

EXHIBITOR RULES AND REGULATIONS (SIGNATURE REQUIRED)

Signature page is required with submission of the application/contract for exhibit space, or no later than **Monday August 1.** (See page 5.)

INTERPRETATION & APPLICATION OF RULES AND REGULATIONS

All exhibitors must adhere to the following rules and regulations and other rules and regulations as may be issued by ASPS, all of which are incorporated by reference as part of the Application/Contract for Exhibit Space agreements. ASPS reserves the right to interpret and make final decisions regarding all rules and regulations.

This agreement is subject to all exhibitors, its agents and employees who shall use and occupy the exhibit space pursuant to all terms and conditions of the agreement between ASPS/PSF/ASMS and the LACC regarding the use and occupancy of the Exhibit Hall and to all reasonable rules and regulations prescribed of the LACC. The exhibitor shall comply with all applicable federal, state/provincial and local statutes, ordinances, rules and regulations.

Please be sure that all company personnel involved in the arrangements for your exhibit have a copy of these rules and regulations. It is the responsibility of the exhibiting company to see that all exhibit personnel are aware of and adhere to these rules. If you require any additional information, please contact:

Bonnie Burkoth, CEM
Exhibits Manager
p. 847-228-3396
bburkoth@plasticsurgery.org

Eileen Maloney
Meetings and Exhibits Coordinator
p. 847-981-5412
emaloney@plasticsurgery.org

VIOLATIONS OF RULES AND REGULATIONS AND PENALTIES

As a condition for exhibiting, each exhibitor shall agree to comply with all policies and procedures outlined in the Plastic Surgery The Meeting Exhibitor Rules and Regulations, Booth Construction Guidelines and the terms and conditions of the Application/Contract for Exhibit Space documents. If an exhibitor is in violation ASPS may, at its discretion apply the following penalties:

- 1st violation:** reduce priority points of the exhibiting company;
- 2nd violation:** eliminate all priority points; and
- 3rd violation:** deny permission to exhibit at future meetings

Reduction of priority points may adversely affect a company's order in space assignment for the following year(s). Substantial violation on any of the policies and procedures by exhibitors, their employees or agents may, at the option of ASPS, forfeit the exhibitor's right to occupy exhibit space, and such exhibitor shall forfeit to ASPS all monies paid or due. Upon evidence of substantial violation, ASPS 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 ASPS/PSF/ASMS and/or the LACC may incur through the enforcement of this rule.

ACTIVITIES

ASPS reserves the right to approve all exhibits and activities related thereto. ASPS may refuse to admit an exhibitor or may require that an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of ASPS or Plastic Surgery The Meeting, if it creates a disruption in business activities, or if it exceeds the bounds of good taste as interpreted by the Exhibits Committee.

INSPECTION OF THE EXHIBIT HALL

Inspection will be conducted during the set-up time. An effort will be made to advise exhibitors of any deviation from exhibit rules and booth construction at that time. Exhibitors must make all corrections requested by ASPS at their own expense or risk removal from the exhibition without notice and without any obligation on the part of ASPS for any refund whatsoever.

- ASPS, PSF and ASMS do not in any manner endorse any of the products or services related to the exhibits, which are being displayed during Plastic Surgery The Meeting.
- Loitering near other exhibitor booths is not permitted. Exhibitors may not enter another exhibitor's booth without obtaining permission.

PROCEDURES AND DEMONSTRATIONS

No medical procedures, specifically invasive, operative, or dermabrasion procedures, may be performed on any human or living tissue in an exhibitors' booth by exhibitors or attendees. The use of live animals and live subject demonstrations for the purpose of demonstrating techniques that involve devices or prescription pharmaceuticals is NOT allowed, unless equipment is in off-mode. Cosmetics and non-prescription skin care products may be demonstrated on an individual's hand or face.

- X-ray equipment may be exhibited but not operated.
- Laser equipment may be operated only if the laser is contained within a safety shield and not being demonstrated on a human or any living tissue.

FDA REGULATIONS

Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at the booth a letter from the FDA which describes the allowable use status of the product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and pre-approved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses.

