



EXHIBITOR GUIDELINES & REGULATIONS

These guidelines are designed to help you prepare for the AATS 2011 Annual Meeting. Please read this document carefully as it contains detailed information about every aspect of the exhibition.

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.

* Times subject to change based on final program.

**Welcome Reception in Exhibit Hall from 5:00 – 7:00 p.m.

FUNCTIONS IN EXHIBIT HALL

Welcome Reception	Sunday, May 8
Breakfast, Lunch, and Breaks	Monday, May 9
	Tuesday, May 10

EXHIBIT HALL LOCATION / TRAFFIC FLOW

The Exhibit Hall is located in Exhibit Hall A of the Pennsylvania Convention Center. The plenary session will be held in the Ballroom one floor above. Traffic flow will be heaviest during scheduled breaks in the program.

BOOTH RENTAL FEES

Inline Booths	\$28.50 per square foot
Corners	\$100.00 per corner
Island Booths	\$31.00 per square foot (corners included)

A 50% Deposit of the contracted space must be forwarded with the Application for Exhibit Space on or before June 4, 2010. The remaining 50% of the total amount due will be required by January 14, 2011. Checks should be made payable to the **American Association for Thoracic Surgery (AATS) and mailed to:**

American Association for Thoracic Surgery
 Attn: Exhibits
 900 Cummings Center, Suite 221-U
 Beverly, MA 01915 USA
 Telephone: (978) 927-8330
 Fax: (978) 524-0498

ACCESS TO EXHIBIT HALL

Exhibiting company personnel will be allowed in the exhibit hall two hours prior to the opening of the hall on the show days of Sunday, Monday, and Tuesday. All personnel must vacate the hall no later than 30 minutes after the official closing time of the hall. Children under the age of 16 are not allowed in the exhibit hall during regular hours, installation, or dismantling hours with the following exception. Children of all ages may attend the Welcome Reception on Sunday only, if accompanied by a parent or guardian.

AFFILIATED DISTRIBUTORS / SUPPLIERS

We strongly suggest pre-registration of distributors/ suppliers you have invited to attend the meeting.

ANIMAL TISSUE

The use of animal tissue will be considered if a written request is submitted to Show Management detailing the types of tissue, the preservation methods to be used prior to and during the meeting, and the proposed method of disposal either daily and/or at the conclusion of the meeting. This may be done via email to jgecawicz@prri.com. Exhibitors may not use microorganisms to demonstrate the efficacy of their product. Under no circumstances may human tissue of any kind be used for demonstration purposes. Stericycle Inc. has been retained to help dispose of any materials.

A phone number, **1-215-641-0212**, is available in the online service kit and **must be called to order disposal services before the meeting.** www.stericycle.com.

AWARDS/RAFFLES/DRAWINGS/ ETC.

No drawings, raffles, lotteries, or quiz-type contests of any type will be permitted on site and after the Meeting. No bags or containers for collection of samples are to be distributed by exhibitors. This applies to any envelope, folder or portfolio, box, etc., that provides carrying space for more than a single sample.

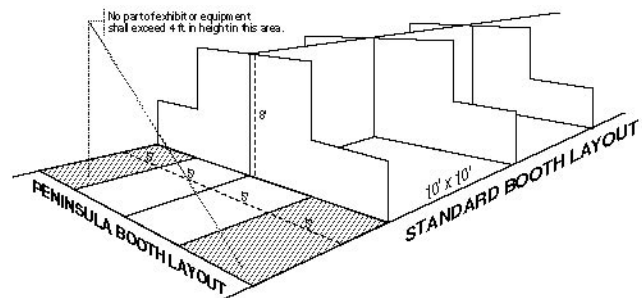
BAGS/STICKERS/ BUTTONS/ BALLOONS

No bags or containers for collection of samples are to be distributed by any exhibitor. The AATS will provide a sponsored bag to each registered physician at registration. No air filled or helium balloons may be used in the exhibit hall.

BOOTH LAYOUTS

Standard In-Line Booths may not exceed 8' backwall height, including the sign (see diagram). The back one-half of the rented space may be occupied from the floor up to 8' in height; the front one-half of the rented space may be occupied from the floor up to 42 inches. i.e., in a standard 10' x 10' booth, any construction, product or equipment above 42" must begin 5' back from the aisle line. No part of exhibit or equipment shall exceed 4 ft. in height in this area.

