Welcome!

We are pleased to welcome you as an exhibitor at the American College of Physicians (ACP) Internal Medicine Meeting 2018, the most comprehensive conference in internal medicine. This newsletter will provide you with up-to-date information that will help with your booth preparations. Look for important dates, deadlines, and tips to help make your exhibit meeting successful.

We look forward to working with you at Internal Medicine Meeting 2018 in New Orleans!

NEW! Exhibitor Insurance Requirements

The Exhibitor shall furnish to ACP a certificate of liability insurance via the online form. EXHIBITORS WILL NOT BE PERMITTED TO INSTALL THE BOOTH IF THE CERTIFICATE OF LIABILITY INSURANCE IS NOT ON FILE. Refer to page 16 of the rules and regulations and the online form for the full requirements. Click here if you do not have liability insurance.

Carpet/Flooring Required

Exhibitors are required to have carpet/flooring in their booth space. The official General Service Contractor (Decorator) will, at the exhibitor’s expense, install carpet in any booth in which carpet/flooring installation has not begun by 4:00 PM on Wednesday, April 18.

Exhibitor Service Manual

The Exhibitor Service Manual has every little detail you need for a successful show! This service kit includes all rental and purchase forms, request forms, and schedules. Be sure to review ASAP for upcoming deadlines and discount pricing.

See page 3 for more details.
EXHIBITOR Lounge: Booth 355

Stop by the Exhibitor Lounge for complimentary concessions.

**DRINKS** — Booth #355 (by the Freeman Service Center). Stop by Wednesday-Saturday for complimentary coffee and tea.

*Coffee/Tea will be available:*
- Wednesday: 8 AM—10 AM
- Wednesday: 2:15 PM—3:45 PM
- Thursday: 8 AM—10 AM
- Thursday: 2:15 PM—3:45 PM
- Friday: 8 AM—10 AM
- Friday: 2:15 PM—3:45 PM

**LUNCH** — Exhibitor boxed lunches will also be available directly behind the Lounge starting at 12:00 PM Thursday and Friday. Each exhibiting company will be allotted one lunch ticket per 10’x10’ space. The main exhibit contact must pick up their company’s lunch ticket(s) at Exhibitor Registration located in Lobby H of the Convention Center. ACP is not responsible for lost or stolen tickets once they have been distributed. Lunches can be picked up at any of the Exhibit Hall lunch stands or behind the Exhibitor Lounge with a ticket. Concessions are also available for purchase.

**Shipping Information**

Shipping dates and locations can be found online in the Exhibitor Service Manual.

**Advance Warehouse:**
- Receiving: March 16, 2018
- Deadline: April 9, 2018

**Show-Site Freight Receiving:** April 16, 2018

**DISMANTLE NOTICE**

* _Dismantling_ begins at 2:30 PM on Saturday, April 21 and continues through Sunday, April 22 until 4:30 PM.*

Exhibitors who begin to pack or dismantle their booths before 2:30 PM will incur a penalty of $1,000, loss of priority points, and loss of eligibility to exhibit at future ACP annual meetings.

*Exhibits must be staffed at all times during exhibit hours.*
LOBBY H: It is strongly encouraged that exhibitors register badges for booth staff before arriving in New Orleans. Badges can be picked up at Exhibitor Registration in Lobby H of the Convention Center. Note: Badges will not be mailed in advance of the meeting.

- Exhibitors cannot enter the Exhibit Hall without badges.
- Exhibitor badges allow exhibit personnel access to the Exhibit Hall only for install, dismantle, and during show hours. Access before or after these hours must be requested in writing from the Exhibit and Meeting Manager.
- Installation and dismantling companies and other exhibitor designated contractors must obtain work identification for their personnel from the official ACP security vendor. Work identification allows access to the Exhibit Hall only during move-in and move-out. Access will be denied during exhibit hours.
- Exhibitor badges do not allow access to scientific sessions.
- Exhibitors who have not pre-registered may do so on-site by producing authorization in the form of a business card or letter.

There is no limit to the number of Exhibit Hall badges requested per booth.