All products which are not FDA approved for a particular use in humans or which are not commercially available in the U.S. will be permitted to be exhibited only when accompanied by the appropriate signs that indicate their status. The signs must be easily visible and placed near the product and on any graphics depicting the product. The following are signs which should be displayed:

- Device/product is not for distribution in the United States
- Device/product is limited by Federal Law for investigational use
- Cleared for marketing when intended for _____ (type of use) only.

ASPS Exhibit Committee members will be monitoring the FDA status of products during Plastic Surgery The Meeting.

SUBLETTING OF SPACE

No part of any exhibit space assigned to an exhibitor may be reassigned, sublet, or shared with any other party.

- Exhibitors may display only those products or goods that they manufacture or regularly distribute. This information must be included on the Application/Contract for exhibit space.
- Sharing of exhibit space is permitted only for divisions of the same company.

EXHIBIT BOOTH STAFF AND SET-UP

Exhibit booths must be staffed during all exhibit hours. An exhibit company that has failed to set-up or properly staff its booth during the exhibition will forfeit all exhibit rights for Plastic Surgery The Meeting. In the event of such incomplete set-up or improper staffing, ASPS reserves the right to reassign exhibit space without notice to the exhibitor and without obligation on the part of ASPS for any refund whatsoever.

LITERATURE DISTRIBUTION

Distribution of any literature outside of an exhibitor's exhibit space or through the convention hotels is only permitted with approval from the ASPS Exhibits Department. Exhibitors may not use ASPS/PSF/ASMS or the Plastic Surgery The Meeting logos in connection with any product or advertising materials, without written consent of ASPS.

SALE AND ORDER PLACEMENT IN EXHIBIT HALL

Sale of and order placement for, merchandise or services are permitted in the Exhibit Hall, provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Every transaction must be accompanied by a receipt for the purchaser. **For security reasons, CASH transactions are discouraged.**

- An exhibitor may not display signs advertising the price of any item or services available for sale.
- Any products for sale must be the exhibitor's own merchandise, related to the exhibitor's professional interest and must represent the same products offered for sale at wholesale or retail.

INSURANCE

The exhibitor acknowledges that neither ASPS/PSF/ASMS, GES, nor the LACC shall be obligated to maintain property, liability or business interruption insurance covering any exhibitor, and that it is the sole responsibility of exhibitor to obtain such insurance.

Exhibitor shall secure and maintain, at the exhibitors' expense, comprehensive general liability insurance in the amount of \$1,000,000 per occurrence, for the entire term of the exhibit lease. ASPS/PSF/ASMS, GES and the LACC shall have no liability whatsoever to an exhibitor or his employees resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibiting company. Policies shall list American Society of Plastic Surgeons as a named additional insured.

If requested by ASPS, exhibitor may be required to obtain and furnish the society with a certificate of insurance evidencing the required insurance.

BOOTH CONDUCT

ASPS reserves the right to restrict and supervise any exhibitor whose exhibit and/or related conduct and activities which ASPS deems objectionable. Such activities include, but are not limited to, distributing articles or other printed matter, samples or questionnaires, and conducting radio and/or television broadcasting interviews of physicians and others attending the meeting.

Any inappropriate, unnecessary, or offensive images or graphics that ASPS feels is not necessary to the promotion of an exhibitor's product will result in a request from ASPS to remove such items from the view of those on the show floor.

DEMONSTRATION

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner, which assures all exhibitor personnel and attendees, are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange any display, product presentation and demonstration areas to ensure compliance.

- Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. **Sound demonstrations should not exceed 85 decibels.** Additionally, demonstrations should only be conducted by qualified personnel.

GIVEAWAYS AND PROMOTIONAL ITEMS

ASPS requests compliance with all applicable industry, state and federal regulatory and governmental agency guidelines (AMA, PhRMA, OIG, FDA, FCC, FTC, AdvaMed, etc.). Acceptable giveaways should primarily entail a benefit to patients, be related to the physician's work, and should not be of substantial value.

- Exhibitors are permitted to distribute product samples from their exhibit booth(s) during the meeting. The distribution of novelty gifts, including raffle prizes, not manufactured by the exhibiting company must be approved by ASPS prior to the meeting. See the **'Novelty Item Distribution'** form in the online exhibitor service manual.