Peninsula Booths - must adhere to back wall regulations.



Island Booths –Since an island booth is separated by the width of an aisle from all neighboring booths, full use of the floor space is permitted. However, demonstration areas may not extend to the aisle line of the exhibit; space must be left within the exhibit area to absorb the spectators. Multi-level booths are not allowed at the meeting.

CHARACTER OF EXHIBITS / PROMOTIONAL ACTIVITY

Interviews, demonstrations, and the distribution of literature or samples must be made within the exhibitor's booth. Canvassing or distributing advertising matter outside of the exhibitor's own booth will not be permitted. No literature is to be distributed within the hotels as well. The convention center messaging systems may not be used to broadcast company announcements or invitations. Character of the exhibits is subject to approval of the Association. The right is reserved to refuse applications that do not meet the standards required or expected, as well as the right to curtail parts of an exhibit that reflect against the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. The AATS Exhibit Program is an educational program. Flashy attention grabbing displays or behavior will be in violation of the exhibiting rules and regulations and will be treated accordingly. For example: Massage Therapists, Foot Massages, etc.

CEILING HEIGHT

The ceiling height in the exhibit hall is 30'. All linear booths (10 x 10 – 10 x 50's) are limited to 8 ft. in booth height and island booths are limited to 20 ft.

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 3:00 pm on Tuesday and may not be dismantled in whole or in part prior to that time. All materials must be removed no later than 2:30 pm on Wednesday. At 4:30 pm on Tuesday an inspection will be made to assure that all dismantling has begun. Any exhibits found vacant or not being worked on will be assigned to Freeman Decorating for dismantling and packing. Charges will be billed to the Exhibitor. In the event that no forwarding data are available, all materials will be removed to the Freeman Warehouse and held for further information. Any additional charges will be billed to the exhibitor.

ELECTRICAL

All equipment must be 3-wire grounded. Electrical service order forms will be provided in the Exhibitor Service Kit.

EXHIBITORS ADVISORY COMMITTEE

The AATS Exhibit Advisory Committee (EAC) was formed in 1993. The purpose of the EAC is to provide recommendations to Show Management and AATS Leadership to improve the quality of the exhibit program for both the physician registrants and participating companies/ The EAC Members are:

Barbara Schmid (2012)
Terumo Cardiovascular Systems

Jerry Minardi, (2012)
Covidien

Lisa Burson, (2012)
Edwards Lifesciences

Chris Rabbitt (2011)
Intuitive Surgical

Matt Winegardner (2012)
Philips

Wally Olsen (2011)
Scanlan

Jane Von Voros (2011)
St. Jude Medical

David J. Sugarbaker, MD
Treasurer, AATS

Elizabeth Dooley-Crane, CAE, CMP
Executive Director, AATS

Yvonne Grunebaum, CEM
Director of Industry Relations, AATS

EXHIBITOR APPOINTMENTS

Exhibiting Company Personnel who schedule appointments are responsible for meeting those individuals outside of the exhibit hall. AATS staff will not escort your appointments to your booth or provide them with a pass. AATS Staff will provide your telephone number if one is provided to Show Management. The exhibiting company is responsible for their representatives and guests. Failure of the representatives to follow the rules will reflect on the exhibiting company.

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 28th will result in the installation and dismantling work to be 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 28th. The EDC must provide Show Management with the Worker Identification Procedures and Personnel Registration prior to March 28th, 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.

During Installation and Dismantling, all EDC work space should not block aisles or get in the way of move in / out operations. **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.

Insurance Requirements

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.

During Installation and Dismantling, all EDC workspace should not block aisles or get in the way of move in / out operations. 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.

In addition to stated regulations, exhibitors involved in market research must follow these additional regulations. Failure to follow these regulations will result in loss of eligibility to exhibit in future years.

1. Market research companies must include with the Application for Exhibit Space the name of the client(s) for whom they are conducting research. Applications for Exhibit Space will not be accepted unless client names are provided.

