



Moscone West Convention Center

Rules and Regulations of the Moscone West Convention Center

- ❖ Decorations, signs or banners may not be affixed to any surfaces of the Moscone West Convention Center building ("Moscone West"). No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to the floor or walls. All decorative material must be flameproofed in accordance with the Public Safety and Fire Regulations. 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 Moscone West.
- ❖ No sample food and/or beverage products may be distributed by the exposition sponsoring organization and/or exhibitor's except upon written authorization of Moscone West's exclusive catering contractor, Catering by SMG.
- ❖ Move-in or move-out through the Moscone West lobbies is strictly limited to hand-carried items. Exhibit product and promotional material that can be hand-carried in a single trip is permissible through the Moscone West lobby. Wheels of any kind (dollies, flatbeds, or anything mechanical) are prohibited. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks.
- ❖ All load-in and load-out, as well as all deliveries of any kind, must come through the Moscone West loading docks located in the basement level. The entrance and exit are at the west end of the facility on Howard Street and is secured by Moscone Center staff. There are nine loading docks. Moscone West cannot accept deliveries for you.
- ❖ Trucks delivering freight to the Moscone West cannot exceed 48' in length (tractor and trailer) and 14' in height. Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading /unloading permits will be allowed in work areas.
- ❖ All activities taking place in the Moscone West loading dock area are under the management of the Moscone West Dockmaster. He is responsible for managing all loading dock schedules and logistics, as well as overseeing the operation of the facility's four freight elevators. These elevators are operated only by Moscone West personnel and are staffed during standard operating hours from 7:00am and 11:00pm.
- ❖ The Moscone West loading dock level is rated for unlimited loads and the freight ramp is rated at 16,000 pounds per truck axle (federal highway standard). The Exhibit Halls (Levels 1 and 2) are rated at 125 pounds per square foot.
- ❖ Four large, high capacity freight elevators are available to move everything from the freight level to the Exhibit Halls (Levels 1 and 2). Two elevators located at the west end of the loading dock are designed to accommodate 20,000 and 30,000 pounds. The second set of elevators is located between the lobbies and the east end of the Exhibit Halls (Levels 1 and 2), and each has a capacity of 20,000 pounds.
- ❖ Moscone West **will not accept** advance freight shipments. Freight must be consigned to Champion (See Shipping Instructions/Advance, page 17) or delivered directly to Champion (See Shipping Instructions/Direct, page 17). **No exceptions.**
- ❖ All personnel working within Moscone West 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.
- ❖ 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 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 Moscone West.
- ❖ 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 Moscone West regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials allowed. Gasoline-powered vehicles may be displayed with one-half tank of gas, maximum (there are no exceptions). The vehicle gas cap must be taped or locked and the battery disconnected. Tanks or compressed air or gas must be chained and secured at all times.
- ❖ Children under 16 are NOT permitted on the show floor during move-in and move-out times.

Standard Booth

All linear booths are 100 sq ft (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8' high, with sidewall drapes that are 3' high.

Total height of exhibits (including decorations) may not exceed 8'3" in height. All display fixtures more than 4' in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line.

Island Booth

An island booth exhibit is a display in four or more standard booth units with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. An island booth exhibit may be made by selecting any full block of numbered booths.

No drapery is provided for island booths. Island booths exceeding 20' in height will require prior special approval. Island booths may occupy 100% of the rental space, but must maintain see-through visibility and accessibility from all four aisles. A sketch of the island booth must be submitted to the Official Decorator and/or the Moscone West Convention Center at their request. If sketches are not submitted and the construction is determined to be in violation of the above restrictions, the PAS has the right to prohibit the assembling of the booth.

PAS Show Management reserves the right to request the Service Contractor to begin setup on any booth larger than 10' x 20' that has not begun construction/setup by 12:00pm, April 29, at the exhibiting company's expense. The Service Contractor will be directed to begin setup on smaller booths (10' x 10' or 10' x 20') at 1:00pm, April 29. There will be no exceptions to this rule. Invoices for labor and materials will be billed directly to the exhibiting company.



Moscone West Convention Center, site of the 2006 PAS Annual Meeting.

