CALL FOR EXHIBITS
Exhibitor Prospectus
ACGME RULES AND REGULATIONS

ENGAGING EACH OTHER:
Rediscovering Meaning in Medicine

2019 ACGME ANNUAL EDUCATIONAL CONFERENCE
March 7-10, 2019 | Rosen Shingle Creek, Orlando, Florida
Dear Prospective Exhibitor:

The Accreditation Council for Graduate Medical Education (ACGME) is pleased to announce that the 2019 Annual Educational Conference, being held at the Rosen Shingle Creek Resort in Orlando, Florida, will once again include an Exhibit Hall for vendors offering educational products for the graduate medical education (GME) community.

WHO WE ARE?

The ACGME is a private, not-for-profit, professional organization responsible for the accreditation of over 11,000 residency and fellowship programs and over 800 institutions that sponsor them in the United States. Residency and fellowship education is the period of clinical education in a medical specialty that follows graduation from medical school and prepares physicians for the independent practice of medicine. The ACGME’s volume of accredited programs makes it one of the largest accrediting agencies in the country, if not the world. Stakeholders of the ACGME’s accreditation process are residency and fellowship programs, their Sponsoring Institutions, residents, fellows, medical students, patients, payers, government, and the general public. Accreditation offers these stakeholders assurance that a graduate medical education program and its Sponsoring Institution(s) meet an accepted set of established educational standards.

WHO ATTENDS THE ACGME ANNUAL EDUCATIONAL CONFERENCE?

The ACGME Annual Educational Conference affords stakeholders the opportunity to receive the latest information regarding accreditation, education, assessment, and the learning environment, and to gain perspective on innovations in GME. The 2018 conference enjoyed approximately 3,500 attendees from all corners of GME, including designated institutional officials (DIOs), program directors, associate program directors, program coordinators, faculty members, deans, department chairs, and residents and fellows.

WHO SHOULD EXHIBIT?

Vendors marketing educational tools, software, and patient management solutions, as well as publishers, job recruiters, non-profit organizations are invited to exhibit. The ACGME reserves the right to decline any applications inconsistent with the educational focus of the conference or the organization.

WHAT PAST EXHIBITORS HAVE TO SAY ABOUT THEIR EXPERIENCE…

“Large amount of exposure to our market.”

“We were exposed to a variety of individuals interested in our company - from DIOs and residency directors to administrators and clinicians...”

“My absolute favorite conference during the year!”

“We were able to have direct contact with DIOs…”

BE THE FIRST! Click here to be the first to reserve exhibit space!

2019 ACGME ANNUAL EDUCATIONAL CONFERENCE—ORLANDO, FLORIDA
Follow us on Twitter: @ACGME and #ACGME2019
WHY EXHIBIT?

The ACGME Annual Educational Conference is the largest gathering of the GME community in the country, and provides opportunities for vendors to connect directly with their target audience. By exhibiting, vendors have the chance to highlight their products and services in a venue geared toward their market. It also allows vendors to engage with attendees regarding current developments and advances happening in GME. All exhibitors have two full days to promote their products and services while networking with the GME community and increasing brand visibility with attendees. Last year’s conference attendees included:

<table>
<thead>
<tr>
<th>Role in GME</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>196</td>
</tr>
<tr>
<td>Assistant/Associate Dean</td>
<td>84</td>
</tr>
<tr>
<td>Assistant/Associate Program Director</td>
<td>168</td>
</tr>
<tr>
<td>Chair of Department</td>
<td>34</td>
</tr>
<tr>
<td>Coordinator/Administrator/Manager</td>
<td>939</td>
</tr>
<tr>
<td>Dean</td>
<td>9</td>
</tr>
<tr>
<td>DIO/GME Director</td>
<td>418</td>
</tr>
<tr>
<td>Educational Research</td>
<td>24</td>
</tr>
<tr>
<td>Faculty</td>
<td>122</td>
</tr>
<tr>
<td>GME Institution\Program Coordinator</td>
<td>265</td>
</tr>
<tr>
<td>Program Director</td>
<td>633</td>
</tr>
<tr>
<td>Resident</td>
<td>39</td>
</tr>
<tr>
<td>Other</td>
<td>437+</td>
</tr>
</tbody>
</table>

This year the Annual Educational Conference will feature an additional pre-conference on the Back to Bedside initiative. One hundred residents/fellows will participate in this one-and-a-half-day conference. These participants will be present at the Welcoming Reception and Exhibitor Kick-off.

