



EXHIBITOR RULES & REGULATIONS

Chicago, IL - October 10 - 13, 2024

Featuring the American College
of Clinical Wound Specialists

SEE YOU IN CHICAGO



EXHIBITION & THE EXHIBIT HALL

The Exhibitor Program is designed to serve as a forum for updating healthcare professional's knowledge of the latest advances in the field of venous and lymphatic disease and is an integral part of the American Vein & Lymphatic Society's (AVLS) overall educational intent for the AVLS 38th Annual Congress. Exhibitors should look to provide medical practitioners in attendance with first-hand information about products and services specific to their area of venous and lymphatic medicine, wound care, and related fields. AVLS will refer to its exhibition program in Chicago, IL as the "Exhibit Hall."

By submitting an official exhibit space application, the exhibiting company agrees to comply with all policies, rules, regulations, terms and conditions in this prospectus and any others issued by the AVLS regarding the AVLS 38th Annual Congress. The exhibiting company will be held responsible for the activities of its company relations and marketing firms and/or any agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations contained within this guide among its staff and affiliates.

ELIGIBILITY

All exhibitors must meet the following qualifications:

- All products and services exhibited must be of professional and educational interest or benefit to attendees and related to the field of vein and lymphatic medicine or contribute to the vein and lymphatic medical practitioner's successful management of his or her practice.
- Equipment and devices designed for diagnosis and treatment of venous and lymphatic disease.
- Pharmaceuticals specific to phlebology and lymphology, both prescription and non-prescription.

- Office equipment, record-keeping equipment or services relating to the support of non-medical aspects of the practice of phlebology and lymphology.
- Scientific educational publications.
- Activities of professional and educational organizations related to the field of venous & lymphatic disease

Exhibitors must agree to comply with the AVLS rules and regulations governing the World Congress. As applicable, all products and services must meet FDA requirements.

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the AVLS or the FVLD.

SPACE ASSIGNMENT

The current Exhibit Hall floor plan is available through the booth registration portal on the AVLS Annual Congress website:

www.avlscongress.org Space selection will be made first by Great Expectations supporters, and then on a first-come, first-served basis using this web-based platform. If the booth payment is not received within 30 days of the reservation, the company's booth will be released. The AVLS reserves the right to revise, relocate or reassign exhibit booths at any time for the overall benefit of the exhibition. Every effort to accommodate special requests will be made; however, the AVLS cannot guarantee every request will be granted.

The subletting, assignment or apportionment of the whole or any part of exhibit space is prohibited. No exhibitor may permit any other party to exhibit in the space assigned to them, nor may they allow the distribution of any goods other than those manufactured or handled by the contracting exhibitor, nor permit the solicitation of business by others within space assigned to them.

APPLICATION & PAYMENT

Complete the exhibitor booth registration online and submit the full booth payment to

have your application considered complete. Payments and deposits are preferred to be received via automated clearing house (“ACH”), wire transfer, or check. Amounts due reflect a **3%** cash discount for payments and deposits received via ACH, wire transfer, or check. Additionally, wire transfer payments will incur a \$25 processing fee per transaction that will be added to the invoice. If payments or deposits are made via credit card, and exceed a sum of \$10,000 in a 30-day window, the aforesaid cash discount shall be rescinded, and a transaction fee of **3%** will be added to the invoice. All payments and deposits shall be made in United States Dollars.

For ACH & wire information please contact the Director of Finance, Susan Wakula at 510-359-4948 or via email at swakula@myavls.org. Checks should be made payable to the American Vein & Lymphatic Society in U.S. dollars, drawn on a U.S. bank and include appropriate information in their memo section to aid AVLS is properly processing the remittance.

The full balance for your booth space must be submitted and received within 15 days of the booth application. The AVLS reserves the right to cancel or resell exhibit space if the balance is not paid in full within 15 days of application. The full balance for any sponsorship items must be submitted and received within 30 days of the application. The AVLS reserves the right to cancel sponsorship items if payment is not received within 30 days of application.

