



Image Credit © Loïc Romer



# AHNS 11<sup>TH</sup> INTERNATIONAL CONFERENCE ON HEAD & NECK CANCER

THE PALAIS DES CONGRÈS, MONTRÉAL | QC CANADA

JULY 8-12  
2023

*Welcoming Back the World: Striving for Innovation, Quality, Compassion, and Collegiality*

Conference Chair: Eben Rosenthal, MD | Program Chair: Daniel Deschler, MD

# EXHIBITOR PROSPECTUS

*And Support & Visibility Opportunities*

**Early Bird Exhibit Deadline:  
January 20, 2023**

Exhibitor application available via this link:  
<https://www.ahns2023.org/exhibitor-application-form/>

[www.ahns2023.org](http://www.ahns2023.org)



A photograph of a man from behind, wearing a grey blazer and a black Salomon backpack with a '15' logo. He is standing at a trade show booth. Another man in a suit and red lanyard is visible behind the counter. A red banner with 'CO' is partially visible.

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*Number of Attendees  
Anticipated: 1,500+*

## WHO ATTENDS?

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Allied Health Professionals  
Head & Neck Surgeons  
Medical Oncologists  
Molecular & Cellular Biologists  
Oral Surgeons  
Otolaryngologists  
Plastic Surgeons  
Radiation Oncologists  
Surgical Oncologists

# IMPORTANT DATES AND GENERAL INFORMATION

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## EXHIBITOR DEADLINES

January 20, 2023	Exhibit Early Bird Application Deadline
May 26, 2023	Exhibit Space Balance Due
May 26, 2023	Exhibitor Company Profile Form
May 26, 2023	Independent Contractor Form
May 26, 2023	Independent Contractor Registration
May 26, 2023	Giveaway Notification Form
May 26, 2023	Function Space Request Form
May 30, 2023	Hotel Reservation Deadline
June 23, 2023	Complete Online Badge Registration

## HOST HOTEL & EXHIBIT HALL LOCATION

Fairmont Queen Elizabeth  
900 Rene-Levesque West  
Montreal, QC H3B 4A5  
PHONE: 514-861-3511 or 800-441-1414  
WEB: <https://www.fairmont.com/queen-elizabeth-montreal/>

**Hotel reservation instructions will be included with your Exhibitor Confirmation Kit.**

### Exhibit Hall Location

Palais Des Congres, Level Two

## ASSOCIATION INFORMATION

### The American Head and Neck Society (AHNS)

11300 W. Olympic Blvd., Suite 600  
Los Angeles CA 90064  
PHONE: 310-437-0559  
FAX: 310-437-0585  
EMAIL: [admin@ahns.info](mailto:admin@ahns.info)  
WEBSITE: [www.ahns.info](http://www.ahns.info)

## CONTACT INFORMATION

### Exhibits

Jenay Root  
PHONE: 310-437-0559, ext. 127  
EMAIL: [jenay@ahns.info](mailto:jenay@ahns.info)

### Support & Marketing Opportunities

Colleen Elkins  
PHONE: 310-437-0559, ext. 114  
EMAIL: [colleen@ahns.info](mailto:colleen@ahns.info)





# EXHIBIT SCHEDULE

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## SET-UP HOURS

Sunday, July 9

8:00 am – 6:00 pm

For questions regarding move-in, please contact AHNS Exhibit Management at (310) 437-0559, ext. 127. Permission for early move-in must be approved by AHNS Exhibit Management, contact Jenay Root, [jenay@ahns.info](mailto:jenay@ahns.info). All construction must be completed and aisles cleared by 3:00 pm on Sunday, July 9. All Exhibits must be fully operational by 4:00 pm, Sunday, July 9.

## EXHIBIT DATES AND HOURS

Sunday, July 9

5:15 pm – 6:45 pm  
(Welcome Reception)

Monday, July 10

10:00 am – 4:00 pm

Tuesday, July 11

10:00 am – 4:00 pm

## DISMANTLING AND REMOVAL OF EXHIBITS

Tuesday, July 11

4:00 pm – 9:00 pm

Wednesday, July 12

8:00 am – 3:00 pm

Exhibitors may not begin dismantling until 4:00 pm on Tuesday, July 11.

