



2010 SUPPORT OPPORTUNITIES AND EXHIBITOR PROSPECTUS

EXHIBIT DATES AND HOURS

Saturday, December 4, 2010 7:00 a.m. to 1:30 p.m.

INSTALLATION OF EXHIBITS

The exhibit area will be available for setup from 6:00 a.m. – 7:00 a.m. on Saturday, December 4, 2010. All exhibits must be set by 7:00 a.m. without exception. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.

EXHIBIT SPACE

Each exhibit space will include one 6' by 30" draped table and two chairs. Exhibits will be **TABLETOP ONLY**. No free standing floor displays will be permitted. Standing equipment may be used **in lieu** of a table, but requests must be sent in writing to the Chapter's office for approval.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 1:30 p.m. on Saturday, December 4th and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 3:00 p.m. on Saturday, December 4th.

SPACE ASSIGNMENT

Preferred space will be given to those companies who are also a Gold Supporter. After September 1, 2010, all other companies will be assigned in the order in which the applications, with payment, are received. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate this on their application. Careful consideration will be given to such requests. The Chapter has the right to alter the Floor Plan at any time and will inform all effected exhibiting companies accordingly.

PAYMENT AND LEVELS OF SUPPORT

EXHIBIT ONLY	\$1,000	Exhibit includes one 6' x 30" table and 2 chairs.
SILVER SUPPORT	\$2,500	Silver Support includes one Tabletop Exhibit as well as invitation for two representatives to attend a Reception and Dinner on Friday evening, December 3 rd , with the Massachusetts Chapter of the ACS Council members.
GOLD SUPPORT	\$5,000	Gold Support includes one Tabletop Exhibit as well as invitation for two representatives to attend a Reception and Dinner on Friday evening, December 3 rd , with the Massachusetts Chapter of the ACS Council members. Each Gold Supporter will be allowed to make a 5-minute presentation to the Council at the Friday evening dinner.



Checks should be **made payable to The Massachusetts Chapter of the American College of Surgeons**, and mailed to:

Crystal Beatrice, Meeting Manager
Massachusetts Chapter of the American College of Surgeons
900 Cummings Center, Suite 221-U, Beverly, MA 01915
Telephone: (978) 927-8330 Facsimile: (978) 524-0498

ELECTRICAL AND TELEPHONE

An order form will be provided for these services in the Exhibitor Service Kit.

SHIPPING INSTRUCTIONS- PLEASE READ CAREFULLY

All shipments must be prepaid. Material must be scheduled to arrive at the hotel no earlier than Wednesday, December 1, 2010. If there are multiple boxes in a shipment they must be numbered. Shipments should be sent directly to:

**WESTIN COPLEY PLACE LOADING DOCK
10 HUNTINGTON AVE.
BOSTON, MA 02116**

**ATTN: 57th Annual Meeting
Massachusetts Chapter of the ACS
December 3-4, 2010
Exhibitor Name / Table #**

Return shipments: The hotel will assist with any shipments using FedEx and UPS. The Exhibitor must provide his/her own shipping labels

INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the exhibitor's assigned area. Canvassing or distributing of advertising materials outside the exhibitor's own space will not be permitted.

CONDUCT OF EXHIBITS

No drawings, raffles or quiz-type contests of any type will be permitted. No bags or containers for collection of samples are to be distributed by Exhibitors. This applies to any envelope, folder or portfolio, box, etc., that provides carrying space for more than a single sample. Electrical or other mechanical apparatus must be muffled so the noise does not interfere with other exhibitors. Character of the exhibits is subject to the approval of the Chapter. The right is reserved to refuse Applications, which do not meet standards required or expected, as well as the right to curtail exhibits or parts of exhibits, which conflict with character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

FIRE PROTECTION

All material used in the exhibit area must be flame-proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flame-proofed or otherwise, will not be permitted. Paper is not to be used in crating merchandise. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof will be dismantled. All aisles and exits must be kept clear at all times. Fire stations and fire extinguisher equipment are not to be covered or obstructed.



EXHIBIT PERSONNEL

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted **two (2) badges per tabletop space purchased. Additional badges are \$25 each.**



SPECIAL NEEDS

Please contact Crystal Beatrice at the Massachusetts Chapter of the American College of Surgeons administrative office (978.927.8330 ext.543) if you have a disability which will require special accommodation.

SECURITY

The safekeeping of the Exhibitor's property shall remain the responsibility of the Exhibitor. The Massachusetts Chapter of the American College of Surgeons assumes no responsibility for any losses sustained by the Exhibitor.

PROTECTION OF THE HOTEL BUILDING

Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the Exhibitor.

INSURANCE LIABILITY STATEMENT

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Massachusetts Chapter of the American College of Surgeons, Professional Relations and Research Institute, Inc. (PRRI), the Westin Copley Place Hotel, its affiliates and employees harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Westin Copley Place Hotel, its affiliates and employees.

In addition, Exhibitor acknowledges that the Massachusetts Chapter of the American College of Surgeons, PRRI, and the Westin Copley Place do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

FOR FURTHER INFORMATION CONTACT:

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