ALL PAYMENTS SHOULD BE SENT TO:

American Vein & Lymphatic Society
434 W. Ontario St. Suite 200
Chicago, IL 60654

CANCELLATIONS & SPACE REDUCTIONS

Cancellations and space reduction requests must be submitted in writing meetings@myavls.org by August 1, 2024.

There will be a \$500 administrative fee per booth space for cancellations made before midnight CDT of August 1, 2024, Cancellations made thereafter are not eligible for a refund.

AMERICANS WITH DISABILITIES ACT

Each exhibitor shall be responsible for compliance with the “Americans with Disabilities Act” with regard to their booth space, including but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend the AVLS, FVLD, the Sheraton Grand Chicago Riverwalk, and AGS Expo Services, their officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses, including attorney’s fees and expenses, resulting from or arising out of the exhibitors’ failure or allegations of exhibitors’ failure to comply with the provisions of ADA.

BOOTH PRESENTATION

To ensure an attractive appearance, all booths will be provided with draping at the rear and sides of the booth as appropriate.

Exhibit booths are to be professionally presented and if, at the discretion of the AVLS, displays are not considered appropriate, the vendor will be asked to modify or remove the problematic display. For example, exhibitors may not use cardboard boxes as a table or means to display their products. Exhibitors are required to keep their booths clean at all times and free of combustible rubbish. Trash may not be placed in the aisles or outside of waste receptacles.

The AVLS has the right to order daily cleaning and/or porter service if booth appearance is unsightly. Any charges incurred will be the responsibility of the exhibitor.

Order forms and complete listing of services will be provided in the Exhibitor Services Manual, which is provided by AGS and will be sent out around July 15, 2024



CANCELLATION OF EXPOSITION

It is mutually agreed that in the event of total or partial cancellation of the Annual Congress due to fire, strikes, natural disasters (either threatened or actual), governmental regulations or causes which would prevent its scheduled opening or continuances, this agreement shall be terminated immediately, and the AVLS shall determine an equitable basis for the refund of a portion of the exhibit fees, after due consideration of expenditures and commitments already made. Under no circumstance is the AVLS or FVLD responsible for any exhibitor's expenses (such as travel, lodging or exhibit shipping) or any other incidental or consequential damages.

CHILDREN

Children may enter the Exhibit Hall during the exhibit days if accompanied by a registered attendee or exhibitor. The accompanying person is responsible for the child and assumes all responsibility for the activities of the child.

Children under the age of 18 are not permitted in the Exhibit Hall during the installation and dismantling of exhibits. For safety reasons, strollers are not permitted at any time.

FAILURE TO OCCUPY SPACE

Exhibitors not occupying booth space by 11:30 AM CDT on Thursday, October 10, 2024, will forfeit their booth space without refund. The space may be resold or used by the AVLS.

INSURANCE & LIABILITY

Exhibitors should insure their exhibit materials, goods and wares against theft, damage by fire, accident or loss of any kind and must do so at their own expense. As a courtesy to exhibitors, security for the exhibit area will be furnished by the AVLS, during the hours deemed necessary by the AVLS. The furnishing of this service is in

no case to be understood or interpreted as a guarantee to exhibitors against loss or theft of any kind.

The exhibitor must also acknowledge and agree that it will obtain, at its own expense, any and all licenses or permits in order to comply with all local, state, and federal laws, ordinances, and regulations, for any of its activities in connection with the AVLS Annual Congress. The exhibitor, by execution of this exhibit space application, agrees to protect, indemnify, defend and hold harmless the AVLS, FVLD, the Sheraton Grand Chicago Riverwalk and AGS Expo Services from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, including but not limited to reasonable attorney's fees in connection therewith, which may arise or result in any way from the wrongful or negligent acts of an exhibitor, its agents, contractors and employees, and including any damages or charges that may arise out of or from any violation of any law or ordinance by the exhibitor, its agents, contractors and employees.

