



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. Pre-registration information 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 Exhibit Space Contract. 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 Halls is in strict violation of the PAS Rules and Regulations. Exhibit badges allow exhibitors access to all PAS events at the Moscone West Convention Center and the San Francisco Marriott Hotel.

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

Badges will not be mailed. They may be picked up at the PAS Exhibitor Registration Desk located in the Moscone West Convention Center at the entrance of the Exhibit Hall, Level 1, during exhibitor registration hours.

Meeting Badge Designations

- Member APS, SPR, APA, AAP, ASPN, LWPES or ASPHO member
- Guest Not a member of APS, SPR, APA, AAP, ASPN, LWPES or ASPHO
- 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



Photo courtesy of the San Francisco Convention and Visitors Bureau

A typical outdoor cafe in the Haight-Ashbury district.

Smoking Policy

The Pediatric Academic Societies have established a NON-SMOKING POLICY for all portions of the 2006 PAS Annual Meeting. No smoking will be allowed in the Moscone West Convention 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 Exposition 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 / Level 1 (outside the Exhibit Hall)

Thursday, April 27	12:00pm	–	6:00pm
Friday, April 28	8:00am	–	6:00pm
Saturday, April 29	8:00am	–	7:30pm
Sunday, April 30	10:00am	–	4:00pm
Monday, May 1	11:00am	–	6:45pm
Tuesday, May 2	9:00am	–	2:00pm

Exhibit Show Hours

Saturday, April 29	4:00pm	–	7:30pm*
Sunday, April 30	11:00am	–	4:00pm
Monday, May 1	12:00pm	–	6:45pm
Tuesday, May 2	10:00am	–	2:00pm

*PAS Opening Reception (5:15pm–7:15pm)

Exhibits will be held in two halls at the 2006 PAS Annual Meeting, Exhibit Hall, Level 1 and Level 2. The Level 1 Exhibit Hall will be open to all for-profit companies. The Level 2 Exhibit Hall will be open to all non-profit companies, along with the PAS Resource Center.

Show Colors

The PAS show colors will be blue, beige and gold. Aisle carpet will be blue.

Security

The PAS will provide 24-hour around-the-clock security to control access to the Exhibit Halls beginning at 1:00pm on Thursday, April 27, and continuing until 5:00pm on Wednesday, May 3.

However, the PAS and the Moscone West Convention Center are not responsible for loss of or damage to exhibitor property. Exhibitors are urged to exercise normal precautions to discourage theft.

Business Center

A business center is located on Level 1 at the Moscone West Convention Center. Services provided are photocopying, transparencies, fax transmission, word processing, UPS Shipping (hand carry items only), office supplies, hourly IBM Rental and internet service. Tentative hours of operation are Saturday–Tuesday (April 29–May 2), 8:30am–4:00pm.



Space Assignment and Fees

Eligibility to Exhibit

The Technical Exposition 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 judgment, do not further the education, scientific or practice needs of its members and attendees and 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. The Exhibit Space Contract can be found in the back pocket of this Prospectus.

At the 2006 PAS Annual Meeting, the exposition will be held in two Exhibit Halls (Level 1 and Level 2). The Level 1 Exhibit Hall will showcase for-profit companies only. The Level 2 Exhibit Hall will showcase the PAS Resource Center, along with all non-profit companies.

Booth space will be assigned by the point system and will be based on points awarded to previous PAS exhibitors during the period five years prior to the date of the exhibition for which application is being made. Points are accumulated as follows:

- ❖ Total number of years exhibited with PAS (5 points per year)
- ❖ Total number of booths contracted (1 point for each 10'x10' [100 square foot] space)
- ❖ Consecutive years exhibited with the PAS (5 points for participating in the last 5 meetings; 10 points for participating consecutively in the last 10 meetings)
- ❖ Completion of Post Exhibitor Evaluation (1 point per year)
- ❖ Securing housing inside PAS Housing Block through the official Housing Bureau (See Housing, page 5)
- ❖ 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' x 10' or multiples thereof. Island booths are multiples of 10' x 10's. Following is the fee structure for exhibit booths:

Standard Booth Fee

10' x 10'	\$ 2,600
10' x 20'	\$ 5,200
10' x 30'	\$ 7,800

Island Booth Fee

20' x 20'	\$10,400
20' x 30'	\$15,600
20' x 40'	\$20,800
30' x 30'	\$23,400
30' x 50'	\$39,000

Non-Profit Booth Fee

10' x 10'	\$ 1,600
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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 3' 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 Halls only)
- ❖ Aisle cleaning
- ❖ Profile and product listing in the PAS Onsite Exhibitor Guide (IF product description is received by March 13, 2006)
- ❖ Open attendance at any PAS program activity (with badge)
- ❖ 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 Opening Reception
- ❖ Registrant List, pre- and post-meeting



Terms of Payment

A deposit of 50% (\$1,300 per 10'x10') of total exhibit space cost must accompany the Exhibit Space Contract (\$800 for non-profit). Applications will neither be processed nor space assigned without the required deposit. The final 50% is due no later than February 6, 2006. 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 for payments.

**FULL PAYMENT
must accompany any application
received after February 6, 2006**

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.

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 that are not a part of their own regular products or services.

Cancellation Policies

For cancellations more than 75 days prior to the opening day of the exposition (prior to February 13), 25% of the total booth rental fee will be retained by the PAS. If the cancellation request is received less than 75 days prior to the opening day of the exposition (on or after February 13) and the space is not resold or the exposition is not sold out, 100% of the total booth rental fee will be retained by the PAS. If the exposition is sold out, 25% will be retained by the PAS.

