EXHIBITOR & SPONSORSHIP PROSPECTUS

ACDS 31ST Annual Meeting
MARCH 19, 2020
GRAND HYATT DENVER | DENVER, CO

Taking Dermatitis to New Heights
Advancing the field of dermatitis by sharing perspectives
The American Contact Dermatitis Society (ACDS) was founded in 1989 and has grown from a small dedicated group of dermatologists focused on contact dermatitis to over 1,000 health care professionals in the field of allergic contact dermatitis and related inflammatory skin diseases. ACDS is known for its Contact Allergen Management Program (CAMP) which provides patients with a safe list of personal and household products that assists patients in managing their allergic contact dermatitis.

The ACDS is pleased to present an exhibit program in conjunction with its 31st Annual Meeting. The exhibit program will provide the physicians with first-hand information about products and services specific to the area of contact dermatitis and serve as a forum for updating the physician’s knowledge of current technological advances in the field.

The ACDS Annual Meeting offers you the opportunity to bring your products to the attention of about 300 physicians and specialists from all over the world in the field of contact and atopic dermatitis and occupational dermatology.

**EXHIBIT INFORMATION**

The exhibit program will be limited to table top exhibits, which includes one 6’ covered table, two (2) chairs, and an identification sign. There is no provision for drain, water, electricity or permanent installations of any kind. Your display must fit on one 6’ table. If you have a large piece of equipment to display you may place it directly behind or in front of your table.

**LOCATION**

The 31st Annual Meeting will be held at The Grand Hyatt Denver in Denver, CO. Morning and afternoon coffee breaks and poster presentations will be located in the exhibit hall.

**EXHIBIT DATES AND HOURS**

**Set-Up**

Thursday, March 19, 6:30am-8:00am

**Display Times**

Thursday, March 19, 8:30am-4:00pm

**Removal**

Thursday, March 19, 4:00pm-5:00pm
CRITERIA FOR ACCEPTANCE
Permission to exhibit may be granted to firms only if their proposed exhibit meets the following criteria:

- The products or services relate specifically to the medical and scientific aspects of the practice of contact dermatitis and/or dermatology;
- The products or services to be displayed are safe when used in accordance with the instructions or recommendations of the applicant;
- The products or services to be displayed contribute significantly to the educational purposes of the Annual Meeting.
- Products and/or services that may be considered competitive to those provided by ACDS, are not eligible to exhibit at ACDS sponsored meetings.

REVIEW PROCESS
Applications will be reviewed to determine whether they satisfy the Criteria for Acceptance.

- Each applicant must supply specific information concerning the products or services to be displayed.
- When deemed necessary, additional supporting data may be requested from the applicant.
- Permission to exhibit will in no way constitute an official endorsement of any firm or their products or services.

ASSIGNMENT OF SPACE
Space will be assigned on a first-come, first-served basis. Those contributing $12,000 or more will receive priority in determining table location.

EXHIBIT FEES
Exhibit fees are $2,000 per table. This fee includes:

- One 6’ covered table
- Two (2) chairs
- Identification sign
- Complimentary registration for two representatives with admission to:
  - Scientific Sessions within exhibitor guidelines
  - Breakfast, Lunch & Coffee Breaks
  - Invitation to Cocktail Reception
- Participation in the “Visit the Exhibits” Incentive
- Access to hard-copy mailing labels of those conference attendees who authorize permission. (Available in a hard-copy format only and intended for a one-time use.) Additional fee of $200 applies.

TERMS OF PAYMENT
Table top fees are $2,000 per table. Full payment in U.S. funds of $2,000 must be submitted with the application for exhibit space.

- No application will be processed or space assigned until the full payment is received. Space must be fully paid for by January 17, 2020. If assigned space is not paid for by January 17, 2020, it may be reassigned or cancelled.

- No refunds will be made in the event of cancellation after January 17, 2020.

The acceptance of payment by the American Contact Dermatitis Society with an application does not in any way constitute acceptance of the application. If an application is subsequently denied, a full refund of the table top fee will be issued promptly.

REGISTRATION
No exhibitor will be admitted to the exhibit area without an exhibitor’s badge and ribbon. Each exhibitor is allowed (2) registrations per table top without charge. Additional representatives may be registered for $100 each.

Please pick up registration packet and exhibitor badges at the Registration Table on the morning of the meeting.

COMMERCIAL SUPPORT AND PROMOTION
The American Contact Dermatitis Society (ACDS) is committed to presenting CME activities that promote improvements or quality in health care and are independent of the control of commercial interests.

APPROPRIATE USE OF COMMERCIAL SUPPORT AND PROMOTION
Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the CME activity.
ACDS EXHIBIT RULES AND REGULATIONS

ADA Compliance
Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

Advertising
ACDS does not endorse or promote any products or services related to an exhibit. The use of the ACDS logo, name, annual conference/exhibition artwork, or any representations thereof shall be only at the express written consent of show management. Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor’s booth space. Third parties acting on behalf of or representing the exhibitor must adhere to and abide by ACDS rules and regulations.

Food and Beverage Distribution
ACDS must be notified of an exhibitor’s intent to distribute food or beverage items in the Exhibit Hall. All such items must be approved by ACDS and ordered directly from the Grand Hyatt Denver. Exhibitors are not permitted to bring in outside food or beverages.

Subletting/Sharing of Space
Subletting of exhibit space is not permitted. No part of any exhibit space assigned to an exhibitor may be reassigned, sublet or shared with any other party by the exhibitor.

Security
Security of products and materials is the responsibility of the exhibitor. ACDS nor the Grand Hyatt Denver, are not responsible for any loss or damage to exhibitor property.

