



# 13th Symposium on Cochlear Implants in Children

## Children achieving their full potential

July 14 – 16, 2011  
Sheraton Hotel, Chicago, IL

### EXHIBITOR PROSPECTUS RULES AND REGULATIONS

The Exhibition will take place at the Sheraton Hotel Chicago.

#### 1. Eligibility to Exhibit

All products and services must be approved by Cochlear Implants in Children (CI) Exhibit Management in its sole and absolute discretion. All decisions of CI Management are final. Exhibitors may only display those products and services that they manufacture or distribute.

Any product that is an "investigational device or drug" must be clearly marked as such. Exhibitors must ensure that with respect to all such devices or drugs only permissible pre-approved dissemination of scientific and educational information is provided at the exhibit and that appropriate disclosure and cautionary notices are included with the devices or drugs.

All products and services exhibited at CI 2011 shall comply with U.S. Food and Drug Administration (FDA) rules and regulations (particularly with respect to the marketing and labeling of investigational devices and drugs) and other applicable rules and regulations. For additional information, contact:

FDA  
888/463-6332 or <http://www.fda.gov>

An exhibitor shall not in any manner directly nor indirectly imply that CI endorses or approves of an exhibitor's product or service merely because CI Exhibit Management approved such product or service for display at 13<sup>th</sup> International Symposium on Cochlear Implants in Children.

The use of logos, seals of approval, trademarks, or other similar property rights that are in disuse may not be used in connection with any product or service or advertising material displayed or disseminated at the exhibit.

#### 2. Booth Rate and Payment Schedule

We are offering three levels of exhibit fees. A deposit of 50 percent of the total booth cost will be due on February 18, 2011. Full payment must be received by April 8, 2011. If the exhibitor cancels space after February 18, 2011, the exhibitor *will be responsible for 100 percent* of the contract obligation.

#### 3. Display and Limitations

All display areas will be marked off by the contracted decorator. Maximum height of any free-form exhibit, including signs, may not exceed 12'.

Fire code regulations prohibit storage of any material behind booths. All items for storage must be properly labeled and marked. Empties will be removed prior to the opening. Any items stored behind the booth will be removed and considered refuse. Exhibitors requiring storage of product must make arrangements with the general contractor. Exhibit hall is carpeted.

#### 4. Assignment of Space

Date of receipt of application will guide the assignment of booth space. Only one company may be represented per space assignment. Subletting of exhibit space is prohibited.

#### 5. Installation/Exhibit Hours/Dismantling

Morning and afternoon breaks will be served everyday in the exhibit hall.

#### The following is the tentative exhibit schedule:

INSTALLATION:	Wednesday, July 13	9:00am–6:00pm
OPEN HOURS:	Thursday, July 14	8:30am–6:00pm
	Friday, July 15	8:30am–6:00pm
	Saturday, July 16	8:30am–12:00pm
DISMANTLING:	Saturday, July 16	12:00pm–5:00 pm

#### 6. Exhibitor Representatives

Exhibits must be staffed at all times during the exhibit hours. Each exhibiting company will receive a specific number of complimentary badges based on the exhibit level, provided representatives are registered in advance. Additional and replacement badges will be available at \$500 each in advance and \$600 on site.

Only exhibitors with badges will be permitted to enter the exhibit area during hours of installation and dismantling. NO CHILDREN under 16 years of age will be allowed in the exhibit hall at any time.

## 7. Failure to Occupy Space

Any space not occupied by 6:00 pm, Wednesday, July 13, 2011 will be forfeited by the exhibitor. This space may be reassigned or used by CI without refund, unless arrangements for delayed occupancy have received prior approval from CI Exhibit Management.

## 8. Liability

In the event that the Exhibition is canceled, postponed, or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of CI, the exhibitor waives any and all damages and claim for damages and agrees that the sole liability of CI shall be to return to each exhibitor the exhibitor's rental payment.

## 9. Jurisdictions

Contracted decorator will control access to loading docks in order to provide for a safe and efficient move-in and move-out.

## 10. Admission

CI will have sole control over all admission policies at all times. All persons visiting the exhibit area as well as staffing the booths must register and wear the official meeting badge to enter.

## 11. Special Restrictions

a. Giveaways are permitted only if approved in writing by CI Exhibit Management *prior to* the meeting. Such items must be submitted to Cochlear Implants in Children Exhibit Management by Friday, May 20, 2011.

b. Any activity in the exhibit aisles is strictly prohibited.

c. Prizes, drawings, and lotteries in conjunction with Cochlear Implants in Children need to be approved by CI Exhibit Management by Friday, May 20, 2011.

d. Exhibitors may use audio equipment if such equipment does not interfere with or become objectionable to adjacent exhibitors or CI Exhibit Management.

e. Exhibitors' activity must be confined to their booth space. All social activities must be approved by CI Exhibit Management.

f. Fire hose cabinets and exits must be left accessible and in full view at all times. Decorations and displays must either be of nonflammable material or be treated by an approved fire prevention method. All display material must be flame proofed and is subject to inspection by the Seattle Fire Department. No flammable fluids or substances may be used or shown in booths.

g. The Sheraton Chicago is completely nonsmoking. All smoking is confined to designated smoking areas outside the building.

h. Exhibits that, in the opinion of CI Exhibit Management, are objectionable in design or operation will be prohibited.

i. Displays may not be dismantled nor any packing begun before 12:00pm on Saturday, July 16, 2011.

j. Any food and beverage that is ordered by the exhibiting company for the booth must be approved by CI Exhibit Management and ordered through the Sheraton Hotel.

## 12. Liability/Insurance

Each party involved in the exhibition (hotel, Cochlear Implants in Children, general contractor, and exhibitor) agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

## 13. Security

CI Exhibit Management cannot guarantee nor assumes any liability against loss or damage of any kind but will endeavor to protect exhibitors by locking the doors after convention hours and providing a security guard.

## 14. Signs/Announcements

No signs, posters, or brochures will be allowed anywhere in the hotel except within each exhibitor's booth. No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts, or any tool or material that could mark the floor or walls is prohibited.

Written copy for all announcements, invitations, or fliers is to be approved, in writing, by CI Exhibit Management and should be submitted by Friday, June 24, 2011.

## 15. Enforcement of Rules and Regulations

The Rules and Regulations of CI are intended to bring order and equity to all parties involved. In addition to being subject to restriction or termination of an exhibit, exhibitors who violate regulations could be prevented from exhibiting at future meetings of Cochlear Implants in Children. **Cochlear Implants in Children reserves the right to restrict or terminate an exhibit without notice if an exhibitor violates any of the Rules and Regulations contained herein.** In the event of such restriction or eviction, Cochlear Implants in Children is not liable for any refunds, rentals, or other exhibit expense.

**CONTACT: EXHIBIT MANAGEMENT**  
COCHLEAR IMPLANTS IN CHILDREN  
c/o ACS Management Services  
Laura Page, Exhibits & Meetings Coordinator  
633 N. Saint Clair St.  
Chicago, IL 60611-3211  
312/202-5034 or fax 312/202-5003  
lpage@facs.org