Booth Signage

A two-line 7" x 44" identification sign—in show colors of black and white—will be provided, giving the exhibitor's name and booth number.

Hanging Signs

Hanging signs are not permitted at the PAS Exposition without submission of drawings and/or photographs and the prior approval of PAS Show Management.

Facility Information

The Moscone West Convention Center has been designed to meet all power needs and service requirements of exhibitors. These requirements include:

- ❖ Island Booths: Restricted to 20' unless prior special approval received
- ❖ Telephone outlets
- ❖ Cold water, sanitary drain and compressed air
- ❖ Electrical Services
(see Vendors, page 23)
- ❖ Load limit of the floor in the Exhibit Halls (Levels 1 and 2) is 125 lbs per square foot.
- ❖ Telecommunications/Internet Services
(see Vendors, page 23)

Exposed unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. Close-off drapery will be provided at no charge to the exhibitor.

Booth carpeting is mandatory and is the responsibility of the exhibiting company. Aisle carpet color will be blue.

The exhibits will be inspected at 12:00pm on Saturday, April 29. At this time the decorator, with the approval of the PAS Exposition Manager, will provide draping and booth carpeting as deemed necessary. Any charges incurred will be the responsibility of the exhibitor.

Booth cleaning is mandatory after move-in and is not included in the exhibit rental fee. The PAS has the right to order cleaning if booth appearance is unsightly. Cost will be charged to the exhibiting company.

Electrical requirements, projection requirements and all furniture and accessories are the responsibility of the exhibiting company.

Order forms for the above services and equipment will be included in the Exhibitor Kit, which will be mailed to confirmed exhibitors in February 2006.



Rules and Regulations

The Pediatric Academic Societies (PAS) act for exhibitors and their representatives in the capacity of agent, not as principal. The PAS assumes no liability for any act of omission or commission in connection with this agency, including, but not limited to, any loss or damages suffered by an exhibitor as a result of any act or omission of any vendor, service providers or other exhibitors. Exhibitors and their representatives hereby release the PAS from any and all liabilities for loss or damage ensuing from any cause whatsoever, except for claims for damages or injuries resulting from the PAS failure to fulfill its obligations as set forth in this Prospectus.

Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to the PAS, the Moscone West Convention Center and the PAS official vendors for the payment of any charges incurred by the exhibitor in connection with presenting their exhibit.

Liability

The exhibitor agrees to protect and keep the PAS forever harmless from any damage or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the exhibit hall and the PAS regarding the exhibit premises; and further, the exhibitor shall at all times protect, indemnify and keep harmless the PAS and the Moscone West Convention Center against and for any and all costs, damages, liability or expense arising from or out of accident or other occurrence to anyone, including the exhibitor, its agents, employees or business invitee, which arise from or out of or by reason of said exhibitor occupancy and use of the exhibition premises or a part thereof. Exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury.

Selling of Products and Services

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. No signage or advertising of product pricing will be allowed. Products for sale must be the exhibitor's own, unaltered, marketed products and the products or services must be pertinent to the attendees' professional interest. The PAS reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

Exhibitors who sell merchandise in the Moscone West Convention Center, or who take orders for merchandise, must have a valid California Seller's Permit. This applies to all exhibitors, non-profit associations as well as for-profit entities, selling or taking orders from the show floor. Application information will be available in the 2006 PAS Exhibitor Kit to be received in February.

Printed Material Distribution/Canvassing

Canvassing in any part of the facilities utilized by PAS is strictly forbidden, and anyone doing so will be requested to leave the building. Distribution of advertising or printed material by the exhibitor outside of the exhibitor's allotted space will not be permitted unless the distribution or advertising is organized by the PAS.

Fire and Safety Regulations

Federal, state and city fire laws must be strictly observed. Complete fire safety requirements from the Moscone West Convention Center will be included in your Exhibitor Service Manual.

Hazardous Waste Disposal

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death, or pollute air, land or water. At the time of space application, exhibitors who generate material fitting any of these criteria should inform the PAS Exposition Manager of the presence and planned disposition of hazardous waste to allow for thorough planning and preparation.

Americans With Disabilities Act

Each exhibitor shall be responsible for compliance with the Americans With Disabilities Act within their booth and assigned exhibit space.



