

# INVITATION TO EXHIBIT

## JOIN US

The 2016 Annual Meeting of the Ohio Chapter, American College of Surgeons will be May 6 & 7, 2016. Your company is extremely important to the profession and we would like to cordially invite you to showcase your products and services.

This year's meeting offers you an excellent opportunity to make sales, widen your exposure, and stimulate repeat business. Take this opportunity to build and maintain customer relations, enhance your image and test new products and services.

We encourage you to review the exhibit packages described and to make the decision today to participate in the 2016 Annual Meeting.

## ABOUT OHIO CHAPTER, ACS

The Ohio Chapter, American College of Surgeons is one of the largest statewide chapters of ACS in the country. With more than 800 members, the Ohio Chapter has positioned itself to be active in the legislative arena, focusing on issues that directly and exclusively impact its members.

## ANNUAL MEETING

Attendance for 2015 included approximately 120 surgeons and affiliated professionals. The program appeals to members of all surgical subspecialties and we anticipate similar numbers for 2016.

This meeting provides you with an excellent opportunity to interact with surgeons and affiliated professionals from around Ohio. This is one meeting that you definitely do not want to miss!

## HOTEL INFORMATION

### Embassy Suites

2886 Airport Dr  
Columbus, OH  
(614) 538-8500

Hotel Room Block Name: Ohio Chapter, American College of Surgeons  
Reservations Deadline: April 7, 2016  
Reservations: (614) 538-8500

The Ohio Chapter has a block of single/double rooms at a discounted group rate of \$139.00 plus tax. Sleeping rooms are assigned on a first-come, first-served basis. Reservations must be made by April 7, 2016 to receive the discounted rate.

## EXHIBIT HOURS (Tentative)

### Thursday, May 5

6:00 pm – 8:00 pm ...Exhibitor Set Up

### Friday, May 6

8:00 am – 5:00 pm .....Exhibits Open

5:00 pm – 6:00 pm .....Welcome Reception w/ Exhibitors

6:30 pm – 10:00 pm ...Off-site President's Event w/ Exhibitors

### Saturday, May 7

7:00 am – 10:00 am .....Exhibits Open

10:00 am – 12:00 pm ...Exhibit Tear Down

## YOUR INVESTMENT

### EXHIBIT—TABLETOP OR FLOOR      **\$1,995**

- Furniture (one six-foot table and two chairs)
- Includes three complimentary registrations to all meeting sessions and food functions.
- Participation in the "Play to Win" game, where participants are encouraged to visit each exhibit booth at least once for a chance to win an exciting gift.
- Inclusion of company listing in on-site Exhibitor Directory.

### DELUXE EXHIBIT—TABLETOP OR FLOOR      **\$2,495**

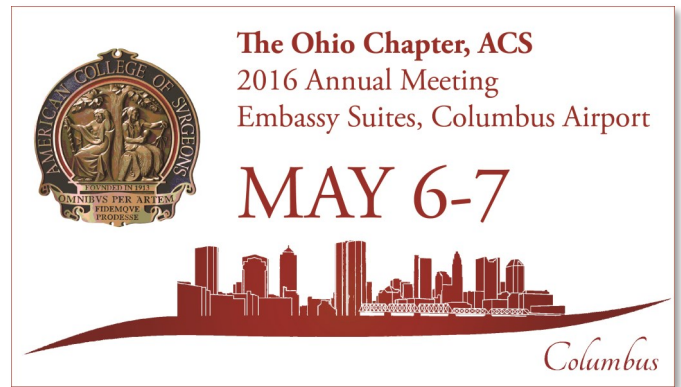
- Furniture (two six-foot tables and four chairs)
- Includes four complimentary registrations to all meeting sessions and food functions.
- Listed as sponsor of the "Play to Win" game, where participants are encouraged to visit each exhibit booth at least once for a chance to win an exciting gift.
- Inclusion of company listing in on-site Exhibitor Directory.

## BENEFITS OF EXHIBITING

- Access to Ohio surgeons and affiliates during breakfast, breaks, lunch, and President's Event.
- Special recognition in meeting program and on PowerPoint presentation.
- Online recognition of exhibit support at [www.ohiofacts.org](http://www.ohiofacts.org) for one year.
- Company listing with link on various emails sent to Ohio Chapter members.