WHAT DO WE PROVIDE?

Booths are available on a first-come, first-served basis, and there are limited numbers of both in-line and corner booths. Non-profit booths have dedicated space on the floorplan for the discounted rate of $3,000.00. *All non-profit booths must submit proof of non-profit status to receive the discounted rate.*

**Fees:**
- Corner Booth: $4,000.00
- In-line Booth: $3,500.00
- Non-profit Discount (with documented verification): $3,000.00

- Access to the conference attendee Wi-Fi (note this Internet access is used by all conference attendees and may not guarantee full connection at all times. Additional Wi-Fi services are available for purchase in the Exhibitor Kit.)
- 10-foot X 10-foot space with draping
- 1 6-foot table and 2 chairs

BE THE FIRST! [Click here to be the first to reserve exhibit space]!
WHEN CAN YOU EXHIBIT?
The Exhibit Hall is open to attendees during the times specified below. Exhibitors have the option to participate during the continental breakfast hours; all vendors must be present in the Exhibit Hall during the:

- Welcoming Reception and Exhibitor Kick-off
- Exhibit Hall General Hall Hours

Thursday, March 7, 2019
Exhibit Set-Up: 12:00–3:00 p.m.
Welcoming Reception and Exhibitor Kick-off: 5:30–8:30 p.m.

Friday, March 8, 2019
Continental Breakfast: 6:30–7:30 a.m.
Exhibit Hall General Hours: 9:30–10:30 a.m.
11:30 a.m.–1:30 p.m.
2:30–4:00 p.m.

Saturday, March 9, 2019
Continental Breakfast: 6:30–8:30 a.m.
Exhibit Hall General Hours: 9:30 a.m.–1:30 p.m.
Exhibit Tear Down: 1:30–4:00 p.m.

TRAVEL AND HOUSING
The 2019 Annual Educational Conference will be held at the Rosen Shingle Creek in Orlando, Florida. The nearest airport is Orlando International Airport (MCO), located about 12 miles from the property.

HOTEL AND BOOKING INFORMATION
The Rosen Shingle Creek is conveniently located on Universal Boulevard just off of the Beachline Expressway (SR 528, Exit #2) and a half-mile east of the Orange County Convention Center. This ideal location is also minutes away from Orlando’s world-famous attractions, like Universal Orlando®, Aquatica, Sea World Orlando®, and others. The ACGME secures discounted room rates at three hotels: The Rosen Shingle Creek Resort; Rosen Plaza; and Rosen Centre. All three hotels are about a 15-minute drive from the Orlando International Airport (MCO) and provide a choice of airport transportation services for a cost of approximately $30 round trip.
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EXHIBITOR PROSPECTUS

HOTEL LOCATIONS

Rosen Shingle Creek
(Conference Location)
9939 Universal Boulevard
Orlando, Florida 32819

Rosen Plaza
9700 International Drive
Orlando, Florida 32819

Rosen Centre
9840 International Drive
Orlando, Florida 32819

Hotel rates and detailed travel information will be available early this fall.

HOW DO I APPLY?

• Review the Rules and Regulations
• Review the Rosen Shingle Creek Production & Exhibit Rules and Regulations
• Then complete the application
The 2019 ACGME Annual Educational Conference will be held at the Rosen Shingle Creek in Orlando, Florida March 7-10, 2019. Exhibits will be displayed in GATLIN BCD, located on the same level as the educational sessions in the Conference Center. All exhibitors displaying at the ACGME Annual Educational Conference are required to complete an application and acknowledge agreement with these ACGME Rules and Regulations for Exhibits (the Rules) and the Rosen Shingle Creek Production & Exhibit Rules and Regulations. Failure to follow the Rules or any federal, state, or local law may result in cancellation of the right to exhibit.

