



ANNUAL CLINICAL ASSEMBLY

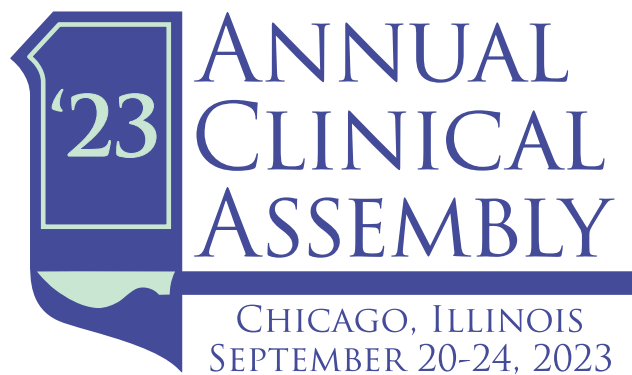
CHICAGO, ILLINOIS
SEPTEMBER 20-24, 2023

www.facos.org/aca



EXHIBITOR & MARKETING PROSPECTUS

ANNUAL CLINICAL ASSEMBLY OF
OSTEOPATHIC SURGEONS (ACA)
SEPTEMBER 20-24, 2023 | CHICAGO, IL



2023 ACA: ENGAGING THE FUTURE OF OSTEOPATHIC SURGERY

The 2023 Annual Clinical Assembly of Osteopathic Surgeons (ACA) will offer a highly-diversified program in multiple osteopathic surgical disciplines, including Cardiothoracic and Vascular Surgery, General Surgery, Neurological Surgery, Plastic, and Reconstructive Surgery, Proctological Surgery, Bariatric Surgery, Urological Surgery, and Wound Care, while incorporating this year's theme into the content and messages delivered at the meeting.

A cornerstone of the American College of Osteopathic Surgeons (ACOS) mission is to advance professionals' education and skills dedicated to osteopathic surgery. The Annual Clinical Assembly supports this mission by offering continuing medical education sessions on topics of great importance to surgical practitioners.

Being a corporate supporter at the 2023 ACA demonstrates the level of commitment you have to help osteopathic surgeons deliver the highest quality care to their patients.

The ACA will provide two days of exhibit hall hours. The meeting will be held September 20 – 24, 2023, at the Chicago Marriott Downtown Magnificent Mile in Chicago, IL. It is the premier location for surgical continuing medical education and to network with other osteopathic surgeons.

ABOUT THE ACOS:

The American College of Osteopathic Surgeons was established on January 26, 1927, with the core mission to promoting excellence in osteopathic surgical care through education advocacy, leadership development, and the fostering of professional and personal relationships. ACOS is the primary organizational home to over 6,800 Practicing Surgeons, Fellows, Residents, Program Directors, Students, and Senior Faculty who specialize in osteopathic surgery. ACOS's leadership devotes countless contributions to continually raise training standards for osteopathic surgeons, thereby improving patient care quality and giving osteopathic physicians a respected voice in the greater medical community and our nation's capital.



**AMERICAN
COLLEGE OF
OSTEOPATHIC
SURGEONS**

WHO ATTENDS

MEET WITH MULTI-DISCIPLINARY SURGEONS

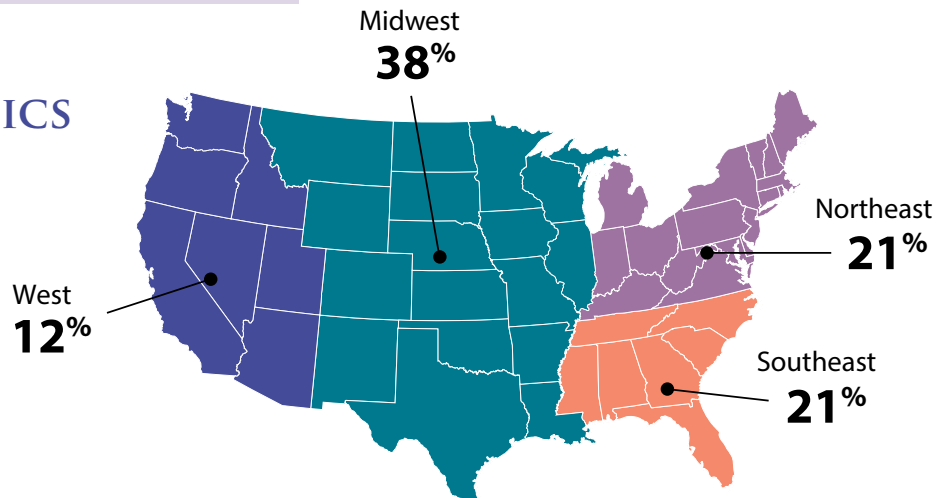
The Annual Clinical Assembly of Osteopathic Surgeons (ACA) brings together the vast majority of the nation's osteopathic surgeons each year, with over 1,350 overall conference attendees.



