

EXHIBITORS PROSPECTUS

American Academy of Facial Plastic and Reconstructive Surgery
American Broncho-Esophagological Association
American Head and Neck Society
American Laryngological Association
American Neurotology Society
American Otological Society
American Rhinologic Society
American Society of Pediatric Otolaryngology
The Triological Society



NATIONAL HARBOR

Gaylord National Resort and Convention Center
National Harbor, Maryland

**MORE INFORMATION
AVAILABLE AT COSM.MD**

DEAR EXHIBITOR:

On behalf of the Secretaries Liaison Committee, we invite you to exhibit at the 2018 Combined Otolaryngology Spring Meetings (COSM), April 18-22, 2018, located at the Gaylord National Resort and Convention Center in National Harbor, Maryland.

COSM will offer new and exciting opportunities this year! In addition to exhibiting during COSM, your company could also exhibit on either Wednesday, April 18 or Sunday, April 22 or both days. Exhibiting on either day would provide an additional opportunity to display your product/services to Societies that meet on the front and back-end of the COSM Schedule.

Exhibiting in 2018 will provide you more access and contact within the field than ever before.

- Connect with more than 1,700 otolaryngologists, which include key practitioners within the field, Otolaryngology fellows and residents, Thursday, April 19, through Saturday, April 21, 2018.
- Join the COSM Secretaries Liaison Committee for a Meet and Greet with COSM's Society Leadership.
- Spend quality time with attendees during lunch (no conflicting meetings) and coffee breaks in of the Exhibit Hall.
- Daily raffle to increase face time with the attendees.

This prospectus includes an application for booth space, the rules and regulations governing the COSM exhibition, a schedule of scientific sessions, the floor plan of the Exhibit Hall, and other important information.

All meeting arrangements are made through the American College of Surgeons, hereafter known as "COSM Management" or "ACS," which acts as administrator under the auspices of the COSM Secretaries Liaison Committee. Any questions concerning exhibition at this meeting should be directed to Judy Hambrick, Exhibits Coordinator, at the address below.

We look forward to your participation at the Combined Otolaryngology Spring Meetings, and to seeing you in National Harbor!

Sincerely,



Gregory A. Grillone, MD, FACS
Chair, COSM Secretaries Liaison Committee

**PLEASE DIRECT ALL
COMMUNICATIONS TO:
COSM**

c/o American College of Surgeons
633 N. Saint Clair St.
Chicago, IL 60611
Phone: 312/202-5034
Fax: 312/267-1783
E-mail: jhambrick@facs.org

COSM SECRETARIES LIAISON COMMITTEE

Gregory A. Grillone, MD, FACS
Chair, COSM
Secretaries Liaison Committee

Minas Constantinides, MD, FACS
American Academy of Facial Plastic and Reconstructive Surgery

Milan Amin, MD
American Broncho-Esophagological Association

Brian Burkey, MD
American Head and Neck Society

Lucian Sulica, MD
American Laryngological Association

Brad Kesser, MD
American Neurotology Society

Steven Telian, MD, FACS
American Otological Society

Pete, Batra, MD
American Rhinologic Society

Anna Messner, MD
American Society of Pediatric Otolaryngology

Myles Pensak, MD, FACS
The Triological Society

2018 COSM SCHEDULE

	TUE. 4/17	WED. 4/18	THURS. 4/19	FRI. 4/20	SAT. 4/21	SUN. 4/22
AM		ABEA AHNS - C	AAFPRS AHNS - C ALA	ARS - C TRIO - C	AOS ASPO - C TRIO	ANS ASPO - C
PM		AAFPRS AHNS - C ALA	ABEA AHNS - C ARS	ALA/ABEA AOS ARS ASPO	ANS ASPO - C TRIO	
EVE	ABEA - R	ALA - R	1st Poster (AAFPRS, ABEA, AHNS, ALA and ARS) - R ALA - R AHNS - R	2nd Poster (ANS, AOS, ASPO, and TRIO) - R ANS - R ARS - R ASPO - R	AOS - B ASPO - B	

