

## **GENERAL EXHIBITION INFORMATION**

### **EXHIBIT BOOTH**

**\$2,500 per booth**

Each space is a table top exhibit space; maximum of two spaces are allowed per non-sponsoring exhibitor.

### **EXHIBIT DATES AND HOURS\***

Sunday, October 24, 2010	9:00 a.m. -12:00 p.m.	Exhibit Set up
	1:00 p.m. – 6:30 p.m.	Includes Coffee Break and Welcome Reception
Monday, October 25, 2010	7:00 a.m. – 3:30 p.m.	Includes Continental Breakfast, and Coffee Breaks.
	4:00 p.m.	Exhibit Break Down

**\*Times are subject to change based on final program**

### **LOCATION OF EXHIBITS**

The exhibits will be located Lasalle Salon A directly adjacent to the scientific sessions, which is located in the Executive Forum on the lobby level of the Westin O'Hare.

### **SPACE ASSIGNMENT AND RENTAL FEE**

\$2,500 per table top exhibit space. Your exhibit fee includes the following:

- Use of contracted space
- Daily cleaning
- Two registrations
- Listing on CHSS website
- Program Guide listing

Space assignment is based on the order of application receipt. If two applications are received at the same time, priority will be given to sponsors of the meeting. Space will be assigned and confirmed after August 2, 2010.

### **ADDITIONAL REGISTRATION BADGES**

Each exhibit space includes 2 registrations for your company. You may register additional industry personnel at the price of \$100 per badge. Industry registration includes Scientific Sessions, Welcome Reception on Sunday evening, and Continental Breakfast, and morning and afternoon Coffee Breaks.

### **APPLICATION AND DEPOSIT**

Your exhibitor application must be accompanied by 50% of the amount due in order to reserve space and must be received by June 4, 2010. The balance of the amount due must be paid in full by August 2, 2010. Credit card information or checks (in U.S. funds only) should be sent to:

CHSS  
Attn: Jennifer Gecawicz  
900 Cummings Center  
Beverly, MA 01915  
Fax: 978-524-0498

## SUPPORT AND EXHIBITOR GUIDELINES

### GENERAL

All matters and questions not covered by the regulations are subject to the decision of CHSS. "The Society" or "CHSS" shall mean the Congenital Heart Surgeons Society, its committees, agents or employees acting for the management of the Scientific Meeting and Exhibition.

### NATURE OF EXHIBITION

The CHSS Annual Meeting includes a scientific exhibit designed to provide a showcase of products and services either specifically designed for, or customarily used in, purchasing or delivery of congenital heart surgery products.

CHSS reserves the right to refuse rental space to any company whose products and services are not, in the opinion of the Society, compatible with the mission of CHSS and the objectives of the CHSS exhibition. The Society does not guarantee that any space will be available to any applicant. If space is not available, a waiting list will be held in the order of receipt of application and 50% deposit. CHSS will either apply payment for the following year or refund all payments received in the event space does not become available. This will occur two weeks after the meeting.

### TERMS IN CASE OF DEFAULT

If any exhibitor or partner fails to pay, when due, any sum agreed upon, or if any exhibitor or sponsors fails to meet any term or condition of the application, or fails to observe and abide by these Rules & Regulations, CHSS reserves the right to terminate the contract immediately without refund of any monies previously paid. In any case, no refunds will be made on or after August 2, 2010.

### EXHIBIT SERVICE KIT

The Service Kit will provide you with complete information regarding:

- shipping
- utility services
- personnel registration
- pre-registration mailing labels
- program guide product description requirements
- hotel reservations
- and any additional information needed during installation, exhibiting and dismantling of your exhibit

### CHANGES

All times, program schedules and floor plans in this prospectus are subject to change. All changes will be communicated in subsequent material.

### PRELIMINARY PROGRAM

The CHSS Preliminary Program will be posted on the CHSS website as soon as it is available.



### SPECIAL NEEDS

Please contact the CHSS office if you have a disability, which requires special accommodations.