| | |
|-----|---------------------------------------|
| 60% | General Surgery |
| 13% | Urological Surgery |
| 9% | Neurological Surgery |
| 7% | Cardiothoracic & Vascular Surgery |
| 5% | Plastic & Reconstructive Surgery |
| 2% | Trauma Surgery/Surgical Critical Care |
| 1% | Proctological Surgery |
| 4% | Other |

| | |
|-----|-------------------------------|
| 67% | Mid Career Surgeons |
| 12% | Surgical Resident in Training |
| 12% | Later Career Surgeon |
| 5% | Early Career Surgeon |
| 1% | Retired Surgeon |
| 1% | Military Surgeon |
| 1% | Other |

ATTENDEE DEMOGRAPHICS BY REGION:



WHY EXHIBIT

WHY EXHIBIT AT THE ANNUAL CLINICAL ASSEMBLY OF OSTEOPATHIC SURGEONS?

The Annual Clinical Assembly of Osteopathic Surgeons exhibit hall is essential to the four-day educational conference. During the two days that the exhibit hall is open; you don't want to miss your opportunity to network and demonstrate to nearly 1,350 osteopathic attendees.

ACCESS Brings about *1,350 osteopathic surgeons* to one location.

EDUCATE Give hands-on access at your exhibit booth area to *educate and interact with attendees.*

INSIGHT *Learn and discover* what osteopathic surgeons are facing in the field and how your company can help.

NETWORK Collaborate and network with like-minded healthcare professionals. Enhance relationships and *elevate your exposure* to osteopathic surgeons.



ACA ATTENDEES ARE INTERESTED IN THESE TYPES OF COMPANIES:

- Medical Device & Supply Companies
- Surgical Robotics and Instruments
- Urology Device Companies
- General Surgery Companies
- Physician Services
- Hospital and Health Groups
- Governmental and Military Agencies
- Patient Care
- Medical Schools and Institutions
- Employment Services
- Physician Wellness & Recruitment
- Health Insurance
- Pharmaceutical Companies
- Wound Care Companies
- Bariatric Companies

PAST EXHIBITORS

- A Royal Treasure
- ACell
- Aesculap, Inc.
- Allergan
- American Osteopathic Association
- Apollo Endosurgery Inc.
- Acquire Tax Credits
- AtriCure
- Baylor Scott & White Health
- BD
- BG Medical
- Blue Ridge X-Ray, Co.
- Boston Scientific
- CTL Amedica
- Calmoseptine, Inc.
- Camber Spine
- Capehart Scatchard
- Centinel Spine
- Centura Health
- ChenMed
- Coloplast
- CryoProbe
- Davita HealthCare Partners
- Designs by Dr. Leslie
- Designs for Vision
- Drug Enforcement Agency
- Edwards Lifesciences LLC
- EndoGastric Solutions, Inc.
- FlexDex Surgical
- Flexible Footwear Company
- Genomic Health
- Hawthorn Medical Associates
- HCA
- iNDIGO Health Partners
- Kaiser Permanente
- Kansas City University of Medicine and Biosciences
- LifeSpine
- LocumTenens.com
- MPM Medical Inc
- MedH PharmaTech
- MedStudy Corporation
- Medtronic Transformative Solutions
- Michigan State University College of Osteopathic Medicine
- MidMichigan Health
- Midwestern University
- MSU College of Osteopathic Medicine
- NeoTract Teleflex
- Obalon Therapeutics, Inc.
- Olympus Corporation of the Americas
- Primity Medical
- RYHE, Inc
- QTC Medical Services
- SIA
- SeaSpine
- Sientra
- Sound Physicians
- Spineology
- SSMHealth
- Stop the Bleed
- Stryker Spine
- Sutter Health
- TriHealth Physician Partners
- T.S. Consulting
- U.S. Army Medicine Civilian Corps
- U.S. Acute Care Solutions
- U.S. Navy
- W. L. Gore & Associates, Inc.
- WellMed Medical Group
- Wiggins Medical
- Wolters Kluwer
- Zimmer Biomet

