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 by February 16, 2018 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.

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. Now available on our Currently Exhibiting page.

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Upcoming Deadlines: Balance of Exhibit Payment Due (12/11/17) | Booth/Product Description Due (1/9/18) | See page 5 for more.
Get the Best Hotel Rates Through ACP!

The easiest way to make travel arrangements for the show is also the most flexible and economical. Hotel rates have been negotiated for us by onPeak. You can book online in real time, 24/7. When you are making hotel reservations for our conference, be sure to “book through the block” for greatest benefits. While many Internet-based travel/hotel services promise lower rates, they don’t guarantee the same advantages and protections as onPeak offers for ACP. Click here to book now.

**Immediate benefits include:**

- The lowest rates at official show hotels (if you find a lower rate, let us know!).
- No pre-payment for hotel reservations.
- Immediate confirmations.
- Update or cancel hotel reservations online—no fees or penalties.
- Descriptions, photos, and maps to help you choose the perfect hotel.
Meeting Support OPPORTUNITIES

A successful exhibit experience is assured when exhibitors complement their presence in the Exhibit Hall with additional exposure to attendees. ACP has extensive promotional and advertising opportunities to highlight your participation at Internal Medicine Meeting 2018.

Some highlighted support items include:

- Entrance Units
- Daily Refreshment Breaks Station
- Aisle Signs
- Promotional Banners
- Exhibit Hall Entrance Carpet and Floor Clings
- Exclusive Meeting App Support
- Advertising Meter Boards

Visit the Promotional Opportunities Web site for more information.

Contact Teresa Lerch for more information at 215-351-2542 or tlerch@acponline.org
Meeting Support OPPORTUNITIES

The Doctor’s Challenge

You supply the Question.
Physicians come to YOU for the answer.

The Doctor’s Challenge offers participating exhibitors an opportunity to interact one-on-one with physician attendees. Ten slots are available.

Reserve your space today!

ACP Job Placement Center

Looking to recruit a physician? Participate in the ACP Job Placement Center and reach thousands of physicians. Don’t miss out on an opportunity to be recognized at this prime location by sponsoring or submitting job postings.

Participation in the Center will give you access to the Job Seeker’s Profile booklets before, during, and after Internal Medicine Meeting 2018.

Learn More!

Innovation Theaters

Expand your marketing message and reach motivated physicians with information about your latest products and therapeutic treatments in private sessions at the Innovation Theaters.

Sessions take place in the Exhibit Hall during daily refreshment breaks.

Click here for more details!
NEW: Exhibitors must furnish to ACP a Certificate of Liability Insurance. Exhibitors will not be permitted to set up their booth without a COI on file. Please refer to page 16 of the Exhibitor Prospectus and use this form to submit your Certificate of Insurance.
**INSTALL / DISMANTLE**

**Installation of Exhibits:** Exhibit installation will begin on Monday, April 16, at 8:00 AM and continue through Wednesday, April 18, until 5:00 PM. The aisles must be clear of all crates and cartons by 2:00 PM on Wednesday, April 18 so that aisle carpet can be installed. Please remain in your booth until this process is complete. Any Exhibitor who places empty crates or cartons in the aisle after the carpets have been installed and cleaned will be charged for removal and re-cleaning at prevailing labor rates. Any booth for which installation has not begun by 4:00 PM on Wednesday, April 18, will be installed by the official General Service Contractor (Decorator) at the Exhibitor’s expense or may be removed from the exhibit floor at the discretion of the ACP Exhibit Manager. If removed, this space can then be resold or reassigned by ACP without obligation on the part of ACP for any refund. No exhibit may be erected after the Exhibit Hall opens. Under no circumstances will children under 12 years of age be admitted in the Exhibit Hall during installation hours. An adult must accompany young adults aged 12 to 16 years.

**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.

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**OFFICIAL VENDORS**

**Advertising:** TriStar Publishing, Inc.
TriStar Publishing, Inc.
www.tristarpub.com

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

**Decorator/General Service Contractor**
Freeman Exposition Services
www.freemanco.com

**Catering**
Centerplate
www.mccno.com

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

**HOUSING**
onPeak
Housing & Travel site

**PHOTOGRAPHY**
Lagniappe Studio, Inc.
www.lagniappestudio.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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**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
cbluestein@acponline.org