2. Surveys and questionnaires must be submitted for approval to the Exhibit Manager by March 21, 2011.

3. Surveys and questionnaires must not take longer than 10 minutes to complete.

4. Booths must be staffed at all times. Market researchers will not be permitted to vacate booths once survey requirements have been completed; you must be prepared with enough survey material to last the entire 2-1/2 days of the exhibit program. Breaking down or packing up materials earlier than 4:00 p.m. on Tuesday, May 10, 2011 is prohibited.

5. All surveys must be conducted within the confines of the booth(s) assigned. At no time shall exhibit personnel leave their booth(s) to encourage physicians in the aisles to return with them to their booth(s). At no time should exhibit personnel conducting surveys interfere with an adjoining company's business.

6. Promotional items must follow guidelines in previous section. Absolutely no client packaged or repackaged products may be distributed.

7. Client Company will be notified of any and all violations

EXHIBITOR BADGES

Each company will receive three registrations with each 100 square feet or 10 x 10 unit purchased. Additional badges may be purchased at a cost of \$100 per badge prepaid. Additional badges may be ordered in the online registration system provided in the online Service Kit. Badges will not be mailed, but may be picked up at the Exhibitor Registration Desk. Exhibitor Badges are not to be issued to representatives of leasing companies, doctors, financial institutions, publishers, suppliers, vendors, or others who wish to gain admittance for the purpose of making contacts other than your exhibit. Exhibitors may not register any person eligible for General Registration. Exhibit representatives who insert business cards in their badge holders will be escorted from the hall and will not be allowed back in.

Pre-Registration Of Exhibitor Representatives

Experient will be handling both pre- and on-site registration. It is strongly recommended that all exhibit representatives are pre-registered for the meeting using the Exhibitor Pre-Registration online system included in the Online Service Kit. Deadline for pre-registration of Exhibit personnel is April 1, 2011. For on-site exhibit registration, the company representative must provide exhibiting company identification, i.e., business card, before a badge will be issued. If company identification is not available they will not be allowed in the exhibit hall.

Exhibit Staffing

As a courtesy to the program registrants and to other exhibitors, we require that your booth be staffed with knowledgeable personnel at all times during the official exhibit hours. Each exhibiting company **MUST** have at least one staff person at booth at all times. All exhibitor personnel **MUST** be registered.

EXHIBITOR SERVICE KIT

The Exhibit Service Kit will be posted on the AATS website at www.aats.org mid to late December. You will receive notice via email that the service kit is available to download. Forms desiring to rent additional booth equipment or who have special decorating needs such as furniture, or display fixtures, may order these items from Freeman Decorating Co., utilizing forms in their Exhibitor Service Kit. These can be accessed by

clicking on the Freeman Services link in the online service kit. Also included in the Freeman service kit will be additional order forms for all show services such as drayage, electrical, labor, telephones, booth cleaning, floral, and audio-visual needs. If you require an additional service not listed, please contact Freeman Decorating Co. directly.

FIRE PROTECTION

The Exhibitor, hired contractors, exhibitors and others attending AATS must comply with all applicable federal, state and local fire and building codes as well all Pennsylvania Convention Center rules and regulations, policies and procedures. The Authority will strictly enforce all fire and safety regulations, including the playing of required public service announcements.

The Authority and AATS require prior written authorization for the following: (1) Operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, welding equipment, smoke-emitting devices, etc. (2) Use of lasers or X-ray equipment (3) Use of any compressed gases (e.g. propane, oxygen), flammable liquids or dangerous chemicals (4) Use, handling, storage and disposal of hazardous materials and waste in accordance with all federal, state and local regulations pertaining to hazardous materials.

FOOD AND BEVERAGE

Food and beverage will be permitted in individual booths. Food and beverage will also be provided by the AATS during the reception and breaks. Stations will be located throughout the hall to provide optimum traffic flow.

GENERAL

Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors. Displays that occupy the entire contracted exhibit space must have at least 25% "see-through" clearance of any side to the opposite side of that exhibit. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or the Association. Any part of the exhibit that does not lend itself to an attractive appearance, such as an unfinished side or end panel must be draped at the exhibitor's expense. Management reserves the right to have such finishing done at the exhibitor's expense.

HANGING SIGNS

Signs may be hung above island booths at a maximum of 25'. Please check with Show Management for further detail regarding the ceiling height restrictions.

