

ACS/Clinical Congress 2024

October 19 – October 22
San Francisco, CA

POLICIES AND PROCEDURES

The Clinical Congress Technical Exhibit Rules and Regulations and Policies and Procedures are a binding and integral part of the exhibitor's contract with the American College of Surgeons (ACS). The policies and procedures may differ greatly from other meetings or tradeshows, and we encourage you to read them in their entirety.

All exhibit matters and questions not covered by these Policies and Procedures are subject to the decision of the ACS. These Policies and Procedures may be amended at any time by the ACS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Policies and Procedures, written notice will be given by the ACS to Exhibitors who may be affected.

GENERAL

Introduction and Objectives

The purpose of our policies and procedures for the Exhibits is to provide a professional and educational environment in which the Exhibitor can demonstrate, and the attending surgeon can view, products and services that improve the quality of care given to the patient, enhance the management of the surgical practice, or contribute to the educational and instructional atmosphere of the meeting. Our policies and procedures, along with the application for exhibit space, are an integral and binding part of your contract with the American College of Surgeons (ACS) and have been designed to be implemented in a fair, effective, and equitable manner. The abbreviation "ACS" used in the policies and procedures shall mean the American College of Surgeons, a not-for-profit corporation, and, as the context may require, its directors, officers, agents, and/or employees duly acting for the ACS in the management of the exhibition.

Exhibitor Eligibility

All products and services to be exhibited must be directly related to patient care and safety or the practice of surgery and approved by the ACS Exhibits Committee in its sole and absolute discretion. All decisions are final. Exhibitors may only display products and services regularly manufactured or distributed through the company's regular course of business and described in their application or approved in writing by the Exhibits Committee.

Applications deemed ineligible will be returned with a full refund. Eligibility and/or approval of an application to Exhibit Hall does not indicate an endorsement of a product or service by the ACS. Any indication of such by an Exhibitor will constitute removal from the Exhibit Hall. Distribution of any printed material, showing of equipment and product presentations to the ACS registrants or guests by Exhibitors other than in the Exhibitor's assigned exhibit space during the official dates of the Clinical Congress is prohibited.

Official Meeting Dates/Exhibitor Events

The ACS Clinical Congress 2024 has sessions beginning Saturday, October 19, 2024, and extending through Tuesday, October 22, 2024, at 5:00 pm.

Exhibit Hours:

Sunday, October 20 9:00 am–3:30 pm
Monday, October 21 9:00 am–3:30 pm
Tuesday, October 22 9:00 am–2:00 pm

During the period of 8:00 am Saturday, October 19, 2024, through Tuesday, October 22, 2024, at 5:00 pm, neither Exhibitors nor their agents may conduct, participate in, or support any educational or marketing activities directed toward Clinical Congress registrants other than as part of an approved exhibit without the permission of the ACS. Further information regarding Exhibitor Events will be sent to all exhibiting companies in late April.

PAYMENTS AND CANCELATIONS

Deposit and Rental Fees

Each Exhibitor must have on file with the ACS a complete and accurate application, which includes a deposit equaling 100% of the total booth cost (after March 8, 2024). Space is rented at \$43.50 per square foot for corner locations and \$42.50 per square foot for in-line booths up to 399 square feet. Island booths, 400 square feet or more, will be rented at \$40.50 per square foot and \$22.00 per square foot for non-profit organizations. Carpeting is included in the rate for all booths up to 399 square feet. Applications will not be accepted unless accompanied by a valid credit card number for the deposit.

Applications will be assigned in order of receipt. Applications from Exhibitors who have any outstanding balances due to the ACS or its vendors will not be processed without resolving unpaid balances.

The ACS may use the information supplied by an Exhibitor in the application as part of the ACS's marketing, advertising, and other informational materials. The signatory on the application or his or her designee shall be the Exhibitor's official representative, who certifies additional representatives and acts on behalf of the exhibiting company for all negotiations and approvals.

Space Assignment and Payment Schedule

Space assignments and invoices will be sent within 24 hours of receipt of application. Space must be paid in full by March 8, 2024, or it will be reassigned or sold by the ACS without notice. Cancellation penalties will apply. The Exhibitor Service Kit will not be accessible until receipt of final payment. Exhibitors

may not assign, sublet, or apportion the whole or any part of the exhibit space to others. Applications received after March 8, 2024, must include full payment for the requested booth space.

