



American College of Allergy, Asthma & Immunology

Exhibitor Prospectus

2017 ANNUAL SCIENTIFIC MEETING

Hynes Convention Center
Boston, MA | Oct. 26 - 30

Reserve your booth online at: annualmeeting.acaai.org



American
College
of Allergy, Asthma
& Immunology

ACAAI 2017 Annual Scientific Meeting

About the American College of Allergy, Asthma & Immunology

The American College of Allergy, Asthma & Immunology, established in 1942, is a professional association of more than 6,000 allergists/immunologists and allied health professionals. Its mission is to promote excellence in the practice of the subspecialty of allergy and immunology.

The association provides its members with continuing medical education, publications, and representation to managed care organizations, medical organizations, consumer and patient groups, and government and regulatory agencies. The College also develops and disseminates educational information to public, other physicians, health professionals and health plan administrators.

Board-certified allergists-immunologists complete a three-year residency in either pediatrics or internal medicine, followed by a two-year approved fellowship in allergy and immunology. These physicians are subspecialists in asthma, allergic diseases, and immune disorders.

Why you should exhibit at the 2017 ACAAI Annual Meeting

- The ACAAI Annual Scientific Meeting is the premier event in the field of allergy, asthma and immunology.
- Approximately 2,000 allergists, internists, pediatricians and other healthcare professionals attend.

You will have the opportunity to:

- Target influential decision makers.
- Interact face-to-face with physicians involved in patient care.
- Build visibility for your company in a competitive marketplace.
- Expand your prospect base and strengthen existing customer relationships.
- Introduce new products and services.
- Generate new sales leads.
- Give product demonstrations.
- Conduct market research.

2016 Meeting Attendance in San Francisco

Physicians.....	1,583
Nurses/Office Professionals	294
Spouses/Guests	138
Exhibitors	906
TOTAL	2,921



Exhibitor Information

EXHIBIT LOCATION

Hynes Convention Center
Level 2, Halls C/D
900 Boylston Street
Boston, MA 02115
617-954-2000

EXHIBIT DATES/HOURS (Hours Subject to Change)

Friday, October 27, 3:00 – 6:00 pm

- PM refreshment break in the exhibit hall

Saturday, October 28, 9:45 am – 4:00 pm

- AM and PM refreshment breaks in the exhibit hall

Sunday, October 29, 9:45 am – 2:00 pm

- AM refreshment break in the exhibit hall

SPACE RENTAL FEES

Booth Size	Total Cost	Total Deposit
10' x 10' (in-line)	\$3,650	\$1,825
10' x 10' (corner)	\$3,950	\$1,975
Island Booths		
(starting at 400 sq ft)	\$48/sq ft	50% of total
Non-Profits (10' x 10')	\$500	\$500

TERMS OF PAYMENT

ACAAI must receive a 50% deposit of total booth price with the signed contract before booth space will be assigned. The remaining 50% balance due must be received by July 14, 2017. If the contract is submitted after July 14, 2017, it must be accompanied by payment of 100% of the total booth price.

CANCELLATION POLICY

Written cancellation received by ACAAI is subject to the following refund amounts:

- On or before July 14, 2017, refund minus \$500 per 10' x 10' booth space
- Between July 15, 2017 and September 8, 2017, refund minus 50% of total booth cost
- After September 8, 2017, no refunds

If an exhibitor reduces the size of their contracted booth, the net reduction of space will be treated as a cancellation. ACAAI reserves the right to reassign the booth location at its sole discretion.

BOOTH ASSIGNMENT

Initial space assignments are based on past participation of the College's Annual Meeting. Following the initial space assignments, additional assignments will be made on a first-come first-served basis. No booths will be sold after October 9, 2017.

OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Freeman has been contracted to receive, warehouse, transfer and handle all exhibits. There will be a Freeman Service Desk open in the hall from 8:00 am – 5:00 pm throughout the tradeshow. Here exhibitors may verify, check, and adjust their requirements for installation, furniture, equipment and other auxiliary services.

Please direct all calls regarding exhibit requirements, freight, labor, shipments or other services to:

Freeman

Ask for Exhibitor Services

Phone: 508-894-5000

Email: freemanboston@freemanco.com

EXHIBITOR KIT

An Exhibitor Kit, containing detailed show and service-ordering information, will be available online in mid-summer 2017. The Kit will include order forms for shipping, labor, material handling, furniture, carpeting, electrical and other service providers. Exhibitors are responsible for forwarding the link to suppliers who may be ordering services on their behalf.



American
College
of Allergy, Asthma
& Immunology



Photo Credit: Greater Boston Convention & Visitors Bureau

Exhibitor Information

EXHIBIT SET-UP HOURS (Subject to Change)

Wednesday, October 25, 8:00 am – 5:00 pm

Thursday, October 26, 8:00 am – 5:00 pm

Friday, October 27, 8:00 am – noon

Installation of exhibits must be carried out during the times listed. All crates must be available for removal no later than noon, Friday, October 27. Any exhibit not set-up by noon, Friday, October 27, or for which arrangements to set-up have not been made, will automatically be set-up at the exhibitor's expense and liability. Any booth not occupied by 3:00 pm, Friday, October 27, may be assigned to another exhibitor unless the ACAAI Director of Exhibits has been made aware of extenuating circumstances. There will be no refund to the original exhibitor.

EXHIBIT DISMANTLING HOURS (Subject to Change)

Sunday, October 29, 2:00 – 10:00 pm

Monday, October 30, 8:00 am – noon

No packing of equipment or literature, or dismantling of exhibits is permitted until exhibit closing time, 2:00 pm, Sunday, October 29. Any exhibit not dismantled by noon, Monday, October 30 – or for which arrangements for tear-down have not been made – will automatically be dismantled at the exhibitor's expense and liability for proper dismantle. The floor must be cleared by 5:00 pm, Monday, October 30.