**Exhibitor application available via this link:** [www.ahns2023.org/exhibitor-application-form/](http://www.ahns2023.org/exhibitor-application-form/)





# EXHIBITOR INFORMATION

*AHNS exhibits – designed to drive traffic into the hall via the following activities:*

- Welcome Reception with hosted bar in the exhibit hall – Sunday, July 9
- Morning and afternoon refreshment breaks in the exhibit hall daily
- Unopposed exhibit time daily
- Learning Center and Posters located in the exhibit hall

## EXHIBITOR CONFIRMATION AND SERVICE KITS

The Exhibitor Confirmation Packet, disseminated by AHNS Exhibit Management via email in April will contain your booth assignment, badge registration instructions, hotel reservation information, support/visibility opportunities and more.

The Exhibitor Service Kit will be disseminated by Freeman by email in April. The kit will contain shipping information and order forms for onsite services, including labor, electricity, and furniture.

**Exhibitor application available via this link:**  
[www.ahns2023.org/exhibitor-application-form/](http://www.ahns2023.org/exhibitor-application-form/)



# PAST EXHIBITORS

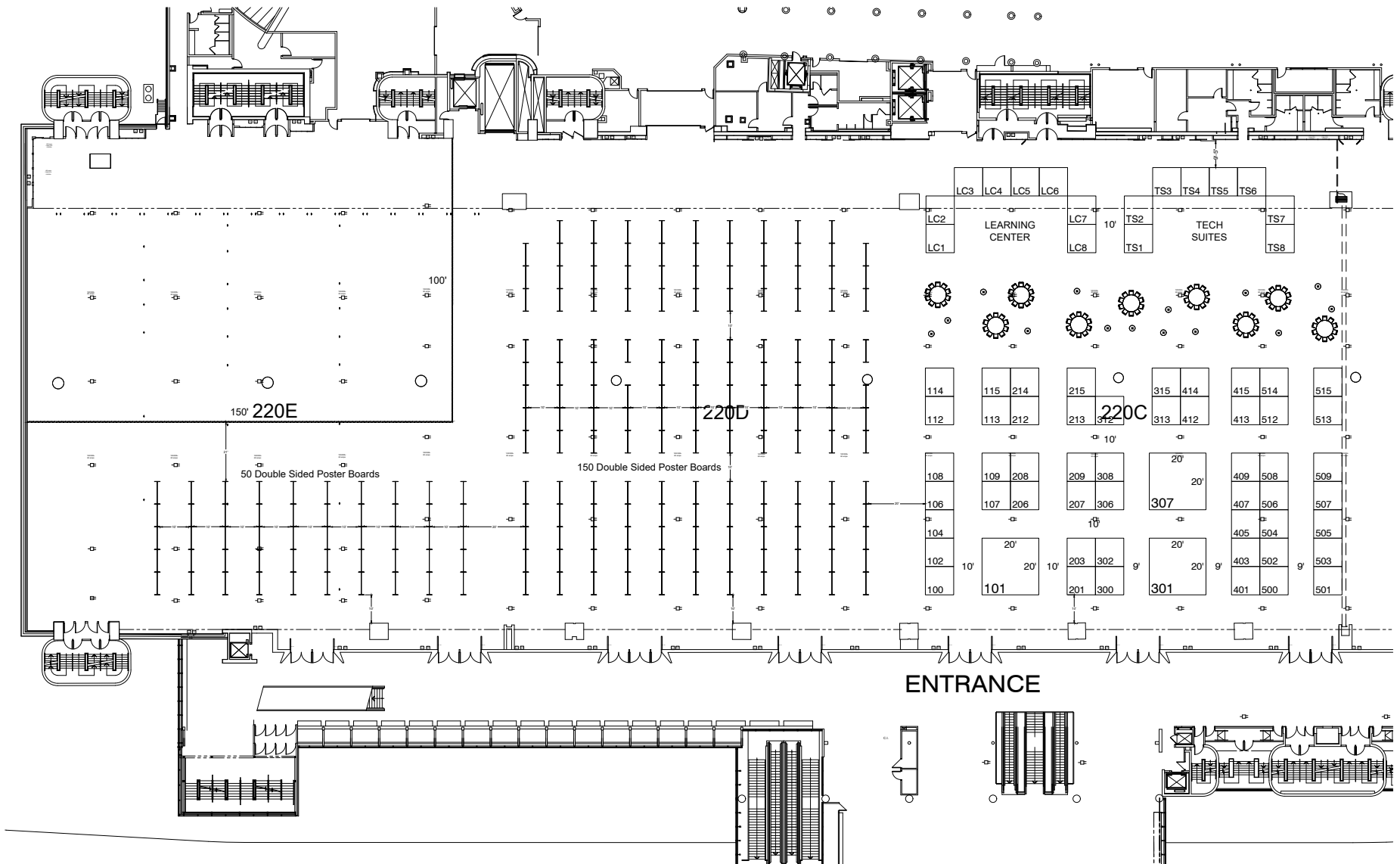
*(9th International Conference on Head and Neck Cancer - 2016)*