IMPORTANT DEADLINES

For full list of exhibitor deadlines, download the Exhibitor Action Checklist.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5, 2018</td>
<td>Floral Discount and Photographer Order Deadline (see Exhibitor Service Manual)</td>
</tr>
<tr>
<td>April 9, 2018</td>
<td>Advance shipments to the warehouse are accepted between 3/16 and 4/9</td>
</tr>
<tr>
<td>April 16, 2018</td>
<td>Direct shipment receiving start date</td>
</tr>
<tr>
<td>April 18, 2018</td>
<td>Exhibitor Badge Registration</td>
</tr>
<tr>
<td>April 19, 2018</td>
<td>Electrical &amp; Internet Service, Electrical Labor, Telecommunication Service, and Water &amp; Compressed Air Service Orders (see Exhibitor Service Manual)</td>
</tr>
</tbody>
</table>
# EXHIBIT SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 16</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Installation of Exhibits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Wristbands will be available through the official security company for installation only</strong></td>
</tr>
<tr>
<td>Tuesday, April 17</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Installation of Exhibits</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>5:00 PM</td>
<td>Exhibitor Registration</td>
</tr>
<tr>
<td>Wed, April 18</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Installation of Exhibits</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Exhibitor Registration</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>5:00 PM</td>
<td><strong>All crates must be removed from the floor so aisle carpet can be installed.</strong></td>
</tr>
<tr>
<td></td>
<td>5:00 PM</td>
<td></td>
<td><strong>All exhibits must be installed aka “Show Ready”</strong></td>
</tr>
<tr>
<td>Thursday, April 19</td>
<td>8:00 AM</td>
<td>4:30 PM</td>
<td>Exhibitor Registration</td>
</tr>
<tr>
<td></td>
<td>9:30 AM</td>
<td>4:30 PM</td>
<td>Exhibits must be fully staffed</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>4:30 PM</td>
<td>EXHIBITS OPEN</td>
</tr>
<tr>
<td>Friday, April 20</td>
<td>9:30 AM</td>
<td>4:30 PM</td>
<td>Exhibitor Registration</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>4:30 PM</td>
<td>EXHIBITS OPEN</td>
</tr>
<tr>
<td>Saturday, April 21</td>
<td>9:30 AM</td>
<td>1:00 PM</td>
<td>Exhibitor Registration</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>2:30 PM</td>
<td>EXHIBITS OPEN</td>
</tr>
<tr>
<td></td>
<td>2:30 PM</td>
<td>10:30 PM</td>
<td><strong>Dismantling of Exhibits Begins. Freeman removes aisle carpet &amp; distributes cardboard/fiber boxes</strong></td>
</tr>
<tr>
<td>Sunday, April 22</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Dismantling of Exhibits continued</td>
</tr>
<tr>
<td>Monday, April 23</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>Freight move-out</td>
</tr>
</tbody>
</table>

## $100 AMAZON GIFT CARD

Complete the Exhibitor Survey and your name will be entered into a raffle for a $100 Amazon gift card.

ACP would like to thank you for participating at Internal Medicine Meeting 2018. We value your participation as an integral part of our annual meeting program and welcome your feedback on how we can improve the Exhibit Program for exhibitors and attendees.

The survey will be available starting Friday, April 20. Keep a look out for an email with the link to the survey.
**BOOTH OPERATIONS:** No Exhibitor may operate in a way that violates the rights of another exhibitor. The decision on appropriate conduct will be at the discretion of the ACP Exhibit Manager.

- Exhibits must not project beyond the space allotted.
- Exhibits may not obstruct the view or interfere with the traffic of other exhibits.
- All exhibits are to be presented in a dignified manner, without a sideshow atmosphere.
- The use of professional actors, magicians, or performers in the Exhibit Hall is prohibited.
- No soliciting of attendees in the aisle or high-pressure “pitch” of any kind is permitted.
- Demonstrations and the distribution of literature and samples must take place inside the assigned booth.
- Canvassing outside the booth and distribution of materials outside the booth and Exhibit Hall are prohibited.
- If live models are used, Exhibitors are expected to be prudent when selecting attire for them.
- Professional discretion should be observed at all times.
- Booths are to be kept clean and in good order.
- No part of any exhibit, or signs relating thereto, shall be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture or in any way to deface them; the Exhibitor is liable for damage from failure to observe these rules.
- The background of the display must show the generic name of any drug product that is featured.
- Exhibitors are prohibited from publishing information gathered as a result of exhibiting without the prior written consent of ACP.
- Sound and sound systems are only permitted for formal demonstrations. Sound must be directed into the exhibit space, not facing out toward the aisles or neighboring exhibitors. Sound cannot project beyond the space nor interfere with neighboring exhibitors.
- Live performance of music is not permitted. The ACP has a signed license agreement with the American Society of Composers, Authors, and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) that covers recorded music for program events not including the exhibits.
- The use of live animals in an exhibit for any purpose is prohibited.

