resort | Marco Island, FL  
November 6-9, 2019  
www.stsa.org

Please mail completed application and check to: STSA, 633 N. Saint Clair St., Suite 2100, Chicago, IL 60611 – OR – fax with credit card information to: STSA, Attn: Meagan Reichstein, 312.268.7469. If you have questions, contact Meagan at 312.202.5838. Please retain a copy for your records.

Application to exhibit this \_\_\_\_\_ day of \_\_\_\_\_, 2019 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 Marco Island Beach Resort, Marco Island, Florida, November 6-9, 2019, 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 Marco Island Beach Resort is leased to STSA, are part of this contract.

For general and corporate support information and exhibit floor plan, see accompanying brochure.

**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 (STSA will do its best to accommodate these requests):  
\_\_\_\_\_  
\_\_\_\_\_

List any exhibits and /or products you desire to be in close proximity to your display (STSA will do its best to accommodate these requests):  
\_\_\_\_\_  
\_\_\_\_\_

**III. PRODUCT DESCRIPTION & DIGITAL PROGRAM & MOBILE APP:**

A brief description of your product or service for inclusion in the digital program and mobile app is **limited to 30 words**. Please e-mail your description to Meagan Reichstein at mreichstein@sts.org by August 12, 2019.

**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  
COST OF 10' X 10' EXHIBIT CORNER SPACE \$5,650**

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 Meagan Reichstein, mreichstein@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 2019 STSA EXHIBIT RULES & REGULATIONS.

**FOR OFFICE USE ONLY**

Assigned Booth No. (s): \_\_\_\_\_

Cost of Booth(s): \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

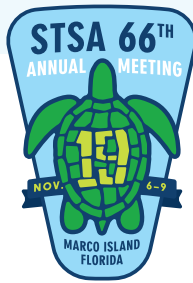
Amount Due: \$ \_\_\_\_\_

**ACCEPTED BY STSA**

\_\_\_\_\_  
Exhibit Manager Signature

\_\_\_\_\_  
Date

# 2019 RULES & REGULATIONS



SOUTHERN THORACIC SURGICAL ASSOCIATION  
JW Marriott Marco Island Beach Resort | Marco Island, FL  
November 6–9, 2019  
[www.stsa.org](http://www.stsa.org)

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 <https://stsa.org/cme/>. Please note that STSA is an ACCME-accredited organization through the joint providership of The Society of Thoracic Surgeons 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 Marco Island Beach Resort.

## 1. EXHIBIT DATES AND HOURS

### Thursday, November 7, 2019

10:00 a.m. – 12:00 p.m., 1:30 p.m. – 3:30 p.m.

### Friday, November 8, 2019

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 7, 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 Manager, Meagan Reichstein by email to [mreichstein@stsa.org](mailto:mreichstein@stsa.org), by August 30, 2019. An administrative processing fee of \$500 will be charged for all cancellations. In no case, however, will refunds be made after August 30, 2019.

## 5. EXHIBIT SET UP

Exhibitor set up will begin on Wednesday, November 6 at 4:00 p.m. and set up must be completed by 10:00 a.m. on Thursday, November 7. 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 8, 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 detailing the types of tissue and preservation methods to be used prior to and during the meeting is submitted to STSA at least 30 days before the start of the Exhibition. All animal tissue must be turned over to the Official Service Contractor for disposal. Exhibitors may not use microorganisms to demonstrate the efficacy of any product. Under no circumstances may human tissue of any kind be used.

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 per 10' x 10' booth. Two (2) additional badges may be purchased for a fee of \$100 each. Any additional badges after the two (2) complimentary and the two (2) badges for \$100 may be purchased separately as an industry employee registration. After October 7, 2019 there will be a \$125 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 7. 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. 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 Marco Island 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 November 6 to November 9, 2019. 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 Meagan Reichstein at [mreichstein@sts.org](mailto:mreichstein@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](http://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:*

**Meagan Reichstein**  
**Southern Thoracic Surgical Association (STSA)**  
633 N. Saint Clair St., Suite 2100  
Chicago, IL 60611

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