In no event shall the AVLS, FVLD, the Sheraton Grand Chicago Riverwalk or AGS Expo Services be liable to an exhibitor for any loss of business, business opportunities or for any other type of direct or consequential damages alleged to be due under any claim. For the purposes of the section, the parties indemnified include the AVLS, FVLD, the Sheraton Grand Chicago Riverwalk or AGS Expo Services and their officers, directors, members, agents, and employees.

MEDIA EVENTS POLICY

"Industry" and "company" refers to pharmaceutical, device and biotech companies, their international affiliates, their co-marketing partners and their contracted public relations and marketing firms. It is each company's responsibility to disseminate the following policies among its staff and affiliates.

Industry media events cannot occur during official hours off-site and should be held in the evenings. Any media events must be registered with the AVLS Marketing department at 510.346.6800, or agodwin@myavls.org.

Announcements and other materials must clearly state that such events are not affiliated with the AVLS or FVLD.

The AVLS and FVLD must review any materials that mention the Society or the AVLS Annual Congress by name. Materials may be emailed to agodwin@myavls.org for review.

NON-CONTRACTED EXHIBIT SPACE

Persons, companies, or organizations that have not directly contracted with the AVLS to occupy space in the Exhibit Hall will not be permitted to display or demonstrate products or services, solicit orders or distribute advertising materials outside or inside any hotel contracted by the AVLS and/or the FVLD or the parking lots. Noncompliance with this regulation will result in the prompt removal of the offending person or property from the area. This includes any affiliate company working on behalf of a contracted exhibitor.

USE OF AVLS SCIENTIFIC CONTENT

members and other registered attendees. Scientific presentations or other educational material may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced, or distributed without the written permission of the AVLS and the presenter.

Any presentation is to be regarded as limited publication only and all rights, including copyrights, are expressly reserved to the presenter or the AVLS. Any use of the program content, which includes but is not limited to oral presentations, audiovisual materials used by speakers and program handouts, is expressly prohibited, without the written consent of the AVLS and the presenter. This

policy applies before, during and after the AVLS Annual Congress.

USE OF THE AVLS AND FVLD NAME

The names, insignias, logos, and acronyms of the AVLS and the FVLD are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without written permission from the AVLS or FVLD.

VIOLATIONS

Violation of any of the AVLS and FVLD regulations on the part of the exhibiting company or its employees or agents shall, at the discretion of the AVLS, nullify the right to occupy space, and such exhibitor may be requested to forfeit to management all monies that have been paid. Exhibitors shall be liable for all damages that management may incur and shall forfeit all monies paid or due. The exhibitor expressly waives the serving of a written notice to re-enter or terminate. As a condition for exhibiting, each exhibitor agrees to observe all AVLS policies and regulations as described in this document and the exhibit prospectus, including policies regarding use of the AVLS and FVLD name and/or logo and mailing list policies. Failure to halt or amend these actions or comply with these policies and regulations will result in penalties outlined below. Whenever appropriate in the view of the AVLS, disciplinary action will be progressive. A warning will be issued to the exhibiting company, outlining the actions that are in violation of the policies and regulations. However, the AVLS reserves the right to levy a more severe penalty, including refusal or termination of the exhibit, at the AVLS' discretion, without progressing through successive steps. In the event of such restriction or eviction, the AVLS will not be liable for any refunds on rentals or other exhibitor expenses.

The AVLS decision is final in all interpretations of the conditions set forth in this prospectus

and of all applicable rules and regulations. The AVLS reserves the right, in its sole discretion, to curtail and/or close at any time any exhibit that it deems undesirable, in poor taste or offensive to attendees or other exhibitors. Any objectionable practices by exhibitors or official suppliers should be reported to the AVLS immediately.

The AVLS reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not keeping in character and/or spirit of the AVLS. Exhibit personnel may not enter another exhibitor's booth without obtaining permission. Linger in the aisles surrounding another exhibitor's booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited. Exhibitors may not solicit other exhibitors. Exhibitors may not deny any AVLS members or registered attendees with appropriate badges access to an exhibit area.

BOOTH SPACE RESTRICTIONS

All business must be conducted within the boundaries of the booth(s) assigned.

