

ANCILLARY/AFFILIATE MEETING SPACE REQUEST EXHIBITOR AGREEMENT

ANESTHESIOLOGY 2013TM Annual Meeting October 12-16 San Francisco, CA

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 13, 2013

Organizations wishing to hold group functions in conjunction with the ANESTHESIOLOGY 2013TM Annual Meeting, October 12-16 in San Francisco, CA must first obtain ASA approval. Meeting space request exhibitor applications will be accepted on a first-come, first-served basis. **All applications must be accompanied by a non-refundable administrative fee per application form.**

It is the responsibility of the organizers hosting events to make sure that those events comply with the guidelines regulated by the ASA. Such events must be approved in advance by ASA, and are subject to the following **Terms and Conditions** of use:

1. Meetings/Functions may be conducted during the following hours outlined below:

Saturday, October 12	Sunday, October 13	Monday, October 14	Tuesday, October 15
6:00 am-8:00 am	6:00 am-8:00 am	6:00 am-8:00 am	6:00 am-8:00 am
After 7:00 pm	After 6:00 pm	After 6:00 pm	After 6:00 pm

NOTE: ASA is not responsible for subsequent schedule changes made by the AMOC Committee or by the chairs of ASA Committees. Ancillary organizers will be notified if their request time must be changed.

- 2. One of the benefits for commercial companies that exhibit at the ANESTHESIOLOGY 2013™ Annual Meeting is the opportunity to hold ancillary events during the meeting. Because non-exhibiting commercial companies are prohibited from advertising, soliciting or otherwise contacting ASA meeting registrants on official ASA meeting space or at ASA meeting facilities, **ASA will not release or assign any of its meeting space to commercial companies not already contracted to be an official ASA exhibitor**. For information about exhibiting at the ANESTHESIOLOGY 2013™ Annual Meeting, contact: the ASA Meetings and Exhibits Department, 520 No. Northwest Highway, Park Ridge, IL 60068-2573; telephone (847) 825-5586; email: b.berg@asahq.org or go to the "Exhibitors" Tab on the ASA Annual Meeting Web site for further details.
- 3. Prohibition of Exhibitor-Sponsored Scientific Sessions: Commercial firms which exhibit at the ANESTHESIOLOGY 2013™ Annual Meeting will not be permitted to conduct or sponsor educational activities, presentations or meetings in San Francisco, CA from Friday, October 11 through Wednesday, October 16, 2013. Only normal sales presentations describing products and their functions are allowed in the exhibit booths, facility sleeping rooms/suites, off-site ASA designated facilities dinners and/or receptions and any sponsored activity on the exhibit hall floor.
- 4. ASA provides the scientific education content at the meeting. To avoid conflicts with the ANESTHESIOLOGY 2013TM Annual Meeting scientific program, **organizers** may not make any scheduled, live presentations in Technical Exhibit booths or at exhibitor-sponsored functions. Affiliate social events may NOT include any presentation of educational or scientific content to meeting participants. Commercial firms failing to comply with this rule will have their 2013 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2013 booth space.
- 5. *Prohibition of Symposia:* Commercial firms are not allowed to sponsor scientific symposia at the meeting from **Friday, October 11 through Wednesday, October 16, 2013.** Commercial firms failing to comply with this rule will have their 2013 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2013 booth space.
- 6. Promotional materials associated with each meeting/function must first be submitted to ASA for review and final approval. All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the ASA Annual Meeting*. The name American Society of Anesthesiologists, the acronym ASA, ASA logo and the Annual Meeting logo are registered trademarks of the American Society of Anesthesiologists. Use of the aforementioned in conjunction with promotional materials without the express written consent of American Society of Anesthesiologists is prohibited.

Use of the ASA logo, trademark, or name in conjunction with publicity must be pre-approved by ASA. ASA must not be represented as cosponsoring an event unless it has been pre-approved by the Director of Meetings. Please e-mail the ASA Meetings & Exhibits Department at annmtg@ASAhq.org

Promotion of meetings is not permitted in/around the convention center, in the headquarter facilities, or through "room drops." ASA does not provide its mailing list for ancillary meeting use. Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature. Brochures/fliers may be distributed from the exhibitor booth during exhibitor hours.

7. Submitters will be notified beginning the week of **June 24, 2013** of meeting space approval and assigned facility placement. Please do not contact ASA by call or email prior to this deadline date. Please note that both ASA and the facility have the right to move an event if ASA or the facility determines the space assigned is subsequently needed for an official ASA function or if the space is not best suited in the assigned room. Once rooms have been assigned, organizers are responsible for making **all** further arrangements for the event (e.g., AV, F&B requirements, billing arrangements) directly with the facility/facility.

