



CALIFORNIA THORACIC SOCIETY
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Exhibitor Guidelines

Standard Exhibit fee includes two (2) meeting registrations for registered exhibit staff, participation in breaks, and any general social activities offered to attendees.

Grand Exhibit fee includes two (2) meeting registrations for registered exhibit staff, participation in breaks, and any general social activities offered to attendees and one (1) guest, invited to participate in breaks, plenary sessions and any general social activities offered to attendees.

1. Only one company/organization may be represented per exhibit space. There is no limit to the number of spaces you may purchase.
2. All exhibit personnel must be appropriately registered and must not promote their product, service, or organization outside of their assigned exhibit space.
3. Standard Exhibit: One 6'x2' table with two chairs is provided, and required tabletop exhibits must be contained within the exhibit space.
Grand Exhibit: Two 6'x2' tables with two chairs and two highboy tables 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 that results in obstruction of aisles or prevents ready access to neighboring exhibitors. Noise projecting beyond the exhibit area is prohibited. Absolutely no company identification may be placed outside your specific location (i.e., on posts, pillars, walls, tables, ceilings, etc.).
4. The Prime Location will provide a standard size 6'x2" table with chairs, plus a highboy table for attendees to stand and interact with each other and exhibit representatives. The table must be located so that it does not interfere with other exhibits. Additionally, the Prime location includes electricity and provides a direct line of sight to persons entering the exhibit hall. The CTS will provide a sign identifying the Premier exhibitor outside the exhibit hall. If the Premier exhibitor wishes to place a sign, it must not infringe on the space or vision of other exhibitors to persons entering the exhibit space.
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 the 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. An exhibitor waives claims for loss, damage, or injury.
12. The exhibitor shall indemnify the association's 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 received fourteen (14) days after initial payment is made and forty-five (45) days before the exhibit set-up date.

Thank you for supporting the California Thoracic Society. For your questions and assistance before the meeting, contact the CTS Executive Office. When on-site, contact the CTS Registration desk.