



EXHIBITOR DESIGNATED CONTRACTOR INFORMATION SHEET

(EDC Notification due by March 24, 2008, EDC Forms due by April 10, 2008)

All companies subcontracting with Exhibitor Designated Contractors must follow the Show Management's Rules and Regulations available in the online service kit.

EXHIBITOR DESIGNATED CONTRACTORS

All companies providing a service to exhibitors must be licensed and insured prior to entering the premises of the San Diego Convention Center. Exhibitors planning to use an Exhibitor Designated Contractor for any service of their exhibit (including photography, computer rental, florist, etc.) must abide by the following regulations:

All Exhibiting Companies using an Exhibitor Designated Contractor (EDC) must notify Show Management, in writing by March 24, 2008. **Notice must be sent by the Exhibiting Company and include the name of the service, firm, address, contact, telephone, fax, and email.** Failure to notify by March 24th will result in the installation and dismantling work being given to the general contractor (Freeman).

All EDCs providing a service to an exhibitor must be licensed and insured prior to entering the exhibit hall. An original and valid Certificate of Insurance, providing coverage indicated in the Insurance Requirements section, must be received by Show Management on or before April 10th.

The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to April 10, 2008. This form MUST include the EDC on-site supervisor(s) name as well as any EDC representative if required to be on the floor during show hours.

Show Management must authorize any EDCs who need to be on the floor before or after show hours. All EDC personnel MUST wear company identification at all times while on the show floor in addition to colored wristbands. Wristband colors will change daily and must be picked up at the Show Management office either the night before or the morning of the designated day.

EDCs may not solicit business in the exhibit hall at any time and it is the responsibility of the EDC and exhibiting company to make all EDC staff aware of the Association's Rules and Regulations. Failure of the EDC to follow the rules and regulations will

result in the EDC ***NOT*** being allowed to perform work in the exhibit hall.

ISLAND SKETCHES

Sketches of all island booths are due to the association offices no later than March 17, 2008. Please include elevation view or indicate height of display.

EXHIBITOR HOURS AND DATES

Sunday, May 11, 2008	5:00 p.m. – 7:00 p.m.
Monday, May 12, 2008	9:00 a.m. – 4:30 p.m.
Tuesday, May 13, 2008	9:00 a.m. – 4:00 p.m.

INSTALLATION OF EXHIBITS

Thursday, May 8	1:00 – 7:00 pm***
Friday, May 9	8:00 am – 5:00 pm
Saturday, May 10	8:00 am – 5:00 pm
Sunday, May 11	8:00 am – 1:00 pm

*****Only for Booths 900 square feet or more
All exhibits must be set by 3:00 pm on Sunday, May 11th without exception. Assembly during exhibit hours will not be permitted.**

DISMANTLING OF EXHIBITS

Tuesday, May 13	4:00 – 10:00 pm
Wednesday, May 14	8:00 am – 2:30 pm

All exhibits must remain intact until the official closing time of 4:00 pm on Tuesday, May 13th and may not be dismantled in whole or in part prior to that time.
During Installation and Dismantling, all EDC work space should not block aisles or get in the way of move in / out operations.

IDEMNIFICATION AND INSURANCE

INDEMNIFICATION The Exhibitor shall indemnify, hold harmless and defend the AATS, city of San Diego, San Diego Unified Port District, and their respective members, officers, directors, agents and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including reasonable attorneys fees) arising out of, caused by or resulting from, in whole or in part, any act, omission, negligence, fault or violation of law or ordinance, associated with the use or occupancy of the Facilities by the exhibitor, its employees, agents, contractors, patrons, guests, exhibitors, licensees, invitees or any other person entering the Facilities with the implied or express permission of the AATS.