PRODUCTS/SERVICES EXHIBITED

Products or services exhibited (or referred to) must be those related to the interests and educational values of the Accreditation Council for Graduate Medical Education (ACGME) and normally manufactured or supplied by the exhibitor. Exhibitor may exhibit only those products/services it lists on the exhibit application.

Each exhibitor must submit a description of the company and the product(s) and/or service(s) to be displayed or referenced in order for the application to be accepted.

The ACGME may refuse to accept the application of any company or person whose display of goods or services is not compatible, in the sole opinion of the ACGME, with the general character and objectives of the ACGME and the Annual Educational Conference. At its sole discretion, the ACGME may require the exhibitor to provide additional information regarding its products/services.

EXHIBIT DATES AND HOURS

NOTE: Exhibit hours are preliminary and subject to change

Exhibitors Set-up:
Thursday/ March 7, 2019 | 12:00–3:00 p.m.

Show Hours:
Thursday/ March 7, 2019

Welcome Reception in Exhibit Hall and Exhibitor Kick-off: 5:30–8:30 p.m.

Friday/March 8, 2019
6:30–7:30 am. | 9:30–10:30 a.m.
11:30 a.m.–1:30 p.m. | 2:30–4:00 p.m.

Saturday/March 9, 2019
6:30 a.m.–8:30 a.m. | 9:30 a.m.–1:30 p.m.

DISMANTLE:
Saturday/March 9, 2019 | 1:30–4:00 p.m.

Exhibits must NOT be disturbed, dismantled, or removed before 2:00 p.m., Saturday, March 9, 2019. All exhibit materials must be removed from the exhibit area by 4:00 p.m. on Saturday, March 9, 2019.

BOOTH INFORMATION

Exhibit booths will be located in GATLIN BCD in the Exhibit Hall, located on the same level as the Conference Center. This location is directly below the educational sessions. All breaks and meals will be held in Gatlin BCD.

Only standard booths that measure 10 feet deep by 10 feet wide are available, however, exhibitors may lease multiple standard booths.

The booth fee includes: one standard pipe and drape booth; one six-foot table; two chairs; one wastebasket; a basic ID sign showing company name and booth #; the exhibit space; conference registration for up to two (2) company representatives; list of e-mails of those attendees who authorize the ACGME to share their contact information, to be used during the conference dates of Thursday, March 7, 2019-Sunday, March 10, 2019 at 12:00 p.m. CST only; and an exhibitor listing in both the online and ACGME Conference Mobile App. Job recruiter registrations also include up to five (5) free job postings on the ACGME Conference Mobile App.

The Exhibit Hall will provide sufficient lighting for adequate general illumination, but no individual lights or electrical outlets will be provided in the booth space for product lighting. All electrical work must be supplied by the exclusive electrical contractor for the meeting. All draping or display materials of cloth must be certified fire resistant. Under no conditions will candles, oils, gases, or other combustible or flammable materials be permitted in the exhibit area. All packing containers, excelsior, wrapping paper, etc., are to be removed from
the floor and must not be stored under tables or behind displays. All exhibitors are responsible for making appropriate arrangements for the storage of these materials; the ACGME does not provide storage space. Exhibitors represent and warrant that they shall comply with all national, state, and local fire regulations and accept full responsibility for such compliance.

FEES:
- $4,000 US per 10 ft. x 10 ft. corner booth
- $3,500 per 10 ft. x 10 ft. in-line booth
- $3,000 per 10 ft. x 10 ft. non-profit booth

50% of the total cost of space is due upon application. Balance is due by Friday, March 1, 2019.

If space is not paid in full by Friday, March 1, 2019, the ACGME reserves the right to cancel the reservation and remove the booth from the floor plan. No exhibitor will be given access to attendee lists or the conference without payment in full.