EXHIBIT HALL INFORMATION

EXHIBIT BOOTH PACKAGE

The Exhibitor booth package includes:

- One 10' X 10' booth
- Two (2) full conference registrations (includes access to all educational sessions and meal functions, CE credit not included)
 - Additional representatives may purchase exhibit hall-only passes for a \$250 fee
- 6' draped table and 2 side chairs
- 8" high booth back wall, 36" high side rail dividers
- One (1) Identification Sign with the company name and booth
- Exhibitor acknowledgment in ACA e-communications, programs, signage, mobile app, and conference website
- Online Exhibitor Resource Center on Conference Website
 - Company Name and Description
 - Company Logo and Website Link

Exhibitor Rates:

\$2,950 per 10' x 10' - \$100 Corner Fee



CANCELLATION POLICY

Any exhibitor who cancels all or part of a purchased booth on or prior to June 23, 2023, will forfeit and pay to ACOS, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's exhibit space. Any exhibitor who cancels all or part of purchased booth space after Tuesday, June 23, 2023, will not receive a refund and ACOS will retain as liquidated damages all monies paid. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a lease for the space involved. Cancellation requests must be submitted, in writing, to the Exhibits & Marketing Manager.

EXHIBITOR SCHEDULE

INSTALLATION

Wednesday, September 20th

2:00 pm - 5:00 pm

Thursday, September 21st

8:00 am – 10:30 am

EXHIBIT HALL HOURS

THURSDAY, SEPTEMBER 21st

Exhibit Hall Open

11:30 am – 3:00 pm

Lunch Service

11:30 am – 1:00 pm

Scientific Poster Presentations & Judging

12:30 pm – 3:00 pm

Afternoon Break

2:30 pm – 3:00 pm

FRIDAY, SEPTEMBER 22nd

Exhibit Hall Open

7:00 am – 8:00 am

10:00 am - 3:30 pm

Morning Coffee with Exhibitors

7:00 am - 8:00 am

Morning Break

10:00 am – 10:30 am

Lunch Service

12:00 pm – 1:00 pm

Afternoon Break

3:00 pm – 3:30 pm

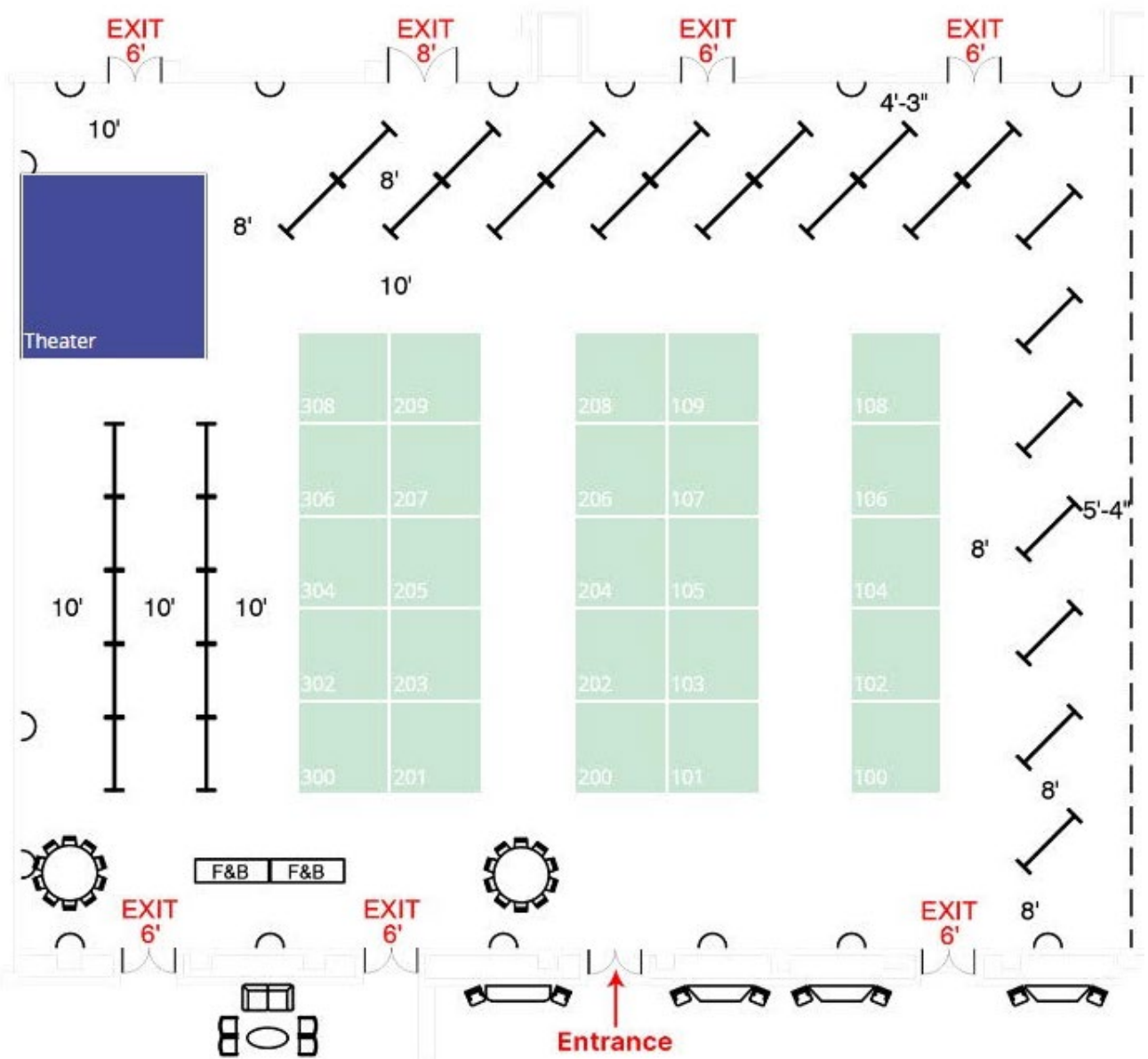
DISMANTLE

FRIDAY, SEPTEMBER 22nd

Exhibitor Breakdown and Load Out

3:30 pm – 6:00 pm

FLOOR PLAN



BOOTH RESERVATION PROCEDURE

- STEP 1:** Click to go to <https://www.conferenceharvester.com/floorplan/floorplan.asp?EventKey=NBALKKKF>
- STEP 2:** Choose an available booth (if you wish to combine booths, please contact the Exhibits Manager)
- STEP 3:** Rent Booth online

LEVELS OF SUPPORT