Priority Point Systems and Space Assignment

Priority points, date of receipt, and Exhibitor's preference for proximity to other exhibiting companies will be taken into consideration when determining booth location, subject to availability of space and services required—water, drain, and electricity. Preferences indicated by the Exhibitor are for ACS guidance only and are NOT guaranteed assignments. Point allocation is as follows:

- One (1) point for every 100 square feet (10 feet x 10 feet) of exhibit space
- Two (2) points for every \$5,000 in sponsorship purchases

Exhibiting companies involved in mergers or acquisitions will receive points earned by the company with the most favorable exhibit history with the ACS.

Cancelations, Reductions, and Refunds

Written notification of a reduction or cancelation of exhibit space must be received by the ACS on or before March 8, 2024, to be eligible for any refund. Prior to March 8, 2024, a 50% of the value of the entire amount of exhibit space of canceled or reduced space will be assessed. March 9, 2024, onward, 100% of the value of the entire amount of exhibit space will be due for cancelation or reduction of exhibit space. Space not claimed or occupied onsite after 5:00 pm on October 19, 2024, for which no special arrangements have been made with the ACS, may be resold or reassigned by the ACS without obligation to refund exhibit fees or reassign the Exhibitor.

FLOOR PLANS, BOOTH SIZES, CONFIGURATIONS AND REQUIREMENTS

Arrangement of Exhibits

Each Exhibitor is provided access to an online, interactive floor plan, and an Exhibitor Service Kit, which describes the type and arrangement of exhibit space and the standard equipment provided by the ACS for booth construction. All exhibit space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Policies and Procedures, the terms and obligations of which are expressly incorporated herein. If, in the sole opinion of the ACS, any exhibit fails to conform to the Policies and Procedures set forth herein, such exhibit will be closed and prohibited from operating at any time during the Exhibition, and no exhibit space rental charges shall be refunded.

Exhibitor Plan Review

Exhibitors utilizing a peninsula or island-type exhibit, relocating to an exhibit space with a peninsula or island-type exhibit, or involving other unusual construction features are required to submit a copy of their booth construction plans and layout arrangements. These plans, including a scaled plan view and elevations, must be submitted to the ACS for approval by August 20, 2024.

Changes to the Floor Plan by the ACS

Floor plans can change due to new space assignments, increases/reductions in space, or reconfiguration deemed necessary by the ACS. The interactive floor plan will be available online and announced to Exhibitors when live. The ACS reserves the right to rearrange the floor plan at any time and to relocate Exhibitors if it becomes necessary for causes beyond the control of the ACS or is advisable in the best judgment of the ACS. Every attempt will be made to contact affected Exhibitors and discuss the change prior to finalizing. These booth design requirements are not intended to restrict exhibit design or utility unduly but are presented to create and maintain an open atmosphere on the exhibit floor. Good judgment and consideration for neighboring Exhibitors and attendees should be utilized when designing exhibits.

In-Line Exhibits

(10 feet x 10 feet or multiple thereof)

Elevation and overview drawings, either concept or construction, indicating all dimensions, must be submitted to the ACS for approval by August 20, 2024. Drawings must be submitted even if approved in previous years.

- The minimum space size is 10 feet x 10 feet.
- The back one-half of the in-line booth may be occupied up to a height of 8 feet.
- The front one-half of the in-line booth may be occupied from the floor up to a height of 4 feet, with the exception of equipment that may exceed the 4 feet height limit but may not be higher than 8 feet, and must be placed so that the view or sight lines of adjacent exhibits are not blocked.
- Live or video demonstrations must not be objectionable to neighboring Exhibitors or the ACS.
- Exhibits are limited to 8 feet in height, except along the perimeter walls, where the height limit may be 12 feet (prior the ACS written approval required).

Freeform Exhibits

(20 feet x 20 feet or larger "island")

Elevation and overview drawings, either concept or construction, indicating all dimensions must be submitted to the ACS for approval by August 20, 2024. Drawings must be submitted even if approved in previous years.