CANCELLATION POLICY
Notification of an exhibitor’s decision to cancel must be sent in writing via e-mail to Laura Barbo at exhibitor@acgme.org. It is the exhibitor’s responsibility to ensure the cancellation was received. If written notification of cancellation is received at the ACGME office, the following policies will apply:

• Received by March 1, 2019: 50% of the booth fee total will be refunded
• After March 1, 2019: No refund

ASSIGNMENT OF SPACE
Exhibitors may request specific booth space while completing the registration. Booths are available on a first-come, first-served basis. No booth locations are guaranteed until receipt of full payment. The ACGME reserves the right to amend the floor plan and booth assignment after registration has closed in March, to address unused space and room configuration changes.

SUBLETTING/USE OF SPACE
Exhibitors shall not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business and listed on the registration materials. Exhibitors shall not assign or sublet any space allotted to them; no person, firm, or organization that has not contracted with the ACGME for occupancy of exhibit space will be permitted to display or demonstrate any products, processes, or services, solicit orders, wear exhibitor identification badges, or distribute advertising or other materials at the Exhibit Hall or the ACGME Annual Educational Conference in general. Any infringement of this regulation will result in prompt removal of the exhibitor and any offending person(s). The ACGME reserves the right to remove exhibits or parts of exhibits that, in the ACGME’s sole discretion, reflect against the character and objectives of the ACGME and the Annual Educational Conference, at any time before and/or during the exhibition. This applies to displays, literature, advertisements, novelties, souvenirs, etc. The ACGME does not in any manner endorse any of the products or services related to the exhibits which have been accepted for display during the Annual Educational Conference. In addition, the ACGME reserves the right to remove any individual from the premises whose conduct is contrary to the character and objectives of the ACGME and the Annual Educational Conference or is otherwise disruptive to the Annual Educational Conference, other Annual Educational Conference exhibitors, Annual Educational Conference attendees, ACGME employees, or Rosen Single Creek staff.

PROGRAM GUIDE LISTINGS
The ACGME Annual Educational Conference Program Guide will include each exhibitor’s company description, contact information, and the product(s) and/or service(s) to be displayed.

CONTRACTOR SERVICES
Alliance Exposition Services is the official and exclusive exposition service contractor for the Conference. Alliance Exposition Services is the sole provider of the following services: trade show rental equipment and furnishings, booth carpet, exhibit labor for installation and dismantle, freight handling/drayage, and cleaning services.

The official supplier for audio-visual equipment, computer rentals, electrical, and internet services is Rosen Shingle Creek. A copy of the Rosen Shingle Creek Production & Exhibit Rules and Regulations is listed for your review on the ACGME website at www.acgme.org.
The official contractor and supplier act on their own behalf in all arrangements with exhibitors, and do not represent or serve as an agent, employee, or representative of the ACGME. All services or materials supplied by Alliance Exposition Services or Rosen Shingle Creek on order of the exhibitor will be billed directly by them to the exhibitor. Therefore, the ACGME does not assume any liability or responsibility for any act performed or omitted by such official contractor or supplier.

The full details for placing orders will appear in the Rosen Shingle Creek Exhibitor Kit which exhibitors will receive directly from Rosen Shingle Creek. The exhibitor must abide by all rules and procedures that are outlined in the Rosen Shingle Creek Rules and Regulations for Exhibits and Displays.

LIABILITY/INSURANCE/SECURITY

All property of the exhibitor shall remain under the exhibitor’s custody and control in transit to and from or within the confines of Rosen Shingle Creek. None of the ACGME, Alliance Exposition Services, Rosen Shingle Creek, or their respective officers, directors, members, agents, or employees, maintain insurance covering exhibitors’ property, and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or other causes, and the exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ACGME for the night time protection of the Exhibit Hall, the ACGME, Alliance Exposition Services, or Rosen Shingle Creek shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests. Exhibitors shall carry comprehensive liability coverage, including premises operations and contractual liability coverage of at least $1,000,000 for personal injury liability, $1,000,000 for property damage liability, and statutory workers’ compensation that meets the requirements established by the State of Florida. Exhibitors shall name the ACGME and Rosen Shingle Creek as additional insured and will furnish certificates of insurance if requested by the ACGME.