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3D Systems	Hemostatix Medical Technologies	Olympus America, Inc.
AstraZeneca	Henry Ford Health System	Omni Surgical
Atos Medical, Inc.	IFHNOS	Otto Trading, Inc.
AxoGen, Inc.	InHealth Technologies	Seattle Cancer Care Alliance
Bayer	Intuitive Surgical	Stryker
Boston Medical Products	Jama Network	Support for People With Oral and Head and Neck Cancer
Bristol Meyers Squibb	KARL STORZ Endoscopy-America, Inc.	Synovis Micro Companies Alliance, Inc.
CEL-SCI Corporation	KLS Martin	THANC Foundation
Checkpoint Surgical	Lilly Oncology	Veracyte, Inc.
Cook Medical	Lumenis	Vigilant Biosciences
Domain Surgical	Medrobotics Corporation	Vioptix, Inc.
Eisai, Inc.	Medtronic	
Elsevier, Inc.	Merck & Co., Inc.	
Ethicon	Midatech Pharma US, Inc.	
Exelixis	Navidea Biopharmaceuticals	
Fanconi Anemia Research Fund, Inc.	Nova Innovations	
Griffin Laboratories, Inc.	NOVADAQ	
Head and Neck Cancer Alliance		

# FLOOR PLAN

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# SCIENTIFIC PROGRAM

*Subject to change.*

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## Saturday, July 8, 2023

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AACR Half-Day  
APP Track  
Robotics/TORS  
Thyroid Course  
Salivary Course

## Sunday, July 9, 2023

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Opening Ceremony  
John J. Conley Lecture  
Controversies in Robotic and Transoral Laser Surgery  
New Concepts in HNC Epidemiology  
Controversies in Osseous Reconstruction  
Preferred Papers  
What Data is There to Support De-Escalation?  
Laryngeal Preservation  
New Concepts in Management of NMSC  
Preferred Papers  
New Concepts in Management of NMSC  
Evolution of COVID-19 on patient care and workforce - update 2023  
Controversies in N0 neck  
Preferred Papers

## Monday, July 10, 2023

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Jatin Shah Symposium - Early Management of Thyroid  
Global Medicine Keynote  
Presidential Address  
Keynote Address  
Update and Discussion of Robotic Trials  
Global Outreach - Questions and Answers  
Best of Basic Science  
Oral Cavity Panel – Early Stage  
Preferred Papers  
Video Session  
Global Education  
Management of Skull Base Tumors  
Scary Cases With and Without Complications  
Preferred Papers  
Neo-Adjuvant immunotherapy  
Palliative Care - Opportunities  
Salivary Gland Tumor Board  
Tumor board Topics: Management of the (Un) Resectable  
Preferred Papers

## Tuesday, July 11, 2023

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Milton J. Dance Symposium  
Hayes Martin Lecture  
Improving Quality in Head and Neck Cancer

Salvage Surgery in 2023  
Oral Cavity Panel – Advanced Stage  
Immunotherapy as Combined Modality Therapy  
Preferred Papers  
Video Session  
Complexities in Staging Head and Neck Cancer  
Laryngeal Cancer - Late Stage Controversies  
Controversies in Early Stage Thyroid Cancer  
Preferred Papers  
Skin Cancer Tumor Board  
Controversial Topics in Thyroid Management  
Surgical Innovation in Imaging  
Preferred Papers

