



# An Invitation to Exhibit

American College of Osteopathic Internists  
Annual Convention and Scientific Sessions  
Renaissance Orlando at SeaWorld, Orlando, FL  
October 17-21, 2012

# ACO 2012



You are cordially invited to participate and exhibit in the forthcoming Annual Convention and Scientific Sessions of the American College of Osteopathic Internists (ACOI), which will be held Oct 17-21, 2012 in Orlando, FL

ACOI's recent Annual Conventions have set records for the highest number of physician attendees (over 1,000) in ACOI history. The 2012 meeting is expected to be equally successful. **At \$1500 per booth, this meeting is an exceptionally cost-effective way to reach a significant number of physicians.**

The Renaissance Orlando at SeaWorld Resort Exhibit Hall is spacious and centrally-located,

which displays exhibit booths to their full advantage. To maximize registrant traffic, the College has scheduled a continental breakfast to be served daily in the Hall. A lounge area in the middle of the Exhibit Hall has been designated as the official hospitality center for the Convention, and participants will be directed there for all coffee breaks between educational sessions.

As a final encouragement for registrants to take every opportunity to stroll through the Hall, physicians who have an initialed response card verifying that they have visited each exhibit booth at least once will earn extra CME credit. We look forward to seeing you October 17 in Florida.

## EXHIBIT DATES

Wednesday, October 17, 2012 / 12 noon to 4:00 pm .....	Set-up of Exhibits
Thursday, October 18, 2012 / 7:00 am to 1:00 pm .....	Exhibit Area Open
Friday, October 19, 2012 / 7:00 am to 1:00 pm .....	Exhibit Area Open
Saturday, October 20, 2012 / 7:00 am to noon.....	Exhibit Area Open
Saturday, October 20, 2012 / Noon .....	Exhibit Tear-Down



# EXHIBIT CONTRACT

Renaissance Orlando at SeaWorld, Orlando, FL  
Wednesday, October 17 through Saturday, October 21, 2012

You are hereby authorized to reserve for us, subject to the Rules & Regulations of the American College of Osteopathic Internists, Exhibit space as indicated below at the rate of \$1500 per booth:

ONE BOOTH       TWO BOOTHS      TOTAL \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please print below, names of representatives onsite, and preferred badge names:

\_\_\_\_\_

Please state below if you wish to be separated from specific companies:

\_\_\_\_\_

Description of products, and/or equipment, and/or services to be exhibited (50 words or less):

\_\_\_\_\_

\_\_\_\_\_

Terms: A fee of \$1500 per booth (US currency only) must accompany this contract.  
Deadline for booth rental fee is July 31, 2012.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY THE ACOI EXHIBIT RULES AND REGULATIONS AND ADDITIONALLY, I RECOGNIZE THAT THIS IS AN APPLICATION, AND IS NOT BINDING UPON ACOI UNTIL ACCEPTED.

Authorized signature: \_\_\_\_\_

CONTRACT AND FEES SHOULD BE MAILED TO:

Susan B. Stacy - susan@acoi.org  
American College of Osteopathic Internists  
3 Bethesda Metro Center, Suite 508, Bethesda, MD 20814  
(301) 656-8877 • FAX (301) 656-7133 (ACOI Tax ID #02-0535267)

Do Not Write in This Space  
BOOTH SPACE

Accepted \_\_\_\_\_

Date \_\_\_\_\_

# EXHIBIT RULES AND REGULATIONS

## ACOI ANNUAL CONVENTION AND SCIENTIFIC SESSIONS

*This constitutes your contractual agreement with The American College of Osteopathic Internists, Inc., hereinafter referred to as ACOI. (Read carefully)*

### PURPOSE

The purpose of the Exhibits is to give an opportunity to companies and individuals to provide informative and useful products and/or services to the convention registrants of the ACOI. ACOI, in keeping with the stated purpose of the Convention Exhibit, encourages exhibitors to be educational, communicative and informative in their displays.

### APPLICATION FOR SPACE RENTAL

Any one desiring to rent space in the exhibit area must complete and return the attached contract application. Rental fee for a booth will be \$1500 and rental fee(s) for booth(s) must accompany the application. Application must be submitted prior to July 31, 2012. A floor plan has been provided showing exhibit space layout.

Assignment of space will be made on a first-come, first-served basis and exhibitor's requests for space will be respected only after application has been submitted and fees collected.

The rental fee includes the following:

- One 10' X 10' booth
- 8" high booth back wall
- 36" high side rail dividers
- One two-line, 7" X 44" booth identification sign (listing the name of the exhibitor and booth number).
- General room lighting, advance publicity, and listing in general program booklet.

No refunds will be made unless submitted in writing prior to July 31, 2012. Exhibitors will be responsible for any fees due after July 31, 2012.

Acceptance of an application for exhibit space does not imply endorsement by the ACOI of applicant's product or service. The application for space, when accepted, constitutes a contract for the right to use the space assigned.

### INSTALLATION AND DISMANTLING OF EXHIBITS

Exhibit move-in shall commence on Wednesday, October 12, 2012 and move-out shall commence on Saturday, October 20 after 12 noon. All the foregoing moving costs shall be at Licensee's expense.

### EXHIBITORS INFORMATION

Complete exhibitor information will be furnished to each signed exhibitor covering, in detail, shipment of exhibit materials, electrical requirements and other subjects. This information will include prices for rental of furniture, special construction, etc. It will arrive in ample time for advance planning of merchandise shipments, electrical requirements, etc.

### EXHIBITOR REPRESENTATIVES RESPONSIBILITY

Each exhibitor must name one person to be its representative in connection with installation, operation and removal of exhibit. The representative shall be authorized to enter into the service contracts necessary for which the exhibitor shall be responsible. **ALL EXHIBITS ARE TO BE PROPERLY MANNED DURING ALL SHOW HOURS. EARLY TEARDOWN IS NOT ALLOWED. TO ASSURE PROPER CREDENTIALING OF EXHIBITORS, NAMES MUST BE SUBMITTED TO ACOI NO LATER THAN OCTOBER 1, 2012.**

### USE OF EXHIBIT SPACE

No exhibitor shall reassign, sublet or share the whole or any part of the space assigned to him. The ACOI reserves the right to restrict exhibits which may detract from the general character of the Exhibits. This reservation includes persons, things, printed matter or anything of character that might be objectionable to the exhibit as a whole.

### CARE OF PREMISES

Neither exhibit signs nor other material may be posted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface the hall premises or furnishings. Damages from failure to observe this notice are payable by the exhibitor.

### FIRE REGULATIONS

In accordance with local, city, state and federal fire regulations, no combustible materials, such as crepe paper, tissue paper, cardboard, corrugated paper shall be used in either the construction or decoration of an exhibitor's display. Complete regulations will be supplied in exhibitor's kit.

### LIABILITY/SECURITY/INSURANCE

The American College of Osteopathic Internists, its agents and employees, shall not be liable for any damage to the property of, or loss of business to, the exhibitor, or any loss by theft, damage by fire or other means, or for any injuries to the exhibitor, its employees, agents, customers or guests, arising from any cause or matter whatsoever. ACOI will provide security for exhibitors during the designated dates of the Convention. Exhibitors are advised to add to their existing insurance, a portal-to-portal rider.

### AMENDMENTS

ACOI shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein, and the power to make such amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the exhibition.

Exhibitors may appeal decisions of ACOI regarding the above Rules and Regulation directly to the ACOI Executive Director, Brian J. Donadio.