2023 ACA recognizes multiple levels of participation; all-conference advertising, marketing, symposia, and receptions are chosen individually but may be combined to achieve the listed marketing levels. All Supporters are acknowledged on the ACA website and by a participation-level ribbon.

PLATINUM LEVEL

\$15,000+

- 5 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on the 2023 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2023
- Full page 4-color advertisement in the meeting program
- Included in a Push Notification thanking all Platinum Level Sponsors
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of the Exhibit Booth

GOLD LEVEL

\$10,000+

- 4 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on the 2023 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2023
- Half Page 4-color advertisement in the meeting program
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of the Exhibit Booth

SILVER LEVEL

\$5,000+

- 3 ACA full conference registrations
- Acknowledgment of support on signage at the meeting
- Logo and link on the 2023 ACA web page
- Acknowledgment of support in ACOS newsletters through December 2023
- Half Page 4-color advertisement in the meeting program
- Ribbon Identifying Level
- Level Recognition Floor Sticker in front of Exhibit Booth

EDUCATIONAL EVENTS

Satellite Symposia

\$9,500

Satellite Symposia are an excellent opportunity to reach surgeons from various specialties with educational events in your style and format!

Create your event—product demonstration, educational session, or research findings—with your selected faculty. This opportunity can support your marketing strategy by reaching a core group of attendees with a targeted message. ACA attendees are eager to attend these events and attend in large numbers.

Each Symposia includes:

- A meeting room at the Marriott, including Classroom seating set up.
- Standard AV Equipment, including screen, projector, and microphone.
 - Additional audio-visual equipment is available for an additional cost
- A pre-registration list of conference attendees (mailing address only) will be provided.
- ACOS will distribute an email to all attendees before the conference with details about all the satellite symposia programs. Reminders will be sent out throughout the conference via mobile app push notifications.
- A listing of symposia title, faculty, location, and host company with the description in the onsite program and meeting app.