ABBREVIATIONS B Banquet; R Reception; C Concurrent

SOCIETY ACRONYMS

AAFPRS American Academy of Facial Plastic and Reconstructive Surgery
www.aafprs.org

ABEA American Broncho-Esophagological Association
www.abea.net

AHNS American Head and Neck Society
www.ahns.info

ALA American Laryngological Association
www.alahns.org

ANS American Neurotology Society
www.americanneurotologysociety.com

AOS American Otological Society
www.americanotologicalsociety.org

ARS American Rhinologic Society
www.american-rhinologic.org

ASPO American Society of Pediatric Otolaryngology
www.aspo.us

TRIO The Triological Society
www.triological.org

SHOW DATES AND HOURS

Exhibits will be held in the Gaylord National Resort - Prince Georges Exhibit Hall A.

Dedicated Exhibit Hour!

The COSM Committee has approved the lunch hours, as dedicated exhibit time, in exhibit hall on Thursday, Friday and Saturday.

EXHIBIT INSTALLATION

WEDNESDAY, APRIL 18 8:00 AM–5:00 PM

EXHIBIT HOURS

THURSDAY, APRIL 19 9:00 AM–4:00 PM

FRIDAY, APRIL 20 9:00 AM–4:00 PM

SATURDAY, APRIL 21 9:00 AM–4:00 PM

EXHIBIT DISMANTLING

Saturday, April 21, beginning at 4:00 pm and must be completed by 9:00 pm. If you will not be finished dismantling by 9:00 pm, please contact Judy Hambrick at jhambrick@facs.org to make special arrangements.

EXHIBIT SPACE INCLUDES

Single 10x10 booth space, one 7x44 company ID sign and pipe and drape.

The Gaylord National Resort and Convention Center is NOT carpeted.

COMMERCIAL EXHIBITOR REGISTRATION

Registration will be located in the Maryland Ballroom Foyer. Badges must be worn to enter meeting rooms and exhibit hall. Children under the age of 16 are not permitted in the exhibit hall.

EXHIBIT REGISTRATION HOURS

WEDNESDAY, APRIL 18 6:30 AM–5:00 PM

THURSDAY, APRIL 19 7:00 AM–5:00 PM

FRIDAY, APRIL 20 7:00 AM–5:00 PM

SATURDAY, APRIL 21 7:00 AM–3:00 PM

CONTACT

Judy Hambrick, Exhibits Coordinator
c/o American College of Surgeons
633 N. Saint Clair St.
Phone: 312/202-5034 Fax: 312/267-1783
E-mail: jhambrick@facs.org
Web site: www.cosm.md

DEADLINES

> JANUARY 5

Exhibitor block request form due

> JANUARY 5

Booth assignment letters emailed

> JANUARY 19

Online exhibitor service manual link posted on COSM Web site (Service orders will only be fulfilled when booth space is paid in full and a certificate of insurance has been provided.)

> JANUARY 31

Company Description due online.

> FEBRUARY 2

- Rooming List Due
- Exhibitor Event requests due
- End Cap and Island booth drawings due

> MARCH 2

- No refund for cancellation or reduction of exhibit space
- Final booth payment due

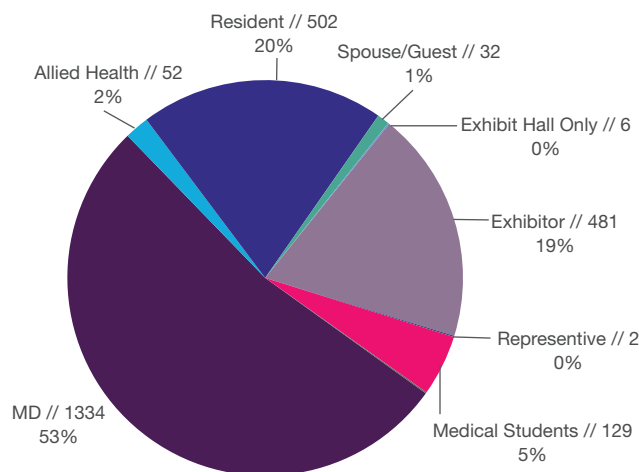
> March 23

- Exhibitor-appointed contractor request form due
- Gifts/promotional items form due
- Raffle requests form due