EXHIBITOR ADMISSION TO ACAAI SCIENTIFIC SESSIONS

The Preliminary Program will be posted on the ACAAI website in mid-summer 2017. Your exhibit badge permits you to attend any open session for which there are no optional fees (symposia, plenary, concurrent sessions, poster presentations, etc.). CME, or other educational credit, is not available for exhibitors – you must fully register as an attendee and be a licensed healthcare professional to claim educational credits.

HOUSING

The official housing information will be posted on the ACAAI website (www.acaaai.org) and housing will open in mid-summer 2017.

EXHIBITOR REGISTRATION

All exhibitors must pre-register their booth personnel. Exhibitor registration will be available online beginning in mid-summer 2017. Exhibitors should wear their badges at all times. These badges are non-transferable. Supplementing this identification with business cards, ribbons, or company logos is not permitted. Badges will only display the name of the company shown on the application for exhibit space. It is expected that exhibiting firms will keep the number of booth personnel within reasonable limits, i.e., no more than five individuals per each 10' x 10' booth space purchased. Any additional badges will be \$10 each.

Please Note: ACAAI exhibitor badges are not mailed and must be picked up on-site at the Exhibitor counter at the ACAAI Registration Desk. Exhibitors are encouraged to pick up their own badge.

Replacement Badges – \$10.00 each

EXHIBITOR LISTING

Exhibiting companies will be listed in the Annual Meeting Program Guide. This publication contains an alphabetical listing with booth number, address and a description of exhibitors' products and services. Listing is subject to submission deadlines.

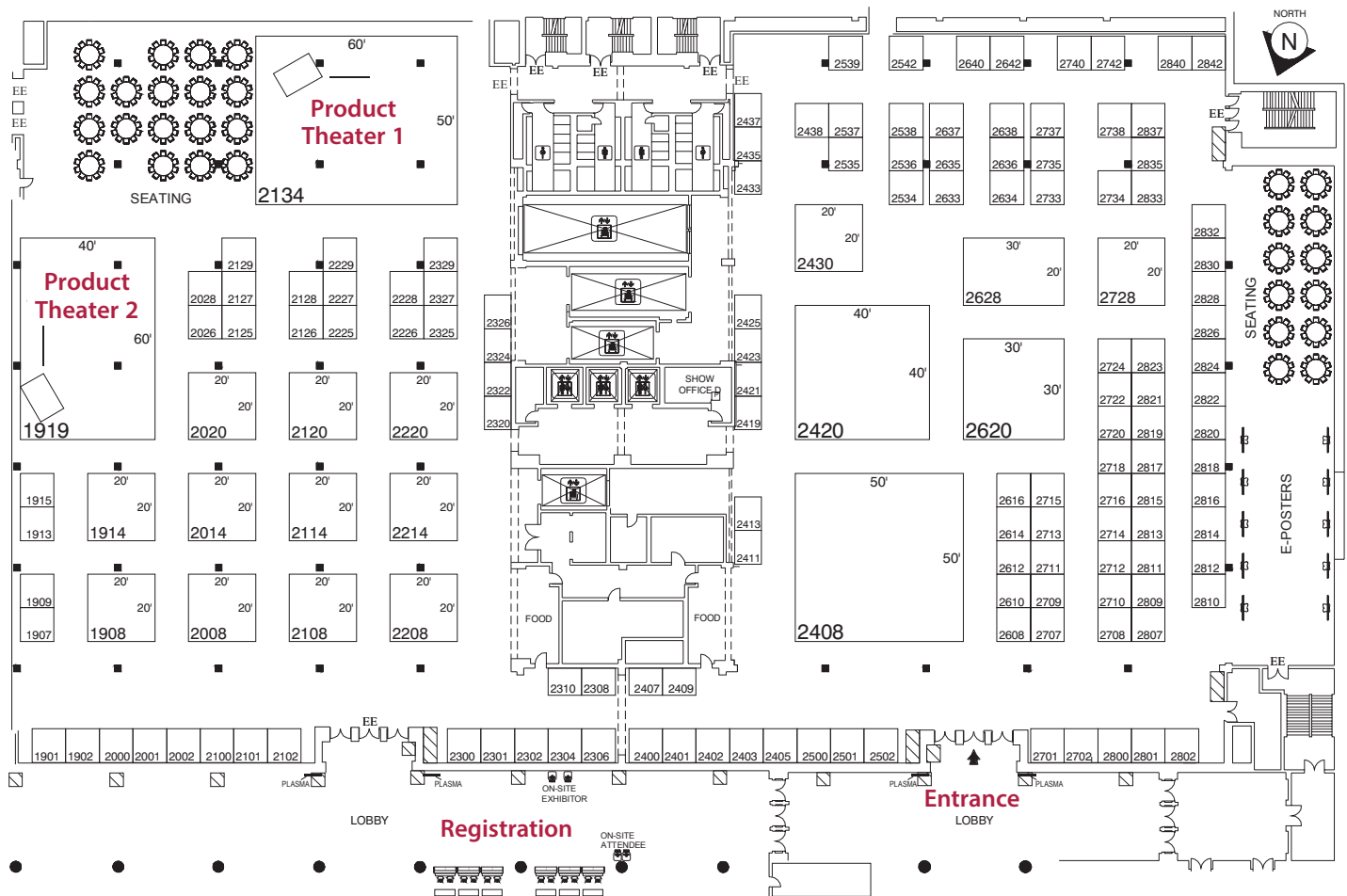


American
College
of Allergy, Asthma
& Immunology



Photo Credit: Greater Boston Convention & Visitors Bureau

2017 Exhibit Hall Floor Plan*



*Floor plan subject to change.