The fee DOES NOT include:

- Food and Beverage but can be purchased through the hotel. Hotel contact will be provided once your symposium is confirmed.
- Education content and speaker expenses - Faculty management, fees/honorarium, travel, hotel accommodations - Presentation materials/hand-outs

Symposia Times:

The session should be no more than one hour in length and cannot conflict with CME programming.

| | | | |
|--------------------------|------------------|--------------------------|------------------|
| Thursday, September 21st | 6:00pm – 7:00pm | Saturday, September 23rd | 7:30am – 8:30am |
| Friday, September 22nd | 7:30am – 8:30am | Saturday, September 23rd | 12:00pm – 1:00pm |
| Friday, September 22nd | 12:00pm – 1:00pm | Saturday, September 23rd | 6:00pm – 7:00pm |

EDUCATIONAL EVENTS, CONT.

Exhibitor Theater

(8 Available) **\$2,500**

Attendees love these quick educational talks! Our Exhibitor Theater Area is the ideal forum to host a 15-minute educational session regarding your products or services to an interested audience of surgeons. This theater-style setting is in the exhibit hall, and each session will be approximately 10 minutes plus 5 minutes for Q&A. You choose the speaker and topic! This is a great opportunity to provide the teaser information that can draw attendees to your booth for more information. *You must reserve an exhibit booth to purchase the exhibitor theater.*

Each Exhibitor Theater Includes:

- Standard AV Equipment, including screen, projector, laptop, microphone, and riser.
- Ability to host a speaker of your choosing.
- A listing of exhibitor theater title, speaker, and host company with the description in the onsite program and meeting app.
- Logo and sponsorship acknowledgment on all marketing for this area
- Reminders to attendees about the Exhibitor Theater will be sent via mobile app push notification

Exhibitor Theater Times:

Thursday, September 21st

11:45am to 12:00pm
12:15pm to 12:30pm
12:45pm to 1:00pm
3:15pm to 3:30pm

Friday, September 22nd

10:15am to 10:30am
12:15pm to 12:30pm
12:45pm to 1:00pm
3:15pm to 3:30pm

MARKETING EVENTS

Headshot Lab

(Exclusive) **\$9,500**

Put your company's name in front of the 2023 ACA attendees with this popular and highly trafficked professional headshot lab located outside the exhibit hall. Attendees can get a professional headshot while attending the ACA.

Sponsorship Includes:

- 22" x 28" sign with your company logo by the Headshot Lab entrance
- A post-show list of conference attendees (mailing address only) who attended the Headshot Lab will be provided
- Tent cards promoting the Headshot Lab on tables in Exhibit Hall
- Company Logo on the post-event email sent from the photographer to attendees with their headshots
- Recognition in all marketing materials related to this event



Lunch in the Exhibit Hall

(2 Available) **\$7,500**

Lunches are high exposure to your brand and ensure name recognition. Lunches are served on Thursday, September 21st and Friday, September 22nd in the exhibit hall.

Benefits include:

- 22" x 28" sign with your company logo by the food buffets
- Ability to place promotional materials on the tables during the lunch
 - Must be approved by ACOS
- Recognition in all marketing materials related to this event



MARKETING EVENTS

Coffee Break (outside the General Session Room) (4 Available) **\$6,000**

Surgeons love Coffee! Be the main provider of caffeine during one of the coffee breaks located in the Coffee Lounge, located outside the general session room.

Benefits include:

- 22" x 28" sign with your company logo in the coffee lounge
- Ability to place promotional materials on the tables during the lunch break
 - Must be approved by ACOS
- Logo displayed on (2) TVs in the lounge
- Ability to display company standing banners in the lounge during the coffee break
- Recognition in all marketing materials related to this event

Coffee Break (in the Exhibit Hall) (3 Available) **\$5,000**

Coffee Breaks are busy! Promote your brand to attendees as they take a break in the exhibit hall. Coffee breaks are available on Thursday, September 21st and Friday, September 22nd.

Benefits include:

- 22" x 28" sign with your company logo by the breaks
- Ability to place promotional materials on the tables during the lunch break
 - Must be approved by ACOS
- Recognition in all marketing materials related to this event

MARKETING EVENTS

Receptions

\$5,000

Host your own Company's Reception and invite your clients and prospects to an intimate, exclusive setting that facilitates discussion – and relationships! Signage will be placed outside your reception with your company name and logo. Audio Visual and Food & Beverage are additional and must be arranged through the hotel. Space is not available on Friday, September 22, 2023.

Meeting Room

(4 hours) **\$2,500**

Reserve space for your workshop, seminar, or other meetings. Reach attendees with events in your own style and format. Host a breakfast meeting for select clients or conduct a morning focus group—whatever makes sense for your goals. We will assign an appropriate meeting room based on your needs. Audio Visual and Food & Beverage are additional and must be arranged through the hotel.