> March 26

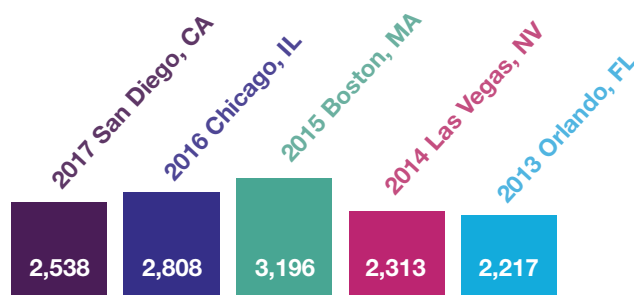
Hotel cutoff date

2017 COSM ATTENDANCE



2017 –2013 COSM ATTENDANCE HISTORY

Year Final Attendance* Location



*Attendees and Exhibitors

2017 EXHIBITOR LIST

3D Systems
A.R.C. Laser GmbH
Acclarent, Part of the Johnson & Johnson Family of Companies
Advanced Bionics
Alliance between Merck KGaA, Darmstadt, Germany, and Pfizer
Alma Lasers
Arbor Pharmaceuticals, Inc.
Atmos Inc.
Audigy Medical
Auditory Implant Initiative
AxoGen, Inc.
Bassett Healthcare Network
Bien-Air Surgery
Biologica Technologies
Boston Medical Products, Inc.
Boston Scientific
BR Surgical LLC
Bristol-Myers Squibb
Bryan Medical, Inc.
Carestream
Carl Zeiss Meditec, Inc.
Checkpoint Surgical, Inc.
Cochlear Americas
Cook Medical
Cumberland Pharmaceuticals
DePuy Synthes
Designs For Vision, Inc.
Earlens Corporation
Elsevier
Endocraft, LLC

ENT - Ear Nose & Throat Journal
Entellus Medical
Ethicon US, LLC
Fiagon
Fuel Medical Group
Fyzical Balance & Dizziness Centers
Geisinger Health System
Grace Medical, Inc.
Griffin Laboratories Inc.
Haag-Streit USA
Hemostasis LLC
Hood Laboratories, Inc.
InHealth Technologies
Inspire Medical Systems, Inc.
Instrumentarium
Integra LifeSciences
Intuitive Surgical
J. Morita USA, Inc.
JAMA Network (The)
JEDMED Instrument Company
KARL STORZ Endoscopy-America, Inc.
KURZ Medical, Inc.
Leica Microsystems
LUMENIS
MED-EL Corporation
Mediana USA Inc.
MediCapture Inc.
Medtronic
Meniett AG
Merck & Co., Inc.
MirrorMe3D
NeilMed Pharmaceuticals

NIDCD National Temporal Bone Registry
Nova Innovations
Olympus America Inc.
OmniGuide Surgical
OptiNose
Oticon Medical LLC
Otonomy, Inc.
Ototronix
PENTAX Medical
Plural Publishing, Inc.
PolypVac Microdebrider
Reliance Medical Products
Sanford Health
Scopis GmbH
Smith & Nephew
Somna Therapeutics
St. John Health System
Stryker
Sutter Medical Technologies USA, Inc.
Synovis Micro Companies Alliance
Tactile Medical
Teleflex
Ultralight Optics, Inc.
Veracyte
ViOptix, Inc.
Wiley
Wolters Kluwer
Xenosys USA
Xlear, Inc.
Xoran Technologies, LLC
Zimmer Biomet



ACCOMMODATIONS

HEADQUARTERS HOTEL

Gaylord National Resort and Convention Center

201 Waterfront Street

National Harbor, MD 20745

Phone [301.965.4000](tel:301.965.4000)

COSM ROOM RATE

\$247 Single/Double per night plus resort fee/taxes

To obtain the necessary amount of meeting and exhibit space, COSM must commit to using a minimum number of guest rooms. If that commitment is not met, COSM will incur significant financial penalties and it will cause a major impact on the future programs that COSM can offer.