2016 Exhibitors

- Adako USA
- Aerobiotix Inc
- Aimmune Therapeutics
- Alcon a Novartis Company
- ALK
- Allergy & Asthma Network
- Allergy & Asthma Proceedings
- Allergy Control Products
- Allergy Guardian
- Allergy Laboratories, Inc.
- Allergy Partners
- American Board of Allergy & Immunology (ABAI)
- American Latex Allergy Association
- American Partnership for Eosinophilic Disorders (APFED)
- Antera Therapeutics
- Asthma and Allergy Foundation of America (AAFA)
- AstraZeneca Pharmaceuticals, LP
- Baxalta (Now part of Shire) Medical Affairs
- Baxalta US Inc.
- Bio Products Laboratory USA, Inc.
- Boehringer Ingelheim Pharmaceuticals, Inc.
- Boston Scientific Corporation
- Cell Science Systems
- Cemptra, Inc.
- Children's Mercy Hospital
- Circassia Pharmaceuticals Inc.
- CLn Skin Care
- Coram CVS/specialty infusion services
- Crowell Systems
- CSL Behring
- Daavlin
- DBV Technologies
- Diplomat Specialty Pharmacy
- EClinicalWorks
- Edge Pharmaceuticals, LLC
- Elsevier
- Executive Communication Systems
- Food Allergy & Anaphylaxis Connection Team (FAACT)
- Food Allergy Research & Education
- G.P Cosmetics
- Genentech
- GlaxoSmithKline
- GREER
- GSK
- Healix Infusion Therapy
- Helen of Troy/Kaz USA, Inc.
- HollisterStier Allergy
- Impax Laboratories
- Infinity Massage Chairs
- KagenAir, LLC
- Kaiser Permanente-Southern California
- Lara International Inc
- Lincoln Diagnostics, Inc.
- Lupin Pharmaceuticals
- Mayo Clinic
- Meda Pharmaceuticals
- Medical Marketing Solutions Group (MMSG) representing Kaleo
- Pharmaceuticals
- Meditab Software, Inc.- Allergy EHR
- Merck & Co., Inc.
- Micro Direct, Inc.
- Mission: Allergy, Inc.
- ModuleMD, LLC
- MotherToBaby
- Mylan
- National Allergy Supply, Inc.
- NeilMed Pharmaceuticals, Inc.
- Nestle Nutrition Institute
- Novartis Pharmaceuticals Corporation
- nSpire Health, Inc.
- Nutritious Beginnings LLC
- OptiNose, Inc.
- Perrigo Company
- Pharmacy Innovations
- PulmOne Advanced Medical Devices
- Rabbit Air
- Regeneron Pharmaceuticals/Sanofi Genzyme
- Riverbay Softworks
- Rosch Visionary Systems, Inc.
- Salix Pharmaceuticals
- Sanofi
- Shire Pharmaceuticals
- SmartPractice
- Solutionreach
- Teva Pharmaceuticals
- Thermo Fisher Scientific
- US Hereditary Angioedema Association
- Via Christi Health
- Viracor-IBT Laboratories, Inc.
- Vitalograph, Inc.
- World Allergy Organization (WAO)
- Xtract Solutions



Photo Credit: Greater Boston Convention & Visitors Bureau

Application/Contract for Exhibit Space

You may complete this form and make your booth selection at: annualmeeting.acaai.org

2017 ACAAI Annual Scientific Meeting

Boston, Massachusetts • October 26-30, 2017

Exhibition Dates: October 27-29, 2017

Contact to Whom Exhibit-Related Correspondence Should be Sent

Company

Contact Name

Title

Mailing Address

City/State/Zip

Phone

Fax

Email

Decision Maker for Sponsorships

Name

Title

Phone

Email

The undersigned applicant hereby applies for exhibit space at the 2017 ACAAI Annual Meeting and requests the following exhibit space(s) in order of preference:

1st choice #	at \$	2nd choice #	at \$	3rd choice #	at \$
--------------	-------	--------------	-------	--------------	-------

☐ We wish to avoid having our exhibit located adjacent to or opposite from the following company(s). ACAAI cannot guarantee that you will not be placed next to those companies listed below.

Booth Size

10' x 10' (in-line)

10' x 10' (corner)

Island Booth (starting at 400 sq ft)

Non-Profits

Total Cost

\$3,650

\$3,950

\$48/sq ft

\$500

Total Deposit

\$1,825

\$1,975

50% of total

\$500

Deposit Policies

- For applications received before July 14, 2017: 50% of total booth price. Balance due by July 14, 2017.
- For applications received on or after July 14, 2017: 100% of total booth price.

For Official ACAAI Use Only:

Assigned Booth

Size

Total Amount Due

Date Deposit Received

Amount \$

Payment Type

Trans #

Balance Remaining

Balance Due on or before July 14, 2017

(Credit card will be charged balance if another form of payment is not received)

Date Final Payment Received

Amount \$

Payment Type

Trans #

Accepted By

Please complete reverse side

Application/Contract for Exhibit Space

Please list category of products or services that best describe what you will be displaying:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Allergy Extracts | <input type="checkbox"/> Clinical Research Organizations | <input type="checkbox"/> Computer Hardware/Software | <input type="checkbox"/> Diagnostic Equipment |
| <input type="checkbox"/> Diagnostic Testing | <input type="checkbox"/> Dietary Products | <input type="checkbox"/> Environmental Products | <input type="checkbox"/> Equipment/Supplies |
| <input type="checkbox"/> Health/Body Care | <input type="checkbox"/> Immunotherapy | <input type="checkbox"/> Market Research | <input type="checkbox"/> Office Management |
| <input type="checkbox"/> Patient/Public Education | <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Physician Education | <input type="checkbox"/> Physician Recruitment |
| <input type="checkbox"/> Publications | <input type="checkbox"/> Spirometry | <input type="checkbox"/> Technology | <input type="checkbox"/> Websites |
| <input type="checkbox"/> Other: _____ | | | |

Exhibitor Information for PUBLICATION

Contact Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

Fax _____

Email _____

Website _____

Description of Products or Services

Please submit your company description for publication in the final program guide (by fax or email).