- Maximum height of any freeform exhibit, including signs (hanging or floor-based), shall be 24 feet from the exhibit floor. If the exhibit booth is located in an area of the Exhibit Hall with a limited or reduced ceiling height, the maximum booth height (including any overhead hanging signs) will vary based on ceiling height and fire regulations. Contact the ACS for the exact maximum dimensions.
- Island exhibits must maintain sufficient see-through areas to prevent blocking views of adjacent exhibits. The ACS strongly recommends a minimum of a 40% see-through effect on the portion of the booth from the floor up to a minimum of 8 feet in height. This maximum use of space maintains the openness of sight lines around and through the design so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. The space from 16 feet to 24 feet may be utilized fully.
- Complete and accurately scaled floor plans, both concept and construction, indicating applicable setback, exhibit height, hanging signage, live demonstration areas, and supplemental lighting requests must be submitted to the ACS for basic approval by August 20, 2024. If floor plans are not submitted and approved, and construction is determined to be in violation of regulations, the ACS has the right to prohibit the construction of the booth. Island booths are subject to onsite review and the required modification, where necessary, at the Exhibitor's expense.

Booths 400 square feet and larger are responsible for ordering their own floor covering.

RULES GOVERNING ALL EXHIBITS

Exhibitor Identification

Exhibitor identification in all of the ACS publications and on all signs and booth graphics will be the same company name as submitted on the Exhibit Space Application/Contract.

The ACS logos, seals of approval, trademarks, or similar property rights of the ACS may not be used in connection with any product, service, advertising, or promotional material displayed or disseminated by the Exhibitor.

Care of Exhibit Space and Building

Exhibitors must, at their expense, maintain the cleanliness and safety of their booth and exhibit at all times.

Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by The Moscone Center and the ACS, at the prevailing rate being charged to the ACS.

All space occupied by an exhibit must be surrendered in the same condition as at the commencement of occupation. At the close of the exhibits, Exhibitors are responsible for the removal of excess debris, bulk quantities of printed material, floor covering, and any items other than those that can be easily swept up. Exhibitors will be billed clean-up charges incurred by the ACS resulting from failure to properly clean contracted exhibit space prior to and at the conclusion of the Exhibition.

Exhibitors shall be fully responsible for any claims, liabilities, losses, damages, or expenses of whatever kind and nature 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 Exhibitors' participation in the Exhibition.

By California State Law, The Moscone Center is a smoke-free facility. Smoking, including vaping and e-cigarettes, is not permitted anywhere within The Moscone Center, including back-of-house areas and loading docks.

Americans with Disabilities Act (ADA)

Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their exhibit space, including (but not limited to) wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend the ACS, its officers, directors, agents, members, and employees from and against any claims, liabilities, losses, damages, and expenses (including attorneys' fees and expenses) resulting from or arising out of the Exhibitors' failure or allegations of Exhibitors' failure to comply with the provisions of the ADA.

Installation and Dismantling

Exhibit space will not be released to the Exhibitor until all conditions set forth in these Policies and Procedures are satisfied. Installation of exhibits may commence on Friday, October 18, 2024.

If the setup of any exhibit has not started by 2:00 pm, Saturday, October 19, 2024, the ACS may order the exhibit installation, and the Exhibitor will be billed for all charges incurred. The ACS will not be responsible for any damage incurred.

All exhibit installation must be completed by 4:30 pm, Saturday, October 19, 2024, and all aisles cleared of exhibit material and crates. All components yet to be installed must be within the Exhibitor's assigned space.

The Exhibit Hall will be closed to all personnel at 4:30 pm for cleaning and preparation for opening.

To prepare for the close of the Exhibition, each Exhibitor will complete arrangements for material removal from The Moscone Center in accordance with the ACS Policies and Procedures, instructions provided in the Exhibitor Service Kit, and the closing bulletin issued onsite.

Storage of Crates and Boxes

The official contractor handles the removal of and provides storage space for crates, boxes, skids, and other materials during the Exhibition and, at the close of exhibits, returns properly marked materials to the Exhibitor's booth. Fire prevention ordinances require that wrapping materials, such as paper and Excelsior, must be completely enclosed within the packing boxes and will be disposed of if not properly stored.