By booking your room(s) under the official COSM room block, you help COSM meet their hotel obligation.

We thank you in advance for your assistance.

EXHIBITOR HOUSING BLOCK

If you need to book 10 or more hotel reservations, please complete the Exhibit Housing Block Request form by January 5, 2018. Contact Marisa Villalba at mvillalba@facs.org to obtain Housing Block Request Form.

If you require less than 10 rooms, reservations can be made via online or phone.

The rooming list is due
February 2, 2018.

DEADLINES

Hotel reservations made after the deadline date or when room block fills are subject to rate and space availability.

Hotel cutoff date:
March 26, 2018

MAKE A RESERVATION

Online

Phone [877.491.0468](tel:877.491.0468)

Visit the [COSM website](#) for more details on housing

PURPOSE OF EXHIBITS

The purpose of all exhibits is to provide members and guests with information and explanations concerning medically-related products and services.

EXHIBIT RULES & REGULATIONS

The following rules and regulations governing the exhibit under the auspices of the COSM Secretaries Liaison Committee of the Combined Otolaryngology Spring Meetings are part of the application for space and constitute a contract between the exhibitor and COSM. They have been formulated in the best interest of the exhibitor, and we respectfully ask for full cooperation of the exhibitor in their observance. Any detail not specified is subject to decision by the COSM Secretaries Liaison Committee.

BOOTH ASSIGNMENTS—Exhibit booths are assigned according to points earned from previous COSM exhibitions, the date the application for space is received, and the number of booths requested.

Points are accumulated in the following manner:

- One point per 10' x 10' booth

If two or more companies accumulate the same number of points, space assignments are based on the date the application is received. First-time exhibitors are assigned space based on the date the application is received.

In the event of a change in company status, please notify COSM in writing as soon as possible, so that points can be transferred.

BOOTH SELECTIONS—The floor plan should be carefully reviewed and four (4) exhibit preferences selected. Indicate these choices on the application for space. If the selected space is not received, the exhibitor agrees to accept the space assigned. The application, along with a deposit of \$1,450 per 100-square-foot per booth, should be returned to the COSM office.

Subletting of space is not permitted.

The COSM Secretaries Liaison Committee reserves the right to modify the designated exhibit space and make changes to space assignments should it be necessary.

CANCELLATIONS, REDUCTION, AND REFUNDS—

Written notification of a reduction or cancellation of exhibit space must be received by COSM on or before March 2, 2018 and will result in a charge equal to 50 percent of the total cost of the space. Space not claimed or occupied on-site after 5:00 pm Wednesday, April 18, for which no special arrangements have been made with COSM, may be resold or reassigned by COSM without obligation to refund exhibit fees or reassign the exhibitor. There will be no refunds for cancellation of space issued after March 2, 2018.

CONTRACT FOR SPACE—The acceptance of the application by the COSM Secretaries Liaison Committee and deposit on rental charges constitute a contract for the rights to use allotted space. A completed application for space with deposit and all requested information must be received by mail. Facsimile applications will be accepted with credit card information and signature. Telephone requests will not be honored.

ELIGIBILITY FOR EXHIBITING—The exhibits are an extension of the continuing education program of COSM. For an application to be accepted by the COSM Secretaries Liaison Committee, the products

and services must be related to the otolaryngology/medical field. Applications from companies that have not previously exhibited with COSM will be reviewed by the COSM Secretaries Liaison Committee for eligibility before assignment is made.

The materials required for review are:

- Background information on the company
- Promotional brochures/literature for all products and services to be exhibited
- A list of three medical meetings where the company has recently exhibited

The COSM Secretaries Liaison Committee reserves the right, even after an application has been approved, to refuse exhibits, curtail activities, or to close exhibits or parts of exhibits that do not, in the COSM Secretaries Liaison Committee's determination, comply with its rules and regulations.