Photo courtesy of the San Francisco Convention and Visitors Bureau

The Palace of Fine Arts was erected in 1915 for the Panama-Pacific International Exposition.

Cancellation of Exposition

In the event of cancellation of the PAS Exposition due to fire, strikes, governmental regulations or causes that would prevent the scheduled opening or continuance, then and there upon, exhibitors and the PAS have no further obligations to each other, and the PAS management shall determine an equitable basis for the refund of such portion of exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Conditions of Contract to Exhibit

Exhibitors agree to abide by the conditions of contract published in this Prospectus and by all conditions under which space at the Moscone West Convention Center is leased to the PAS. Exhibitors accept responsibility for informing all of their employees and agents of these conditions and agree that they will abide by them also.

FDA Regulations

Exhibitors are reminded of the Food and Drug Administration (FDA) restrictions on the promotion of investigational and pre-approved drugs and devices. Exhibitors are also cautioned about FDA prohibition of promoting approved drugs for unapproved purposes. Information regarding FDA regulations may be obtained directly from the FDA.

Enforcement of Rules and Regulations

As a condition for exhibiting, each exhibitor shall agree that they, their employees and their agents will observe all PAS policies and regulations as described in this Prospectus.

Failure to halt or amend these actions or comply with these policies and/or regulations will result in the following penalties:

- ❖ A warning will be issued to the exhibiting company, outlining the actions that are in violation of the policy and regulations.

- ❖ The first penalty assessed by the PAS will result in the company not accruing the exhibit participation points for the current year.
- ❖ The second penalty assessed by the PAS will result in the company losing one-half of its accrued exhibit participation points.
- ❖ The third penalty assessed by the PAS will result in the company losing all of its accrued exhibit participation points.
- ❖ The fourth penalty assessed by the PAS will result in the company not being eligible to exhibit at future PAS meetings and exhibitions.

The PAS reserves the right to restrict and/or dismiss at any time any exhibit which it deems undesirable.

Violators of the Rules and Regulations outlined in this Prospectus will incur a reduction in points as outlined above for each penalty assessed.

Any exhibitor who begins dismantling or packaging their exhibit and/or exhibit materials prior to the close of technical exhibits, will automatically forfeit all priority points earned over the past five (5) years or may not be permitted to participate in future PAS exhibitions.

Whenever practical or appropriate in the view of the PAS, disciplinary action will be progressive, according to the above sequence. However, the PAS reserves the right to levy a more severe penalty, including refusal of or termination of the exhibit at its discretion, without progressing through each of the above successive steps. In the event of such restriction or eviction, the PAS will not be liable for any refunds or rentals, or other exhibit expenses.

In all interpretations of the Rules and Regulations, the decision of the PAS is final.

Any objectionable practices by exhibitors or official suppliers should be reported to the PAS Exposition Manager immediately.



Photo courtesy of the San Francisco Convention and Visitors Bureau

More than 40,800 spectators fill San Francisco's SBC Park, home of the Giants baseball team.



Display Regulations

General Regulations

- ❖ **Booths must be kept open and staffed daily during all exhibit hours by your company's staff.** Breaking down or packaging up of materials earlier than 2:00pm, Tuesday, May 2, is prohibited (see Enforcement of Rules and Regulations, page 21).
- ❖ At no times should exhibit personnel leave their booth(s) to encourage attendees in the aisles to return with them to their booth(s). This regulation applies equally to all exhibitors; all business, signage and equipment must be conducted within the confines of the booth(s) assigned.

Entertainment/Promotional Activity

Demonstrations or live interviews must be confined to the limits of the space contracted. The use of magicians, fortune tellers, dancers, mimes, puppet shows or other entertainment of this nature is prohibited unless the exhibitor has written permission from the PAS. The use of celebrities who are not routinely employed as spokespersons for the exhibiting company is discouraged. Special promotional activities must have written permission and must be contained within the space contracted.

Sound and Audiovisual

Audiovisual and other sound effects must be regulated so that they do not disturb neighboring exhibits. The PAS Exposition Manager reserves the right to determine at what point sound interferes with others and must be discontinued.

Music

Live performance of music is not permitted. License agreements for music covered by ASCAP, BMI and other organizations are the sole responsibility of the exhibitor.