## Wednesday, July 12, 2023

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Awards Ceremony  
Closing Comments  
Christopher O'Brien Lecture  
Video Session - Thyroid  
Cancer Screening  
Do We Have Consensus on Surgical Margins?  
Preferred Papers  
Video Session  
Historical - Blending Organization  
Video Session  
Preferred Papers



# VISIBILITY AND MARKETING OPPORTUNITIES

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The AHNS provides a breadth of opportunities for industry to build brand awareness, provide education and drive traffic to your booth. For further information and to discuss specifics please contact Colleen Elkins, Director of Development: via email - [colleen@ahns.info](mailto:colleen@ahns.info) or by phone at 310-437-0559, ext 114

## NEW THIS YEAR! EXPO FOR PRE-MEETING COURSES

**\$5,000**

**Saturday, July 8, 2023      4:00 pm – 6:00 pm**

On Saturday, July 8 the AHNS will present three didactic courses on the following topics: Robotics/TORS, Salivary and Thyroid/Endocrine. Immediately following the courses, the two-hour expo will allow companies whose products relate to these subject areas to have exclusive access to their target audience. Only companies which can provide a hands-on, inanimate learning experience may participate. This is your opportunity to build on the didactic education presented by the AHNS via hands-on learning. The EXPO will be held in a room immediately adjacent to the session rooms, and will accommodate a 10 x 10 space per company with wine and cheese provided by the AHNS. This is a non-CME activity.

## INDUSTRY SPONSORED LEARNING CENTER STATIONS

**NON-CME ACTIVITY - \$5,000**

**Sunday, July 9 – 5:15 pm - 6:45 pm**

**Monday, July 10 – 10:00 am - 4:00 pm**

**Tuesday, July 11 – 10:00 am - 4:00 pm**

The AHNS Learning Center will be comprised of stations designed,

developed, and executed by industry. This is your opportunity to deepen the learning experience for attendees specific to your technology or service. These stations will feature content, curriculum and activities determined by the host company.

Stations will be in the exhibit hall immediately adjacent to the poster session. The AHNS will provide the appropriate space and electricity. Each participating company will be responsible for staffing their station and for all equipment, supplies and/or specimens (specimens/models must be inanimate).

## INDUSTRY SUITES

**\$7,500**

The AHNS will provide a limited number of Industry Suites in the back of the exhibit hall to allow for private meetings with attendees, AHNS leaders and company staff. Each 10 x 10 suite will be carpeted and hard-walled with entry through a locked door (key provided). A table, 4 chairs and trash can will be provided. Industry suites will be available for use during exhibit hours ONLY.

## EXHIBIT AISLE SIGNS

**\$15,000**

Draw more traffic to your booth by placing your company name/ branding throughout the exhibit hall. Each hanging aisle sign will include your company logo and booth number, making it a piece of cake for attendees to find your booth.

# VISIBILITY AND MARKETING OPPORTUNITIES

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## INDUSTRY SPONSORED SATELLITE SYMPOSIA

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**\$30,000**

A limited number of companies will have the opportunity to present an educational event of their choosing which may include, for example, a panel discussion or an invited speaker. Rooms for this event will be assigned on a first-come first-served basis. Symposia support will be acknowledged on the AHNS website, on the meeting app and on-site with event signage. For more information, please contact Colleen Elkins, Director of Development: via email - [colleen@ahns.info](mailto:colleen@ahns.info), or by phone - 310-437-0559, ext 114

The symposia will be promoted in advance marketing materials for the meeting, via emails to registrants and on the meeting app. On-site signage will be produced to further promote the event at the meeting.

There is a maximum of 3 concurrent symposia per time slot.

Industry may host a Luncheon Satellite Symposium as follows:

<b>Sunday, July 9</b>	<b>12:15 pm – 1:45 pm</b>
<b>Monday, July 10</b>	<b>12:30 pm – 2:00 pm</b>
<b>Tuesday, July 11</b>	<b>12:00 pm – 1:30 pm</b>

Industry may host an Evening Symposium as follows:

<b>Sunday, July 9</b>	<b>6:45 pm – 8:15 pm</b>
<i>(Immediately following the Welcome Reception in the Exhibit Hall)</i>	
<b>Monday, July 10</b>	<b>5:30 pm to 7:00 pm</b>

Standard room set and AV is included in the fee. Sponsor will be responsible for any F & B and any additional AV.

