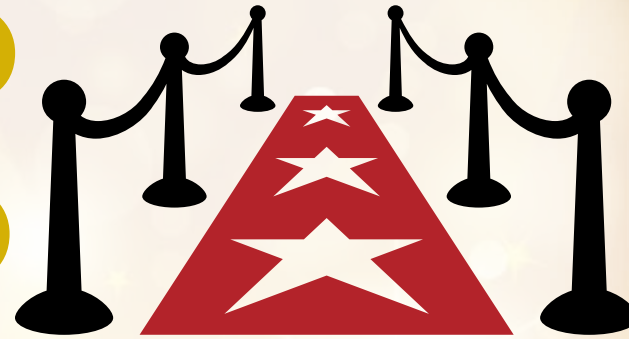


ACFAS **2023** SCIENTIFIC CONFERENCE

**STEP  
IT UP**



LOS ANGELES ★ **FEBRUARY 9-12**

# **RULES AND REGULATIONS**



**American College of  
Foot and Ankle Surgeons®**

*Proven leaders. Lifelong learners. Changing lives.*

*[AnnualConference.acfas.org](http://AnnualConference.acfas.org)*

# RULES AND REGULATIONS

Please review [these rules and regulations](#) carefully. Your signature on the application binds you and your company to this contract and the terms expressed herein.

## 1. ELIGIBILITY TO EXHIBIT

The American College of Foot and Ankle Surgeons (ACFAS) reserves the right in its sole discretion to decline applications for exhibits. In addition, ACFAS will not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with ACFAS programs, products, and/or services (See also, Regulation #17).

## 2. BOOTH SPACE ASSIGNMENT

Space assignments will be held on-line by appointment for exhibitors with application submitted prior to April 11, 2022. Selection will be based on ACFAS priority points and exhibitors will select space during their appointment times. ACFAS show management will select space for companies who are unable to participate during their appointment times. After April 28th booth space will be assigned on a first-come first served basis based on available exhibit space.

## 3. COMPLIMENTARY EXHIBITOR BADGES

Per Booth:

- 3 Badges: 100 Sq. Ft.
- 5 Badges: 200–300 Sq. Ft.
- 8 Badges: 400–1,000 Sq. Ft.
- 15 Badges: 1,100–3,600 Sq. Ft.

Includes: Complimentary Exhibitor Lunch Station provided prior to attendee lunch break in Exhibit Hall and the Thursday welcome reception. Additional badges are available for \$190 each. After January 31, 2023, additional badges or changes to badges must be made on-site.

## 4. EXHIBITOR REGISTRATION HOURS

Registration will be open during the following hours:

- Wednesday, Feb. 8, 1:00 p.m. – 6:00 p.m.
- Thursday, Feb. 9, 6:30 a.m. – 5:00 p.m.
- Friday, Feb. 10, 6:30 a.m. – 5:00 p.m.
- Saturday, Feb. 11, 6:30 a.m. – 5:00 p.m.

## 5. EXHIBITOR REGISTRATION

Temporary set-up badges will be available at the entrance to the exhibit hall during set-up hours.

Exhibitors may pick up their Exhibit Hall badges during the hours listed above.

To purchase a badge on-site, Exhibitor staff will be required to show a business card with the exhibiting company name and a photo ID.

All booth personnel must be identified with an ACFAS Exhibitor badge. Physicians or other individuals who are registered for this meeting must remove any other badges and/ or ribbons and display the ACFAS Exhibitor badge when staffing or working within an exhibit booth.

False certification of an individual as an exhibitor's representative, or any other methods used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses may be cause for expelling the violator from the exhibition, removing a violator's exhibit from the exhibit floor without further obligation on the part of ACFAS.

## 6. NON-EXHIBITING COMPANY REPRESENTATIVES/ DISTRIBUTORS

Representatives of any company that is NOT a registered Exhibitor at the ACFAS Annual Scientific Conference will not be admitted to the Exhibit Hall.

Companies that have not previously exhibited at an ACFAS conference may purchase a Commercial Representative badge with approval of ACFAS. Limited to a maximum of 2 registrants, one-time only.

## 7. PURCHASING BADGES FOR NON-EXHIBITOR

Exhibiting companies may not purchase badges for physicians, consultants, or distributors, unless they are full-time employees of that company.

Exhibitor badges are to be issued only to company employees, and/or any other individuals working in the exhibit booth.

False certification of an individual as an Exhibitor's representative, or any other method used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses will be cause for expelling the violator from the exhibition or removing a violator's exhibit from the exhibit floor without further obligation on the part of ACFAS.