**BOOTH ACTIVITIES:** All booth activity requests (including giveaways, raffles, music, blood testing, demonstrations, and guest appearances) must be submitted to ACP prior to the meeting via the online booth activity form for approval. ACP reserves the right at its sole discretion.

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**EXHIBIT HALL SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Thursday, April 19</th>
<th>Friday, April 20</th>
<th>Saturday, April 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00—10:30 AM</td>
<td>60 Minute Sessions</td>
<td>60 Minute Sessions</td>
<td>60 Minute Sessions</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Exhibit Hall Opens</td>
<td>Exhibit Hall Opens</td>
<td>Exhibit Hall Opens</td>
</tr>
<tr>
<td>10:30—11:15 AM</td>
<td>AM Break</td>
<td>AM Break</td>
<td>AM Break</td>
</tr>
<tr>
<td>11:15—12:45 PM</td>
<td>90 Minute Sessions</td>
<td>90 Minute Sessions</td>
<td>90 Minute Sessions</td>
</tr>
<tr>
<td>12:45—2:15 PM</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>2:30 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15—3:45 PM</td>
<td>90 Minute Sessions</td>
<td>90 Minute Sessions</td>
<td></td>
</tr>
<tr>
<td>3:45—4:30 PM</td>
<td>PM Break</td>
<td>PM Break</td>
<td></td>
</tr>
<tr>
<td>4:30 PM</td>
<td>Exhibit Hall Closes</td>
<td></td>
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</tbody>
</table>
to refuse any booth activity on the basis of ACP policies, rules, and regulations. Unapproved booth activities conducted on-site will not be permitted.

**LINEAR BOOTHS:** Linear booths are made of up of 10’x10’ inside and corner booths. **Inside booths** have only one side exposed to an aisle. **Corner booths** have two sides exposed to an aisle. All booths will be provided with an 8’ high back wall drape and 3’ high side wall drapes.

- No structure of a linear exhibit may extend over 8’ in height, including signs, company name, logo, or product information. Under no circumstances may the 8’ high back wall drape be removed.
- No structure over 3.5’ high may extend more than 5’ from the back wall.
- Entrances to booths must be in the direction depicted on the floorplan.
- Exhibitors are required to have carpet/flooring in their booth space.

**ISLAND BOOTHS:** Island booths can be made from any full block of booths. Some aisles may be blocked to create islands not shown on the floorplan.

- Island exhibits (including signage and towers) may not extend over 20’ in height.
- Demonstration areas may not be set on the aisle line of the exhibit. Space must be left within the exhibit area to accommodate spectators. Should the spectators interfere with the normal traffic flow in the aisle, or overflow into neighboring exhibits, the presentation will be limited or eliminated.
- The design of the booth should allow accessibility from all four aisles and sufficient see-through areas that do not block the view of adjacent exhibits.
- Exhibitors are required to have carpet/flooring in their booth space.

**APPROVAL OF BOOTH SCHEMATICS:** Exhibitors with island booths of 400 sq. ft. or more, structures that exceed 10’ in height, or 2-story booths must submit booth schematics to the ACP Exhibit Manager for review and approval by February 16, 2018.

**DISMANTLING OF EXHIBITS:** Dismantling will begin on Saturday, April 21, at 2:30 PM and continue through Sunday, April 22, until 4:30 PM. Exhibitors who begin to pack or dismantle their booths before 2:30 PM on Saturday will incur a penalty of $1,000, loss of priority points, and loss of eligibility to exhibit at future ACP annual meetings. All Exhibitor freight must be completely removed from the building by noon on Monday, April 23. All outbound carriers must be checked in no later than 8:00 AM on Monday, April 23. Under no circumstances will children under the age of 12 years be permitted in the Exhibit Hall during dismantling hours. An adult must accompany young adults aged 12 to 16 years.

**LUNCH TICKET:** Exhibit Hall boxed lunches are provided to attendees in order to drive traffic to the Exhibit Hall. ACP extends one complimentary lunch ticket per 10’x10’ booth per day. Lunch tickets are not available for purchase. Present this ticket at the Exhibit Hall refreshment stations, or stop by the Exhibitor Lounge beginning at 12:00 PM to pick up your lunch. Additional concessions are available for purchase in the back of the Exhibit Hall.