## AHNS 2023 MEETING APP ADVERTISING

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**FEES: ONE (1) AD: \$5,000      TWO (2) ADS: \$8,500**

Banner advertising is available on the home screen of the meeting app. Banner ad space will be available beginning at 6:00 am on Saturday, July 8, 2023.

Ads will run on a continuous loop throughout the meeting with frequency of display dependent upon the total number of ads.

For further information and to discuss specifics please contact Colleen Elkins, Director of Development: via email - [colleen@ahns.info](mailto:colleen@ahns.info), or by phone - 310-437-0559, ext 114

## ESCALATOR CLINGS, FLOOR GRAPHICS, COLUMN WRAPS, DIGITAL SIGNS AND MORE

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### PRICES VARY

Ensure your brand and messaging reaches attendees as they move throughout the meeting space. Opportunities for single day or run of show. For further information and to discuss specifics please contact Colleen Elkins, Director of Development: via email - [colleen@ahns.info](mailto:colleen@ahns.info), or by phone - 310-437-0559, ext 114



# EXHIBITOR QUALIFICATION & CONDUCT

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## QUALIFICATION

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All products and services to be exhibited must be directly related to the practice of surgery, medicine, or medical/surgical education, or contribute to the educational, instructional and professional atmosphere of the meeting. All exhibiting companies are subject to approval by AHNS Exhibit Management, whose decisions in this regard are final. Exhibitors must comply with FDA regulations concerning the exhibition of investigational products and class III devices.

## POLICY FOR EXHIBITORS ATTENDING SCIENTIFIC SESSIONS

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Exhibitors may attend didactic sessions or postgraduate courses, with the caveat that if a session becomes too full, an exhibitor may be asked to give up their seat for a registered meeting attendee.

Exhibitors may not attend hands-on labs, luncheon sessions, or any course that is not part of the general sessions and for which attendees have to register and pay separately. Exhibitors may not register as company staff any individual who is eligible for registration as a meeting attendee.

## STAFF CONDUCT

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Exhibitors must set up, occupy and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. All participants affiliated with exhibits must have an exhibitor badge. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibit floor, or removing his/her exhibit from the exhibit floor without obligation on the part of AHNS Exhibit Management for refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations and the distribution of literature must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the parameters of the exhibitor's own booth will not be allowed. Additionally, exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the parameter of the exhibitor's own booth. Exhibitors may not place signage regarding any company related event outside their booth at any time.

**Complete your exhibit application today!**

[www.ahns2023.org/exhibitor/application/form/](http://www.ahns2023.org/exhibitor/application/form/)

## PAYMENT SCHEDULE

- A deposit of 50% of the total exhibit fee must accompany submitted application.
- Total balance due May 26, 2023.

Applications not accompanied by at least a 50% deposit will be considered invalid. If full payment is not received by May 26, 2023, the space may be reassigned or resold. All reservations must be made in writing.

## CANCELLATION & REDUCTION/ RELOCATION POLICY

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by AHNS Exhibit Management because of Exhibitor's default or violation of this agreement, monies paid to AHNS by the Exhibitor shall be retained as follows:

- \$100 per 10' x 10' space if application is canceled on or prior to January 20, 2023.
- \$1,000 per 10' x 10' space if application is canceled after January 20, 2023 and on or prior to May 26, 2023.

**NO REFUNDS for any cancellations or reductions after May 26, 2023.**

## SUBLETTING OF SPACE

Exhibitors may not assign or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

## EXHIBIT FEES

### Early Bird Fees (on or prior to January 20, 2023)

10 x 10 Linear Booth	\$3,500
10 x 10 Corner Booth	\$3,700
10 x 20 Corner Booth	\$7,200
20 x 20 Island	\$14,800

### Standard Fees (after January 20, 2023)

10 x 10 Linear Booth	\$3,700
10 x 10 Corner Booth	\$3,900
10 x 20 Corner Booth	\$7,600
20 x 20 Island	\$15,600



# EXHIBITOR BADGE REGISTRATION 13

Deadline for badge registration is June 23, 2023. All exhibitor registration must be completed online. AHNS Exhibit Management will email complete instructions for the online registration system at the time your confirmation packet is emailed.

