



38th ANNUAL MEETING

June 27 - 30, 2012

Grand Wailea • Maui, Hawaii

WESTERN THORACIC SURGICAL ASSOCIATION

WWW.WESTERNTHORACIC.ORG

EXHIBITOR

\$6,000

- 6 x 30 Tabletop Exhibit Space
- 1 Full Meeting registration package*
- 2 exhibitor registrations**
- Recognition in Program Book, *Newsletter*, & onsite meeting signage

* Full meeting registration includes admission to the exhibit hall and scientific sessions, as well as 1 ticket to each of the following: New Members Reception, Theme Dinner, Family Luncheon, and President's Banquet. These single-event tickets can be distributed amongst an exhibiting company's colleagues; to gain access to an event, the exhibiting company's colleague must be wearing his/her exhibitor badge and hand in that event's ticket. Additional full-meeting registration packages will be available for purchase. Exhibitors may also buy single tickets to individual events. Please note that single tickets to individual events are priced at actual cost, whereas a full-meeting registration package is priced at a discount—the same subsidized price that Western spouses/guests pay for their social packages. Not included are tickets for the Thursday afternoon optional Tour(s), the Friday morning Simultaneous Breakfast Sessions, and Friday afternoon's Golf and Tennis Tournaments; individual tickets to these activities may be purchased on a space-available basis, at the same price charged to all attendees.

** Exhibitor registration only includes admission to the exhibit hall and scientific sessions.

EXHIBITS

The exhibits are located in the Haleakala Ballroom 1, adjacent to the Scientific Sessions, which are in the Haleakala Ballroom 4 & 5. Each exhibit space will include one 6' x 30" draped table and two chairs. Exhibits are TABLETOP ONLY. Freestanding floor exhibits will be permitted only with permission from Show Management. Standing medical equipment may be used in lieu of a table, but requests must be sent in writing to the Association's office for approval. A tabletop sign will be provided for each exhibiting company.

Each exhibiting company will receive one (1) complimentary full meeting registration package* and two (2) additional exhibitor registrations**. Exhibiting companies may also purchase up to 3 additional social packages. Exhibit representatives are also cordially invited to pre-register and participate in the Golf and Tennis Tournaments. Registration forms will be available in the online Service Kit by late March.

* Full meeting registration includes admission to the exhibit hall and scientific sessions, as well as 1 ticket to each of the following: New Members Reception, Theme Dinner, Family Luncheon, and President's Banquet.

** Admission to the exhibit hall and scientific sessions only

EXHIBIT DATES AND HOURS*

Thursday, June 28 7:00 am - 12:00 pm

Continental Breakfast 7:00 am – 8:00 am

Break 9:55 am – 10:20 am

Friday, June 29..... 7:00 am -12:00 am

Continental Breakfast 7:00 am – 8:00 am

Break 10:30 am – 11:00 am

Saturday, June 30 6:30 am -10:30 am

Continental Breakfast 6:30 am – 7:30 am

Break 9:50 am – 10:10 am

*Exhibit hours subject to change based on final program.



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PAYMENT

Table Top Exhibits are \$6,000. A 50% deposit of exhibit or sponsorship fees should be forwarded with the Application for Exhibit Space and Sponsorship Agreement. Forms received without a 50% deposit will not be processed until the payment has been received. The balance must be paid by Friday, March 16, 2012. Checks should be made payable and mailed to:

*Western Thoracic Surgical Association
500 Cummings Center, Suite 4550
Beverly, MA 01915
Telephone: (978) 927-8330
FAX: (978) 524-0498*

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 1:00 -5:00 pm on Wednesday, June 27th. All exhibits must be set by 5:00 pm without exception. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 10:30 am on Saturday, June 30th, 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 1:00 pm on Saturday, June 30th.

INFRINGEMENT

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

CONDUCTING EXHIBITS

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

FIRE PROTECTION

All materials 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. Excelsior or other 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 exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

ELECTRICAL / AUDIO-VISUAL / HOUSING / COMPUTER FORMS

Please refer to the online service kit.

SPECIAL NEEDS

Please contact the Western Thoracic Surgical Association office if you have a representative with a disability that will require special accommodations.



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EXHIBIT PERSONNEL

All participants affiliated with the exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted three badges per tabletop purchased. Additional exhibitor registration badges are \$100.

SHIPPING

Please refer to the shipping information in the online service kit.