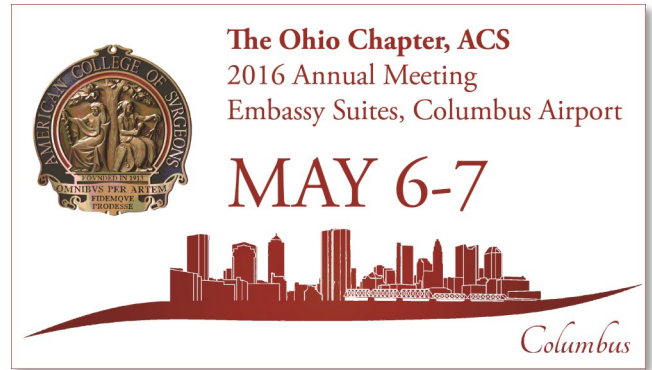
## FOR YOUR INFORMATION

- Electrical & IT Services are contracted directly with the hotel. Information sent in confirmation email.
- Displays larger than 10 feet wide will be charged the equivalent price of two (2) Exhibits.
- Booths will be assigned according to the order in which applications and full payments are received. Due to the size of the show, booth numbers are not provided. Assignment will be provided upon arrival.
- **The participants list is not provided in advance of the Annual Meeting, but is included in the on-site packet provided to each Exhibitor.**



# EXHIBIT APPLICATION FORM

The Ohio Chapter, American College of Surgeons, hereinafter referred to as Ohio Chapter, is hereby requested and authorized to reserve exhibit space for our use during the Ohio Chapter Annual Meeting. It is understood and agreed that all space will be assigned on a first-come, first-served basis and that Ohio Chapter reserves the right to decline any Application or disallow any exhibit which is not in keeping with the character of the meeting and to make reasonable shifts in location for the benefit of the exhibitor or deadlines and details. Exhibitors are bound by the exhibitor specifications and conditions on the Exhibitor Agreement.



**Secure On-line Application located:** [CLICK HERE](#) or [www.ohiofacts.org](http://www.ohiofacts.org) on the Marketplace page

Today's Date: \_\_\_\_\_

## CONTACT PERSON

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

## EXHIBITOR PROGRAM INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Description of Company and Products/Services: (print or **email** as a separate document; 30 words max)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ON-SITE REPRESENTATIVES— 3 included with Standard Exhibit / 4 included with Deluxe Exhibit - (additional space provided on next page)

1) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

3) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

**ON-SITE REPRESENTATIVES (DELUXE EXHIBIT)**

4) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

**ADDITIONAL REGISTRATION INFORMATION**

Number of Attendees to President's Event Complimentary x # \_\_\_\_\_

Additional Chair (s) Complimentary x # \_\_\_\_\_ (Two or four chairs are included)

If possible, do not locate us near the following company (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT**

Please Reserve Our Company for the Following (check one):

Standard Exhibit (includes Three Representatives plus One Six-Foot Table and Two Chairs) = \$1,995

Deluxe Exhibit (includes Four Representative plus Two Six-Foot tables and Four Chairs) = \$2,495

**TOTAL AMOUNT PAID** = \_\_\_\_\_

**PAYMENT METHOD**

Check Enclosed (Payable to Ohio Chapter, ACS)

Credit Card (circle one):

DISCOVER MC VISA AMEX

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Verification/Security Code (on back of credit card) \_\_\_\_\_

Name as Printed on Card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Credit Card Billing Address** (if different from Exhibitor Directory Information)

Billing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Mail completed application form with payment to:**

Ohio Chapter, ACS  
PO Box 1715  
Columbus, OH 43216

\*Email application with credit card information to [marcee@executive-office.org](mailto:marcee@executive-office.org) OR fax to (877) 835-5798.

Tax ID: 23-7039480

To download a copy of the chapter's W-9 form, go to [www.ohiofacs.org](http://www.ohiofacs.org) and click on the *Marketplace* tab. At the bottom of the page is the chapter's W-9 form in PDF format.

***For more information on exhibiting, contact MarCee Gerdes at [marcee@executive-office.org](mailto:marcee@executive-office.org), call (877) 677-3227, or visit [www.ohiofacs.org](http://www.ohiofacs.org).***

## EXHIBITOR AGREEMENT

Upon receipt of Exhibit Application Form at the Chapter Executive Office, American College of Surgeons assumes that you have read the terms as outlined below and agree to abide by these terms. Application is subject to acceptance by the Chapter. Written confirmation will be sent upon receipt of Application and full payment.