- 8. Please note that the **facility may charge for the use of the meeting room.** Room rental can be negotiated between the organizer and the facility (after space assignment has been confirmed). Each function will be handled individually and issued a separate contract. All meeting room rental fees, food and beverage, audiovisual equipment rentals and other services are the responsibility of the organizer. Organizers should study function contracts carefully before signing, **paying special attention to cancellation clauses. In the event of a canceled function, the organizer may be required to pay the facility for lost revenue.** Requests for 24-hour hold on meeting space will not be honored or confirmed by ASA. Such requests will be determined at the discretion of the assigned facility.
- 9. Submitters who contact facilities on their own or otherwise attempt to circumvent ASA ancillary meeting space assignment process are subject to possible revocation of privileges at future ASA meetings and events.
- 10. ASA reserves the right to accept, reject or condition acceptance, based on ASA's sole discretion, for any reason, which need not be disclosed to the submitter. All outstanding obligations to ASA by the submitter, including payment of all debts must be fulfilled prior to space assignment. Ancillary and satellite events (approved by ASA) shall in no way state or imply endorsement of, or support by, ASA for the event, organizer, products or services discussed in announcements, advertising, on any signage or during the presentations.
- 11. The submitter shall protect, indemnify, hold harmless and defend ASA, its officers, directors, agents, members and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation, resulting from submitter's negligence or willful misconduct; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ASA, its officers, directors, agents, members or employees.

ASA has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Exhibitors agree to abide by any Terms and Conditions that may hereafter be adopted. All matters or questions not covered by the above rules and regulations are subject to the discretion of ASA. These Terms and Conditions may be amended at any time by ASA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ASA to such parties.

SIGNATURE OF AGREEMENT

This application form is used to apply for function space approval. You will receive an e-mail confirmation from the ASA Park Ridge office regarding your application. In the event the ASA approves your application, by signing below you agree to the Terms and Conditions outlined in the above Ancillary Meeting Space Request Affiliate Application and not to use the ASA or ANESTHESIOLOGY 2013™ names or logos in the promotion of this meeting/function. By approving your application, the ASA does not endorse or sanction your meeting/function, and no such relationship should be inferred by your affiliate organization and/or its agents or implied to your meeting/function participants. Failure to adhere to the policy may result in any or all of the following actions: (1) Cancellation of event; (2) Refusal to allow the company or group to list the information on the ASA Schedule of Events; (3) Refusal to allow organizers the opportunity to hold an event in the future.

Authorized Contact (Print Name)	Authorized Contact - Approved By Signature
Organization/Company Name	Date



CONTACT INFORMATION (required)

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				ASA DESIGNATED FACILITIES ASA currently has space contracted at the facilities listed below.			
Organization/Company Name Contact Person				Hilton San Francisco Union Square The Palace Hotel			
				St. Regis San Francisco W San Francisco The Westin St. Francis			
Address					CILITY PREFERENC		
City	State	Zip	1. 2.				
Phone	Fax		3.				
E-Mail				Final facility as	ssignment will be based or	n availability.	
MEETING/FUN	CTION TYPE						
	Anesthesiology 2013™ An	nnual Meeting attende	ees, who are outside of	the educational pro	gramming, including bu	at not limited to:	
_		Meeting	☐ Reception	☐ Reception			
☐ Check here if the	nis meeting/function is ed	ducational in nature	e.				
☐ Check here if the	nis meeting/function has	an invited speaker	to present.				
If checked, please	identify						
	narketing materials will be ew of all marketing mate			n for the proposed	l event.		
REQUESTED M	EETING/FUNCTION	ROOM SET					
☐ Conference	☐ Hollow Square	☐ U-Shape	□ Classroom	☐ Theatre	☐ Banquet	☐ Reception	
			000 000	000 000 000 000 000 000 000 000 000 000			
MEETING/FUN	CTION SPECIFICATI	<u>ONS</u>					
Meeting/Function	Name						
Meeting/Function	- Description/Purpose						
Meeting/Function	Date	Start Time	End Time	I	Expected Number of	Attendees	



NOTE: Final facility assignment will be based on availability.

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CONTACT INFORMATION (required)

Institution/Cor	mpany Name			
Institution/Cor	mpany Contact F	Person		
APPLICAT	ION FEE			
Early Bird Discount Regular Administrative Fee		Augu (After) A		\$100.00 \$200.00
TOTAL FEI	E DUE	\$		
METHOD C	OF PAYMENT	Γ		
☐ Check	□ VISA	☐ MasterCard	☐ Americ	ean Express
completing the foll Space Affiliate App	owing information, I		fee to be applied to	
Card Number				Expiration Date
Card Holder N	Iame			
Billing Address	SS			
City			State	Zip
Card Holder S	ignature			
Please remit a	pplication to:			
Marcia Perzyna	a, Meeting Plann			ASA OFFICE USE ONLY:
American Soci 520 N. Northw	ety of Anesthesionst Highway	ologists		Date form received:
Park Ridge, IL	60068-2573			Date request approved:
Phone: (847) 8 Fax: (847) 825				Assigned Facility:
E-mail: m.perzyna@asahq.org			Approved By:	