INDEMNIFICATION AND RELEASE

Exhibitor shall indemnify, defend, and hold the ACGME and Rosen Shingle Creek, and their respective directors, officers, members, agents, employees, and successors, and each of them, forever harmless from and against: (i) any damage or charges resulting from violation of any law or ordinance or violation of the rules and regulations of either the ACGME or Rosen Shingle Creek, except those occasioned by the gross negligence or willful misconduct of the ACGME or Rosen Shingle Creek; and (ii) any and all other claims, liabilities, losses, damages, or expenses (including, without limitation, attorneys’ fees), whether those of the exhibitor or a third party, arising, directly or indirectly, from exhibitor’s occupancy and use of the exhibition premises, or any part thereof, except those arising from the gross negligence or willful misconduct of the ACGME or Rosen Shingle Creek. Exhibitor further waives any and all rights it may have against the ACGME, and the Rosen Shingle Creek and their respective directors, officers, members, agents, employees, and successors, and each of them, and releases and discharges them from any claim relating to exhibitor’s occupancy and use of the exhibition hall, or any part thereof.

CANCELLATION OF MEETING

In the event the Annual Educational Conference is not held for any reason whatsoever, the contract for exhibit space shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the ACGME will be to return to exhibitors their exhibit space fee.

CHANGE OF LOCATION

If the selected location is not available or if, in its sole discretion, the ACGME believes that it is in its best interests to do so, the ACGME shall move the Annual Educational Conference to another location. Exhibitors’ applications shall automatically be transferred to the new location unless exhibitor provides written notice that they do not wish to exhibit at the new location within fifteen (15) calendar days of notice of such change in location.
EXHIBIT SPACE ACTIVITIES
Business activities, including but not limited to distribution of circulars and advertising material shall only be conducted within the exhibit space assigned to the exhibitor. Exhibitors are permitted to display only the exhibiting firm’s products/services for which they are official distributors and to make informal presentations in the booth regarding the firm’s product line or service. Only those exhibitors that are recruiters may engage in recruiting activities and may submit to the job board by February 15, 2019.

Exhibitors are prohibited from conducting any activities in the educational sessions, in the hallways, during the poster sessions, on the outside grounds, in the parking area, or elsewhere at Rosen Shingle Creek. Exhibitors are required to keep the assigned exhibit space in good order at all times. Exhibitors may not place anything in the aisles during open hours.

ACCESSIBILITY
Exhibitor represents and warrants that its exhibit space shall be reasonably accessible and usable by persons with disabilities and that it will be in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act. Exhibitor shall indemnify and hold the ACGME and its directors, officers, members, agents, and successors, harmless from and against any and all liabilities, claims, losses, damages, and expenses (including attorneys’ fees and expenses) that may be incurred by or asserted against the ACGME, or its directors, officers, members, agents, or successors, on the basis of exhibitor’s breach of the representations and warranties contained in this paragraph or noncompliance with any provision of the Americans with Disabilities Act, and any other federal, state, and local laws and regulations intended to provide equal access for persons with disabilities, applicable to the exhibitor’s exhibit.

ADVERTISING
Exhibit items, advertising literature, or pamphlets that are distributed may contain only recognized indications and claims. Advertising in any media to the effect that particular products or services have been exhibited at the ACGME Annual Educational Conference or which could be construed as an endorsement by the ACGME or by its members is prohibited. The ACGME name and logo are the exclusive property of the ACGME and may not be used in any way, i.e., on promotional materials, literature, giveaways, etc., by anyone for any purpose without the prior written consent of the ACGME.

