



# **MAINE CHAPTER, AMERICAN COLLEGE OF SURGEONS ANNUAL MEETING**

**MAY 18-20, 2018  
COLONY HOTEL, KENNEBUNKPORT, ME**

## **INVITATION TO EXHIBIT FROM JAMIE LOGGINS, MD, FACS, PRESIDENT, MAINE CHAPTER, ACS**

The 2018 Annual Meeting of the Maine Chapter, American College of Surgeons will take place May 18-20, 2018. Your company is extremely important to the profession and we would like to cordially invite you to showcase your products and services.

This year's meeting offers you an excellent opportunity to make sales, widen your exposure, and stimulate repeat business. Take this opportunity to build and maintain customer relations, enhance your image and test new products and services.

We encourage you to review the exhibit packages described and to make the decision today to participate in the 2018 Annual Meeting.

### **ABOUT MAINE CHAPTER, ACS**

The Maine Chapter, American College of Surgeons is an active chapter of the American College of Surgeons. This Chapter has positioned itself to be active in the legislative arena, focusing on issues that directly and exclusively impact its members.

# Maine Chapter, American College of Surgeons Annual Meeting

The Maine Chapter, ACS Annual Meeting provides you with an excellent opportunity to interact with surgeons and affiliated professionals from around the Maine area.

This is one meeting that you definitely do not want to miss!

## HOTEL INFORMATION

### Colony Hotel

140 Ocean Avenue  
Kennebunkport, ME 04046  
207-967-3331  
[www.thecolonyhotel.com](http://www.thecolonyhotel.com)



Hotel Room Block Name: American College of Surgeons  
Reservations Deadline: March 18, 2018  
Reservations: 207-967-3331 Ext: 505 (9:00am—5:00pm)

The Maine Chapter has a block of rooms at a discounted group rate ranging from \$169.00 plus tax to \$319.00 plus tax per night—when calling you must mention you are with American College of Surgeons. Sleeping rooms are assigned on a first-come, first-served basis and reservations must be made by March 18, 2018 to receive the American College of Surgeons discounted room rate.

## EXHIBIT HOURS (Tentative)

### Friday, May 18

8:00 am – 11:00 am ...Exhibitor Set Up  
1:00 pm – 7:00 pm ...Exhibits Open  
5:45 pm – 7:00 pm ...Welcome Reception  
with Exhibitors

### Saturday, May 20

7:00 am – 12:30 pm ...Exhibits Open  
6:00 pm – 9:00 pm ...President's Dinner

### Sunday, May 21

7:00 am – 12:45 pm ...Exhibits Open  
12:45 pm ...Exhibit Tear Down

## YOUR INVESTMENT

### EXHIBIT/TABLETOP OR FLOOR: \$1,495

- Booth space rental
- Furniture (one six-foot table and two chairs)
- Includes three complimentary registrations to all meeting sessions and food functions.
- Participation in the “Play to Win” game, where participants are encouraged to visit each exhibit booth at least once for a chance to win an exciting gift.

### ADDITIONAL SUPPORT OPTIONS:

- **Major Supporter (\$2,500)** – includes all event signage, recognition in PowerPoint presentation and online, complimentary registrations to all meeting sessions and food functions, complimentary exhibit space, and participation in “Play to Win” game.
- **Help Support a Break (\$350 each)** – with signage to recognize your support
- **Other \$ \_\_\_\_\_** (please call if interested!)

*For more information on exhibiting and support options, contact Shirley Goggin at [maine@mainefacs.org](mailto:maine@mainefacs.org), call (207) 445-2260, or visit [www.mainefacs.org](http://www.mainefacs.org).*

## BENEFITS OF EXHIBITING

- Access to Maine surgeons and affiliates throughout the 3 days including during breakfast, session breaks, reception, and dinner.
- Special recognition in meeting materials and on PowerPoint presentation.
- Online recognition of exhibit support at [www.mainefacs.org](http://www.mainefacs.org) for one year.
- Inclusion of company listing in on-site Exhibitor Directory.

## FOR YOUR INFORMATION

- IT Services are contracted directly with the hotel. Information sent in confirmation email.
- Display space is a 6 ft table size.
- Booths will be assigned according to the order in which applications and full payments are received. Due to the size of the show, booth numbers are not provided. Assignment will be provided upon arrival.
- **The participants list is not provided in advance of the Annual Meeting, but is included in the on-site packet provided to each Exhibitor.**

# EXHIBIT APPLICATION FORM

The Maine Chapter, American College of Surgeons, hereinafter referred to as Maine Chapter, is hereby requested and authorized to reserve exhibit space for our use during the ME Chapter Annual Meeting. It is understood and agreed that all space will be assigned on a first-come, first-served basis and that Maine Chapter reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the meeting and to make reasonable shifts in location for the benefit of the exhibitor or deadlines and details. Exhibitors are bound by the exhibitor specifications and conditions on the Exhibitor Agreement.