Storage of crates, boxes, or any packing material behind the exhibit booth is strictly prohibited by the convention center. Such items will be considered refuse and disposed of accordingly. Exhibitors who require "accessible storage" for literature or products should make arrangements for this service with an official contractor.

FDA Regulations

Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at their display a letter from the FDA describing the allowable use status of a product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and preapproved drugs and devices and the prohibition on promoting approved drugs and devices for unapproved uses. All products not FDA-approved for particular use in humans or not commercially available in the United States will be permitted to be exhibited only when accompanied by the appropriate documentation/signs indicating their status. Signs must be clearly visible, easily readable, and placed near the product and on any graphics depicting the product.

For additional information, contact the US Food and Drug Administration at 888-463-6332 or fda.gov.

If the FDA or a court of competent jurisdiction determines a company's exhibit at a meeting of the ACS is in violation of any FDA regulations, including, but not limited to, the promotional restrictions and rules stated above, the company will be subject to sanctions, including, but not limited to, exclusion from exhibiting at subsequent meetings of the ACS.

Insurance and Liability

Exhibitors will maintain general public liability insurance against claims for personal injury, death, or property damage incident to, arising out of, or in any way connected with their participation in the Exhibition, in an amount of not less than two million dollars (\$2,000,000) for personal injury, death, or property damage in any one occurrence. Such insurance should include coverage of the indemnification obligations of Exhibitors under the Policies and Procedures and should cover the ACS and Tradeshow Logic as an additionally named insured.

Each exhibiting company is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the Exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any right of subrogation as to any claims against the ACS, its officers, directors, agents, members, or employees. All agents or representatives of an Exhibitor performing services at The Moscone Center directly for an Exhibitor, and who are not the Exhibitor's employees must provide the ACS with original certificates of insurance by August 20, 2024.

Security

Security guards will be stationed in the Exhibit Hall from Friday, October 18, 2024, to Wednesday, October 23, 2024, to provide general security for the overall exhibit area. Exhibitors, however, are responsible for safeguarding their material and equipment against theft. The ACS, the official contractor, and The Moscone Center are not responsible for any loss, theft, or damage to Exhibitor property.

Limitation of Liability

In no event shall the exhibit facility, the ACS, and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries, and affiliates (collectively "the ACS parties") be liable to the Exhibitor or any third party hired by or otherwise engaged by the Exhibitor for any lost profits or any other indirect, special, punitive, exemplary, incidental, or consequential damages, including attorneys' fees and costs, arising out of this application and agreement or connected in any way with the use of or inability to use the services outlined in this application and agreement or for any claim by the Exhibitor, even if any of the ACS parties have been advised, are on notice, and/or should have been aware of the possibility of such damages. Exhibitor agrees that the ACS parties' sole and maximum liability to Exhibitor, regardless of the circumstances, shall be the refund of the exhibit booth fee. The Exhibitor agrees to indemnify and defend the ACS parties from any claims brought by a third party hired by or engaged by the Exhibitor for any amount beyond the exhibit booth fee. Further, the Exhibitor agrees to pay all attorneys' fees and costs incurred by the ACS parties arising from or in any way related to this application and exhibit. The Exhibitor shall be solely responsible for its attorney's fees and costs.

Indemnification

Exhibitors shall be fully responsible for any claims, liabilities, losses, damages, or expenses of whatever kind and nature 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 Exhibitors' participation in the Exhibition. Exhibitors agree to indemnify, defend, save, and hold harmless the ACS and its officers, directors, agents, members, and employees, and each of them, from and against any and all claims, liabilities, losses, damages, costs, and expenses (including attorneys' fees and expenses) with respect to any breach of the foregoing representations and warranties or negligence, gross negligence or willful misconduct of Exhibitor, its employees, agents, or contractors. The terms of this provision shall survive the termination or expiration of these Policies and Procedures. The ACS owns and sponsors this meeting to promote advances in surgery and other areas of surgical science. The information presented through the programs and exhibits is not verified or endorsed by the ACS. Exhibitors and their presenters are solely responsible for content.

