



EXHIBITOR DESIGNATED CONTRACTOR INFORMATION SHEET

(EDC Notification due by March 22, 2010, EDC Forms due by April 9, 2010)

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 Metro Toronto Convention Centre. 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 22, 2010. **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 22nd 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 9th.

The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to April 9, 2010. 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 22, 2010. Please include elevation view or indicate height of display.

EXHIBITOR HOURS AND DATES

Sunday, May 2, 2010	5:00 p.m. – 7:00 p.m.
Monday, May 3, 2010	9:00 a.m. – 4:30 p.m.
Tuesday, May 4, 2010	9:00 a.m. – 4:00 p.m.

INSTALLATION OF EXHIBITS

Thursday, April 29	1:00 pm – 7:00 pm***
Friday, April 30	8:00 am – 7:00 pm
Saturday, May 1	8:00 am – 7:00 pm
Sunday, May 2	8:00 am – 4:00 pm

*****Only for Booths 900 square feet or more**

All exhibits must be set by 4:30 pm on Sunday, May 10th without exception. Assembly during exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Tuesday, May 4	4:00 pm – 10:00 pm
Wednesday, May 5	8:00 am – 3:00 pm

All exhibits must remain intact until the official closing time of 4:00 pm on Tuesday, May 4th 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 the Association and the Centre and save it harmless from and against any and all loss, claims, actions, damages, liability and expense in connection with the loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this exhibiting, or any occurrence, in, upon or at the Facility, or any part thereof, or occasioned wholly or in part by any act or omission of the Exhibitor or by anyone permitted to be in the Facilities by the Exhibitor except to the extent that the Association and Centre is required to indemnify the Exhibitor. If the Association and Centre shall, without fault on its part, be made a party to any litigation commenced by or against the Exhibitor (other than a claim by the Exhibitor against the Association and Centre directly related to the performance of this agreement), then the Exhibitor shall protect, indemnify and hold the Association and Centre harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Association and Centre in connection with such litigation. The Exhibitor shall also pay all costs, expenses and legal fees (on a solicitor and his client basis) that may be incurred or paid by the Association and Centre in enforcing the terms, covenants and conditions in this license, unless a court shall decide otherwise. The Association and Centre shall indemnify the Exhibitor and save it harmless from and against all loss, claims, actions, damages, liability and expense in connection with the loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of the negligence of the Association and Centre or its agents, servants or employees or any other persons for whom it may, in law be responsible with respect to the Facilities during the Occupancy Period to the extent that and only to the extent that such loss shall be apportioned to such negligence.

INSURANCE

The Exhibitor, at its own expense, shall be prepared to provide to the Association and Centre, not later than sixty (60) days prior to the first day of the Occupancy Period or any earlier period during which the client is permitted access to the Centre for any purpose related to the event, a certificate of comprehensive general liability insurance, and where applicable, automobile liability insurance, to cover the entire Occupancy Period (12:01a.m. on April 29, 2010 to 11:59pm on May 5, 2010) and any additional period during which the Exhibitor is permitted access to the Centre for any purpose related to the event, issued by an insurance company licensed to transact business in Canada in form satisfactory to the Association and Centre and in which the Association and Centre, its officers and servants shall be named insureds. Such insurance shall provide a minimum limit of liability of five million dollars (\$5,000,000.00 CAD) for bodily injury and/or property damage in any one occurrence, shall include a cross-liability clause and shall provide that it will not be cancelled or materially altered prior to the termination of the Occupancy Period. Automobile liability insurance, where applicable, shall provide third party liability insurance with a minimum limit of two million dollars (\$2,000,000 CAD).

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

The Exhibitor and its appointed contractors uses the Premises at its own risk, and the Centre and AATS shall not be liable to the Exhibitor or its appointed contractors or to any person on the Premises or at the Facility under arrangements made with the Exhibitor and its appointed contractors for any damage, injury or claim, including without limitation such matters resulting from the acts or omissions of third parties, excepting solely any damage or injury attributable to the negligence, gross negligence or willful misconduct of the Centre and AATS or any other liability imposed on the Centre and AATS by law.

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 9, 2010. 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 9, 2010 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 9, 2010. 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

All freight shipments should be made on straight bills of lading and be prepared to indicate the number of pieces, weight, classification, etc. Shipments made by other than straight bills of lading must be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. Where exhibitor fails to provide accurate weight, Freeman Decorating Company shall determine the weight and charge accordingly. All shipments must be shipped prepaid. All materials should be scheduled to arrive at the Freeman Decorating Warehouse beginning March 29 and ending on or before April 23, 2010. Crated and uncrated shipments are to be consigned to:

Advance Warehouse Freight:

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
49 Simpson Rod
Bolton, Ontario, Canada L7E 2R6

SHIPPING TO SHOW SITE

Freeman will receive shipments at the exhibit facility beginning April 30, 2010 and must be accompanied with a Certified Weight Ticket. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Any deliveries to the Metro Toronto Convention Centre prior to April 30, 2010 will be refused.

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
Metro Toronto Convention Centre - North Building –
Halls A/B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

ON-SITE CONTACTS

Yvonne Grunebaum, Director, Industry Relations
Jennifer Gecawicz, Exhibits Coordinator
Ed Weimer, Floor Manager

**METRO TORONTO CONVENTION CENTRE
INFORMATION**

255 Front Street West
Toronto, Ontario, Canada M5V 2W6

FOR ADDITIONAL INFORMATION

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

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