Food and Beverage
- ACP provides all attendees with complimentary break refreshments and boxed lunches at food stations in the Exhibit Hall.
- Supporters are welcome to provide additional refreshments in the Innovation Theater at their own expense. Additional catering requests should be ordered through the Convention Center Catering.

Exhibit Hall Badge
For security purposes, staff, attendees, and speakers must display a badge issued by ACP. This badge will permit access to the Exhibit Hall. Please register your staff and speakers for their badge(s) via the online badge registration link or at Exhibitor Registration.

No Implied Endorsement
Innovation Theaters are considered unofficial programs (not supported by ACP). Therefore, there can be no implication in any promotional materials or mailers, or during these events, that sessions are connected with Internal Medicine Meeting 2020, are presented in cooperation with ACP, or are endorsed by ACP. There is just one exception to this rule, which is included in the “Preregister List” section below. Otherwise, the use of “Internal Medicine Meeting 2020” is strictly prohibited unless it is written in the required disclaimer statement on all promotional pieces: “This session is not a part of the official Internal Medicine Meeting 2020 Education Program and does not offer CME credit.” The use of the ACP name, logo, or seal is strictly prohibited from all promotional materials. Faculty should be informed of these restrictions.

Preregister List
Mailers must comply with policies as outlined in the Preregister List Use Agreement, Policies, and Order Form. A statement that seats are available on a first-come, first-served basis is strongly encouraged.

- Preregister mailers are the only promotional materials in which a phrase such as “presented during Internal Medicine Meeting 2020” is allowed.
- The preregister mailer must include the following statement: "This session is not a part of the official Internal Medicine Meeting 2020 Education Program and does not offer CME credit."

Session Materials
The supporter will be responsible for the printing and shipping of any session materials.

Signage
ACP offers an onsite schedule listing outside the theater entrance. Supporters are encouraged to provide three 28” x 44” signs for display. Two signs may be placed on easels outside the theater. The third sign can be dropped off by Wednesday, April 22, at Exhibitor Registration, which we will display on the Additional Learning Opportunities schedule board. The supporter is responsible for printing and shipping signage. Shipping labels can be found in the Exhibitor Service Manual. Signs may not be placed in other venues, other areas of the Convention Center, buses, taxicabs, etc. Signs must follow our “No Implied Endorsement” policy above.

Cancellation Policy
In the event your company chooses to withdraw your reserved Innovation Theater session, a refund will be provided only when the following conditions are met in full:
- The entire Innovation Theater schedule is sold out and
- ACP is able to resell your time slot

Installation & Dismantling
Innovation Theater supporters will have access to the theater one hour before their assigned session time. Supporters and their speaker(s) are allowed to “prep” during this time. After the presentation, supporters must remove all literature, materials, handouts, etc., from the theater within 15 minutes after the slotted time.

Registration
Seats are available on a first-come, first-served basis for Internal Medicine Meeting 2020 attendees. Pre-registration is not required; minimum attendance numbers cannot be guaranteed by ACP.

Staffing
ACP will provide logistical support onsite. Supporter is responsible for staffing the entrance to your session to welcome attendees. Temps will be provided to collect leads before the start of your session.

Disclaimer
ACP is not responsible for unsatisfactory outcomes.

Indemnity
The supporting company and organizer of the session (if applicable) agree to indemnify and hold ACP harmless from any claims or damages to persons or property that arise from the Innovation Theater session and to add ACP as an additional insured on its liability insurance for the Innovation Theater.

Looking for ways to promote your session?
Here are a few suggestions:

- Supporters may place print or online advertisements in the Annals of Internal Medicine, ACP Internist, Internal Medicine Meeting 2020 News, and ACP Hospitalist. Information regarding advertising is available by contacting Kevin Bolum at 215-351-2440 or kbolum@acponline.org.
- The OnSite Industry Guide is an attendee favorite in planning day-to-day meeting activities.
- The ACP Literature Bag will be distributed at the entrances of the Exhibit Hall. The literature bag offers a high-visibility opportunity to distribute promotional pieces and Innovation Theater invitations directly into the hands of attendees.
- Information regarding advertising in the Onsite Industry Guide and the Literature Bag is available by contacting Hilary Bair at TriStar Publishing at 913-491-4200 or hbair@tristarpub.com.

Distribution of Literature
The distribution of literature, including invitations, is to be confined to the supporter’s assigned exhibit space in the Convention Center. Any other form of distribution (including from the hotel or Convention Center) is not permitted. Under no circumstances may promotional materials be distributed to attendees in the aisles or at any area of the Convention Center or Exhibit Hall.