Violations and Penalties

The ACS, at its discretion, may reduce priority points for next year's Clinical Congress due to violations of these Policies and Procedures. Substantial violation of any of the Policies and Procedures by Exhibitors or their employees or agents may, at the option of the ACS, forfeit the Exhibitor's right to occupy exhibit space, and such Exhibitor shall forfeit to the ACS all monies paid or due. Upon evidence of substantial violation, the ACS may take possession of the space occupied by the Exhibitor and remove all persons and goods. The Exhibitor shall pay all expenses and damages that the ACS may incur through the enforcement of this rule.

OPERATION OF EXHIBITS

The Exhibitor shall assume responsibility for having a badged Exhibitor representative present in the exhibit booth and keeping the exhibit neat, staffed, and operational during exhibit hours.

All demonstrations or promotional activities of Exhibitors, their employees, or agents during the Clinical Congress, including crowds from these activities, must be confined to the Exhibitor's exhibit space. All products and services must, in the opinion of the ACS, be safe, educational, productive, effective, and have the approval of appropriate authorities.

- Sound/audiovisual devices, effects, and demonstrations will be permitted only in those locations and at such sound intensity (maximum 80 decibels or "dB") as, in the opinion of the ACS, do not interfere with the activities of neighboring Exhibitors. Sound levels exceeding 80 dB are deemed inappropriate and require discontinuation.
- Professional presenters or models may conduct product and service demonstrations; however, demonstrations are straightforward and professional. If video is used simultaneously with a live model to demonstrate equipment, a sign clearly indicating the simulation must be posted. Exhibitors must receive prior written approval from the ACS for any product demonstration or presentation.
- Models and demonstrators must be modestly and properly clothed, as well as properly badged, to be consistent with the professional atmosphere of the Clinical Congress. Exhibitors shall use reasonable efforts to cause such persons to behave in a polite and professional manner at all times.
- Live imaging, diagnostic, therapy, or health screening procedures of any kind are prohibited from being performed on humans or any live animal.
- Live surgery telecasts are prohibited; however, previously taped operations may be shown.
- Any visual transmissions from offsite locations, including, but not limited to, transmissions of previously taped surgical procedures, may be performed only with specific permission of the ACS and are subject to special requirements and limitations.
- Photography is prohibited during installation, show days, and dismantling other than by the ACS official photographer or registered press. Exhibiting and attending the ACS Clinical Congress, ACS meetings, or other activities constitutes an agreement by the Exhibitor on behalf of its employees, agents, and contractors to the ACS's use and distribution (both now and in the future) of the image or voice of Exhibitor, its employees, agents, and contractors in photographs, videotapes, electronic reproductions, or audiotapes of such events and activities.
- Laser Demonstrations—The ACS has adopted the following policy, in keeping with recommended safety precautions: (1) Laser Exhibitors may operate lasers in a fashion to exhibit the aiming of beams, such as helium-neon lasers; and (2) laser Exhibitors may not operate carbon dioxide, argon, and neodymium YAG lasers in a therapeutic or treatment mode without providing a suitable, enclosed place and eye protection for those viewing the laser.
- Human tissue is prohibited for demonstration purposes. Animal tissue may be used if a request is submitted in writing to the convention center and the ACS with a detailed description of the proposed method of waste disposal.

Handout/Novelty Item Distribution

Distribution of canes, yardsticks, or noisemakers is prohibited. Small token gifts that are not worn or displayed and may be carried in the pocket are acceptable and may be distributed from the exhibitor's booth without prior approval. Such token gifts must meet American Medical Association ethics guidelines and should not be of substantial value. Requests for distribution of refreshments, with the exception of hard candy or any other products for consumption not manufactured by, or specifically related to, the product of the Exhibitor, must be submitted to the ACS for review.

It is the responsibility of the exhibitor to receive prior approval for any handout/novelty item that may be questionable in nature. Exhibiting companies that interact with physicians and other healthcare professionals during Clinical Congress are asked to review the codes of ethics developed by MITA, NEMA, PhRMA, AdvaMed, and the AMA. Ethical practices and industry conduct can differ among companies. It is the responsibility of each company to decide what types of activities are appropriate as they relate to sales and promotional events.

Prizes, awards, drawings, raffles, lotteries, or contests of any kind must have prior written approval from the ACS.