TEMPORARY STAFF/BOOTH PERSONNEL

Must be registered as company personnel and wear a company exhibitor badge for entrance to the exhibit hall. These badges must be registered within the exhibitor's badge allotment. Attire of booth staff shall be consistent with the professional atmosphere of Plastic Surgery The Meeting. Tight fitting or other inappropriate garments, including short skirts, shorts, under garments and leotards will not be permitted in the exhibit hall.

RAFFLES AND PRIZES

Only those exhibitors who receive approval for these requests will be permitted to hold raffles and/or distribute souvenirs or other non-product items at Plastic Surgery The Meeting. See the **'Raffle/Drawing Intent'** form in the online exhibitor service manual.

Inquire with Vendors about their Eco-Friendly Products for Giveaways and Raffle Prizes! 🌱

FOOD AND BEVERAGE

Exhibitors may serve or dispense food or beverages on the exhibit floor. However, you must complete the **'Booth Catering'** form located in the online manual and submit to the convention caterer for approval. All food and beverage served in the exhibit hall must be provided by the convention caterer. Please see the catering menu for available options; however, no exhibitor supplied alcoholic beverages will be permitted. The only food item(s) that can be supplied by the exhibitor and dispensed from the exhibit booth are individually wrapped bite-sized pieces of candy.

SOUND AND MUSIC

In general, exhibitors may use sound equipment in their booths so long as the **noise level does not disrupt the activities of neighboring exhibitors or exceed 85 decibels. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.** Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are the three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

BADGES

All representatives of exhibiting firms must register and wear the official exhibitor's badge for admission to and while inside the Exhibit Hall. The company name that is listed on the Application/Contract for Exhibit Space is the only company name that will appear on the badge. Company badges/business cards will not be acceptable in lieu of the official badge. Individuals who do not have badges will not be admitted into the exhibit area.

Only registrants of the ASPS/PSF/ASMS Plastic Surgery The Meeting will be permitted access to the Exhibit Hall. False certification of an individual as an exhibitor's representative, misuse of exhibitors' badges, or any other method used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for; expelling the violator from the Exhibit Hall; banning from future entrance on the exhibit floor; and/or removing their exhibit from the floor without obligation on the part of ASPS or GES for refund of any fees. The exhibitor, its' employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor waives any rights or claims for damages to persons or property arising out of ASPS' enforcement of this policy.

PHOTOGRAPHY/VIDEOTAPING

Requests for videotaping and photographing in the Exhibit Hall are to be provided by the official ASPS photographer. Please see the "Photography" order form in the online manual for the arrangements of photography or videotaping services. Exhibitors requesting to use an outside vendor to photograph, film or videotape any activities in their booth must receive written permission by the ASPS Exhibits Department. Such requests must be submitted in writing and preferred no later than, **Thursday, August 18.**

MEDIA RELATED ACTIVITY

Exhibitors hereby agree that all public relations, press and media-related activity taking place at Plastic Surgery The Meeting will be communicated to and approved by the ASPS Exhibits Department prior to the start of the meeting.

FIRE ORDINANCES

Local fire codes and ordinances require that the aisles be clear at all times. Demonstration areas should not be placed on the aisle line of an exhibit. Sufficient space within an exhibit area must be left to absorb the crowd. Should spectators interfere with the normal traffic flow in the aisle or with other exhibits, the Exhibits Department may, in its sole discretion, require that the demonstration be limited or cancelled. For more information, please review the Fire Regulations and information regarding flame-retardant treated materials in the online manual.

CHILDREN IN THE EXHIBIT HALL

No one under 16 years of age will be allowed in the Exhibit Hall unless accompanied by an adult and will not be allowed during set-up and dismantle.

EDUCATIONAL PROGRAMS, SEMINARS AND WORKSHOPS

ASPS will allow the opportunity to hold Industry-Supported Satellite Symposia during Plastic Surgery The Meeting.

A Satellite Symposium is:

- An educational program, which may or may not offer CME Category 1 credit;
- Planned and implemented by an organization external to the Society;
- Neither sponsored by nor endorsed by the Society; and
- Not part of Plastic Surgery The Meeting's official program.
- Requires approval from the society by completing an application and agreeing to satellite terms

ASPS will offer Industry-Supported Satellite Symposia on specified evenings during Plastic Surgery The Meeting 2016, on a first-come, first-serve basis. A pricing schedule will be announced in March 2016. Premier Platinum level supporters of the meeting have first right of refusal for evening satellite programming.

