

Exhibitor Theater Application

2018

ACMG Annual Clinical Genetics Meeting

APRIL 10-14 | EXHIBIT DATES: APRIL 11-13
CHARLOTTE CONVENTION CENTER | CHARLOTTE, NC

Apply for Exhibit Theaters via **email, fax, or mail.**

Email: jdahlroth@acmg.net • **Fax:** (703) 783-0501

Mail: ACMG Exhibits, 7101 Wisconsin Avenue, Suite 1101, Bethesda, MD 20814

www.acmgmeeting.net

Submission Deadline: Dec. 15, 2017

This application must be completed by all organizations planning to hold an Exhibit Theater session during the 2018 ACMG Annual Clinical Genetics Meeting. This signed application must be received before a time slot can be assigned. Applications received via email will be invoiced for the full payment upon receipt.

Company Information

EXHIBITING COMPANY NAME: _____

CONTACT PERSON SUBMITTING APPLICATION: _____

TITLE: _____

EMAIL: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____

ZIP/POSTAL CODE: _____ COUNTRY: _____

TELEPHONE: _____

Two theaters are available, providing 8 available sessions on each day. Sessions are ½ hour with a 5 minute interval between sessions. Exhibit Theaters are not approved for CME or CEU credit. **Note: Due to the short time intervals between each session, exhibitors may not serve food and beverages to attendees or put literature on chairs prior to the start of their sessions.**

PREFERRED TIME SLOT

Final assigned time slot will depend on number of applications submitted and topics, so that similar topics or competitive companies are not scheduled simultaneously.

Please select ONE time slot ONLY at time of application. Historically the demand for Theater time slots exceeds those available. If additional time slots are available after the deadline, it may be possible for requesting companies to be assigned an additional half hour time slot. This cannot be guaranteed or confirmed until after the initial submission deadline date when all companies have had the opportunity to apply for at least one time slot.

THURSDAY, APRIL 12

- 10:30 am – 11:00 am
- 11:05 am – 11:35 am
- 11:40 am – 12:10 pm
- 12:15 pm – 12:45 pm

FRIDAY, APRIL 13

- 10:45 am – 11:15 am
- 11:20 am – 11:50 am
- 11:55 am – 12:25 pm
- 12:30 pm – 1:00 pm

Fee: \$3,000 per session

Presentation Information

The following information MUST BE SUBMITTED AT THE TIME OF APPLICATION to assist in scheduling. Note: Only session title and speaker will be listed in final ACMG materials.

Session Title: _____

Speaker(s) name(s) and credentials exactly as to appear in the Program: _____

Presentation format (i.e. lecture, video, hands-on demonstration, etc.): _____

Brief content description: _____

Payment Information

In order to remain PCI compliant, ACMG cannot accept forms with credit card information. Once application has been submitted and entered by ACMG, ACMG will invoice company for amount due. ACMG's Federal ID # is 52-1774227.

If paying by check, please make payable to the **American College of Medical Genetics and Genomics** in **U.S. funds** and send with completed form to: ACMG Exhibits; 7101 Wisconsin Avenue, Suite 1101; Bethesda, MD 20814

Confirmed Exhibit Theater presentations that are cancelled 60 days prior to the meeting are subject to a 50% non-refundable fee of the total Exhibit Theater fee. No refund for cancellations less than 60 days prior to the meeting.

Agreement

The individual signing this contract is an authorized representative of the company with the full power and authority to sign and deliver this agreement. A signature on this application indicates understanding and agreement to comply with all policies terms and conditions in the Prospectus, including but not limited to the Exhibitor Terms and Conditions, and any others issued by ACMG regarding the Annual Clinical Genetics Meeting.

AUTHORIZED REPRESENTATIVE'S NAME

AUTHORIZED REPRESENTATIVE'S SIGNATURE

Exhibit Theater Guidelines

Exhibit Theaters are 30-minute sessions that provide a focused, high-value live marketing opportunity for exhibitors. Exhibit Theaters provide a forum to gather and discuss issues on specific products and therapeutic areas with company representatives or your designees. ACMG recognizes that Exhibit Theaters will be promotional and may concentrate on a specific product. These sessions are not approved for continuing education credits.

EACH THEATER INCLUDES:

- Meeting space for 100-150 attendees
- Standard AV equipment including a standing lectern, lavalier microphone, computer with presentation pre-loaded, LCD projector, screen (sized appropriately for the room) and sound system
- Listing in the Annual Meeting Program Guide, online prior to meeting and on the mobile app
- Sign outside theater with schedule for the day to include company name, session title and speaker(s)
- A representative from the program committee or ACMG staff will be present at the start of the session to greet your speaker and assure they stay on schedule.

RULES AND REGULATIONS GOVERNING PRODUCT THEATERS

Although ACMG will attempt to accommodate requests for specific Theater time slots, no guarantees can be made that an Exhibitor will be assigned the specific time slot requested. Final assigned time slot will depend on number of applications submitted and topics, so that similar topics or competitive companies are not scheduled simultaneously.

One time slot only is assigned at time of application. If additional time slots are available after the application deadline has passed, it may be possible for requesting companies to be assigned an additional half hour time slot. Should all time slots fill, a waiting list will be started and in the event of cancellations, companies will be assigned in the order of date received.

An Exhibitor may not assign, sublet, share, or exchange all or any part of their Theater time with/or to another Exhibitor, organization or business unless prior written authorization has been obtained from the College.

Due to the quick turnaround times between each session, exhibitors MAY NOT order or serve any kind of food and beverage service for their theater time slot, as it is nearly impossible for food to be delivered and set as people are exiting and entering the Theaters and there is no opportunity for cleanup between sessions.

Exhibitors may not put literature on chairs prior to the start of their sessions. A company representative may hand out materials at the entrance and/or scan attendee badges via the lead retrieval equipment as they enter.

PROMOTION

ACMG does not endorse, recommend or promote any products or services related to Exhibit Theaters. There can be no implication in any promotion materials, handouts, or enduring materials that the Exhibit Theaters are planned, sponsored by, or endorsed by ACMG. All marketing and promotional materials for an Exhibit Theater must include the following statement:

“This Exhibit Theater is a promotional activity and is not approved for continuing education credit. The content of this Product Theater and opinions expressed by presenters are those of the sponsor or presenters and not of the ACMG.

SPEAKERS

All speakers and moderators for the Exhibit Theater must be registered for the 2018 Annual Meeting (as full attendees or Exhibit Booth Personnel) and must be wearing their official Annual Meeting badges in order to be admitted to the meeting. Exhibitors directing the Exhibit Theater sessions are responsible for ensuring all speakers and moderators are registered in advance of the session.

AUDIO VISUAL

ACMG has selected Freeman, as its exclusive audio visual provider and requires all Exhibit Theater sponsors to use Freeman for all additional audio visual requirements or needs. Should a company require additional services than those provided, the company will be responsible for additional costs and will be billed directly by Freeman.

All audiovisual presentations must be in PowerPoint format. The speaker and/or a company representative **MUST** deliver the PowerPoint presentations to the Speaker Ready Room ***no later than 4:00 pm on Wednesday, April 11.***