Food and Beverage

All food and beverages are supplied by SAVOR Catering, the preferred provider at The Moscone Center. Dispensing of small food and beverage samples or other consumable products by Exhibitors or the use of exhibitor appointed contractor (EAC) services for the provision of food and beverage requires the written approval of ACS management. No alcoholic beverages or containers are allowed in the Exhibit Hall.

Additional information will be supplied in the Exhibitor Service Kit.

Copyright Permission

Exhibitors shall be fully responsible for ensuring that no musical work protected by copyright will be staged, produced, or otherwise performed, via either live or mechanical means, by or on behalf of Exhibitors unless they have previously obtained written permission from the copyright owner or the copyright owner's designee (for example, ASCAP, BMI, or SESAC) for such use. Exhibitors represent and warrant they shall be fully responsible for the adherence to all obligations under any agreement permitting the use of such music, including all obligations to report data and to pay royalty fees.

The ACS reserves the right to order any objectionable presentations discontinued until such time as a mutually agreeable presentation may be developed. The Exhibitor waives any rights or claims of damages arising out of the enforcement of this rule.

EXHIBITOR REGISTRATION & BADGE POLICY

The advance registration deadline date is October 11, 2024. All web registrations received by midnight Central Time on October 11, 2024, will be processed.

Each 10x10 booth spaces receives four (4) exhibitor badges at no charge. Additional exhibitor badges can be purchased at \$50 each.

Badges will be held for pickup onsite at the Exhibitor Registration desk.

For those Exhibitors interested in attending educational sessions, attendance in general sessions is permitted if space is available after the start of the session. However, Exhibitors are not permitted to market, sell, or leave print materials in any of the session rooms. Exhibitors are not allowed to attend any Didactic Courses, Skills Courses, or Meet-the-Expert Sessions during Clinical Congress.

A \$50 fee per registrant will be assessed for any or all of the following:

- Web registrations received after the Advance Registration deadline
- All non-web registrations
- Replacing lost badges

Payment may be made by check or credit card (VISA, MasterCard, or American Express).

Exhibitors' badges are not to be issued to individuals who wish to gain admittance for the purpose of contacting other Exhibitors. ACS Fellows, Initiates, Associate Fellows, Resident Members, other surgeons, or any other attendee who is not considered a full-time employee of the exhibiting company may not be registered as an Exhibitor. Badged exhibit staff/company representatives must remain in the company's rented space on the exhibit floor. Badges are not provided to exhibit staff for the purpose of viewing other exhibits, except by invitation of other Exhibitors.

- The official badge of the ACS Clinical Congress must be worn at all times while in the Exhibit Hall. No ribbons or stick-on novelty items are allowed to be affixed to the badges.
- Do not insert business cards into badge holders.

False certification of any individual as an Exhibitor's representative, misuse of Exhibitor-issued badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be cause for removal of Exhibitor and all Exhibitor representatives from the exhibition hall, or removal of the exhibit material from the floor, or both, without obligation on the part of the ACS for refund of any fees. The Exhibitor, and anyone claiming a right to be on the exhibit floor through the Exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule. Exhibitors will be assessed 25 priority points for violation of this policy.

Children under 16 years of age ARE NOT PERMITTED on the exhibit floor at any time.

Policy on Media Relations for Exhibitors

Exhibitors at Clinical Congress 2024 are required to observe the following regulations concerning media relations:

- Exhibitors may not conduct press conferences on the exhibit floor or in The Moscone Center; however, individual interviews may be conducted in the assigned exhibit booth. Press conferences may be held in hotels contracted by the ACS in the area surrounding the convention center. For further information on securing a hotel room for a press conference or other media function (breakfast, lunch, or reception), please contact Jenna Blandi-Jurgil, Senior Meeting Planner, Convention and Meetings, at 312-202-5402 or jblandijurgil@facs.org.
- The list of media representatives attending Clinical Congress is not available to Exhibitors.
- Exhibitors are responsible for cultivating their own press contacts in advance of and during the Clinical Congress.
- Exhibitors who notify members of the press to meet them in the Exhibit Hall must first direct those individuals to the ACS Media Work Room, where they are to register for media credentials. This policy also applies to photojournalists, television, and radio sound crews.

