

General Information

Exhibitor Badges

Exhibitors are encouraged to register in advance. There is no charge for the registration of up to 15 exhibitor representatives per 100 square feet contracted. Additional representatives may be registered for a fee of \$75 each. A pre-registration form will be mailed to contracted exhibitors at a later date.

Representatives registered through Exhibitor Registration will be provided with an Exhibitor badge only. Any representative desiring an Attendee badge will be required to pay a full PAS meeting registration fee (no exceptions).

Exhibitor badges are personal and non-transferable. Each representative of an exhibiting company must wear the official badge at all times while in the exhibit area. Supplementing the identification with business cards, ribbons or company logotypes is not permitted. Exhibitor badges may be made out only in the name of the company shown on the Space Application. False certification of individuals as exhibitor representatives, misuse of exhibitor badges or any other method or device used to assist unauthorized persons to gain admission to the exhibit floor is in strict violation of the PAS Rules and Regulations. Exhibit badges allow exhibitors access to all events at the Washington State Convention & Trade Center.

Exhibit representatives may register on-site and will be required to complete an on-site registration form, submitting proof of company affiliation at that time.

Badges will not be mailed. They may be picked up at the Exhibitor Registration Desk located in the Washington State Convention & Trade Center during exhibitor registration hours.

Meeting Badge Designations

Member – APS, SPR, APA, ASPN or LWPES member

Guest – Non-Member Physician

Trainee – Medical Student, Resident or Fellow in Training

Allied Health – Nurses, Research, Laboratory Assistants and other health care professionals (non-doctoral)

Family – Attendee accompanying a registered attendee in any of the above categories

Smoking Policy

The Pediatric Academic Societies have established a NON-SMOKING POLICY for all portions of the PAS Annual Meeting. No smoking will be allowed in the Washington State Convention & Trade Center.

Exhibit Booth Staffing

As a courtesy to the attendees and to fellow exhibitors, it is important that exhibitors open their exhibits on time each day and staff them throughout the day until the scheduled closing of the Technical Exhibition on the last day. It is strongly recommended that all exhibitors staff their booths with a minimum of two representatives to ensure adherence to this regulation.

Exhibitor Registration / North Lobby

Thursday, May 1	12:00noon -	6:00pm
Friday, May 2	8:00am -	6:00pm
Saturday, May 3	8:00am -	7:30pm
Sunday, May 4	9:00am -	3:00pm
Monday, May 5	2:00pm -	6:30pm

Exhibit Hours

Saturday, May 3	4:00pm -	7:30pm*
Sunday, May 4	11:00am -	3:00pm
Monday, May 5	2:45pm -	6:45pm

*PAS Hosted Opening Reception (5:00pm-7:15pm)

Show Colors

The PAS show colors will be green, purple and gray drapery with purple carpeting.

Security

The PAS will provide 24-hour around-the-clock security to control access to the exhibit hall beginning at 1:00pm on May 1, and continuing until **5:00pm** on Tuesday, May 6. However, the PAS and the Washington State Convention & Trade Center are not responsible for loss of or damage to exhibitor property. Exhibitors are urged to exercise normal precautions to discourage theft.

Business Center

Business services are available to all exhibitors through Kinkos at its on-site facility at the Washington State Convention & Trade Center (located on Level 1 adjacent to Pike Street). Services provided are photocopying, transparencies, fax transmission, word processing, UPS / Fed Ex shipping (hand carry items only), office supplies, hourly Mac/IBM rental and internet service. Should you need to contact Kinkos, you may reach them at 206.467.1767, or email: usa5161@kinkos.com.

Space Assignment and Fees

Eligibility to Exhibit

The Technical Exhibition is an extension of the Continuing Medical Education (CME) program of the PAS. In order for your application to be accepted, your products and services must be related to the practice of pediatrics and you must be in good financial standing with the PAS. All confirmed exhibitors will be required to complete the official Letter of Agreement supplied by the CME sponsor prior to show opening.

The PAS has the right to withhold approval of the exhibition of products and services that, in its judgement, do not further the education, scientific or practice needs of its members and attendees. At the request of the PAS, an exhibitor shall remove any product or service included in the display for which approval has not been given.

Contract for Space

The information contained in this Prospectus, the Exhibit Space Contract and the formal notice of assignment constitute a contract for the right to use the space allocated. All applicants for exhibit space are required to complete the Exhibit Space Contract and submit it to the PAS Program Office. Completion of the application for exhibit space indicates the applicant's willingness to abide by all contract terms, conditions and all rules, regulations and general information listed in the Prospectus. The application will serve as a contract when countersigned by a PAS Exhibit Representative. A copy of the contract will be returned upon assignment of exhibit space. The Exhibit Space Contract can be found in the back pocket of this Prospectus.