## 8. SHARING/SUBLETTING OF SPACE

No part of any exhibit space assigned to an Exhibitor may be reassigned, sublet, or shared with any other party. Sharing of exhibit space is permitted only for divisions of the same company and must be noted on the application form.

## 9. CANCELLATIONS OR REDUCTIONS IN SPACE

Requests for cancellations or reductions in exhibit space must be made in writing. Refunds will be made in accordance with the following schedule:

- Requests received by Nov. 1, 2022: 50% retained
- Requests received after Nov. 1, 2022: 100% retained
- Refunds will be mailed approximately 30 days after the Conference.

## 10. REGISTRANT LISTS

Pre-conference registrant list requests for promotional mailers are evaluated on a case-by-case basis and limited to ACFAS Sponsors Only, Silver Level and above, with pre-approval of material by the ACFAS Director of Education Curriculum and Alliances. A post-conference list will be e-mailed approximately two weeks after the conference to each exhibiting company's contact who has signed the usage agreement.

## 11. LEAD RETRIEVAL SYSTEMS

The lead does not include phone or fax information based on ACFAS compliance with the Anti-Spam Act and GDPR. Order forms will be available in the service manual at [t3expo.com](http://t3expo.com). Release of the above information is at the discretion of the conference attendee, on-site.

## 12. EXHIBITOR APPOINTED CONTRACTOR

Exhibitors planning to use an independent contractor must complete the Request for Exhibitor Appointed Contractor (EAC) form found in their online service manual. The contractor must submit a Certificate of Insurance (See also, Regulation #22).

Exhibitors should note that the Exhibitor Service Manual will be available online at [t3expo.com](http://t3expo.com); it is the exhibitor's responsibility to provide third parties with the necessary information and forms from their manual. EAC forms and Certificates of Liability are due no later than Jan. 14, 2023.

## 13. FLOORING

The Exhibit Hall IS NOT carpeted. All booths are required to have carpet or other type of flooring covering. Tables, carpet, equipment, and/or other furnishings are available in the exhibitor service manual, [t3expo.com](http://t3expo.com).

## 14. OFFICIAL SERVICE CONTRACTOR

T3 Expo–Exhibitor Services Department Phone: 888.698.3397, e-mail: [help@t3expo.com](mailto:help@t3expo.com)

## 15. INSTALLATION AND DISMANTLING

Exhibit installation for Island Booths begins on Tuesday, Feb. 7, 2023 from 8 a.m. – 6 p.m.

Exhibit installation for all other booths is on Wednesday, Feb. 8, 2023 from 8 a.m. – 6 p.m.

Booth installation MUST BE COMPLETED or in process by 6:00 p.m. on Wednesday, Feb. 8, 2023. No installation will be available on Thursday morning. Be sure to make the necessary travel arrangements. The ACFAS staff reserves the right to reassign space to another Exhibitor or to make other use of space,

as deemed necessary or appropriate, with no refund being made to the original Exhibitor.

**Booths must be kept intact until the closing of the exhibits** (presently scheduled Saturday, Feb. 11, 2023 at 2:00 p.m.). Early dismantling of exhibits is strictly prohibited. Dismantling, or “preparing to dismantle,” prior to the show closing will result in a \$500 penalty, loss of future space priority considerations and/or ineligibility to exhibit at future meetings. All display materials must be fully removed by midnight Saturday, Feb. 11, 2023. If displays are not removed by midnight, management has the right to remove them and charge the expense to the Exhibitor.

## 16. EXHIBIT HALL HOURS

Tentative hours are as follows, but are subject to change in which case Exhibitors will be notified in writing:

- Thursday, Feb. 9, 2023: 10:00 a.m. – 4:00 p.m.
- Friday, Feb. 10, 2023: 9:30 a.m. – 4:00 p.m.
- Saturday, Feb. 11, 2023: 9:30 a.m. – 2:00 p.m.

## 17. CHARACTER OF EXHIBITS

The ACFAS reserves the right to decline to permit an Exhibitor to conduct and maintain an exhibit if, in the judgment of the management, said Exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. Professional dignity and discretion should be observed at all times.

Booth set up and contents **may not obscure the view** of surrounding Exhibitors' booth space. Display area may not exceed the 3' sidewall or extend into an aisle causing the obstruction of an adjacent booth.

ACFAS may also decline to permit persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other items without limitation, which affect the character of the exhibit. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other Exhibitors and visitors.

All exhibit material must be on the table or floor within the allotted space. Attachment of display material to walls will not be permitted. Nothing can exceed booth dimensions. No other area can be used for display purposes. Exhibitors will be allowed in the Exhibit Area **90 minutes before the Exhibit Hall opens the first day** and **45 minutes before** the exhibits open on Days 2 and 3. Exhibitors may remain in the area for **30 minutes** after the hall closes. Each booth must be staffed during show hours. Exhibitors may not enter another Exhibitor's booth without permission.