- Exhibitors who wish to distribute media kits, media alerts, or press releases may leave these materials for display in the Media Work Room only. All materials are subject to review by the ACS Media Work Room staff for approval prior to distribution in the Media Work Room. Any materials distributed to the press must be directly related to an exhibit on display at the Clinical Congress. Exhibitors are responsible for the transport and delivery of their own press kits and related materials to the Clinical Congress.

Commercial Press

Reporters who do not meet the ACS criteria for media credentials to cover the Clinical Congress may be eligible to register under the category “commercial press.” The commercial press category encompasses those writers and editors who attend Clinical Congress to highlight the activities of healthcare manufacturers and who represent publications that are circulated among manufacturing firms and the business community.

EXHIBITOR SLEEPING ROOMS & FUNCTION SPACE

All housing arrangements must be coordinated through the ACS Housing Bureau, onPeak, and all meeting space requests must be coordinated through the ACS Convention Office. All requests for blocks of sleeping rooms, suites, and meeting space must be requested on official Clinical Congress Housing and Function Space Request Forms, and these forms are considered part of the Exhibitor Policies and Procedures. Exhibitors who choose to circumvent the ACS Housing system by not utilizing the proper procedures will be assessed 10 priority points and may jeopardize their opportunity to exhibit at future meetings.

Individual Sleeping Rooms

To ensure availability of quality accommodations for surgeons, other attendees, and Exhibitor personnel, sleeping rooms are apportioned between groups at all participating hotels.

To verify that all hotel rooms within the ACS block are properly allocated, the ACS will actively monitor the housing process.

Exhibitors who require the use of fewer than 10 rooms on peak nights must use the online Exhibitor Individual Housing link. Reservations will require a credit card guarantee at the time of booking. The individual reservation cut-off date is 72 hours prior to arrival. Further instructions regarding the housing process will be provided on the housing site.

For groups who need nine or more rooms, hotel assignments will be based on the date and time the form is submitted, block size, hotel availability, meeting space needs, and Exhibitor’s priority preference. A Group Booking Agreement confirming your hotel assignment and providing additional housing details will be emailed to you once your block has been confirmed. Should you have any questions regarding your room block, please contact Rachel Agustin, ACS Housing Coordinator, at ragustin@facs.org.

Deposits and rooming lists are due on all reservations no later than July 26, 2024. Exhibitors will be responsible for any attrition penalties due for guest rooms held and not utilized as outlined in the Group Booking Agreement.

Function Space

During the period of Saturday, October 19, 2024, at 8:00 am through Tuesday, October 22, 2024, at 5:00 pm, neither Exhibitors nor their agents may conduct, participate in, or support any educational or marketing activities directed toward Clinical Congress participants, other than as part of an approved exhibit.

All Function Space Request Forms must be submitted via the Function Space Request, which can be found in the Exhibitor Service Kit. Requests cannot be made directly with the venues. If you require substantial meeting space, please submit your requests with your block housing requests. If you are planning a function at locations other than the official Clinical Congress hotels or convention center, written approval must be granted by the ACS prior to finalizing your arrangements.

Exhibitors who contract third parties to plan functions are required to submit a letter of authorization on the Exhibitor’s letterhead stating the name of the third party and designating them as their agent. This letter must accompany the space request form.

Requests regarding an Exhibitor Event or Satellite Symposium (marketing or education related) must be submitted to the ACS on the Exhibitor Event form.

Information regarding Exhibitor Events will be available in the ACS Exhibitor Portal.

After space assignment is made by the ACS Convention and Meetings office, the organizer is responsible for finalizing all arrangements with the assigned hotel or convention center. Further instructions regarding space requests and Exhibitor Events will be provided on the website.

Please direct any questions regarding Function Space Requests to Jenna Blandi-Jurgil, Senior Meeting Planner, Convention and Meetings, at 312-202-5402 or jblandijurgil@facs.org.

Entertainment and Social Functions

No entertainment or social functions may be scheduled to conflict with the ACS official program or exhibit hours. Functions supported by Exhibitors in hotels, restaurants, private clubs, or other facilities are limited to predetermined guest lists.