Today's Date: \_\_\_\_\_

## CONTACT PERSON

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

## EXHIBITOR PROGRAM INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Description of Company and Products/Services: (**Email** or print as a separate document; 100 words max)

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## ON-SITE REPRESENTATIVES

1) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional On-Site Representatives (\$100 Each):**

4) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

5) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADDITIONAL REGISTRATION INFORMATION**

Number of Attendees to the Welcome Reception x # \_\_\_\_\_ (Complimentary)

If possible, do not locate us near the following company (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ELECTRICITY NEEDED** \_\_\_\_\_ YES \_\_\_\_\_ NO (You must bring your own extension cords)

**PAYMENT**

Please Reserve Our Company for the Following (check one):

- Exhibit (Includes Three Representatives plus One Six-Foot Table and Two Chairs) = \$1,495  
Additional Representative (s) \$100 Each x # \_\_\_\_\_ = \_\_\_\_\_
- Major Supporter (includes exhibit space and additional recognition) = \$2,500
- Break Supporter (with signage) = \$350

**TOTAL AMOUNT PAID** = \_\_\_\_\_

**PAYMENT METHOD**

- Check Enclosed (Payable to Maine Chapter, ACS)
- Credit Card (circle one):

MASTERCARD    VISA    AMEX

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Verification/Security Code (on back of credit card) \_\_\_\_\_

Name as Printed on Card \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail completed application form with payment to:**

Maine Chapter, ACS  
PO Box 190  
Manchester, ME 04351

**OR Email** application with credit card information to [maine@mainefacs.org](mailto:maine@mainefacs.org) / **fax** to (207) 445-4880.

Tax ID: 20-4019098 (W-9 form available upon request)

*For more information on exhibiting, contact Shirley Goggin at [maine@mainefacs.org](mailto:maine@mainefacs.org), call (207) 445-2260, or visit [www.mainefacs.org](http://www.mainefacs.org).*

## EXHIBITOR AGREEMENT

Upon receipt of Exhibit Application Form by the Maine Chapter, American College of Surgeons office assumes that you have read the terms as outlined below and agree to abide by these terms. Application is subject to acceptance by the Chapter. Written confirmation will be sent upon receipt of Application and full payment.

**Who May Exhibit** – The meeting is intended for those companies that are related to the profession. The Chapter reserves the right to determine the eligibility of any applicant as an exhibitor according to its Principles of Governing Corporate Support. With a limited number of exhibitors permitted, the Chapter reserves the right to deny exhibitors after the limit is reached.

**Cancellation** – An exhibitor may cancel or withdraw from the meeting subject to the following conditions: 1) the exhibitor shall immediately file a written notice of intention to cancel or withdraw; 2) if written notice is received 30 days or more prior, the Chapter shall retain a sum of equal to fifty percent (50%) of the total cost of the reserved exhibit space; and 3) no refunds shall be made on cancellations received less than 30 days in advance of the meeting. Any exhibitor failing to occupy said space by the initial opening of the exhibit area shall forfeit that space and the Chapter shall have the right to use said space as desired.

**Representatives** – Each exhibit may have three (3) representatives at no additional charge. The Chapter will accommodate three (3) representatives with food during the meal functions of the meeting while the exhibit is open at no additional charge. Exhibiting companies shall limit the number of representatives working concurrently to five (5) per booth. Representatives beyond three (3) will be charged an additional fee.

**Exhibit Hours** – It is our expectation that exhibitors will keep displays set up for the entire conference, if you need to leave prior to exhibition closing, please let Registration Desk know upfront.

**Hospitality Functions** – Scheduling of private function must be coordinated directly with the chapter. There shall not be any exhibitor entertainment, meetings, and/or any other activities aimed at attendees scheduled during exhibit hours or during scheduled meeting events without prior written approval from the Chapter.

**Exhibit Standards** – Exhibits must conform to the table contracted and must be of such character or arrangement so as not to obstruct the view or interfere with the exhibits of others. All demonstrations and exhibits must be confined to the contracted space. Questionable exhibits shall be modified at the request of Chapter staff. The fastening of materials to table drapery, building walls, ceilings, floors, carpeting, or columns is expressly prohibited. Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including but not limited to any or all approved requirements. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices and forbids the promotion of approved drugs or devices for unapproved uses.

**Use of Space** – No sharing, subletting, or assignment of space is permitted. The Chapter shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to or in keeping with the character or purpose of the meeting. Exhibitors are encouraged to verify helium balloon usage with the facility and will be held accountable for any charges resulting from their use.

**Security** – Exhibitors will be responsible for the security of their own exhibit areas and property.

**Service Contractor** – All costs of shipping, cartage, and handling are to be borne by the exhibitor. The Chapter will supply one skirted table and two chairs; all other services required must be ordered directly from the facility or outside contractor.

**Liability, Insurance and Waiver of Subrogation** – The Chapter, its staff, directors, volunteers, service contractors, nor the facility shall be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause prior to, during, or subsequent to the period covered by the Application. Exhibitors shall obtain, at their own expense, adequate insurance against such injury, loss, or damage. The exhibitor waives the right of subrogation by its insurance carrier (s) to recover losses sustained under the exhibitor's insurance for real and personal property. Any and all exhibitor charges for services levied by the facility or subcontractors are the responsibility of the exhibitor. The Chapter is not responsible for payment for any services connected with exhibitor requests and has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

**Music and Amplification** – Due to U.S. Copyright Laws, ASCAP, and BMI licensing requirements no copyrighted music, live or recorded, will be permitted in the exhibit area unless the exhibitor using the material has purchased the appropriate license.

**Matters Not Covered** – The Chapter reserves the right to rule on all matters pertaining to the meeting, whether expressly mentioned or not, and the exhibitor, by executing Application, agrees that all rulings shall be binding upon both the exhibitor and the Chapter.