Booth space will be assigned by the point system and will be determined in the following order:

- Total accumulation of points
- Total number of years exhibited with PAS (5 points per year)
- Total number of booths accumulated throughout the past years (3 points per booth)
- Consecutive years exhibited with the PAS (1 point per 3 consecutive years)
- Date contract received in the PAS Exposition Office

Reservations of booth space will **not** be accepted over the telephone or fax. All booth spaces are shown on the enclosed floor plan. Management reserves the right to revise the floor plan if necessary.

Exhibit Booth Fees

The standard booth size is 10'x10' or multiples thereof. Island Booths are multiples of 10'x10's. Following is the fee structure for exhibit booths:

Standard Booth Fee

10'x10'	\$ 2,400
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Island Booth Fee

20'x20'	\$ 9,600
20'x30'	\$14,400
20'x40'	\$19,200

Non-Profit Booth Fee

10'x10'	\$ 1,550
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This space is limited to non-profit organizations per the IRS Tax Code 501(c)3

The non-profit rate is for 501(c)3 organizations only and a non-profit certificate must accompany payment and contract. Non-profit companies that hire for-profit companies to exhibit on their behalf (i.e., market research and recruitment) will not qualify for the non-profit rate.

Included in the Booth Fee

- An 8' high back wall and 36" side rails with drapery
- A 7" x 44" booth sign identifying the company/ organization's name and booth number
- Booth close off drapes
- Security guard service (exhibit hall only)
- Aisle cleaning
- Profile and product listing in the PAS Final Program (if received prior to press time)
- Company name and product listing on the PAS website for one year from the conclusion of the meeting
- Complimentary registration for 15 representatives per 100 square feet of booth space
- PAS Hosted Opening Reception
- Mailing lists/labels, pre- and post-meeting

Space Assignment and Fees

Terms of Payment

A deposit of 50% (\$1,200 per 10x10) of total exhibit space cost must accompany the Exhibit Space Contract (\$775 Non-Profit). Applications will not be processed nor space assigned without the required deposit. The final 50% is due no later than January 31, 2003. If full payment is not received within this time period, assigned space may be reassigned or sold. Please make checks payable to: **Pediatric Academic Societies**. Visa, MasterCard and American Express will be accepted.

**FULL PAYMENT MUST ACCOMPANY
ANY APPLICATION
RECEIVED AFTER JANUARY 31, 2003**

Exhibitors will not be allowed to occupy assigned space until all monies due the PAS are paid in full and the Letter of Agreement is submitted.

Cancellation of Space

For cancellations more than 90 days prior to opening day (February 3), 25% of the total booth rental fee will be retained by the PAS. If cancellation is less than 90 days and the space is not resold or the exposition is not sold out, 100% will be retained by PAS. If the exposition is sold out, 25% will be retained by PAS.

IMPORTANT DATES

December 4, 2002

Application for Space and Deposit Due (50% of total booth fee)
Booth Space Assignments Begin

December 6, 2002

PAS Abstract Submission Deadline

January 6, 2003

Letter of Assignment and Revised Floor Plan Mailed

January 31, 2003

Full Booth Payment Due

February 3, 2003

100% of Total Contracted Booth Fee Retained if Space Cancelled
on or After This Date

February 14, 2003

Program Copy Due

February 20, 2003

Deadline for Advertisement in *Pediatric Research*
(Through Lippincott Williams & Wilkins)

March 14, 2003

Exhibitor Raffle Approval Form Due
Notification of Intent to Distribute Premium or Novelty Items
Form and Samples Due

March 24, 2003

Pre-Meeting Mailing Labels/Lists Request Forms Due

Exhibitor Listing

All exhibitors will be listed, alphabetically, in the Official On-Site Program. The listing will include booth numbers, city/state and a brief description of the exhibiting company's products/services. In order to be included in this listing, please complete the Product Description Form included with this Prospectus. The deadline for receipt of this information is February 14, 2003. If this description is not provided, ONLY the name of the exhibiting company and the booth number will appear in the listing.

Subletting of Exhibit Space

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not a part of their own regular products or services.

Contract for Space

The information contained in this Exhibitor Prospectus, the Exhibit Space Contract and the Formal Notice of Assignment constitute a contract for the right to use the space allocated.

**Booth Assignments will begin
December 4, 2002**

March 28, 2003

PAS Doctor's Bag Space Deadline Due to Atwood Publishing

April 1, 2003

Housing Deadline

April 4, 2003

Materials for PAS Doctor's Bag Due to Atwood Publishing

April 7, 2003

Exhibitor Registration Form Due

April 14, 2003

Request for Use of Exhibitor-Appointed Contractor Form Due
Advance Orders to Official Contractor

April 26, 2003

Advance Freight Shipments Due

May 1, 2003

Direct Shipments Accepted
Exhibitor Set-Up Begins

May 3, 2003

Exhibit Installation **must** be complete (3:00pm)
Official Opening of Exhibits (4:00pm)
Opening Reception (5:00pm - 7:15pm)

May 6, 2003

Exhibits and materials must be removed from the Washington State
Convention & Trade Center by 5:00pm

Official Contractor and Services

The official contractor for the 2003 PAS Annual Meeting is **Champion Exposition Services**.