INSURANCE Notwithstanding the indemnification requirements of the previous section, Exhibitor and/or Exhibitor Designated Contractor shall at its sole cost and expense, procure and maintain the following types and limits of insurance, containing the additional insured endorsements and cancellation clause set forth herein. At a minimum, insurance coverage shall be in effect from 12:01 a.m. on May 8, 2008 to 11:59 on May 14, 2008. Exhibitor or Exhibitor Designated Contractor shall deliver certificates of insurance evidencing the following coverage and endorsements on or before April 10, 2008:

1. Commercial General Liability policy with coverage as broad as ISO CG0001 in the occurrence form providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from exhibitors use of the facility and endorsed to include non-owned and hired automobile liability coverage (if exhibitor/exhibitor designated contractor does not maintain owned automobile liability coverage.) Such insurance shall be primary and not require contribution from any of the additional insureds other insurance coverages, and shall afford immediate defence and indemnification, as named additional insureds, to the AATS, city of San Diego, San Diego Unified Port District,, to the limit of not less than ONE MILLION DOLLARS (\$1,000,000)

2. Worker's Compensation Insurance as required by law.

3. Automobile Liability: For owned vehicles other than private passenger automobiles, Commercial Automobile Liability coverage with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury or death and property damage.

The Commercial General Liability policy described shall include the following additional insured endorsement language:

San Diego Convention Center Corporation, Inc, City Of San Diego, San Diego Unified Port District, The Aats And The Members, Officers, Directors, Agents And Employees Of Each Of These Entities Are Named As Additional Insureds And Are Provided The Same Coverage As The Named Insured, Including The Cost Of Defense, Against Claims For Bodily Injury, Death, Or Property Damage Occurring In Or Upon, Or Resulting From The Insureds

Use Or Occupancy Of The San Diego Convention Center and/or the San Diego concourse.

The cancellation clause for the above policies and certificates shall read as follows:

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder.

The parties agree and Exhibitor/Exhibitor Designated Contractor understands that the specified coverage or limits of insurance in no way limit the liability of the Exhibitor/ Exhibitor Designated Contractor. The Exhibitor/ Exhibitor Designated Contractor shall maintain, with respect to each such policy or agreement, evidence of such insurance coverage and endorsements required by this agreement.

All EDC's must provide a certificate of insurance to the AATS no later than April 10, 2008. Exhibitors not hiring EDC's should make sure they are appropriately covered in case of injury or damage.

Exhibitors who send in their application for exhibit space after April 10, 2008 will have 10 working days to notify the Director of Industry Relations of any Exhibitor Designated Contractors.

The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to April 10, 2008. This form MUST include the EDC on-site supervisor(s) name as well as any EDC representative if required to be on the floor during show hours.

Show Management must authorize any EDCs who need to be on the floor before or after show hours. All EDC personnel MUST wear company identification at all times while on the show floor.

EDCs may not solicit business in the exhibit hall at any time and it is the responsibility of the EDC and exhibiting company to make all EDC staff aware of the Association's Rules and Regulations. Failure of the EDC to follow the rules and regulations will result in the EDC ***NOT*** being allowed to perform work in the exhibit hall. The Client Company will be notified of any and all violations.

No materials (except briefcases) may be removed from the exhibit hall without a properly completed Equipment Pass during set-up, show hours, or dismantling. Carryout slips are available at the Exhibitor Registration Desk or from the Floor Manager upon request.

SHIPPING INFORMATION

Please refer to detailed shipping information in the online service kit. All materials should be scheduled to arrive at the Freeman Decorating Warehouse on or before April 23, 2008. Crated and uncrated shipments are to be consigned to:

Advance Warehouse Freight:

Exhibiting Company / Booth No. ____
AATS 88th Annual Meeting
c/o Freeman
6060 Nancy Ridge Drive
San Diego, CA 92121 USA

Direct Shipments:

Exhibiting Company / Booth No. ____
AATS 88th Annual Meeting
c/o Freeman
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101 USA

ON-SITE CONTACTS

Yvonne Grunebaum, Director, Industry Relations
Norri Gasser, Industry Coordinator

SAN DIEGO CONVENTION CENTER INFORMATION

San Diego Convention Center
111 West Harbor Dr.
San Diego, CA 92101 USA

FOR ADDITIONAL INFORMATION

American Association for Thoracic Surgery
900 Cummings Center Suite 221-U
Beverly, MA 01915

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