Non-Exhibiting Companies
Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

Cancellations
Exhibitor booth cancellations should be made in writing and sent to ACDS by January 17, 2020. No refunds are given for cancellations made after January 17, 2020.

Interruption or Prevention of Exhibition
Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Liability
It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

ACDS POLICIES
Sanctions for Violations
ACDS reserves the right to reject for any reason any exhibit application submitted; to reject, prohibit or otherwise require modification of any exhibit for any reason that in its opinion is objectionable, may detract from the general character of the conference, and is not in keeping with the policies of ACDS. This reservation refers to companies, persons, products, and/or printed matter. ACDS may impose appropriate sanctions regarding current or future participation in ACDS exhibit programs. In the event of such restrictions or eviction, ACDS will not be liable for any refunds, rentals, or exhibit expenses.

Privacy Information
The American Contact Dermatitis Society (ACDS) takes your privacy seriously. ACDS will only use your personal information to administer your exhibit booth at the 2020 ACDS Annual Meeting, to provide services that you have requested from ACDS and otherwise as you may expressly consent. A complete copy of ACDS’s Privacy and Data Protection Policy, the terms of which are incorporated herein, can be found at https://www.contactderm.org/privacy-policy. By providing consent, you are allowing ACDS to process your personal data. ACDS will collect and store information you provide in the Exhibit Application for the purposes of reserving an exhibit booth at the Meeting, to assist with administrative planning and marketing purposes, and to allow the compilation and analysis of statistics relevant to ACDS.

The information you provide in the Exhibit Application and information provided at any other time during the Meeting, including without limitation any feedback obtained during the Meeting, will be used by ACDS to offer, provide and continue to improve its Annual Meeting and other services. With your permission, ACDS will disclose information that is collected in the Exhibit Application such as your name, organization, address, telephone and fax numbers, and email address for marketing purposes. ACDS will also use your email address to communicate important information regarding this event and for marketing purposes for future events. ACDS will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such a purpose is related to the offer, provision and improvement of the Annual Meeting or where such purpose is permitted or required by law.

NOTE: ACDS is photographing this Annual Meeting. These photographs, along with your name and/or likeness, may be used in ACDS publications or on the ACDS website. If you do not want your photo used, please inform the staff photographer at the time the photograph is taken.
APPLICATION / CONTRACT FOR EXHIBIT SPACE
ACDS 31st Annual Meeting  MARCH 19, 2020 • DENVER, CO  EXHIBITOR PROSPECTUS

Company Name: ____________________________
Address: __________________________________
City: __________________ State: ______ Zip Code: ____________ Country: ______________
Contact Name: _____________________________ Email: __________________________
Phone: __________________________ Fax: __________________________

PRODUCT DESCRIPTION (50 word limit)
Please submit with application.

TABLE TOP EXHIBIT COST
6’ table top exhibit space $2,000
Name on primary badges (complimentary):
1.) ____________________________
2.) ____________________________
Additional registrations $100 (each)
Name on additional badges:
1.) ____________________________
2.) ____________________________
3.) ____________________________

SPONSORSHIP OPPORTUNITIES
Support is separate from exhibit fee. Those contributing $12,000 or more will receive priority in determining table location.
General Meeting Support
Platinum Level $23,000 +
Gold Level $8,000-$22,999
Silver Level $5,000-$7,999
Bronze Level $2,500-$4,999
Patron $1,000-$2,499
Breakfast Meeting $12,000
Breaks (AM or PM) $5,000
Lunch $23,000
Cocktail Reception $15,000
Other

I understand that if I reserve exhibit space and do not show to claim such space, the exhibit fee is not waived and is due and payable to the American Contact Dermatitis Society.

I agree to pay the total fee of $2,000 U.S. dollars plus any additional registration or sponsorship fees by January 17, 2020. I agree to abide by all the regulations set forth in the accompanying brochure, which is made part of this contract, and to all conditions under which the exhibit space in the meeting hotel is leased to the American Contact Dermatitis Society. No refund of any payment will be allowed for voluntary cancellation after January 17, 2020.

In connection with your participation, please sign and return a copy of this agreement to acknowledge that you agree to hold our joint CME provider, the American Contact Dermatitis Society and the HOTEL harmless from any liability, damages, or costs (including reasonable attorneys’ fees) that may arise as a result of you exhibiting at this CME activity. Without limiting the breadth of this hold harmless agreement, you acknowledge that it shall extend to include the loss, damage, or theft of any equipment or materials you bring to the conference site as well as injuries that any of your employees or agents may incur.

I acknowledge and agree to the hold harmless provisions set forth in this letter.

PLEASE SIGNIFY YOUR ACCEPTANCE OF THESE GUIDELINES
☐ I acknowledge the Exhibitor/Commercial Support Representative Guidelines as presented above and agree that I will abide by those guidelines.

Signature: ____________________________ Date: ________________
Print Name: ____________________________ Company Name: ____________________________

CREDIT CARD PAYMENT
THE SUPPORTER WISHES TO PROVIDE COMMERCIAL SUPPORT FOR
☐ Exhibit Space ☐ Support

Please charge to my ☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

Name as it appears on your card (please print): ____________________________
Card Number: ____________________________ Expiration Date: ________________

Signature of Card Holder (REQUIRED): ____________________________

PLEASE RETURN COMPLETED APPLICATION AND PAYMENT TO:
American Contact Dermatitis Society | 555 East Wells Street, Suite 1100 | Milwaukee, WI 53202
Phone: (414) 918-9805 | Fax: (414) 276-3349 | Email: info@contactderm.org