**Who May Exhibit** – The meeting is intended for those companies that are related to the profession. The Chapter reserves the right to determine the eligibility of any applicant as an exhibitor according to its Principles of Governing Corporate Support. With a limited number of exhibitors permitted, the Chapter reserves the right to deny exhibitors after the limit is reached.

**Cancellation** – An exhibitor may cancel or withdraw from the meeting subject to the following conditions: 1) the exhibitor shall immediately file a written notice of intention to cancel or withdraw; 2) if written notice is received 30 days or more prior, the Chapter shall retain a sum of equal to fifty percent (50%) of the total cost of the reserved exhibit space; and 3) no refunds shall be made on cancellations received less than 30 days in advance of the meeting. Any exhibitor failing to occupy said space by the initial opening of the exhibit area shall forfeit that space and the Chapter shall have the right to use said space as desired.

**Representatives** – Each exhibit may have three (3) representatives at no additional charge. The Chapter will accommodate three (3) representatives with food during the meal functions of the meeting while the exhibit is open at no additional charge. Exhibiting companies shall limit the number of representatives working concurrently to five (5) per booth. Representatives beyond three (3) will be charged an additional fee.

**Exhibit Hours** – All exhibits must be staffed during open exhibit hours. It is agreed that no exhibitor will dismantle or remove any part of their exhibit prior to exhibition closing.

**Hospitality Functions** – Scheduling of private function must be coordinated directly with the chapter. There shall not be any exhibitor entertainment, meetings, and/or any other activities aimed at attendees scheduled during exhibit hours or during scheduled meeting events without prior written approval from the Chapter.

**Exhibit Standards** – Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibits must conform to the table contracted and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Questionable exhibits shall be modified at the request of Chapter staff. The fastening of materials to table drapery, building walls, ceilings, floors, carpeting, or columns is expressly prohibited. Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approved requirements. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices and forbids the promotion of approved drugs or devices for unapproved uses.

**Use of Space** – No sharing, subletting, or assignment of space is permitted. The Chapter shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to or in keeping with the character or purpose of the meeting. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use. Exhibitor personnel are prohibited from working in aisles or other public areas. Smoking will not be permitted in the exhibit area.

**Security** – Exhibitors will be responsible for the security of their own exhibit areas and property.

**Contests, Prizes or Lotteries** – In order to ensure the highly professional and educational standards of the meeting, contests, prizes, and lotteries are expressly prohibited unless fully explained in writing and submitted to the Chapter for approval at least two weeks prior to the meeting. The Chapter reserves the right to approve or decline any request. It is the exhibitor's responsibility to notify winners.

**Service Contractor** – All costs of shipping, cartage, and handling are to be borne by the exhibitor. The Chapter will supply one skirted table and two chairs; all other services required must be ordered directly from the facility or outside contractor.

**Liability, Insurance and Waiver of Subrogation** – The Chapter, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by the Application. Exhibitors shall obtain, at their own expense, adequate insurance against such injury, loss, or damage. The exhibitor waives the right of subrogation by its insurance carrier (s) to recover losses sustained under the exhibitor's insurance for real and personal property. Any and all exhibitor charges for services levied by the facility or subcontractors are the responsibility of the exhibitor. The Chapter is not responsible for payment for any services connected with exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

**Music and Amplification** – Due to U.S. Copyright Laws, ASCAP, and BMI licensing requirements no copyrighted music, live or recorded, will be permitted in the exhibit area unless the exhibitor using the material has purchased the appropriate license.

**Solicitation** – The Online Membership Directory and the website's event "See Who is Coming" and the contents hereof are proprietary products of the chapter. The contents of these Directories may not, in whole or in part, be reproduced, copied, disseminated, entered into a computer database, used as part of or in connection with the names, addresses, telephone numbers, fax numbers, email addresses, website addresses, and contact person of the Chapter members.

**Matters Not Covered** – The Chapter reserves the right to rule on all matters pertaining to the meeting, whether expressly mentioned or not, and the exhibitor, by executing Application, agrees that all rulings shall be binding upon both the exhibitor and the Chapter.