

## 2008 ASCCP Biennial Meeting Exhibitor Information and Regulations

### Codes and Regulations:

All exhibitors are hereby bound by this "Information and Regulations" and each exhibitor agrees to abide by the Regulations set forth herein. The ASCCP has the right to amend these regulations.

### 2008 Meeting Date:

March 17- 21, 2008  
Disney's Contemporary Resort  
Lake Buena Vista, Florida

### Expected Attendance:

500 - 700 Physicians and Advanced Practice Clinicians

### Space Assignments:

Exhibit space will be limited to 10'x10' exhibit booths. All space assignments will be made on a first-come, first-served basis. Please indicate on the enclosed application form your first, second and third choices. Also, please advise us of those companies with which you do not wish to be in proximity. The space assignments will be made to the best of our ability; however, should a special situation warrant, the ASCCP reserves the right to rearrange exhibits.

ASCCP determines the eligibility of any company or products for exhibit. Any company or product may be removed from the meeting should the ASCCP feel wholly or in part that the exhibit is not in keeping with the character and purposes of ASCCP and in accordance with ACCME guidelines.

### Liability:

Neither ASCCP nor its respective agents and employees shall be responsible in any way for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever.

In all cases the exhibitor will assume responsibility for damage to property, accidents and injuries to exhibitors and employees.

All display material must be flame proof and is subject to inspection by local fire and code departments. No hazardous or flammable fluids or substances may be used or shown in booths.

The exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc., in such a manner to deface or destroy them.

### Courtesy:

All demonstrations and displays shall be confined to the booth. Backdrops for exhibits should not exceed 8' in height unless booth is freestanding. Exhibitors with video, presentations or devices that might prove objectionable to other exhibitors because of confidentiality, noise or odor may be asked to discontinue this method of promotion.

### Exhibit Fee:

There will be a \$2000.00 charge for each 10'x10' booth. All companies will be listed in the final program should your application be accepted prior to February 10.

### Special LEEP fee:

On Friday, March 21 from 2:00pm until 5:00pm there will be a hands-on training workshop as part of the Biennial Meeting. If an exhibitor is willing to stay an extra day and provide at least two LEEP machines with smoke evacuators, grounding pads, cords and electrodes, the booth charge will be reduced to \$1500 for a 10'x10' booth.

### Company Representatives:

Each company will be allowed two (2) representatives per 10'x10' booth. Additional representatives may attend at the cost of \$150 each.

### Cancellation Policy:

Any exhibitor cancellation received, in writing, on or before February 10, 2008 will be refunded \$1900.00. After February 10, no refunds will be issued.

### Special Functions:

Only registered exhibitors shall be authorized to use hospitality suites in conjunction with an ASCCP meeting. Hospitality suites and private parties shall not be open during regularly scheduled hours of the meeting, exhibit or other ASCCP functions. Any special functions planned by exhibitors in conjunction with the meeting must be approved in writing through the ASCCP National Office,

152 West Washington Street,  
Hagerstown, Maryland 21740.

### Booth Set-up and Dismantling:

Viper Tradeshow Services will arrange the pipe and drape set-up, tables, chairs and signage for each exhibit booth.

Exhibitor move-in will take place Monday, March 17, 2008 from 1:00 pm to 6:00 pm. Should any exhibitor not be set-up by 6:30 am on Tuesday, March 18, 2008, ASCCP reserves the right to move any still boxed materials to another location and reassign the space to another exhibitor.

Exhibits will close at 2:00 pm on Thursday, March 20, 2008. All exhibits must be removed from the exhibit area by 6:00 pm on Thursday, March 20, 2008. LEEP exhibitors can pack up for storage overnight.

### Shipping Instructions:

Crated, boxed or skidded materials will be accepted by Viper Tradeshow Services beginning Friday, February 21, 2008 at the address listed below. To avoid "after deadline" charges, all materials **must be received no later than Monday, March 10, 2008**. Late charges will apply to shipments arriving after this date. No shipments will be accepted after Friday, March 14, 2008. All materials to Viper Tradeshow Services must be clearly labeled with the following:

(Exhibitor Name)  
ASCCP  
Distributors Transport/  
Viper Tradeshow Services  
1225 East Pine Avenue  
Orlando, FL 32824

No shipments will be accepted by the Disney Contemporary Resort.

### Further Information:

For further information, contact Debbie McClain at the ASCCP National Office in Maryland by telephone at (800) 787-7227, (301) 733-3640, or by email at [dmccclain@asccp.org](mailto:dmccclain@asccp.org).