



EXHIBITOR DESIGNATED CONTRACTOR **INFORMATION SHEET**

(All forms due by March 28, 2011)

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 Pennsylvania 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 28, 2011. **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 21st 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 March 21st.

The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to March 28, 2011. 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. The Client Company will be notified of any and all violations.

ISLAND SKETCHES

Sketches of all island booths are due to the association offices no later than March 28, 2011. Please include elevation view or indicate height of display.

EXHIBITOR HOURS AND DATES

Sunday, May 8, 2011	5:00 p.m. – 7:00 p.m.
Monday, May 9, 2011	9:00 a.m. – 4:30 p.m.
Tuesday, May 10, 2011	9:00 a.m. – 4:00 p.m.

INSTALLATION OF EXHIBITS

Thursday, May 5	1:00 pm – 7:00 pm***
Friday, May 6	8:00 am – 7:00 pm
Saturday, May 7	8:00 am – 7:00 pm
Sunday, May 8	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 8th without exception. Assembly during exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Tuesday, May 10	4:00 pm – 10:00 pm
Wednesday, May 11	8:00 am – 3:00 pm

All exhibits must remain intact until the official closing time of 4:00 pm on Tuesday, May 10th 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.

INDEMNIFICATION

Exhibitor and it's employees, agents, servants, employees, contractors, patrons, guests, customers or invitees agree they will indemnify and hold harmless the Authority, the City of Philadelphia and Philadelphia convention and Visitors Bureau (the "Indemnified Parties") from and against all claims, demands, causes of actions, suits, damages, loss, liabilities, expenses, and costs (including reasonable attorney's fees and court costs) on account of injury or damage to person or property to the extent that such damage or injury may be incident to, arise out of, or be caused, wholly or in part, be an act, omission, or negligence on the part of the Exhibitor and it's employees, agents, servants,

employees, contractors, patrons, guests, customers or invitees of any law, ordinance or governmental order of any kind or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor and its employees, agents, servants, employees, contractors, patrons, guests, customers or invitees. Such indemnification by Exhibitor and its employees, agents, servants, employees, contractors, patrons, guests, customers or invitees of an Indemnified Party shall be effective except to the extent that such damage or injury results from the sole negligence of an Indemnified Party.

INSURANCE

All companies providing a service to exhibitors must be licensed and insured prior to entering the premises of the Pennsylvania Convention Center. Exhibitors intending to use an Exhibitor Designated Contractor (EDC) for the installation and dismantling, photography, floral, etc., of their exhibit must provide Show Management with an **original and valid certificate of insurance** by **March 28, 2011** providing coverage from 12:01 am on Thursday, May 5, 2011 through 11:59 pm on Wednesday, May 11, 2011. The Certificate Holder listed should be:

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

All such insurance should be primary of any other valid and collectible insurance of Licensee and/or Operator and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with the Licensee's obligations under this paragraph.

MINIMUM INSURANCE COVERAGE

Verification of insurance is required and must be provided to the AATS at least (30) days before the first day of move-in. Exhibitor and its sub contractors shall, at their sole cost and expense, procure and maintain the following insurance from a company licensed to do business in the Commonwealth of Pennsylvania and with a Best's Insurance Guide rating of at least 'A'. The coverage should be valid from 12:01am May 4, 2011 until 11:59pm May 11, 2011.

Comprehensive General Liability Insurance – with Broad Form Comprehensive General Liability endorsement providing coverage against claims for, bodily injury or death, property damage occurring in or upon or resulting from the use of the exhibit area or any part of the Pennsylvania Convention Center. Limits of coverage – not less than \$1,000,000 per occurrence or such higher amounts as may be specified by the Convention Center.

Such insurance shall include blanket contractual liability under the indemnification of the Indemnifies Parties listed below as additional insureds:

- Pennsylvania Convention Center Authority
- City of Philadelphia

- Philadelphia Convention & Visitors Bureau
- American Association for Thoracic Surgery

Also required will be the following:

Workers Compensation Insurance - \$100,000 each accident, \$500,000 policy limit, \$100,000 each employee.

Automobile Liability Insurance - \$1,000,000 each occurrence

Exhibitor and its sub contractors agree:

- To provide certificates of insurance to AATS no later than February 1, 2011.
- To provide, if applicable, All-Risk Legal Liability coverage with limits of liability of not less than \$1,000,000 for damage to property of others in the care, custody or control of exhibitor or its subcontractors.
- To obtain the written agreement on the part of each insurance company to notify the AATS no later than February 1, 2011 prior to cancellation or non-renewal of any insurance required under this agreement.
- To carry All Risk Property Coverage on any and all materials, supplies, equipment and furnishings brought on site to the Convention Center, Any loss caused by the Exhibitor and its subcontractors which is under any deductible amount is the sole responsibility of the Exhibitor and its subcontractors.
- The specified coverage or limits of insurance in no way limits the liability of the Exhibitor and its subcontractors.

All EDC's must provide a certificate of insurance to the AATS no later than March 28, 2011. 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 March 28, 2011 will have 10 working days to notify the Exhibits Coordinator of any Exhibitor Designated Contractors.

The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to March 28, 2011. 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.

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 April 4 and ending on or before April 25, 2011. Crated and uncrated shipments are to be consigned to:

Advance Warehouse Freight:

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
4235 Richmond St.
Philadelphia, PA 19137

SHIPPING TO SHOW SITE

Freeman will receive shipments at the exhibit facility beginning May 5, 2011 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 May 5, 2011 will be refused.

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
Pennsylvania Convention Center– Hall A
1101 Arch Street
Philadelphia, PA 19107

ON-SITE CONTACTS

Yvonne Grunebaum, Director, Industry Relations
Jennifer Gecawicz, Exhibits Coordinator

Ed Weimer, Floor Manager

**PENNSYLVANIA CONVENTION CENTER
INFORMATION**

1101 Arch Street
Philadelphia, PA 19107
215-418-4700 or 1-800-428-9000

FOR ADDITIONAL INFORMATION

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

Yvonne Grunebaum, Director of Industry Relations
Manager

Tel: 978-927-8330 x 529 FAX: 978-524-0498
email: ygrunebaum@prri.com

or

Jennifer Gecawicz, Exhibits Coordinator
Tel: 978-927-8330 x 550 FAX: 978-524-0498
Email: jgecawicz@prri.com