PROMOTIONS

Conference Tote Bags

(Exclusive) **\$7,500**

Your company name and logo, along with the ACA conference logo will appear on every tote bag that attendees receive during check-in at registration. This exposure is a continual reminder of your company during the conference and when they return home.

Name Badge Lanyards

(Exclusive) **\$5,000**

Place your logo, along with the ACA conference logo on all lanyards given to each attendee, exhibitor, and staff member. Mobilize your company's brand throughout the conference.

PROMOTIONS

Branded Masks

(Exclusive) **\$5,000**

The COVID-19 pandemic has fundamentally changed every facet of the way we work - and the way we plan our in-person events. The health and safety of all attendees, speakers, and exhibitors is our highest priority. Show your support with your company logo, along with the ACA conference logo, on the branded masks. All attendees will receive a mask at registration.

Hotel Key Cards

(Exclusive) **\$5,000**

Put your company's name in the hand of every 2023 ACA attendee who elects to stay at the official hotel – Chicago Marriott Downtown Magnificent Mile. The key cards will be given out at check-in and used to access hotel rooms throughout their stay, a wonderful ongoing reminder of your company and products. The sponsor is responsible for production costs of key cards.

Hand Sanitizing Stations

(Exclusive) **\$5,000**

Help attendees maintain cleanliness while promoting your company. Attendees can utilize the hand sanitizers placed in the exhibit hall for two days. Onsite signage will acknowledge your support around the exhibit hall.

Branded Charging Station

(Exclusive) **\$5,000**

Have your company name and logo, along with the ACA conference logo, on the charging table located in the foyer area of the Grand Ballroom as attendees power back up during the conference. There will be 6 tethers for charging, offering 3 different style plugs.





PROMOTIONS

Branded Mini Sanitizer Bottles or Pocket-Sized Sanitizer Wipe

(Exclusive) **\$2,500**

Have your logo on mini bottles of hand sanitizer or packs of sanitizer wipes distributed to all attendees at registration. The sponsor is responsible for the purchase, production, and shipping of items.

Convention Notepads

(Exclusive) **\$2,500**

Provide a place for every attendee to take notes. Your branded notebook or notepad will be distributed to everyone who attends. The sponsor is responsible for the purchase, production, and shipping of notepads.

Convention Pens

(Exclusive) **\$2,500**

Place your branded pen in the hand of every attendee. You provide enough pens for all attendees, and ACOS will distribute them. The sponsor is responsible for the purchase, production, and shipping of pens.

ADVERTISING

NEW! Column Cubes

(3 Available) **\$3,000**

Stack your custom message to attendees throughout the conference. These column cubes (3 cubes) can be placed throughout the conference center, from the exhibit hall to the breakout sessions. Connect with attendees with your custom advertising as they move between sessions and to and from the exhibit hall. These three (3) stacked cubes will contain your custom message on two panels of the top and bottom cubes and all four panels of the center cube. ACA branding will be included on the cubes.

Tote Bag Product Insert

(3 Available) **\$2,500**

Take your product sample size directly to each attendee with this prime product sample placement in each attendee tote bag. All product inserts must be approved by ACOS.

Tote Bag Insert

(10 Available) **\$1,500**

Take your message directly to the ACA attendees by placing your custom flyer (no larger than 8.5 x 11) into each tote bag. All flyers must be approved by ACOS.

Program Book Advertising

Depending on the size and preferred positioning, place your message in the hands of every attendee with a beautiful full-color ad in the On-Site Program Book for the 2023 ACA.

Half Page 4-color Ad

\$1,000

Full Page 4-color Ad

\$1,500



ADVERTISING

Hotel Room Drop

\$1,500

Have your literature or product sample delivered to each attendee's hotel room at the official hotel – *Chicago Marriott Downtown Magnificent Mile* - during the conference. This is a perfect opportunity to advertise your Satellite Symposia or Exhibitor Theater further. Additional hotel room fees apply. The sponsor is responsible for the purchase, production, and shipping of room drops.

Meter Board Advertising

(4 Available) **\$1,500**

Your branding has a captive audience as attendees make their way around the conference and see your custom double-sided graphic, along with ACA branding on a 3' wide x 88" high sign. The price includes printing, installation, and removal of the signage.