Maximum 100 words – Must be received by August 15, 2017

Payment Information

<input type="checkbox"/> Check	Check Number _____	OR	Credit Card: <input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Credit Card Number _____		Expiration Date _____		Security Code _____	
Name on the Card _____		Amount to Charge _____			
Signature _____					

Cancellation/Space Reduction Policies

- On or before July 14, 2017: Refund minus \$500 per 10' x 10' booth space
- Between July 15 – September 8, 2017: Refund minus 50% of total booth cost
- After September 8, 2017: No refunds
- All cancellations of booth space must be received in writing by ACAAI.
- If space is reduced, the net reduction of space will be treated as a cancellation of that space.
- In the case of a reduction in the size of an exhibitor's assigned booth space, ACAAI reserves the right to reassign the confirmed booth location at its sole discretion.
- The application and signed agreement, when accompanied by the required deposit, and when countersigned by ACAAI, shall become a binding contract in accordance with the terms of the agreement and all Rules and Regulations.

This agreement shall not be binding unless it is signed by an authorized representative of the applicant's firm and is accepted by ACAAI with the signature of ACAAI's Management. I/we hereby certify that I/we have read and will abide by the ACAAI Exhibitor Prospectus General Rules and Regulations.

Company Name _____

Applicant's Signature _____

Type or Print Name _____

Title _____

Date _____

Return form to:

Jean Foellmer-Hughes, Director of Exhibits
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2278 • Fax: 847-427-9656
Email: jeanfoellmer@acaai.org

Jean Foellmer-Hughes, Director of Exhibits
American College of Allergy, Asthma & Immunology

Function Space Request

2017 ACAAI Annual Scientific Meeting

Boston, Massachusetts • October 26-30, 2017

Function space requests are only for company sales meetings or ACAAI approved activities, not industry sponsored educational programs, hospitality suites or hospitality functions. Submit this form to ACAAI NO LATER THAN **August 31, 2017**.

Name of Function _____

Exhibiting Company Name _____

Contact Person _____

Mailing Address _____

Phone _____

Fax _____

Email _____

Function Day/Date _____ Start Time _____ am/pm End Time _____ am/pm

Function Day/Date _____ Start Time _____ am/pm End Time _____ am/pm

Room Needed Early for Special Set-up ☐ No ☐ Yes Time _____ am/pm Number of persons attending _____

Function Type ☐ Sales Meeting ☐ Business Meeting ☐ Other Activity (to be approved by ACAAI)

Attendance ☐ Company Personnel ☐ Physician/Company ☐ Other

Setup Desired ☐ Conference ☐ Hollow Square ☐ U-Shaped ☐ Theater ☐ Schoolroom ☐ Rounds
☐ Cocktail Tables ☐ Other/Diagram Attached

Preferred Hotel ☐ Sheraton Boston ☐ Marriott Copley Place ☐ Westin Copley Place ☐ Other _____

Additional Specifications (Check all that apply)

☐ Using Audio Visuals ☐ Elevated Stage for Lectern/Head Table ☐ Standing Lectern Only ☐ Other

Payment Information – FEE \$150/Function

☐ Check Check Number _____ **OR** Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Credit Card Number _____ Expiration Date _____ Security Code: _____

Name on the Card _____ Amount to Charge \$150/Function _____

Signature _____

I/we have read the ACAAI General Rules and Regulations in the Exhibitor Prospectus and agree to abide by all ACAAI General Rules and Regulations and hold harmless the ACAAI from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Applicant's Signature _____

Type or Print Name _____

Title _____

Date _____

Return form to:

Gina Seegers, Director of Meetings & Conventions
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2276 • Fax: 847-427-9656
Email: ginaseegers@acaii.org

ACAAI Use Only

Date _____

Time _____

Location _____

Facility _____

Executive Suites Contract

2017 ACAAI Annual Scientific Meeting

Exhibition Dates: **October 27-29, 2017**

Contact to Whom Correspondence Should be Sent

Company

Contact Name

Title

Mailing Address

City/State/Zip

Phone

Fax

Email

Executive Suite Size

10' x 20'

20' x 20'

Total Cost

\$7,500

\$15,000

POLICIES AND PROCEDURES

Executive Suites are assigned on a first come, first served basis. Companies using Executive Suites must adhere to all Rules and Regulations as set forth in the Exhibitor Prospectus and the convention center rules and regulations. Executive Suites may only be utilized during the published ACAAI exhibit hours. Attendees and guests must be registered for the ACAAI Annual Meeting to gain access to the exhibit hall.

PLEASE NOTE THAT THESE ROOMS ARE NOT COMPLETELY SECURE. One lockable door is included; however, rooms are not 100% secure. Do not leave prototype or valuables unattended. The security of your Executive Suite and your materials is your responsibility. You are responsible for supplying security guard service, if desired.

ACAAI will only provide the equipment and services listed on page 9. Expenses incurred for additional services or upgrades (i.e. furniture, security, equipment, electrical, food & beverage, phones/lines, audio-visual, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.

CME opportunities are not allowed in the Executive Suites.

This agreement shall not be binding unless it is signed by an authorized representative of the applicant's firm and is accepted by ACAAI with the signature of ACAAI's Management. I/we hereby certify that I/we have read and will abide by the ACAAI Exhibitors' Prospectus General Rules and Regulations.

DEPOSIT/CANCELLATION

- 100% payment at time of contract.
- Cancellations must be in writing on or before September 8, 2017, refund minus \$1,500.
- No refunds after September 8, 2017.

Payment Information

☐ Check Check Number **OR** Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Credit Card Number

Expiration Date

Security Code:

Name on the Card

Amount to Charge

Signature

Return form to:

Jean Foellmer-Hughes, Director of Exhibits
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2278 • Fax: 847-427-9656
Email: jeanfoellmer@acaai.org

Jean Foellmer-Hughes, Director of Exhibits
American College of Allergy, Asthma & Immunology

Executive Suites

The Executive Suite

ACAAI offers private rooms in the Exhibit Hall for exhibitor meetings.

The Executive Suite is a turn-key option for your organization. Rooms are set conference style and are available in 10' x 20' and 20' x 20' sizes. Executive Suites are available to exhibiting companies for use during exhibit hours.