## 18. SOUND EQUIPMENT/ISLAND BOOTHS

Do not point or angle any of your speakers into the aisle. Speakers must face into your booth and sound emitting from the booth space shall not exceed 85 decibels. Companies receiving notices from Show Management to reduce the noise level must immediately comply or be subject to having power to the sound system disconnected.

## 19. ADVERTISING

Advertising materials cannot be distributed outside the Exhibitor's booth. This applies to distributing flyers, handbills, invitations, magazines, or other advertising materials to hotel rooms of Annual Scientific Conference attendees. Except for the Exhibitor's booth space, canvassing or distributing materials in the facilities used by ACFAS is forbidden, unless approved by the ACFAS.

## 20. PHOTOGRAPHY AND VIDEOTAPING

Exhibitors, Attendees, Guests, and Media are strictly prohibited from taking still photography, video or audio recording of the Exhibit Hall or any educational session or event of the meeting.

## 21. FIRE REGULATIONS

No combustible oils or bottled gases, open flames of any type, no batteries containing electrolyte, nor any corrosive will be permitted in the Exhibit Hall. Questions regarding specific problems should be referred to management who will obtain the necessary rulings from the Los Angeles Fire Marshall.

## 22. INSURANCE AND LIABILITY

The Exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. The Exhibitor is responsible for all damages to the Exhibit Hall, and for any and all claims or demands on account of any injury or death or damage to property occurring in or upon the Exhibitor's display area or because of the acts of the Exhibitor, his employees, agents, licensees, or contractors.

Each Exhibitor must make provision for the safeguarding of his goods, materials, equipment and display at all times. General overall security will be provided by the ACFAS, however, neither the ACFAS members, officer representatives or employees, nor LOS ANGELES CONVENTION CENTER officers, representatives or employees are responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract. Exhibitor assumes responsibility and agrees to indemnify and defend LOS ANGELES CONVENTION CENTER, its subsidiaries and affiliates and their respective owners, employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the ACFAS nor the LOS ANGELES CONVENTION CENTER maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Each Exhibitor shall carry comprehensive general liability coverage, including premises, operations and contractual liability coverage of at least \$1 million for personal injury liability and \$1 million for property damage liability and statutory Workmen's Compensation coverage with Employers' Liability limits of at least \$100,000.

**A Certificate of Insurance must be furnished to the ACFAS with final booth payment and is a condition of being permitted to exhibit. The Certificate of Insurance shall name the AMERICAN COLLEGE OF FOOT AND ANKLE SURGEONS and LOS ANGELES CONVENTION CENTER as additional insureds.**

**The COI should indicate the policy will be in effect over all installation and dismantling dates, Feb. 7, 2023 through Feb. 12, 2023. The COI is necessary even if the exhibitor is using an Exhibit Appointed Contractor (EAC) to provide booth services. Guidelines for EAC insurance requirements will be included in the Exhibitor Service Manual. For inquiries related to Certificates of Liability, contact Show Management.**

### **Exhibitor Liability Insurance Program—\$84**

Purchase your required exhibitor liability insurance online for just \$84. For inquiries related to Certificates of Liability, contact Maggie Hjelm at [hjelm@acfas.org](mailto:hjelm@acfas.org).

## 23. EXHIBITOR HOUSING

*Reduce costs! Stay at an ACFAS hotel!*

As you may already know, convention centers allocate exhibit space to shows based on the amount of hotel rooms picked up. To ensure that our hotel block is full and that we receive the needed exhibit floor space at the convention center for you, we ask that all Exhibitors book their housing through onPeak, the official ACFAS housing partner. Failure to do so will lead to increased costs to conduct this event.

The link to onPeak, our official housing partner, will be available on the ACFAS website. Please visit <https://annualconference.acfas.org/> for official hotel listings.

### **Poaching Advisory:**

Exhibitors and attendees may be subjected to improper solicitation from unaffiliated hotels, third-party housing agencies, and third-party vendors. Book through trusted ACFAS official contractors. Report any unauthorized solicitations to show management.

## 24. CANCELLATION OF EXPOSITION

It is mutually agreed that in the event of total or partial cancellation of the annual conference due to fire, strikes, natural disasters (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement shall be terminated immediately, and the ACFAS shall determine an equitable basis for the refund of a portion of the exhibit fees, after due

consideration of expenditures and commitments already made. Under no circumstances is the ACFAS responsible for any Exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

## 25. NON-CONTRACTED EXHIBIT SPACE

Persons, companies, or organizations that have not contracted with the ACFAS to occupy space in the Exhibit Hall will not be permitted to display or demonstrate products or services, solicit orders, or distribute advertising materials in the Exhibit Hall, parking lots, or outside or inside the hotel(s), and convention center contracted by the ACFAS. Noncompliance with this regulation will result in the prompt removal of the offending person and property from the area.