Demonstration areas may not extend to the aisle line of the exhibit space; space must be left within the exhibit area to absorb the spectators and those who wait in line. The

The AVLS reserves the right to require exhibitors to discontinue any activity displays outside the space assigned to them.

The AVLS reserves the right to approve all exhibits and related activities. Programs or presentations must be straightforward in nature, must avoid the use of sideshow or theatrical gimmicks and cannot offer CME credits. The AVLS may require that an exhibit be curtailed if it does not meet the standards required or expected, if it reflects against the character of the AVLS or if it exceeds the bounds of good taste as interpreted by the AVLS and FVLD. All activities and/or giveaways

must be approved by the AVLS. To maintain the professional image of the AVLS, the following standards have been set:

- Contests, lotteries, raffles, and games of chances, including game style activities may be conducted by an exhibitor. All participating exhibitors must comply with the following conditions:
 - Companies wishing to offer a raffle must receive written permission from the AVLS.
 - All attendees must be eligible to enter in a drawing.
 - Raffle prizes should be valued at \$100 or less.
 - Companies sponsoring the raffle must comply with all local legal regulations.
 - It is the responsibility of the exhibitor to notify the winner and make arrangements for the transfer of the prize to the winner.
 - The AVLS reserves the right at its sole discretion to refuse any raffle requests on the basis of AVLS policies, rules and regulations.
 - Costumed staff and other non-professional images are not permitted, including magicians, fortune tellers, dancers, mimes, puppet shows, robots or other entertainment of this nature.
 - The use of a microphone & sound system in exhibit space is not permitted.
 - Video with sound is acceptable only if the volume is at a reasonable level and does not interfere with surrounding booths.

AVLS reserves the right to require exhibitors to discontinue any activity that interferes with the normal traffic flow or another exhibit. Activities that involve CME credits awarded during or after the meeting are prohibited.

DISPLAYS, DECORATIONS & SIGNS

Displays or promotions offering special discounts to exhibitors are prohibited. Helium or air-filled balloons may not be used as booth decoration or distributed to attendees. Signs are not to be hung from the ceiling above an exhibitor's booth. Booth height is 8 feet. Additional elevated signage may be permitted on an individual approval basis by the AVLS.

PHOTOGRAPHY & VIDEOTAPING

An exhibit may not be photographed or videotaped by anyone other than the official AVLS photographer unless permission is granted by the authorized exhibitor and/or presenter. This policy extends to individuals and members of the press. Exhibiting companies wishing to take photographs of their booth during non-exhibit hours must request permission from the AVLS. Registration and attendance at, or participation in, AVLS meetings and other activities constitutes an agreement by the registrant to AVLS' use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audio tapes of such events and activities.

STAFFING OF EXHIBITS

All exhibits must be staffed during all exhibit hours. Exhibitors who do not comply with this requirement may be unable to participate in future AVLS or FVLD exhibitions. All exhibitor personnel must be badged to enter the Exhibit Hall at any time.

GIVEAWAYS & HANDOUTS

The Council for Medical Specialty Societies' (CMSS) Code for Interactions with Companies provides detailed guidance to medical specialty societies on appropriate interactions with for-profit companies in the healthcare sector. With

this foundational document in mind, the AVLS has the following policies for giveaways and handouts:

- With the exception of descriptive company/product literature, all handouts and giveaways must be approved by the AVLS prior to the meeting.
- Giveaways by commercial exhibitors must be consistent with the PhRMA Code on Interactions with Healthcare Professionals and the AdvaMed Code of Ethics on Interactions with Health Care Professionals, regardless of whether the exhibitor has adopted the code. A commercial exhibitor is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. This definition is not intended to include entities through which physicians provide clinical services directly to patients.
- Giveaways by nonprofit organizations/governmental agencies that are not subject to the PhRMA or AdvaMed codes must be of modest value.
- Giveaways must be designed primarily for the education of patients or health care professionals, not be of substantial value, and not have value outside of a health care professional's professional responsibility.
Specific items that may not be distributed include
 - Distributing cash or cash equivalent items (e.g., phone cards, donations/pledges) is prohibited. This includes any donations/pledges a company may make to a nonprofit organization for visiting their booth/signing up for a campaign.
 - Giveaways may not be distributed in any hotel contracted by the AVLS to house registrants, any areas in the meeting space other than company

exhibit space or company-leased rooms, or in public areas outside the hotel.