NEW! Escalator Glass Clings (4 Locations Available, 2 Clings) **\$1,000**

High Traffic, High Impact. Escalators are standout locations for signage because they are in high-traffic areas as attendees navigate around the conference. This is a perfect location for showcasing your creative message, along with the ACA conference logo. Escalators are located between 5th floor (general session) and 7th floor (exhibit hall).



ADVERTISING

NEW! Elevator Wraps *(2 Available, 2 Elevator Doors)* **\$2,000**



Elevate your message to ACA attendees. This is a great opportunity to engage a captive audience – while they wait – with larger-than-life messages on elevators. Create a custom message, along with the ACA Conference logo for all attendees to see. Express elevators for branding are located on 5th floor (general session) and 7th floor (exhibit hall)

Registration Floor Stickers *(2 Available)* **\$2,000**

Place your custom graphic before attendees as they approach the registration counter. These floor stickers will feature your custom graphic along with the ACA logo. This package includes a total of three (3) floor stickers with an approximate size of 2'x2'.

Exhibit Entrance Floor Stickers *(4 Available)* **\$2,000**

Place your custom graphic in front of attendees entering the exhibit hall area. These floor stickers will feature your custom graphic along with the ACA logo. This package includes three (3) floor stickers with an approximate size of 2'x2'.

DIGITAL ADVERTISING

ACA Meeting App-Splash Screen Page

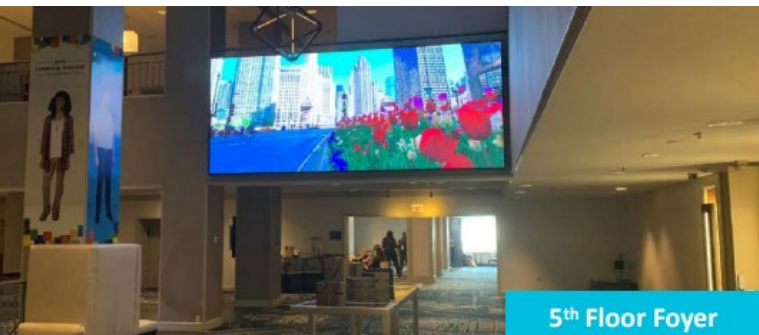
(Exclusive) **\$5,000**

The mobile app keeps attendees informed and engaged during the entire meeting. Your custom graphic will be seen by all attendees each time they open the ACA Meeting App.

LED Video Wall Display

(3 panels available per day) **\$4,000**

Create your custom digital message for all attendees to see! 17ft digital displays are located on the 5th floor (general session) and 7th floor (exhibit hall). This is a great way to present your message for attendees to see as they navigate around the ACA!



ACA Meeting App - Banner Ad

(Exclusive) **\$3,000**

Create your custom banner ad that will appear on the homepage of the mobile app. This ad will be able to link to an external website that attendees can visit.

E-Blasts

(Each) **\$2,000**

Send your custom message out to all ACOS members with a custom e-blast. ACOS will only schedule one per day in the immediate six weeks before the meeting.

TERMS AND CONDITIONS

1. Official Exhibit Schedule: See Exhibitor and Marketing Prospectus for details.

2. Show Management: The exhibition is organized and managed by the 2023 Annual Clinical Assembly of Osteopathic Surgeons (ACA). Any matters not covered in these Rules and Regulations are subject to the interpretation of ACOS and their designees, and all exhibitors must abide by their decisions. Exhibitor shall comply with all applicable laws, codes, and rules and regulations of the federal, state, and city governments and the convention facility, as well as all rules and regulations of the Expo, set forth herein. The Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

3. Assignment of Booth Space: Booths will be assigned on a first-come, first served basis. Applications without payment will not be processed.

4. Installation and Dismantle of Exhibit: Show Management reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to, or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Exhibitor Service Kit. Booth installation will be Wednesday, September 20 from 2-5pm. All booths must be properly installed, fully operational, and show-ready no later than Thursday, September 21 from 8-10:30am, for the final inspection of the exhibit hall by Show Management. Dismantle may not begin until after Friday, September 22nd at 3:30pm. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. If the official exhibit hall schedule changes, all exhibitors will be notified in writing. Exhibitors are expected to make travel arrangements in accordance with the schedule published in the Official Exhibitor Service Kit. Each exhibitor will complete arrangements for removal of his or her material from the Venue in accordance with the instructions provided in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

5. Failure to Occupy Space: Space not occupied by the time specified in the Exhibitor Service Manual will be forfeited by exhibitors and their space may be resold, reassigned or used by the Show Management without refund. All exhibits are to be properly manned during all show hours.