- Exhibitor badges may be picked up on-site by the individual. Badges are filed under the company name. **BADGES MUST BE WORN AT ALL TIMES** the exhibitor is on the show floor.
- The exhibit registration fee includes a maximum of four (4) personnel per 10' x 10' space. Regardless of booth size, the total maximum number of personnel included in an exhibit registration fee is 24.

- Registration of exhibit personnel beyond maximum allowed (24 staff members), either in advance or on site, will have an additional registration badge fee of \$50. Companies will be invoiced after the meeting for all badges over their maximum allowance.
- Exhibitor badges must not be given or lent to any individual except the exhibit personnel to whom the badge has been issued.
- Business cards may not be inserted over badge name.
- The person who signs the application, or a designee, shall be the exhibitor's official representative.

- After the close of online registration on June 23, 2023, all additions or changes to badge registration must be made onsite. All changes or additions made onsite are subject to a \$50 fee for each change or addition **TO BE PAID ONSITE**.



# BOOTH INSTALLATION & DISMANTLE

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## INSTALLATION OF EXHIBITS

Exhibit space will not be released to the Exhibitor until all conditions are met and all balances paid. Except for those in designated freight aisles, please abide by the following schedule. If set-up of an exhibit has not started by 12:00 pm, Sunday, July 9, AHNS Management may order the exhibit to be assembled and the exhibitor billed for all charges incurred. AHNS Management will not be responsible for any damage incurred.

### Set-up Hours:

Sunday, July 9                      8:00 am – 6:00 pm

**All construction must be completed and aisles cleared by 3:00 pm, Sunday, July 9, 2023. All Exhibits must be fully operational by 5:00 pm, Sunday, July 9, 2023.**

## DISMANTLING & REMOVAL OF EXHIBITS

### Breakdown Hours:

Tuesday, July 11	4:00 pm – 9:00 pm
Wednesday, July 12	8:00 am – 3:00 pm

Exhibitors may not begin dismantling until 4:00 pm on July 11. All Exhibits must be packed and ready for shipment by 3:00 pm, July 12.

Any materials not called for by that time will be shipped at the exhibitor's expense by the carrier selected by the official drayage contractor. All space occupied by an exhibit must be left in the same condition as it was before set up. Exhibitors are responsible for removal of excess debris, bulk quantities of printed material, floor covering, and any items other than those that can be easily swept up.





# BOOTH CONSTRUCTION INFORMATION

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A complete set of construction specifications will be sent with the service kit to be emailed in April 2023.

- Exhibits must conform to the educational/professional environment of the meeting.
- Exhibits must be designed and exhibit personnel must operate so that traffic in aisles is not impeded.
- Exhibitor identification on all signs, graphics and literature must be the company name submitted on the Exhibitor Application.
- Exhibits must be assembled and dismantled safely.
- Materials used in the exhibit must be flame retardant in accordance with the Fire Ordinances of the City of Montreal, QC.
- Electrical equipment must conform to the electrical codes of the City of Montreal, QC.

## BOOTH DESCRIPTION

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Included with each linear or corner booth will be an 8' high background drape, 3' high side drape, one (1) 6' draped table, two (2) side chairs and one (1) 7" x 44" identification sign. Special requirements, electrical hook-ups, audiovisual rental, etc., must be arranged through the appropriate service contractor and billed directly to the exhibitor. THE EXHIBIT HALL IS NOT CARPETED. EXHIBITORS ARE REQUIRED TO HAVE CARPET IN THEIR BOOTHS. CARPET CAN BE PROVIDED BY EXHIBITOR OR ORDERED THROUGH FREEMAN DECORATING.

## HANGING SIGNS OR BANNERS

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Information about hanging signs will be available in the Exhibitor Service Kit.

## LINEAR EXHIBITS

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(One or more exhibits in a straight line)

- Minimum space is 10' x 10'.
- The rear half of the exhibit may be occupied up to a height of eight (8) feet.
- The front half of the space may be occupied up to a height of four (4) feet, except for equipment which may be up to eight (8) feet provided it does not block sight lines of other exhibitors.
- Live or video demonstrations must not block sight lines of other exhibitors.
- Exhibits located along perimeter walls may have a rear height of up to twelve (12) feet, with prior approval.