- Limiting giveaway items to U.S. physicians or any other subset of attendees is prohibited. See below for guidelines on International Exhibits. Industry representatives may only distribute giveaways or printed material - including product data, promotional information, periodicals, invitations, etc. - in the space rented by the exhibitor in the Exhibit Hall. Giveaways or handouts for affiliate events or industry-supported symposia will not be approved.
- Exhibitors may sell products, excluding prescription pharmaceutical products, in the Exhibit Hall. It is the exhibitor's responsibility to pay all applicable state and local tax

- Advanced Medical Technology Association (AdvaMed) Code of Ethics for Interactions with Healthcare Professionals
- American Medical Association (AMA) Opinion
- 8.061 Gifts to Physicians from Industry
- Council for Medical Specialty Societies (CMSS) Code for Interactions with Companies
- Food and Drug Administration (FDA)
- Office of Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers
- Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interaction with Healthcare Professionals

FOOD & BEVERAGE

With prior approval from the AVLS, food services are permitted in the exhibitor's booth and exhibitor suite, should it follow all COVID-19 guidelines. All food service must be coordinated through the hotel Banquets Department. Food preparation, cooking is prohibited in the Exhibit Hall.

INDUSTRY GUIDELINES

The AVLS and FVLD reminds exhibitors, their agents, or designees of their responsibility to be aware of and to abide by all guidelines and codes regarding the relationship between the pharmaceutical and medical device/equipment industry and health care professionals, including:

- Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support

FOOD & DRUG ADMINISTRATION APPROVAL & OFF-LABEL INDICATIONS

Exhibitors must comply with the Food and Drug Administration restrictions on promotion of investigational and preapproved drugs and devices. An exhibiting organization may disseminate from its exhibit space peer-reviewed journal articles about off-label indications of its product(s), provided the company commits itself to file a supplemental application based on appropriate research, to establish the safety and effectiveness of the unapproved use.

Unapproved devices may be displayed only if they are the subject of an effective investigational device exemption (IDE) or if they are the subject of a pending 510(k) pre-market notification application. Any investigational product that is displayed or graphically depicted within the exhibit must:

- contain no claims of safety or effectiveness,

- contain no comparative claims to other marketed products, and
- be accompanied by a sign clearly and prominently stating that the device is limited by federal law to investigational use and is not approved by the FDA for commercial distribution in the United States. Requests for information or guidance should be addressed to the FDA at 800.638.2041.

The AVLS prohibits the selling of non-FDA approved drugs and devices during any AVLS meeting. Violators will be removed from the Exhibit Hall immediately and will be prohibited from exhibiting at any AVLS meeting or event for a minimum of two (2) years.

INTERNATIONAL EXHIBITS

All exhibits and exhibited items must comply with all local, state, and federal laws and regulations. Exhibitors who choose to promote products to non-U.S. attendees should adhere to the following guidelines:

- Companies without FDA product approval should clearly indicate on their booth that their product is for display purposes only and is not approved for use in the United States.
- Shipping paperwork should indicate that the product is for display purposes only.
- It is strongly recommended that international companies inform the FDA and U.S. Customs and Border Protection that their products are being shipped into the United States for display purposes only and are not for distribution.

For more information, please contact the FDA at 800.638.2041 and U.S. Customs and Border Protection at 877.227.5511.

ANIMALS

The use of live animals in an exhibit for any purpose is not allowed.

HUMAN SUBJECTS & MEDICAL EQUIPMENT

The use of human subjects as models for demonstrating of MRI scanning devices is prohibited. Exhibitors may not operate X-ray or MRI equipment in the Exhibit Hall. See section below for more information on ultrasound demonstrations.