6. Rates, Deposits and Refunds: Space will be rented in accordance with the application form. If an exhibitor cancel all or part of purchased booth space on or prior to June 23, 2023, ACOS will retain 50% of booth cost. Any exhibitor who cancels all or part of purchased booth space after Friday, June 23, 2023, will not receive a refund and ACOS will retain as liquidated damages all monies paid. ACOS reserves the right to enter into a further lease for the space involved. In the event that fire, strike, or other circumstances beyond the control of the Management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of ACOS's liability for such cancellation. All cancellation requests must be submitted in writing to the ACOS.

7. Contractor Services: The official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Services Kit to be forwarded in August 2023. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will ACOS or the Venue assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to official contractor as specified in the Exhibitor Services Kit. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and

stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Kit.

8. Arrangements of Exhibits: Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

9. Booth Design: Each exhibitor will be provided with an official Exhibitor Services Kit. The Exhibitor Services Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Kit. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Kit guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrators or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Displays should not exceed 8' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

10. Subleasing of Space: Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

11. Conduct: All exhibits will be to serve the interest of the ACOS attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show Management reserves the right to request the immediate withdrawal of any exhibit that ACOS believes to be injurious to the purpose of ACOS. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by ACOS to be objectionable are expressly prohibited in the exhibition area and in any meeting room. ACA reserves the right to restrict sales activities that is deems inappropriate or unprofessional. Furthermore, all attendees, exhibitors, and conference participants of the 2023 ACA must comply with the published ACA Code of Conduct.

12. Exhibitor's Personnel: All exhibitors must wear the official ACOS badge for exhibit hall admission. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Official Exhibitor Service Kit. Booths should be manned by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

13. Sound Devices and Lighting and Other Presentation Devices: Public address, sound producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibits. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ACOS reserves the right to restrict the use of glaring lights or objectionable

TERMS AND CONDITIONS, CONT.

lighting effects. Music, whether vocal or instrumental, is prohibited.

14. Giveaways and Prize Drawings: Promotional giveaways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by the American College of Osteopathic Surgeons. All hand-out materials are expected to be of a professional nature. ACOS reserves the right to disallow any material that it believes to be inappropriate.

15. Solicitation of Exhibitors: No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of ACOS.

16. Fire, Safety and Health: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

17. Labor: Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit.

18. Storage: The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. ACOS assume no responsibility for damage or loss of packing boxes or crates.

19. Food and Beverage: Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

20. General Liability and Security: ACOS makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. ACOS will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. ACOS will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold ACOS harmless against such claim. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The exhibitor will pay and hold ACOS, its Board, members, staff, and representatives, the City hosting the Conference, and the Venue harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Venue or property adjacent thereto occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect the ACOS, the City hosting the Conference, and the Venue against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/ operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before Wednesday, September 20, 2023, through

Sunday, September 24, 2023, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the 2023 ACA. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

21. Trademarks: ACOS will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Venue, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the Venue marketing department.

22. Photographing of Exhibits: Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above-mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer to photograph the exhibit from outside the perimeter of the booth.

23. List Publication: The list of ACOS exhibitors, in whole or in part, shall not be published other than in ACOS official publications.

24. Facility: Use all public function space in the Venue is controlled by ACOS. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of ACOS by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.

25. Violations: ACOS may at their discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of the ACOS forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to ACOS all monies paid or due. Upon evidence of violation, ACOS may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that ACOS may incur thereby.

26. Severability: All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

27. Content Speakers: The purpose of a Sponsored Educational Event is to further the knowledge of meeting attendees through product and service displays, education, and demonstrations. The speaker agreement is solely between the sponsoring company and the speaker. ACOS will take no responsibility for the content, instead relying on you, the sponsoring company, to oversee the appropriate material. You warrant that the content and all supporting material will not contain anything illegal, defamatory, or indecent or infringes on any third parties' statutory or common law right, including any intellectual property rights. Products or services exhibited must be pertinent to the attendees' professional interest. Show management reserves the right to request the immediate withdrawal of any presentation that ACOS believes to be injurious to the purpose of the ACA and ACOS.

QUESTIONS? Contact ACOS Exhibits & Marketing Sales Manager at 301-200-4616 ext. 113 or acos@discoversb.com