Exhibitor Listing

All exhibitors will be listed, alphabetically, in the PAS Onsite Exhibitor Guide. The listing will include booth numbers, city/state and a brief description of the exhibiting company's products/services. To be included in this listing, please complete the Product Description Form included with this Prospectus and submit it no later than March 13, 2006. If this description is not provided, ONLY the name of the exhibiting company and the booth number will appear in the listing.

**Booth Assignment begins
December 5, 2005**

Important Dates

December 1, 2005

PAS Abstract Submission Deadline

December 5, 2005

Exhibit Space Contract & Deposit Due (50% of total booth fee)
Booth Space Assignments Begin

January 9, 2006

Letter of Assignment and Revised Floor Plan Mailed

January 16, 2006

Sponsorship Commitment Form Due

February 2006

Exhibit Service Manuals Mailed to Confirmed Exhibitors

February 6, 2006

Full Booth Payment Due

February 13, 2006

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

March 1, 2006

Exhibitor Give-Away Approval Form and Samples Due
Exhibitor Housing Deadline
Exhibitor Raffle Approval Form Due

March 13, 2006

Product description for PAS Onsite Exhibitor Guide Due

March 27, 2006

Advanced Attendee Registrant List Request Form
with Promotional Proof Due

April 1, 2006

Exhibitor Advance Registration Deadline

April 14, 2006

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

April 19, 2006

Advance Freight Shipments Due

April 27, 2006

Direct Shipments Accepted
Exhibitor Set-Up Begins

April 29, 2006

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

May 3, 2006

Exhibits and materials must be removed from the
Moscone West Convention Center by 5:00pm



Official Contractor and Services

The official contractor for the 2006 PAS Annual Meeting is
Champion Exposition Services.

Customer Service

139 Campanelli Drive
Middleborough, MA 02346
(800) 723-1123 phone
(508) 946-1019 fax
help@championexpo.com

Account Executive

Heidi Boehmke
(630) 759-5200 phone
(630) 759-9700 fax
heidi.boehmke@champion-nationwide.com

Labor Rates

Straight Time

- ❖ \$81.50 per person/hour
8:00am–4:30pm, Monday–Friday

Overtime

- ❖ \$132.50 per person/hour
Before 8:00am and after 4:30pm, Monday–Friday, and all day
Saturday

Doubletime

- ❖ \$163.00 per person/hour
Sundays and observed Union Holidays

Deliveries

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

Material Handling Rates

- ❖ Advance Shipments — \$68.50/cwt
(Deadline for Advance Shipments is April 19, 2006)
- ❖ Direct Shipments — \$66.50/cwt
(First Day of Direct Freight – Thursday, April 27, 2006)
- ❖ Overtime Surcharge (each way) — 25%
- ❖ Special Handling Surcharge (Uncrated for Direct Shipments Only) — \$91.50.

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. 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

Exhibit Installation

Thursday, April 27	1:00pm – 6:00pm
Friday, April 28	8:00am – 6:00pm
Saturday, April 29	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 12:00pm on Saturday, April 29; smaller exhibits (10' x 10' or 10' x 20'), by 1:00pm. The exhibitor is liable for this labor.

All exhibit installation, including product literature and displays, must be completed by 3:00pm on Saturday, April 29.

Exhibit Dismantling

Tuesday, May 2	2:00pm – 5:00pm
Wednesday, May 3	7:00am – 5:00pm

Dismantling or packaging can begin only after the close of the Technical Exposition. For a full explanation of the early dismantling policy, please see the section on "Enforcement of Rules & Regulations" (page 21).

All exhibits must be removed from the Moscone West Convention Center by 5:00pm on Wednesday, May 3.

Personal Unloading/Reloading of Exhibits

All exhibit materials being personally delivered by vehicle to the Moscone West Convention 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 entrances. An exhibitor may move material that can be hand-carried by one person, in one trip, without the use of dollies, hand trucks, or other mechanical equipment. 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.



Service Desk

An Exhibitor Service Desk (manned by Champion Exposition Services) will open April 27 at 1:00pm and will be located in the Exhibit Hall, Level 1. Exhibitors may come to the Service Desk to verify, check and adjust their requirements for installation, furniture, equipment and other auxiliary services. The Exhibitor Service Desk will be available daily through installation, show and dismantling.

Exhibitor Service Manual

Your Exhibitor Service Manual, containing order forms for the most often needed exhibitor services, will be mailed in February 2006.

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 Moscone West Convention Center.

Independent contractors must:

- ❖ Perform all services in a professional manner in accordance with the exhibition Rules and Regulations (pages 20–21).
- ❖ 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 PAS Exposition 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 Exhibitor Service Desk (manned by Champion Exposition Services) to obtain work badges to enable personnel to work on the exhibit floor.

Exhibit Supervision

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

Specialty Contractors Registration

To enable insurance coverage to be verified and access to the Exhibit Halls 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.

Contractor Personnel Badges

All personnel working within the Moscone West Convention Center must be wearing, in an easily visible location, a photo identification badge issued either by their employer or by the union dispatching the labor. Wristbands specific to the day's activity must also be issued to each worker by the employing contractor and worn visibly. Anyone not wearing these items as specified can be denied admittance to the Moscone West Convention Center.

Shipping Instructions

Advance Shipping Deadline:

April 19, 2006

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 19.

Advance shipments should be sent to:

Pediatric Academic Societies
Booth # (insert)
c/o Champion Exposition Services
Yellow Freight Systems
201 Haskins Way
South San Francisco, CA 94080

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

Direct Shipping:

Not Before April 27, 2006

Direct shipments should be sent to:

Pediatric Academic Societies
Booth # (insert)
c/o Champion Exposition Services
Moscone West Convention Center
800 Howard Street
San Francisco, CA 94103