HAZARDOUS/MEDICAL WASTE

Exhibitor assumes responsibility and any liability for removal or disposal of any material considered to be hazardous waste material. Exhibitor also agrees to conform to any local ordinances and regulations concerning the disposal of hazardous waste. **Stericycle** Inc. has been retained to help dispose of any materials. A phone number, **1-215-641-0212**, is available in the online service kit and **must be called to order disposal services before the meeting.** www.stericycle.com.

Exhibitors are required to inform Show Management in advance that such materials and/or substances will be used in the facility. This can be done via email to jgecawicz@prri.com. Any and all costs incurred in the removal of hazardous waste including animal tissue from the exhibit facility will be the sole responsibility of the exhibitor. Exhibitor agrees to indemnify and hold harmless the AATS for any and all claims arising out

of the removal, disposal, or storage of material considered to be hazardous/medical waste material.

HOSPITALITY SUITES

Only those companies participating in the commercial exhibit program will be allowed to conduct hospitality suites at the official AATS Hotels. All requests for suites must be submitted in writing to the Meeting Coordinator at the American Association for Thoracic Surgery for approval prior to the release of space. Suites may not be opened or advertised to be open at times which conflict with official functions of the AATS such as scientific sessions, social functions, or exhibit hours.

HOTEL DROPS

At the request of the leadership, hotel drops are not allowed during the AATS Annual Meeting.

INSTALLATION OF EXHIBITS

Thursday, May 5	12:00 – 7:00 pm (900 sf+)
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

All exhibits must be set by 4:00pm without exception. Assembly during exhibit hours will not be permitted.

At 1:00 pm on Sunday, May 8th an inspection will be made. Any exhibits found vacant or not set will be assigned to Freeman Decorating for uncrating and erection to facilitate removal of crates and initial cleaning prior to opening. Charges will be billed to the Exhibitor.

INTERPRETATION AND ENFORCEMENT OF RULES

The Association has full authority to interpret or amend rules and its decision is final. All issues not addressed are subject to the decision of the AATS. These rules and regulations have been formulated in the best interests of the exhibitors and the Association. Full cooperation will ensure success for both exhibitors and attendees. As a condition of exhibiting, each exhibitor agrees to adhere to all policies. If a company or one of its representatives is found to be in violation of a policy, it will be given a directive by Show Management to stop. If a company or one of its representatives fails to comply, appropriate measures will be taken by Show Management.

ISLAND SKETCHES

Sketches of all island booths are due to the association offices no later than March 21, 2011. Please include elevation view or indicate height of display.

LABOR RATES

Straight Time:

8:00 am – 4:30 pm M-F
Advance Price \$120.75, Show Site Price \$157.00

Overtime:

4:30 pm – 8:00 pm All day Saturday
Advance Price \$179.50, Show Site Price \$233.35.55

Double-time:

Sunday and recognized holidays
Advance Price \$236.25, Show Site Price \$307.15

Drayage Rates: Please refer to the Freeman Service Exhibitor Manual for pricing.

LEAD RETRIEVAL SYSTEM

Experient will provide the Lead Retrieval System. Order information is included in the online Exhibitor Service Kit.

LIABILITY EXCLUSION AND IDEMNIFICATION

Please refer to the prospectus or the back of the Exhibitor Application.

LIGHTING

Portable spotlights attached to booths must be U.L.-approved. Clip-on types are not allowed. Spotlights may not exceed the height limitations as set under these Restrictions/Booth Construction guidelines. Spots may be hung from the ceiling but must be within your assigned space.

LUNCHEON IN THE EXHIBIT HALL

A bistro-style lunch will be served in the Exhibit Hall at your expense.

MUSIC

The American Association for Thoracic Surgery has license agreements with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI). Exhibiting companies utilizing live or recorded music are responsible for obtaining individual license agreements.

NOISE LEVELS

Electrical or other mechanical apparatus must be muffled so the noise does not interfere with other exhibitors. Speakers must be turned into the booth in order to minimize noise interfering with other exhibits.

OFFICIAL SERVICE CONTRACTOR

909 Newark Turnpike
Kearny, NY 07032
FreemanNewYorkES@freemanco.com
Phone: 201-299-7575
Fax: 469-621-5618

PHOTOGRAPHS

Show Management must be notified in writing before March 21, 2011 if a non-official photographer has been hired. Failure to notify Show Management by March 21 will result in the photographer not being allowed into the Exhibit Hall. Approved photographers may pick up their badge at the Exhibitor Registration Desk.