For any questions, contact Jean Foellmer-Hughes, Director of Exhibits at 847-725-2278 or email to jeanfoellmer@acaai.org. Space location will be assigned by ACAAI.

Why secure an Executive Suite at the ACAAI Annual Scientific Meeting?

- Client Meetings
- Sales Meetings
- Recruitment
- Relaxation Room for Staff
- Hospitality Suites
- Training Sessions
- Private Demonstrations
- Convenience

EXECUTIVE SUITE - 10' X 20'

- Meeting room structure with locking door
- One conference table
- 8 conference chairs
- Carpet and padding
- 500 watt outlet
- Wastebasket
- Cleaning for 3 days

Turn-key Price:

Full Conference – Friday through Sunday

- **\$7,500**

EXECUTIVE SUITE - 20' X 20'

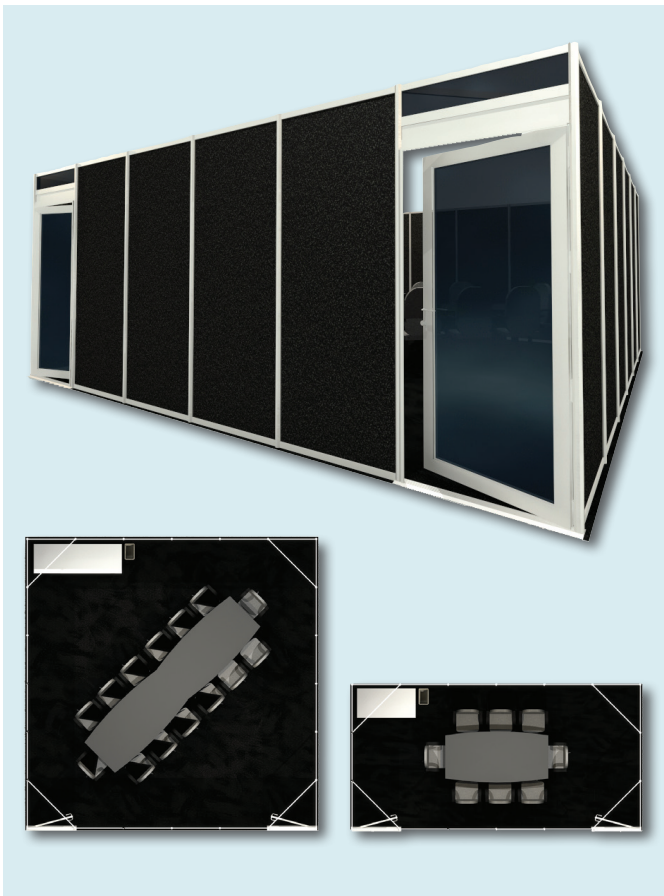
- Meeting room structure with locking door
- Two conference tables
- 16 conference chairs
- Carpet and padding
- 500 watt outlet
- Wastebasket
- Cleaning for 3 days

Turn-key Price:

Full Conference – Friday through Sunday

- **\$15,000**

NOTE: ACAAI does not provide logistical support for the Executive Suites apart from the items outlined above. Expenses incurred for additional services (i.e. catering, internet, phone, A/V, etc.) are the responsibility of the sponsoring company and must be coordinated through the official show contractors.



Hospitality Suite Request

2017 ACAAI Annual Scientific Meeting

Boston, Massachusetts • October 26-30, 2017

Exhibitors are required to inform ACAAI of hosted hospitality functions. Submit this form to ACAAI NO LATER THAN **August 31, 2017**. You will then be contacted by the facility for your requirements.

Exhibiting Company Name _____

Contact Person _____

Mailing Address _____

Phone _____

Fax _____

Email _____

Hospitality Suite Description _____

Preferred Location (name of hotel, restaurant, etc.) _____

Dates _____

Proposed Entertainment _____

If event is planned outside the hotel, will the exhibiting company be providing transportation for attendees? Please indicate type of transportation to be utilized: _____

I/we have read the ACAAI General Rules and Regulations regarding Social Activities in the Exhibitor Prospectus and agree to abide by all ACAAI General Rules and Regulations and hold harmless the ACAAI from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Applicant's Signature _____

Type or Print Name _____

Title _____

Date _____

Return form to:

Gina Seegers, Director of Meetings & Conventions
American College of Allergy, Asthma & Immunology
85 W. Algonquin Road, Suite 550
Arlington Heights, IL 60005-4460
Phone: 847-725-2276 • Fax: 847-427-9656
Email: ginaseegers@acaaai.org

ACAAI Use Only

Date _____

Time _____

Location _____

Facility _____

Marketing Opportunities

Maximize your exposure with our one-of-a-kind sponsorship opportunities!

ACAAI offers a variety of sponsorship and educational grant opportunities. Take advantage of our numerous product or corporate marketing sponsorships and increase your visibility among allergists and immunologists. Or, support one of our educational sessions and your company is guaranteed to reach a targeted audience.

BRANDING OPPORTUNITIES

ACAAI offers a variety of branding opportunities, including column wraps, signage, banners and many more. For details on the various marketing opportunities available at the 2017 ACAAI Annual Scientific Meeting and throughout the year, please contact Linda Cullison, Director of Corporate Relations, at 847-725-2291 or lindacullison@acaaai.org.

PRODUCT THEATERS

This exciting opportunity allows exhibitors to reach attendees beyond their booth space and provides additional face-to-face time with key decision makers. A limited number of 25- and 55-minute sessions are available each day for you to showcase your product or service. You will be listed in the Annual Meeting Program Guide and highlighted on signage throughout the exhibit hall. For Product Theater information, please contact Linda Cullison, Director of Corporate Relations, at 847-725-2291 or lindacullison@acaaai.org.

NON-CME CORPORATE FORUMS

Designed to give you greater visibility while reaching a targeted audience of allergists and immunologists, these 2 hour Forums enable you to market and promote your product to an audience of key physician decision makers. A limited number of commercial sessions are available the evening of Thursday, October 26 and Friday, October 27, 2017. Maximize your exposure and reserve your spot today by contacting Linda Cullison, Director of Corporate Relations, at 847-725-2291 or lindacullison@acaaai.org.