**ON-SITE REFERENCE GUIDE:**

- Non-Life Threatening Emergency: call 3011 from a house phone or 504-582-3011
- Life Threatening Emergency: call 3040 from a house phone or 504-582-3040
- First Aid Station: Hall H Lobby
- Business Center: Hall D Lobby
- Rest and Recharge Lounge: Booth #805
- Exhibitor Service Desk: Next to Exhibitor Lounge Booth #355
- Lead Retrieval System: Located at Exhibitor Service Desk
- Information Booths: Auditorium C Lobby and Hall H Lobby

**BADGES AND IDENTIFICATION:** All exhibitors are required to wear a badge to access the Exhibit Hall; badges must be worn at all times. Badges will be white with a stripe of color that corresponds to the following categories:

- Blue: Spouses & Guest
- Orange: Exhibitors
- Pale Yellow: Press
- Green: ACP Staff
- Gray: Vendors
- White w/ Meeting Logo: Physicians
- Black: Pre-Course Only

For full rules and regulations, please review the [Exhibitor Prospectus](#).
Exhibitor Insurance Requirements

The Exhibitor and/or the company on behalf of which the Exhibitor is presenting, shall be required to obtain and maintain, in full force and effect, and at its own cost and expense, insurance coverage in the following types and amounts as set forth in this paragraph for installation and dismantling of the exhibit booth: General Liability Insurance: in a Combined Single Limit, which shall include coverage for Contractual liability, bodily injury (including death and disability), and property damage arising out of or relating to the Exhibitor’s participating in ACP’s Internal Medicine Meeting 2018 in amounts as are adequate to ensure full protection from liability to ACP, but in no event shall such General Liability Insurance policy amounts be less than One Million Dollars ($1,000,000.00) per occurrence, and Two Million Dollars ($2,000,000.00) on an annual basis, in the aggregate. The Exhibitor may satisfy the minimum liability coverage policy limits set forth herein through a combination of primary and umbrella/excess policies, if such combination of primary and umbrella/excess policies amount to such minimum coverage limits in the aggregate, provided, however, such usage of a combination of insurance policies shall be subject to ACP’s prior review and approval.

The Exhibitor shall furnish to ACP a certificate of liability insurance by February 16, 2018. Such certificate of liability insurance shall name ACP and each of its respective affiliates, subsidiaries, regents, employees, agents, officers, and directors as “Additional Insureds” on each and every applicable insurance policy. The insurance policies and coverage set forth herein shall be primary as to any other valid and collectible insurance and shall contain an endorsement that such insurance policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against ACP, the Ernest N. Morial Convention Center, and/or Freeman Exposition Services.

If you purchase insurance through Rainprotection Insurance, a certificate of liability insurance will be sent directly to the Exhibit Program Coordinator at ACP. If you already have compliant coverage, please submit your certificate of liability insurance via the online form.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card. Click the link below to Purchase your Liability Insurance for just $94:

https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=fa3429c713ba

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 900 Convention Center Blvd. New Orleans, LA 70130 Phone Number - (800) 528-7975.

This program is valuable for:

- Exhibitors who do not have any insurance.
- International Exhibitors whose liability insurance will not cover them at a U.S. Show.
- Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen, or damaged merchandise?

We also offer affordable short term Equipment/Merchandise/Display Insurance All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition. Please complete and return the Enrollment Form below: Click Here for the Instant Equipment Insurance Enrollment Form
ACP Exhibit Team

**Teresa Lerch**
Exhibit & Meeting Manager
215-351-2542
tlerch@acponline.org

**Susan Galeone**
Exhibit Program Coordinator
215-351-2544
galeone@acponline.org

**Christine Bluestein**
Meeting Planner
215-351-2541
blerch@acponline.org

tlerch@acponline.org

**We look forward to seeing you in New Orleans!**

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**ACP Internal Medicine Meeting 2018**

**OFFICIAL VENDOR**

**FLORAL**
TLC
www.tlc-florist.com

**HOUSING**
onPeak
Housing & Travel site

**PHOTOGRAPHY**
Lagniappe Studio, Inc.
www.lagniappestudio.com

**AUDIO VISUAL**
Freeman Audio Visual
www.freemanco.com

**DECORATOR/GENERAL SERVICE CONTRACTOR**
Freeman Exposition Services
www.freemanco.com

**CATERING**
Centerplate
www.mccno.com

**REGISTRATION/LEAD RETRIEVAL**
Expo Logic
ww2.expologic.com

**SECURITY**
Summit Services
800-394-7775

**INTERACTIVE EXHIBIT HALL**
A2Z
exhibitsupport@a2zinc.net

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annualmeeting.acponline.org/exhibits