PRODUCT CATEGORY LISTING

Product descriptions and product categories will be published in the AATS Preview and Daily Newspaper Editions distributed every day during the meeting. Please fill out the Product description form found in the online Service Kit.

PRODUCT DESCRIPTION

Please provide us with a 50-word product description for publication by January 14, 2011. Please complete the Product Description form included in the online service kit and note that any description longer than 50 words will be edited at the discretion of the Association.

PROFESSIONAL CONDUCT

All exhibiting companies are expected to conduct themselves and their representatives in a professional manner. Behavior deemed unprofessional or inappropriate by Show Management will be addressed individually with the violating companies / representatives. Show Managements response to any reported or observed inappropriate actions may vary from speaking directly to the company representative, removing individuals and/or companies from the Exhibit Hall to revoking priority points. Response to all behavior will be at the direction of Show Management.

PROGRAM BOOKS

Each exhibiting company will receive two (2) program books for the first booth unit purchased and one (1) program book for each additional booth unit purchased.

PROMOTIONAL ITEMS / GIVEAWAYS

Promotional items to be distributed to physician attendees must be in compliance with your company's Advamed and PhRMA guidelines and limited to those items found in a Physician's office and are not routinely produced for sale by the exhibiting company. All items must be submitted to Show Management for approval by March 28, 2010.

PROTECTION OF THE CONVENTION CENTER

Exhibitors will be held solely liable for any damage caused to the Pennsylvania Convention Center property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts or portions of the facility or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the Convention Services Manager will be the final judge thereof and his/her decision shall be binding on all parties concerned. Exhibitor agrees to indemnify and hold harmless the AATS for any and all claims arising out of damage to the Pennsylvania Convention Center.

REFUNDS / CANCELLATIONS / SPACE REDUCTIONS

Written cancellations received by January 14, 2011 are subject to an administrative fee of 25% of the total original contracted space. Written cancellations received after January 14, 2011 will not receive a refund. Reduction of space holds the same penalty as those for canceling a booth space. All cancellations or space reduction requests must be received in writing.

SECURITY

Exhibit area perimeter security will be furnished when exhibits are closed, however, the safe keeping of the exhibitor's property shall remain the responsibility of the exhibitor. The AATS assumes no responsibility for any losses sustained by exhibitors. Exhibitor companies may order additional booth security through the Official Security Company. Order forms will be included in the online Service Kit.

SELLING OF PRODUCTS AND SERVICES

Selling or taking orders on the show floor are allowed however a Pennsylvania tax form must be filed online. Forms are all electronic. Please visit the following link to register:

<http://www.pa100.state.pa.us/>

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 Pennsylvania Convention Center 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

SMOKING

There will be no smoking permitted in the meeting rooms or Exhibit Hall. The Pennsylvania Convention Center is a smoke free environment.

SPECIAL NEEDS



Please contact the AATS office if you have a disability, which requires special accommodations.

SUBLETTING SPACE

The subletting, assignment, or apportionment of the whole or any part of contracted space by an exhibitor is prohibited. No exhibitor may permit any other party to exhibit in his/her space and any goods other than those, manufactured or handled by the contracted exhibitor, nor permit the solicitation of business by others within their own booth.

TELEPHONE SERVICE / MESSAGES

Exhibitors interested in arranging telephone installation in their exhibit booth must complete the telephone order form (Freeman Exhibitor Service Kit). All assigned telephone numbers will be provided to Show Management.

VIDEO TAPING

Videotaping is permitted only with approval of Show Management and within the confines of the exhibitor's booth. Permission may be granted, only if, Exhibiting Company submits in writing, on or before March 21, 2011, the purpose of videotaping, length of time required, name of videotaping company, time of day taping is to occur and number of people involved in taping. Failure to provide any required information will result in videotaping being denied.

MEETING CONTACTS

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

978.927.8330 Telephone
978.524.0498 Facsimile
www.aats.org

Show Management

Yvonne Grunebaum, CEM
Director, Industry Relations
ygrunebaum@prri.com

Jennifer Gecawicz
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jgecawicz@prri.com

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