DOOR DROPS

The ACAAI Door Drop is a premier vehicle for exhibitors to contact the broadest audience possible – reach all attendees who are booked in the official ACAAI hotel room block to advertise your symposium, exhibit booth, products and/or services. Information, pricing and deadline dates on door drops will be included in the Exhibitor Kit.

PRE-REGISTERED ATTENDEE MAILING LIST

Exhibitors may purchase the pre-registered and post meeting attendee mailing lists for a one-time fee of \$200. The pre-registrant list may be used to send product information or invitations to non-CME sponsored events. Orders for the pre-registered attendee list are filled four weeks before the meeting to provide exhibitors with the maximum number

of contacts. All mailing pieces must be approved by ACAAI prior to printing. **Email addresses are not provided.** The post meeting list provides the names and addresses of all Annual Meeting attendees and will be sent approximately three weeks after the meeting. The order form for the mailing lists will be included in the Exhibitor Kit. For more information please, contact Kelly Burns at 847-725-2284 or kellyburns@acaaai.org.

MEMBERSHIP MAILING LIST

Exhibitors may purchase the full ACAAI membership mailing list for \$475, the US-only list for \$450. Each list contains 4,000-5,000 names/addresses, depending on list desired. For more information, please contact Kelly Burns, Exhibits Department, at 847-725-2284 or kellyburns@acaaai.org.

ADVERTISE ON THE ACAAI WEBSITE

For information about advertisement on the ACAAI Website, please contact Roxana Muniz, Business Development, 347-702-0308 or r.muniz@elsevier.com.

ADVERTISING IN ANNALS OF ALLERGY, ASTHMA & IMMUNOLOGY

The *Annals of Allergy, Asthma & Immunology*, is the official journal of the American College of Allergy, Asthma & Immunology. The *Annals* is mailed monthly to more than 5,000 healthcare professionals. This format offers four-color as well as black-and-white advertising. For information on placing your ad, please contact Le-Andrea Sylvester, 212-633-3649 or le.sylvester@elsevier.com.

SUPPORT ACKNOWLEDGMENT:

ACAAI Premier Partners and sponsors receive prominent acknowledgment in a variety of ways depending on the program or event. Acknowledgment typically includes:

- Signage at sponsored event
- Recognition at the podium
- Listing in the Annual Meeting Program Guide
- Presentation of a plaque at the opening session of the Scientific Program

This program reflects the special care the College has taken to address issues identified in the AdvaMed Code of Ethics on Interactions with Health Care Professionals, the PhRMA Code on Interactions with Healthcare Professionals, and the ACCME Standards for Commercial Support.

Exhibitor Information

EXHIBITOR-SPONSORED PRIVATE FUNCTIONS

Exhibitor-sponsored private functions are separately organized events during which exhibitors can meet with ACAAI participants outside of the exposition for the purpose of networking, entertaining and continuing business begun on the exhibit floor. Exhibitors sponsoring any type of private function are required to adhere to the following guidelines:

1. ACAAI must be informed of all planned social and hospitality functions.
2. Hospitality and social functions may only be scheduled during times that will not interfere with official ACAAI scheduled activities. The following hours are available for exhibitor-sponsored events (subject to change):
Thursday, October 26 after 5:00 pm
Friday, October 27 after 7:30 pm
Saturday, October 28 after 9:00 pm
Monday, October 30 after 5:00 pm
3. Hospitality and social functions should be handled on an invitation-only basis. Host companies must make it clear to their guests that the event is not an official ACAAI function.
4. Host companies agree to assume all liability arising out of or in conjunction with such functions and agree to

indemnify ACAAI against any and all liability and claims and demands arising out of or in connection with the foregoing undertakings and responsibilities of the exhibitor.

5. Hospitality functions within the hotel may only be advertised via the hotel activities board and must be cleared through the hotel management.
6. While companies are encouraged to support ACAAI symposia at the annual meeting, satellite symposia are prohibited.
7. Non-exhibiting firms are prohibited from hosting hospitality functions during the Annual Meeting.

Sponsoring companies requiring function space for internal company meetings must complete and submit the Function Space Request Form found on page 7 of this prospectus.

Exhibitors requesting a hospitality suite should do so through ACAAI by completing and submitting the Hospitality Suite Request form found on page 10 of this prospectus. Upon approval by ACAAI, the hotel will send a confirmation of the space.



Photo Credit: Greater Boston Convention & Visitors Bureau

General Rules and Regulations

These Rules and Regulations are a bona fide part of the contract for exhibit space with the American College of Allergy, Asthma & Immunology (ACAAI) hereinafter referred to as Show Management. Show Management reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well-being of the event. Each exhibitor, for himself, his employees, and his contractors agrees to abide by these regulations and by any amendments or additions hereafter made by Show Management. Show Management reserves the right to decline, prohibit, deny access or remove any exhibit which in its sole judgment is contrary to the character, objectives and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these Rules and Regulations and extends to persons, things, printed matter, products and conduct. Show Management reserves the right to refuse applications of any exhibitor for any reason, as well as the right to curtail exhibits or parts of exhibits. Show Management's decision and interpretation shall be accepted as final in all cases.

PAYMENT OF SPACE

Applications must be accompanied by a 50% deposit of the total booth cost. 100% of payment is due no later than July 14, 2017. Applications received after July 14, 2017, must include full payment of the total booth cost (payable in US Funds and drawn on a US Bank).

