



## CALIFORNIA THORACIC SOCIETY

### Exhibitor Guidelines

1. Exhibit fee includes two (2) complimentary meeting registrations for registered exhibit staff, participation in breaks, and any general social activities offered to attendees.
2. Only one company/organization may be represented per exhibit space. There is no limit to the number of spaces you may purchase.
3. All exhibit personnel must be properly registered and must not promote their product, service or organization outside of their assigned exhibit space.
4. One 6'x2' table with two chairs are provided and required tabletop exhibits must be contained within the exhibit space. Pop ups may be used if they sit on the tabletop. All displays must be designed so that they will not obstruct the clear view of nearby exhibitors. Exhibitors may not conduct any demonstration or activity, which results in obstruction of aisles or prevents ready access to neighboring exhibitors. Noise projecting beyond exhibit area is prohibited. Absolutely no company identification may be placed outside your specific area (i.e., on posts, pillars, walls, tables, ceilings, etc.).
5. No hazardous material may be stored or displayed in the exhibit area.
6. All electrically wired exhibit displays must be UL-approved and meet local fire department regulations. All materials used in exhibit construction must be fire retardant.
7. Overstatement in lighting is to be avoided, and attention-getting devices such as flashing, strobe or rotating lights are prohibited.
8. Music and/or entertainment must be restricted to the regular exhibit area and must not interfere with nearby exhibitors. Exhibitors are responsible for ASCAP/ BMI licensing.
9. Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive. In the event of such prohibition or eviction, management shall not be liable to exhibitor for refund of exhibit fees.
10. Any exhibitor failing to occupy space contracted for is not relieved of the obligation for payment of the full rental of such space. Set up and dismantling of all displays must take place in compliance with the exhibit schedule (to be provided).
11. CTS shall not be held liable for damage to or loss of exhibit or property of exhibitor or injury to an exhibitor resulting from any cause. Claims for loss, damage or injury are waived by an exhibitor.
12. The exhibitor shall indemnify the association show management. CTS' liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its gross, sole, or contributory negligence.
13. Exhibitors must carry insurance. Coverage provisions recommended are premises, operations, contractual liability (personal injury liability and property damage), and statutory workers' compensation for employers' liability.
14. If any space is not occupied at the opening of the conference, the space is forfeited without refund. There will be a 50% administrative fee for cancellations thirty (30) days prior to the exhibit set up date. Cancellations must be made prior to December 12, 2022.

Thank you for supporting the California thoracic Society and for questions and assistance prior to the meeting contact Vickie Parshall at the CTS Executive Office. When on site contact the CTS Registration desk.