LIVE ULTRASOUND DEMONSTRATIONS

Exhibitors are permitted to perform ultrasound imaging, scanning, product application or other such non-invasive demonstrations on models in the Exhibit Hall for educational purposes. Demonstration areas may not extend to the aisle line of the exhibit; space must be left within the exhibit area to absorb the spectators and those waiting in line.

The AVLS reserves the right to require exhibitors to discontinue any activity that interferes with the normal traffic flow or another exhibit. Models must be properly attired/draped at all times with the least amount of exposure necessary for examination. The exhibiting company must register models as booth personnel through the exhibitor registration process. Models will not be permitted into the Exhibit Hall without the appropriate badge.

IN-BOOTH PRESENTATIONS

CME educational activities are prohibited in exhibit booths at all times.

INFORMAL EDUCATIONAL DISCUSSIONS

Medical experts who are either primarily employed by or paid consultants (excluding celebrities) of exhibiting companies may engage in informal educational discussions about the company's products or data presented at the meeting related to the products in exhibit booths. Expert-led



discussions must be either one-on-one or in small, informal groups only – not in classroom-style, seated presentations or to large groups.

MUSIC LICENSING

Neither the AVLS nor exhibit management has obtained a music license authorizing the performance of either live or recorded music on the meeting's premises. All copyright fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor.

SOUND RESTRICTIONS

Exhibitors may not use audible electronic, mechanical apparatus or open audio systems that may be heard outside of the exhibitor's assigned space or interfere or prove objectionable to attendees or other exhibitors. Exhibitors may use video/television broadcasts, but the audio must be maintained at a volume that does not interfere with the ability to converse in the neighboring booths. The AVLS reserves the right to require exhibitors discontinue any activity that causes the annoyance or interference to others.

OFFICIAL DECORATOR & CONTRACTOR

AGS Expo Services is the official decorator and contractor for the 2023 UIP World Congress.

Ginny O'Neal

AGS Expo Services 4651 SW 34th Street
Orlando, FL 32811

Phone: 407.292.6162

www.ags-expo.com

MATERIAL HANDLING

The official material handling contractor, AGS Expo Services, has been designated as the official provider of drayage services with full responsibility for receiving and handling all

exhibit material, assuring a smooth, efficient, and safe move-in and move-out.

The advance warehouse will begin to receive and store shipments in September.

Please refer to the Exhibitor Services Manual for more details which will be made available on July 15, 2024, by AGS. Charges incurred by the AVLS or FVLD for deliveries made directly to the hotel will be passed on to the shipper.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitor Appointed Contractors (EAC) hiring their own qualified labor may be utilized for installation and dismantling in-booth work during install and dismantle times only. All other exhibitor work and services to be performed in common areas, inside and outside of the Exhibit Hall and during exhibit hours will be accomplished with labor facilitated and supplied by AGS Expo Services. Exhibitors using EACs for labor, supervision or any other services must submit the EAC request form and a copy of their contractor's insurance certificate in the amount of \$2 million liability, including property damage and proof of workers' compensation coverage to AGS Expo Services by Monday, September 9, 2024. The certificate must indicate full coverage for installation, exhibition and dismantling and must list the American Vein & Lymphatic Society and AGS Expo Services as additional insured. Forms received after September 9, 2024, will not be accepted. EAC request forms will be provided in the Exhibitor Services Manual.

Badges are required to enter the Exhibit Hall during installation and dismantling. Daily work badges will be issued onsite for installation and dismantling. Contractors who wish to access the Exhibit Hall during installation and dismantling will be required to provide photo identification and proof of affiliation with a pre-approved EAC company to receive a work badge.

EACs present in the Exhibit Hall during exhibition hours, must have an exhibitor badge. All services provided to the exhibitors during Exhibit Hall hours will be performed by AGS Expo Services. For information regarding EACs and a complete list of union regulations, please refer to the online Exhibitor Services Manual.

SECURITY

As a courtesy to exhibitors, security service for the Exhibit Hall will be furnished during the hours deemed necessary by exhibit management, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. Furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.



EXHIBITOR RULES & REGULATIONS

Chicago, IL - October 10 - 13, 2024