## 26. PRIZE DRAWINGS/GIVEAWAYS/ FOOD & BEVERAGE

Prize Drawings and Giveaways are permissible within an Exhibitor's booth only, with prior approval of the ACFAS. You may post winners' names in your booth; announcements will not be made over the public address system.

Food & Beverage distributed from an Exhibitor's booth for hospitality is permissible with prior approval of the ACFAS.

All supplies must be purchased through the official convention center caterer.

## 27. SELLING AND ORDER TAKING

The purpose of the exhibits is to further the education of meeting attendees through product displays and demonstrations. Order taking within the booth is permitted if conducted in a professional manner. Items sold for delivery on the show floor are not permitted.

## **28. EXHIBITOR/AFFILIATE SOCIAL EVENTS**

**The ACFAS must review and approve ANY event affecting ACFAS meeting attendees during the inclusive dates of the Annual Scientific Conference, whether they are being held at ACFAS contracted facilities or otherwise.**

**Do not attempt to make reservations directly with convention center or hotel venues. This will forfeit your request for space.**

For events beginning Feb. 8-12, 2023, ACFAS approval is required. Otherwise, Exhibitors must confine their activities to their allotted exhibit space. No entertainment functions, meetings, courses, or social functions may be scheduled to conflict with Annual Scientific Conference hours, activity hours, or exhibit hours.

Entertainment and social functions must be in good taste and conform to the purpose of the meeting. Failure to comply with this request will be in violation of Rules & Regulations (See also, Regulation #17).

Announcements and invitations addressed to members of the medical profession concerning such industry sponsored events should clearly indicate the name(s) of the sponsor and must in no manner imply, directly or indirectly, that the event is a part of or an official activity of the ACFAS.

## **29. HOSPITALITY/INDUSTRY EVENTS**

Hospitality or Industry Events cannot conflict with the official College scientific programming, and may not be scheduled during the following times:

- Wednesday, Feb. 8, 2023, 7:30 a.m. – 7:00 p.m.
- Thursday, Feb. 9, 2023, 7:30 a.m. – 7:30 p.m.
- Friday, Feb. 10, 2023, 6:30 a.m. – 6:30 p.m.
- Saturday, Feb. 11, 2023, 6:30 a.m. – 6:30 p.m.
- Sunday, Feb. 12, 2023, 7:30 a.m. – 12:00 noon

## **30. EXHIBITOR ATTENDANCE AT ASC CLINICAL SESSIONS**

Exhibitors are welcome to attend the open clinical sessions (excluding programs titled “workshops”) to gain new perspectives on surgical techniques and the perspective of the speakers and attendees. With the increased scrutiny by federal and state governments, and medical organizations themselves, on industry-physician relationships, it is imperative that the College ensures its clinical sessions maintain their objectivity and independence from industry, and foster professional behavior by speakers, attendees, and industry representatives.

Therefore the College expects that industry representatives/Exhibitors:

- Refrain from asking any questions of the speakers in the meeting room
- Do not approach the podium/stage at any time and sit in the rear half of the room to avoid any perception of undue industry presence, and
- Hold any questions you may have for speakers until you and the speaker are outside of the meeting room.

**Your cooperation is greatly appreciated.**

## **31. VIOLATION OF RULES AND REGULATIONS**

As a condition of exhibiting, each Exhibitor shall agree to observe all ACFAS policies. The action taken against an Exhibitor for violation of policies will be determined on the basis of the particular circumstances of each case. For example, some infractions will be communicated in a warning notice that may not result in a violation if, in the sole discretion of the ACFAS Exhibits Manager, it is deemed that corrective measures were completed within a timely fashion and no other parties were negatively impacted. Prior year’s warnings and actions may be taken into account in determining actions for the Annual Scientific Conference. The College reserves the right to determine a more severe action, including refusal of or termination of the exhibit, at its sole discretion without progressing through a series of steps.

## **32. RESERVATION OF RIGHT TO MAKE CHANGES**

Any matters not specifically covered herein are subject to decision by the American College of Foot and Ankle Surgeons. The College reserves the right to make such changes, amendments, and additions to these rules as it considers advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such changes.

## **33. AMERICANS WITH DISABILITIES ACT**

Each Exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to their booth space, including, but not limited to, wheel - chair access.