Educational Events in Exhibit Booths

Exhibiting companies must inform PAS, in writing, of all educational events offered in their exhibit booths. Notification letters must include a description of the event identifying format, content, date, time and names of physicians involved in delivery of the educational event. Following are guidelines for educational events in exhibit booths:

- ❖ Signage in booths must include the following wording: "This event is not a part of the official PAS program and is not approved for Category 1 CME credit."
- ❖ Companies are advised to reference FDA guidelines.
- ❖ No formal seating is allowed in exhibit booths for these events.

Miscellaneous Displays

No balloons may be used as booth decoration or inflated to distribute to visitors at a booth.

Photography

An exhibit booth may not be photographed or videotaped without the permission of the legitimate occupants of that booth. This prohibition extends to the members of the medical or lay press. Booth personnel should notify the PAS Exposition Manager if they are being photographed/videotaped without their permission. Television or video cameras are prohibited without prior approval of PAS Show Management.

Give-Aways

Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to the PAS for review. These premiums should be items that can be used during the meeting or in the professional activities of the attendee. The Exhibitor Give-Away Approval form can be found in the back pocket of this Prospectus, and should be returned to Marisa Goldberg at the PAS Exposition Office for approval. The PAS may withhold or withdraw permission to distribute souvenirs, advertising or other material it considers objectionable. Exhibitors may not distribute stick-on emblems, unofficial badges or company nameplates. SMG is the exclusive food service contractor for the Moscone West Convention Center. All exhibitor food items must be ordered through SMG, (415) 974-4174.

Market Research

Market research companies will be assigned space ONLY if space is available and if research is being done for an approved exhibitor. Research companies MUST submit an application for space and abide by the same regulations as other exhibitors.

- ❖ Market research companies must submit a letter of authorization from the client for whom they are conducting research with the application for space.
- ❖ Surveys and questionnaires must be submitted for approval to the PAS Exposition Manager by April 10, 2006.
- ❖ All surveys must be conducted within the confines of the booth(s) assigned. Surveys and questionnaires must not be administered in the aisles.
- ❖ Survey documents must not include the name of the Pediatric Academic Societies or make any reference to this meeting that might cause respondents to believe that the PAS is sponsoring the research.



Following is the contact information for the vendors contracted for the 2006 PAS Annual Meeting. Appropriate order forms will be available in the Exhibitor Kits, scheduled to be mailed in February 2006.

Audiovisual

Roger Lee
 Audio Visual Management Group
 3310 Matrix Drive, Suite #200
 Richardson, TX 75082
 Phone: (214) 343-2864
 Fax: (214) 349-4658
 Email: rogerlee@avmg.com

Catering

Meida Wang
 Sales Manager
 Catering by SMG
 Moscone Convention Center
 747 Howard Street
 San Francisco, CA 94103
 Phone: (415) 974-4174
 Fax: (415) 974-4074
 Email: mwang@moscone.com

Electrical

Champion Exposition Services
 139 Campanelli Drive
 Middleborough, MA 02346
 Phone: (800) 723-1123
 Fax: (508) 946-1019
 Email: help@championexpo.com

Florist

Information will be available in the Exhibitor Kit to be received in February 2006 or contact Champion Exposition Services.

Travel Agency (Airline Reservations & Car Rental)

Association Travel Concepts
 Phone: (800) 458-9383
 Fax: (858) 362-3153
 Email: reservations@atcmeetings.com
 URL: www.atcmeetings.com/pas

Photography

Nicole Kamens
 The PG Photo Group
 130 Russell Street
 San Francisco, CA
 Phone: (800) 752-6913
 Fax: (415) 252-1506

Security

Allan Kennedy
 Vice President
 Maloney Security
 1055 Laurel Street
 San Carlos, CA 94070
 Phone: (650) 593-0163
 Fax: (650) 593-1101
 Email: allank@maloneysecurity.com

Telecommunications/Internet

Dan Bora
 Director of Facility Services
 Moscone Convention Center
 747 Howard Street
 San Francisco, CA 94103
 Phone: (415) 974-4080
 Fax: (415) 974-4065
 E-Mail: facilityservices@moscone.com