CANCELLATION AND REFUNDS

All cancellations of booth space must be received in writing by Show Management. If space is reduced, the net reduction of space will be treated as a cancellation of that space and Show Management reserves the right to reassign the exhibitor's confirmed booth location at its sole discretion. If Show Management receives a written request for cancellation of space prior to July 14, 2017, the exhibitor will be eligible for a full refund minus \$500 for each 10' x 10' space; between July 15, 2017, and September 8, 2017, eligible for a 50% refund of the total booth cost. No refunds will be made after September 8, 2017. It is expressly agreed by the exhibitor that upon failure to pay the space rental charge at the times specified, or failure to comply with any other provisions contained in these Rules and Regulations concerning his use of exhibit space, Show Management shall have the right to reassign the confirmed booth location shown or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. 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 paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved. In case the exhibition shall not be held for any reason whatsoever, then and thereupon, the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the pro rata amount already paid for space for this specific event.

SPACE RENTAL AND ASSIGNMENT OF LOCATION

Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EVENT.

ACCME STANDARDS FOR COMMERCIAL SUPPORT: SEPARATION OF EDUCATION AND PROMOTION

A strict firewall must always be maintained between educational activities and promotional opportunities. Compliance will be monitored by ACAAI Staff and committee members throughout the meeting.

Representatives and agents of an ACCME-defined commercial interest may not engage in promotional activities in the educational space before, during or after a CME activity. Observation (without participation) is allowed at any non-ticketed, general audience sessions (e.g. plenaries, symposia, etc.). Purchase of exhibit space will not be a condition of commercial support for any CME session or activity. Any ACCME-defined commercial interest cannot control and/or influence the content of a CME activity.

ALCOHOLIC BEVERAGES

Exhibitors may not serve alcoholic beverages in the exhibit hall except with the written permission of Show Management.

AMERICANS WITH DISABILITIES ACT

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by the exhibitor's failure to comply with the Act.

ARRANGEMENT OF EXHIBITS

Each exhibitor is provided access to an official Exhibitor Kit. The Exhibitor 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 Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the event. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of Show Management. Booth decorations are to be professional, standard booth design. No gimmicks or attention-getting decorations are permitted. Nothing may be taped, posted, nailed, screwed or otherwise attached to columns, walls, drape, floor or any interior or exterior surface of the center. Exhibits are not permitted to span an aisle by ceiling or floorcovering. Signs, parts of exhibits, supplemental lighting or any other exhibit material suspended from or attached to the ceiling of the exhibit hall must be approved by Show Management. Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits. All exhibits will be inspected during set-up and, at the direction of Show Management, the decorator will install draping at the exhibitor's expense to any part of the exhibit deemed objectionable by other exhibitors or Show Management.

ATTORNEYS' FEES

Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement, or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other

party all reasonable costs, charges and expenses including attorneys' fees.

BOOTH REPRESENTATIVES

Booth representatives, including models or demonstrators, must be properly registered and wear badges, and be properly and modestly clothed. Excessively revealing attire is prohibited. Exhibitor badges are not to be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.

CONTESTS, DRAWINGS, LOTTERIES

All unusual promotional activities must be approved in writing by Show Management no later than sixty (60) days prior to the opening of the event.

CONTROVERSIAL PROCEDURES

Diagnostic and therapeutic modalities advocated by exhibitors should be in compliance with the standards of practice endorsed by the Board of Regents of the American College of Allergy, Asthma & Immunology. Should a potential exhibitor have a question in this regard, that exhibitor should contact Show Management before the event opens.

COPYRIGHT LICENSING

Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform or display any copyrighted materials including but not limited to music, video and software. The exhibitor shall indemnify and hold harmless Show Management and facility against cost, expense, or liability which may be incident to, arise out of or be caused by the exhibitor's failure to obtain requisite license.

DIRECT SALES

Only those products listed on the exhibit application may be exhibited. Additional products for display must have Show Management approval prior to the event. Exhibitors are responsible for collection of any and all taxes required by the state, county and city governments.

EXHIBITORS AUTHORIZED REPRESENTATIVE

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exhibition periods and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, persons under the age of twenty-one (21) will not be admitted to the exhibit halls during move-in and move-out.

EXHIBITOR PLAN REVIEW

Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the event.

EXHIBITS & PUBLIC POLICY

Each exhibitor is charged with knowledge of all state, county and city laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this event. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced

General Rules and Regulations

in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses and/or costs resulting from failure to observe this notice shall be payable by the exhibitor. The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as an individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. Exhibitors must comply with city and state fire regulations. All booth decorations including carpeting must be flame proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Use of butane or bottled gas is not permitted. Use of propane and helium balloons is prohibited. Electrical equipment and wiring must conform to National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Cylinders containing oxygen, compressed air or other medical gas must be secured by strap, stand or cart in an upright position to prevent tip-over. X-ray equipment may be displayed but not operated. Combustible materials used in the exhibit hall must be flame-proof in accordance with the City Fire Department Codes. Use or storage of flammable liquids, gasses or solids is strictly prohibited.

FDA REGULATIONS

Exhibitors shall comply with all applicable Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and preapproved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses.

FOOD PRODUCTS

Food products may not be distributed unless they are the products being promoted at the event or they are used to demonstrate the company's product(s). Food products must be approved by the exhibit hall food and beverage department (special fees may apply) and Show Management. Food must be wrapped or in a container and not cause litter in the exhibit area. Exhibitors are responsible for keeping their booths litter free.

GIVEAWAYS

The American Medical Association has adopted guidelines governing gifts to physicians from industry. These guidelines have been endorsed by Show Management and other medical organizations and by the Pharmaceutical Manufacturers Association. Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to Show Management for review. These premiums should be items that can be used during the meeting or in the professional activities of the attendee. The "Notification of Intent to Distribute Premium or Novelty Items" form will be

included in the Exhibitor Kit and must be returned to Show Management for approval no later than sixty (60) days prior to the opening of the event. Show Management may withhold or withdraw permission to distribute souvenirs, advertising or other material it considers objectionable. Exhibitors may not distribute unofficial badges or company nameplates. No helium balloons may be used as booth decoration or inflated to distribute to visitors. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

INDEMNIFICATION

Exhibitor agrees that he will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of the exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by the exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by the exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by the exhibitor shall be effective unless such damage or injury may result from the gross negligence or willful misconduct of Show Management, as the case may be. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against the exhibitor or relating to this lease or the Premises leased hereunder, then the exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

INSTALLATION AND REMOVAL

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. Any space not claimed and occupied by three (3) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the event. If an exhibitor is late in removing its exhibit and causes Show Management to incur overtime or other costs, then the exhibitor will be responsible for those costs. Exhibits must be staffed during all event hours and may not, to any extent, be dismantled before the event closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

ISLAND BOOTHS

An island booth is exhibit space with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. No drapery is provided for island booths. Island booth displays (including decorations) may not exceed 16'

in height unless approved by Show Management. An exhibitor whose booth is adjacent to island booths should expect the same reasonable sight line from the aisle as they would expect as if they were adjacent to an exhibitor with a standard booth.