## ISLAND EXHIBITS

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(20' x 20' or larger free-standing - Island)

**Maximum height, including hanging signs, is 20 feet.**

Equipment and/or structure must be located so as not to place the viewer or exhibit personnel in the aisle. All island exhibits should have access from all four sides.

## SEE-THROUGH VISIBILITY GUIDELINES

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Vertical wall construction: booth components and fixtures may be not be arranged within the booth to build a wall that exceeds 40% of any one side of the booth boundary. Display counters, or any solid wall construction must maintain a minimum of a 1' setback from all sides, and sufficient space must be left within the exhibit to accommodate spectators, attendees or booth visitors.

## INSURANCE AND LIABILITY

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The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury to any person, or any loss of, or damage to property when such loss, damage or injury is in any way connected to the exhibitor's participation in the exhibition. Exhibitors shall indemnify and hold harmless AHNS Management, its officers, directors, agents, members and employees and, the Palais des Congres, its agents, and employees from any and all such losses, damages and claims. Exhibitors agree to protect, save, and keep AHNS Management and the Palais des Congres forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor, or its agents, as well as strictly to comply with the applicable terms and conditions contained in the agreement between the Palais des Congres and the AHNS regarding the exhibit premises, and further, an exhibitor shall at all times

protect, indemnify, save and keep harmless AHNS Management and the Palais des Congres against any and all loss, cost, damage, liability or expense arising from, or out of, or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof. Though security is provided by AHNS Management, the furnishing of such security shall not be deemed to effect the non-liability of AHNS Management, its members, officers, representatives or the official service contractors or the Palais des Congres to modify in any way the assumptions or risk provided herein. If any part of the exhibit hall is damaged or destroyed in such a way as to prevent AHNS Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition, or if same is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of AHNS Management, exhibitors will be charged for space during the time it was or could have been occupied; and exhibitors hereby waive any claim against AHNS Management, its members, directors, agents or employees for

losses or damages that may occur due to such inability to occupy assigned space.

## SECURITY

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AHNS Management will furnish security staff to be on duty in the exhibit hall when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor at all times. Exhibitors may hire additional security personnel for their booths. AHNS Management assumes no responsibility for any losses sustained by exhibitors.

## CARE OF BUILDING

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Nothing shall be affixed to walls, drapes, electrical outlets, etc., by the use of nails, tacks, staples, or scotch tape. Where food and liquids are displayed, there must be suitable floor coverings to protect facility property. Any damage to facility property through carelessness of exhibitors or their employees or agents will be the financial responsibility of the exhibitor causing such damage.

## FIRE PRECAUTIONS

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No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used by Exhibitors in the Exhibit Hall at any time during the exhibition. All packing containers, excelsior, and wrapping paper, which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, or any other cloth decorations, must withstand a flameproof test. All materials and fluids that are flammable are to be kept in safety containers. Open flame, butane gas, oxygen tanks, etc. are not permitted without permission of the Palais des Congres. No obstructions shall be placed in any aisle, passageway, lobby or exit leading to any fire extinguishing appliance. Direct passageways leading to any fire alarm or telegraph communication must be kept free of any obstructions. A complete set of applicable fire regulations will be included in the Exhibitor Service Kit sent by Freeman.



## AMERICANS WITH DISABILITIES ACT

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Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their booth space. This includes, but is not limited to, the wheelchair access provisions.

## POLICY ON ACCME STANDARDS FOR INTEGRITY AND INDEPENDENCE IN ACCREDITED CONTINUING EDUCATION

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The AHNS is committed to presenting CME activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, the AHNS requires clear separation between exhibit/marketing/advertising activities and educational activities.

Exhibitors are requested to review the ACCME Standards for Integrity and Independence in Accredited Continuing Education:

<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>, and in particular:

Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
  - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
  - b. Interfere with the presentation of the education.

- c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
  - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
  - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
  - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
  - d. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
3. Ineligible companies may not provide access to, or distribute, accredited education to learners.

## PHOTOGRAPHY

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An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. AHNS Management reserves the right to photograph exhibits for society purposes.