SPACE ASSIGNMENT

Preferred space assignment will be given to previous exhibitors based on the priority point system. Space will be assigned on March 16, 2012 based on priority number; after that, all remaining space will be assigned in order of receipt of applications. Exhibitors wishing to avoid assignment of space adjacent to a competitor should indicate so on their application. Careful consideration will be given to such requests. The Association has the right to alter the floor plan at any time.

PRIORITY POINT SYSTEM

A point system, based on WTSA exhibit history and date of receipt of application will guide the assignment of space. Three points will be given for each year beginning with 1992, for each exhibit space. One point will be given for each additional space for a maximum of six points annually. Applications must be received by March 16, 2012 to be included in the priority point deadline.

SOCIAL FUNCTIONS

Each exhibiting company will receive one (1) full meeting registration package for each tabletop purchased. The package includes one (1) ticket to each of the following: New Members Reception on Wednesday, June 26th; Theme Dinner on Thursday, June 27th; and the Family Luncheon and President's Banquet on Saturday, June 30th. Exhibitors may purchase up to three (3) additional social packages.

*** Full meeting registration includes admission to the exhibit hall and scientific sessions, as well as 1 ticket to each of the following: New Members Reception, Theme Dinner, Family Luncheon, and President's Banquet.**

**** Admission to the exhibit hall and scientific sessions only**

WTSA does not allow any Satellite Symposia or Industry related activity to occur during the Wednesday – Saturday pattern of the Annual Meeting.

REFUNDS/CANCELLATIONS

Cancellations received in writing by March 16, 2012 will be subject to a 25% administrative fee. Cancellations received after March 16, 2012 will not receive a refund.

PROTECTION OF THE HOTEL

Exhibitors will be held liable for any damage caused to the hotel, 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 building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the Catering Manager will be the final judge thereof and his/her decision shall be binding on all parties concerned.



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INDEMNIFICATION and LIABILITY

Exhibitor assumes responsibility and agrees to indemnify and defend the Western Thoracic Surgical Association and the Grand Wailea Resort and Hotel & Spa and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the Western Thoracic Surgical Association nor the Grand Wailea Resort Hotel & Spa maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor or to obtain such insurance.

Insurance: Exhibitor agrees to obtain and keep in force, during the term of occupancy and use of Hotel premises, policies of General Liability insurance, specifically referring to and including the Contractual Liability referred to in the indemnification paragraph above, Premises-Operations, Broad Form Property Damage, and Personal and Injury Liability with limits not less than \$1,000,000.00 per occurrence, and, if applicable, Worker's Compensation insurance to statutory limits, Employer's Liability insurance with limits not less than \$500,000.00 per occurrence, and Automobile Liability insurance covering all owned, non-owned and hired vehicles with limits not less than \$1,000,000.00 per occurrence. Exhibitor agrees to include WTSA, Hotel, Hilton Hotels Corporation and Hotel Owner in the General and Auto Liability policies as an additional insured thereunder. Your insurance will be considered primary of any similar insurance carried by the WTSA and the Hotel. Exhibitor agrees to send to WTSA at least thirty (30) days prior to WTSA Annual Meeting, copies of certificates of insurance for each policy required. All policies of insurance will be with insurance companies rated by A. M. Best Company as an A-VII or better or otherwise acceptable to the WTSA and the hotel. If Exhibitor uses an outside vendor, contractor or service provider to deliver, set up and/or take down booths, exhibits, equipment or for any other purpose, the vendor, contractor or service provider must maintain the same types and amounts of insurance as we require of the Exhibitor. Also, their insurance is primary to any similar insurance carried by the WTSA and the Hotel. WTSA, The Hotel, Hilton and Hotel Owner must be named as additional insured's on the vendor's, contractor's or service provider's insurance. The vendor, contractor, or service provider must provide WTSA certificates of insurance thirty (30) days prior to the meeting.

TERMS IN CASE OF DEFAULT

If any exhibitor fails to pay when due, any sum required by the Application for Exhibit Space, or if any exhibitor fails to meet any term or condition of the application, or fails to observe and abide by these Rules & Regulations, WTSA reserves the right to terminate the contract immediately without refund of any monies previously paid. In any case, no refunds will be made on or after March 16, 2012.

SECURITY

Security will be furnished by the association to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The Western Thoracic Surgical Association assumes no responsibility for any losses sustained by exhibitors.

HAZARDOUS WASTE

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material.

Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of any hazardous waste. Any and all costs incurred in the removal of hazardous waste from the exhibit facility will be the sole responsibility of the exhibitor.