Hanging signs are permitted, they must clear at least 2' from the ceiling and the bottom of the sign must clear at least 16' from the floor.

LIABILITY AND INSURANCE

All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. None of Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

LITERATURE DISTRIBUTION

All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. **No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility unless approved by Show Management.** Trade publishers are prohibited from soliciting advertising during the event. Trade publications may be distributed from their booth, but automatic distribution is prohibited unless approved by Show Management. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space unless approved and coordinated by Show Management. Show Management will offer an official door drop bag, to have your materials considered please contact Show Management.

NO SMOKING

Show Management has established a policy of no smoking. This applies to the exhibit hall, lounge and meeting rooms.

OPERATION OF EXHIBITS

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exhibition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exhibition as a whole. Use of so called "barkers" or "pitchmen" is strictly prohibited. All demonstrations 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. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. The use of celebrity spokespersons, magicians, fortune-tellers, dancers, mimes, puppet shows, other

General Rules and Regulations

entertainment or special promotional activities is prohibited unless exhibitor has written permission from Show Management.

OTHER REGULATIONS

Any and all matters not specifically covered by the preceding Rules and Regulations shall be subject solely to the decision of Show Management. SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EVENT AREA WITHOUT REFUND OR OTHER APPEAL.

PHOTOGRAPHY

An exhibit booth may not be photographed or videotaped without the permission of the legitimate occupants of that booth. This prohibition extends to the members of the medical or lay press. Show Management may take photographs and may use them freely in any media for Show Management purposes.

PROPERTY DAMAGE

Neither Show Management nor the exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and the exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the event, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and the exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

SIGNAGE

Signs for Show Management approved sponsored functions are permitted but limited to two (2) per hotel and must have prior written approval from Show Management. Signage for product or activity promotion is not permitted outside the space contracted unless specifically authorized by Show Management.

SOCIAL ACTIVITIES

Any social function or special event planned by an exhibiting company to take place during the event must be pre-approved by Show Management. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exhibition activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management. Social and hospitality functions should be held on an invitation-only basis. Host companies must make it clear to their guests that the event is not an official ACAAI function. Host companies agree to assume all liability, arising out of or in conjunction with such functions and agree to indemnify Show Management against any and all liability and claims and demands arising out of or in connection with

the foregoing undertakings and responsibilities of the exhibitor. Hospitality functions within the hotel may only be advertised via the hotel activities board and must be cleared through hotel management. No lobby signs are permitted.

SOUND

Exhibits that include the operation of musical instruments, radios, sound projection equipment or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the event opens. Show Management shall be the sole judge of what constitutes appropriate sound levels.

STANDARD BOOTH

All linear booths are 100 sq ft (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8' high, with sidewall drapes that are 3' high. Total height of exhibits (including decorations) may not exceed 8'3" in height. All display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line. No solid exhibit construction may exceed 3'6" in height, except in the rear one-half of the booth. The intent of the height and depth restrictions is that each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit.

STORAGE OF PACKING CRATES AND BOXES

Unattended freight in any display space as of one (1) hour prior to event opening will be removed and stored at the exhibitor's sole risk and expense. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates and boxes. Crates and boxes not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Because of the lack of storage facilities, it may be necessary to store empty crates, boxes and exhibit materials outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the event will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. None of Show Management, the service contractor, nor the exhibit facility shall assume any liability whatsoever for loss or damage.

USE OF CERTAIN PROPERTY

Exhibitor will assume all costs arising from the use of patented, trademarked or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless Show Management, the service contractor, the exhibit facility and the city and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

USE OF INDEPENDENT CONTRACTORS

Exhibitors who plan to use the services of anyone other than the official service contractor must notify Show Management at least thirty (30) days in advance of event dates by completing the "Request for Use of Exhibitor-Appointed Contractor" form included in the Exhibitor Kit. This includes exhibit designers and builders, audiovisual and computer suppliers, florists, security firms, photographers, etc. Independent contractors must: perform all services in a professional manner in accordance with the Exhibiting Rules and Regulations; not engage in solicitation of business on the exhibit floor for present or future conventions; order decorator labor in advance, either with the official service contractor or directly from the union or from exhibitor appointed contractor; and have all licenses, permits or bonding required by the federal, state, county or municipal governments and the Convention Center or Hotel Management prior to commencing work; and shall provide Show Management with an original Certificate of Insurance at least two (2) weeks prior to the Show dates. The insurance certificate must prove the policy will be in effect during the published installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000 for each occurrence and an active worker's compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required.

USE OF SPACE

No exhibitor shall assign, sublet or share their allotted space with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt with by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

WAIVER

Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of such rights in writing on one occasion shall not be construed as consent to or a waiver of any right or remedy on any future occasion.

FUTURE MEETINGS

November 15-19, 2018

Seattle, Washington

November 7-11, 2019

Houston, Texas

November 12-16, 2020

Phoenix, Arizona

November 4-8, 2021

New Orleans, Louisiana



American
College
of Allergy, Asthma
& Immunology

85 West Algonquin Road, Suite 550 • Arlington Heights, IL 60005
Phone: 847.427.1200 • Fax: 847.427.9656 • www.acaai.org