ASPS does not allow organizations to hold meetings or symposia prior to Plastic Surgery The Meeting or during the meeting except during the official scheduled dates and times held for Industry-Supported Satellite Symposia. Therefore, industry may not participate in any unsanctioned programs between Wednesday, September 21 and Tuesday, September 27 at 3:00pm.

Companies interested in holding a function must review the Industry-Supported Satellite Symposia Application and Guidelines, complete the application, and submit with payment. All functions must receive ASPS written approval.

If you have questions about Industry Supported Satellite Symposia please contact Joél Marie Payne, Director of Development jpayne@plasticsurgery.org

HOSPITALITY SUITES AND MEETING ROOMS

ASPS does not allow non-exhibiting firms to host hospitality functions at Plastic Surgery The Meeting.

If confirmed exhibitors would like to hold sales meetings, social functions or entertainment, they will need to complete the '**Industry Meeting Space Request Form**' located in the online manual. No hospitality functions, social functions or entertainment may be scheduled that conflict with the ASPS program, activities or exhibit hours. All functions **must** have ASPS approval. All function requests must be submitted by **August 1, 2016** or will be charged a late fee of \$100.

Questions regarding Meeting Requests/Approvals:

Monique Buonincontro, Corporate Development Admin Asst
p. 847-228-3368
mbuonincontro@plasticsurgery.org

Questions regarding Meeting Space:

Dana Tipton, Meeting Planner
p. 847-981-5402
dtipton@plasticsurgery.org

SMOKING

This meeting has been designated as non-smoking. Public smoking is only allowed in specified areas. Your cooperation in complying with this request is appreciated.

LIABILITY

- Exhibitor agrees to indemnify, and hold harmless ASPS/PSF/ASMS, GES, the LACC, and their respective agents, employees, representatives, successors and assigns, from any and against all claims, demands, causes of action, damages, costs and expenses, including attorneys fees, for injury to person or damage to or theft, misappropriation or loss of property asserted against any or all of them arising out of or in connection with exhibitor’s occupancy or use of the convention center and its Exhibit Hall, including but not limited to the installation, maintenance and removal of the exhibit, and from and against any penalty, damages or charges imposed for the violation of any laws, ordinances or regulations arising out of or in connection with exhibitor’s occupancy or use of the LACC and its’ Exhibit Hall, including but not limited to the installation, maintenance or removal of the exhibit.
- Exhibitor waives any and all claims it may have against any or all of ASPS/PSF/ASMS, GES, the LACC and their respective agents, employees, representatives, successors and assigns for injury or damage to persons or property (including theft, misappropriation or loss of property) arising out of or in connection with Plastic Surgery The Meeting and the use of the LACC and its Exhibit Hall, except as may arise from the negligence of one or more of the foregoing parties. Exhibitor further waives any claim against ASPS/PSF/ASMS, and its agents, employees, representatives, successors and assigns, arising out of the oral or written publication of any statement made in connection with Plastic Surgery The Meeting by anyone not an employee of ASPS/PSF/ASMS concerning the exhibit or exhibitor.
- In the event that the LACC or any portion thereof is destroyed or damaged by fire or other calamity so as to prevent the use of the premises for the purposes and during the period of the exhibit or in the event that ASPS/PSF/ASMS, GES or the LACC cannot use or occupy the premises because of strikes, acts of God, national emergency or other causes beyond their control, this exhibitor’s right to exhibit lease shall terminate and exhibitor hereby waives any claim it may have against any of the foregoing parties by reason of such termination, except that if such event occurs prior to September 22, 2016, the first day of installation, ASPS/PSF/ASMS shall refund the prepaid fee to the exhibitor.

Contact Name (Print)

Contact Name (Signature)

Exhibiting Company Name (Print)

Booth Number(s)

Date

REMIT SIGNATURE PAGE (pg. 5) TO:

ASPS Exhibits Department

eFax: 847-981-5449

Email: bburkoth@plasticsurgery.org or emaloney@plasticsurgery.org