Customer Service

264 Bodwell Street
Avon, MA 02322
800.723.1123 phone
508.584.9434 fax

Heidi Boehmke
Account Executive
630.759.5200 phone
630.759.9700 fax

Labor Rates

Straight Time

- \$43.50 per person/hour
8:00am - 4:30pm, Monday - Friday

Overtime

- \$62.25 per person/hour
4:30pm - 8:00am, Monday - Friday, and all day Saturday
- \$87.00 per person/hour
All day Sunday and Holidays

Deliveries

Deliveries must be sent through the Washington State Convention & Trade Center loading dock as delivery personnel will not be badged and cannot gain access to the exhibit floor.

Material Handling Rates

- Advance Shipments — \$56.00
(Deadline for Advance Shipments is April 18)
- Direct Shipments — \$53.00
- Overtime Surcharge (each way) 25%
- Special Handling Surcharge (uncrated) 50%

Union Regulations

Exhibit installation/dismantling union jurisdictions prevail over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your own display if you use company personnel. Do not attempt to bring in “pick-up” labor; comply with local and state fire, safety and insurance regulations and rules set by exposition management. Unions claim jurisdiction under all other circumstances.

Tipping

Champion Exposition Services requests that exhibitors not tip Champion employees. They are paid excellent wages and Champion feels that tipping is not necessary. This applies to all Champion employees and subcontractor employees.

Exhibit Installation

Thursday, May 1 1:00pm - 6:00pm
Friday, May 2 8:00am - 6:00pm
Saturday, May 3 8:00am - 3:00pm

The PAS reserves the right to order labor to set up any exhibit with large crates that is not in the process of being erected by 2:00pm on Saturday, May 3. The exhibitor is liable for this labor. All exhibit installation, including product literature and displays must be completed by 3:00pm on Saturday, May 3.

Exhibit Dismantling

Monday, May 5 6:45pm - 9:00pm
Tuesday, May 6 7:00am - 5:00pm

Dismantling or packaging can begin only after the close of the Technical Exhibition. For a full explanation of the early dismantling policy, please see the section on “Enforcement of Rules & Regulations” (page 19). All exhibits must be removed from the Washington State Convention & Trade Center by 5:00pm on Tuesday, May 6.

Personal Unloading/Reloading of Exhibits

All exhibit materials being personally delivered by vehicle to the Washington State Convention & Trade Center must be unloaded/reloaded at the loading dock. Exhibitors using loading docks must unload their vehicles promptly and then deliver their materials to the booth area using designated elevators and entrances.

Material Handling/Storage/Hauling

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and all handling of empty containers. An exhibitor may move material that can be hand carried or moved by a two-wheel dolly through the designated dock entrance and freight elevators. Unions claim jurisdiction under all other circumstances.

The official material handling contractor will move all freight from the docks to the exhibitor’s booth.

This service includes:

- Storage prior to the show (30 days)
- Transportation from warehouse to booth
- Storage of empty crates
- Reloading at show site
- Clerical assistance and delivery to a common carrier at the loading dock at the close of show

Official Contractor and Services

Service Pavilion

The Champion Service Desk will open May 1 at 1:00pm and will be located in the Exhibit Hall at the Washington State Convention & Trade Center. At the Champion Service Desk, exhibitors may verify, check and adjust their requirements for installation, furniture, equipment and other auxiliary services. This service will be available throughout the entire meeting.

Service Manual

The Exhibitor Service Manual, containing order forms for the most often needed exhibitor services, will be mailed in February 2003.

Exhibit Supervision

Please refer to the information provided in the Exhibitor Service Manual for further information and pricing on exhibit supervision labor and rates.

Independent Contractors

Exhibitors who plan to use the service of anyone other than the official service contractor (independent contractors) must notify the PAS Exposition Office and Champion Exposition Services and provide an original Certificate of Insurance no less than 30 days prior to the show. Independent contractors must abide by all rules and regulations set forth by the PAS and the Washington State Convention & Trade Center.

Independent contractors must:

- Perform all services in a professional manner in accordance with the exhibition Rules and Regulations (pages 18-19).
- Not engage in solicitation of business on the exhibit floor for present or future conventions.
- Confine operation to the exhibit area of their client(s), or in areas specifically designated by the PAS. The exhibit floor, aisles, loading docks and service/storage areas will be under the control of the official service contractor. The exhibitor-appointed contractor must coordinate all activities with the official service contractor.
- Provide an original Certificate of Insurance to the Exhibit Manager 30 days prior to the show dates. The insurance certificate must prove the policy will be in effect during the installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1million for each occurrence and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required. The certificate must name the Pediatric Academic Societies as certificate holders and as an additional insured.