## DISPLAY OF INVESTIGATIONAL PRODUCTS

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All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by AHNS. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety, effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigators.
- Be accompanied by directions for becoming an investigator and list of investigator responsibilities.
- Display a statement: "Caution— Investigational Device—Limited to Investigational Use" (or similar statement) in prominent size and placement.

It is the responsibility of each exhibitor to comply with FDA regulations. Please contact the Regulatory Affairs Department with any questions on Food and Drug Administration guidelines.

## Food and Drug Administration

Center for Drug Evaluation and Research  
DDMAC5901-B Ammendale Rd.  
Beltsville, MD 20705-1266  
Phone: (301) 796-1200 | Fax: (301) 796-9878

## DISPLAY OF CLASS III DEVICES

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Any display of Class III devices for off-label use must be accompanied by the following statement:  
"Display of this device for off-label use is not endorsed by the AHNS."

## DIRECT SALES ON EXHIBIT FLOOR

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Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitor's own unaltered products and the products or services must be pertinent to the attendees' professional interest.

AHNS Management reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements. Exhibitors selling or taking orders during the meeting must adhere to certain business license, sales, and use tax regulations, which vary from state to state.

## GIFTS AND GIVEAWAYS

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Small token gifts may be distributed with AHNS Management's prior approval. Requests to distribute handout items must be submitted in writing, along with a sample, photograph or description of each item. Please submit all such requests by May 26, 2023 on the Giveaway Notification Form provided in the exhibitor kit.

## FUNCTION SPACE

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Neither exhibitors nor their representatives may sponsor, host or participate in any educational or marketing activities aimed at meeting registrants other than as part of an official exhibit or meeting program beginning Saturday, July 18 at 10:00 am and ending Wednesday, July 22 at 12:30 pm.

**Exhibitors are prohibited from hosting activities during any official meeting events including educational sessions/courses, exhibit hours, and social events.** Exhibitors may host social events, meetings, or educational activities, with approval by Show Management at the following times:

**Saturday, July 8, prior to 10:00 am**

**Saturday, July 8, after 5:00 pm**

**Sunday, July 9, prior to 8:00 am**

**Sunday, July 9, after 5:30 pm**

**Monday, July 10, prior to 7:30 am**

**Monday, July 10, after 5:30 pm**

**Tuesday, July 11 prior to 7:30 am**

**Tuesday, July 11 after 6:15 pm**

**Wednesday, July 12, prior to 7:30 am**

All events hosted by exhibitors during nonprogram hours must be cleared through the AHNS office. A completed Function Request Form must be submitted to the AHNS office to obtain space at any of the official hotels. AHNS Management will contact the hotel, which will release the space for exhibitor use. A Function Request Form must be submitted for all events to be held off-site. Function Request Forms will be included in the Exhibitor Confirmation Packet.

## INDUSTRY SUITES:

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The AHNS is offering a limited number of suites in the Exhibit Hall, offering exhibitors the opportunity for private and convenient meeting space inside the exhibit hall. The suites will be located near the back of the Exhibit Hall and will be available DURING EXHIBIT HOURS ONLY. Industry Suites are only available to exhibiting companies. Industry Suites are available in 10'x10' and 10'x20' sizes; included with each Suite is a hard wall meeting space with lockable door (no ceiling), carpet, and a table and chairs. Space locations will be assigned by the AHNS. For questions and pricing, please contact Colleen Elkins, [colleen@ahns.info](mailto:colleen@ahns.info).

## EXHIBITOR PROGRAMS AND PRESENTATIONS

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Exhibitor presentations may take place during any hours the exhibit hall is open to registrants.

Exhibitor programs or presentations must be confined to the exhibitor's booth space. The sound intensity of such activities, as determined by AHNS Management, must not interfere with the activities of neighboring exhibitors. AHNS Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued. Exhibitors may be sanctioned if appropriate sound levels are not reasonably maintained. Programs or presentations are to be straightforward in nature and must avoid the use of sideshow or theatrical gimmicks. Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles. Any visual or other transmissions from off-site locations, including tele-surgery, require written permission from AHNS Management. Please contact AHNS Management at [jenay@ahns.info](mailto:jenay@ahns.info) for additional information.