ATTENDEE LIST
All exhibitors shall be provided with a list of e-mails for registered attendees to the Annual Education Conference; provided, however, exhibitor acknowledges that some attendees may request their contact information be withheld. The list of attendees who choose to share their e-mail addresses will be e-mailed to exhibitors on Thursday, March 7, 2019 at 12:00 p.m. This list is only to be used during conference hours only. Any violation by an exhibitor of this policy may, at the ACGME’s sole discretion, result in denial of access to the exhibit area, denial of exhibit space installation, closing or removal of the exhibitor and exhibit, and/or prohibition on participation in future Annual Educational Conferences.

EXHIBITOR ATTENDANCE AT THE EDUCATIONAL SESSIONS
Registered exhibitors are welcome to attend the educational sessions to gain new perspectives on graduate medical education and the perspective of both speakers and attendees. However, with the increased scrutiny of industry-physician relationships by federal and state governments, and medical organizations themselves, it is imperative that the ACGME ensure its educational sessions maintain their objectivity and independence from industry, and foster professional behavior by speakers, attendees, and industry representatives.

Therefore the ACGME expects that industry representatives/exhibitors:

• Will not discuss their products or services within the sessions.

• Refrain from asking any questions of the speakers in the meeting room.

• Will not approach the podium/stage at any time and will sit in the rear half of the room to avoid any perception of undue industry presence.

• Hold any questions for speakers until they are outside of the meeting room.
ACGME Rules and Regulations for Exhibits

• Respect the information acquired in the educational sessions. The information cannot be sensationalized or used in advertising.

If this privilege is abused, it may result in the individual being removed from the Annual Education Conference, the individual’s exhibit being removed from the Annual Educational Conference, or the exhibitor not being accepted to exhibit in future years.

BADGES
All representatives of exhibiting firms must register and wear the official exhibitor’s badge at all times while at the Annual Educational Conference. Company badges will not be accepted in lieu of the official ACGME badge. Exhibitors may not deface or mark badges in any manner. Affixing stick-on items, punching, stamping, or marking badges is not permitted. Individuals who do not have badges will not be permitted into the exhibit area, educational sessions, or meeting spaces. No more than two company representatives may be designated to represent a single exhibitor in any one time period.

OTHER REGULATIONS
It is the responsibility of the exhibiting company to see that all booth staff are aware of and adhere to these rules and conduct themselves in a professional manner throughout this meeting. Note that attire for the Annual Educational Conference is “business casual.” The ACGME shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the Annual Educational Conference. Any and all matters not specifically covered herein are subject to the sole discretion of the ACGME. These rules and regulations may be amended at any time by the ACGME upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the ACGME from time to time.

By exhibiting at the Annual Education Conference, exhibitors authorize and permit representatives of the ACGME to use and publish the company and company representatives names and likenesses, including photographs, digital images, video or audio recordings, and the like, taken during the course of the Annual Educational Conference for any purpose and without compensation. Exhibitor, on its own behalf and on behalf of its representatives, releases and holds harmless the ACGME from any reasonable expectation of privacy or confidentiality associated with the likenesses referenced above.

VIOLATION OF RULES
Any violation by an exhibitor of the ACGME’s and Rosen Shingle Creek’s rules and regulations may, at the ACGME’s or Rosen Shingle Creek’s sole discretion, result in denial of access to the exhibit area, denial of exhibit space installation, closing or removal of the exhibitor and exhibit, and/or prohibition on participation in future Annual Educational Conferences. Any exhibitor or exhibitor representative who is removed from the Annual Educational Conference shall be removed without refund or other appeal.

FORCE MAJEUR
In the event that Rosen Shingle Creek or any part of the exhibit area thereof, is unavailable, whether for the entire event, or a portion of the event, as a result of a fire, flood, tempest, or any such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot, or any other cause or agency over which the ACGME and its representatives have no control, or should the ACGME decide because of any such cause it is necessary to cancel, postpone, or re-site the exhibit or reduce the installation time, exhibit time, or move out time, the ACGME or its representatives shall not be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

E-mail exhibitor@acgme.org with any further questions.