- Order decorator labor in advance, either with the official service contractor, or directly from the union.
- Upon arrival, check in at the Champion Service Desk to obtain work badges to enable personnel to work on the exhibit Floor.

Registration of Exhibit Builders and Specialty Contractors

To enable insurance coverage to be verified and access to the exhibit hall authorized, exhibitors must notify the PAS if a contractor not included in the Exhibitor Service Manual will be servicing the exhibit. This includes exhibit designers and builders, audiovisual and computer suppliers, florists, security firms, photographers, etc. All rules and deadlines contained under "Independent Contractors" apply.

The PAS will work only with the exhibiting company, as the contract for exhibit space is between PAS and the exhibiting company. Communication with non-official or exhibitor-appointed contractors is the responsibility of the exhibiting company.

Shipping Instructions

Advance Shipping

Deadline April 21, 2003

Champion Exposition Services has been selected to receive, warehouse, transfer and handle all exhibits. Exhibitors must ship all displays, **ALONG WITH BILL OF LADING**, for arrival no later than April 21. Ship to:

Pediatric Academic Societies
Booth # (insert)
Champion Exposition Services
Advanced Warehouse
12855 48th Avenue South
Tukwila, WA 98168

*Note: The above is in reference to advance shipments only.
Collect shipments will not be accepted.*

Direct Shipping

Not before May 1, 2003

Direct shipments should be sent to:
Pediatric Academic Societies
Booth # (insert)
c/o: Champion Exposition Services
Washington State Convention & Trade Center
(Exhibit Halls E & F)
800 Convention Place
Seattle, WA 98101

Washington State Convention & Trade Center

Rules & Regulations of the Washington State Convention & Trade Center

Notice to Exhibitors

- Decorations, signs or banners may not be affixed to any surfaces of the Washington State Convention & Trade Center building (“WSCTC”). No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc.
- The use of single sided or double stick foam tape, single sided or double stick cellophane tape, or masking tape is prohibited on any surface in the WSCTC.
- No sample food and/or beverage products may be distributed by exposition sponsoring organizations and/or exhibitors **except upon written authorization** of the WSCTC’s exclusive catering contractor, Aramark.
- For exhibitor vehicle South access during move-in/out, exhibitors must use the 8th Avenue parking garage entrance. Clearance at this entry is 6’5”. Passenger elevators and escalators may not be used for transporting freight. There is no on-site freight storage nor can the WSCTC accept deliveries for you.
- The entry to the parking garage is 6’5”. Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry). Contact Champion Exposition Services (“Champion”) to make arrangements for your dock delivery. You may be routed via a marshalling yard to the loading dock.
- For exhibitor vehicle North access during move-in/out, exhibitors must use the alley entrance between Pike Street and Pine Street. Clearance at this entry is 8’. Passenger elevators and escalators may not be used for transporting freight. There is no on-site freight storage nor can WSCTC accept deliveries for you.
- Entry to the North loading zone is 8’. Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will clear this entry). Contact Champion to make arrangements for your dock delivery. You will be routed via a marshalling yard to the loading dock.
- Children under 16 are NOT permitted on the show floor during move-in and move-out times.
- For exhibitor building access during move-in/out, please use the Service Entrance on Pike Street at 9th Avenue if you are walking to the WSCTC. You will need to sign in/out and get a Convention Center visitor’s badge at the Security Control Office.
- Door clearance is 6’0” wide and 6’5” high at the Hand Carried Freight area in the garage. Delivery of materials exceeding these dimensions must go through the marshalling yard. Contact Champion for scheduling.
- Please bring your own carts to expedite your work. WSCTC has a limited number of flatbed carts available on a first-come, first-served basis. Carts are checked out at the Hand Carried Freight zone in the garage. Please return the cart when finished.
- If you need to replenish supplies during the show, make sure you know the access hours for Hand Carried Freight and the loading dock. Contact Champion in advance to arrange for your restocking needs during show days.
- Exhibitors who hire labor other than through Champion for booth installation and dismantling must notify Champion of the names of their I&D staff in writing not less than 30 days in advance of the event. Access of I&D staff must be coordinated through Champion. There is no on-site storage at the WSCTC.
- Goods/materials may not be delivered in advance of the show, or left after the show’s official move-out time. Exhibitors are responsible for the removal of all materials at the conclusion of the show.
- Utilities must be ordered 30 days prior to the event (i.e., air/water/drain, electrical and telephone services). Service order forms are available through Champion. All multiple booth areas should include a layout with utility locations with the order. This will help everyone set the area accurately.
- All fire, safety and WSCTC regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one gallon of gas (there are no exceptions). The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas must be chained and secured at all times.