EXHIBIT FEES—One 10' x 10' booth costs \$2,900. Note: All applications for space must be accompanied by a deposit of \$1,450 per 10' x 10' booth.

NON-PROFIT RATE—Please contact COSM Exhibit staff to discuss rate.

EXHIBITS DESIGN/DISPLAY—Exhibit booths are 10' x 10'. The height of any exhibit shall not exceed 8' and the side rails must not be higher than 42". All back walls and side rails must remain as set by the official contractor. Please note that all display material must be fire retardant. **The exhibit hall at the Gaylord National Resort and Convention Center is NOT carpeted.**

Exhibits may not span an aisle by ceiling or floor. Solid ceilings of wood, fabric, or other material over exhibits are not permitted if they come under the fire sprinkler heads. Exhibitors having covered exhibits must submit plans to the official contractor who will present said plans to the COSM Secretaries Liaison Committee for review and approval. Exhibits must be arranged so as not to obstruct the sight line or otherwise interfere with the displays of other exhibitors. **See attachment with design guidelines**

ANIMAL TISSUE DEMONSTRATIONS—Under no circumstances may human tissue of any kind be used for demonstration purposes. Animal tissue may be used if a request is submitted in writing to COSM with a detailed description of the proposed method of waste disposal.

FAILURE TO OCCUPY SPACE—Any exhibitor failing to occupy space is not relieved of the obligation to pay full rental price for space. The COSM Secretaries Liaison Committee will have the right to use an exhibit space as it sees fit, provided the space is not occupied one hour prior to the scheduled exhibit hall opening.

PAYMENT TERMS—A check for the deposit in the amount of \$1,450 per 100 square feet must accompany the application for space. No applications will be processed without remittance of the deposit. COSM Management will charge credit cards the full \$2,900 (\$29.00 per sq. ft.) per 10' x 10" space requested for the 2018 COSM. Corners cost \$100 each. All applications received after Friday, March 3, 2018 must include full payment. No application will be processed without full payment after this date.

Full payment is due Friday, March 2, 2018. If payment is not received by this date, space may be reassigned and a refund will not be issued.

Services ordered through the Freeman online service kit will only be fulfilled upon final payment for booth space.

VIOLATIONS—As a condition for exhibiting, each exhibitor will agree to observe all policies. Violators will incur a reduction in points for each regulation violated.

- The first regulation violated will result in the company not accruing the exhibit participation points for the year.
- The second regulation violated will result in the company losing one-half of its accrued exhibit participation points.
- The third regulation violated will result in the company losing all of its accrued exhibit participation points.
- The fourth regulation violated will result in the company not being eligible to exhibit at future COSM meetings.

The COSM Secretaries Liaison Committee reserves the right to levy a more severe penalty, without successive progression through the preceding regulations.

BOOTH INFORMATION AND SERVICES

BADGES AND BOOTH STAFFING—Each exhibiting company is entitled to five complimentary badges per 100 sq. ft. (10' x 10') of space. Substitutions are not permitted, and badges cannot be shared. A \$60 per badge fee will be charged above and beyond your booth allotment. Lost or forgotten badges may be reprinted on site at a fee of \$60 per badge.

A physician who wants to register as an exhibitor must be a full-time employee of the exhibiting company and possess a business card with that company's name. Using exhibitor registration to register physicians and other professional attendees who are not full-time employees is strictly prohibited. Any exhibiting company found to be in violation will forfeit its priority points for the current year. No badges will be issued without proof of company affiliation.

Exhibitor Badges can be picked up at the COSM registration desk located at the Maryland Registration Desk A-C at the Gaylord National Resort and Convention Center.

COSM requires that all representatives be registered for the meeting. Badge exchange between exhibitor representatives is not permissible.

Booths must be staffed at all times. Please note that you will be in violation of regulations if the booth is not staffed. Properly badged exhibitors will be admitted to the exhibition hall one hour before show opening each show day and may remain up to one-half hour after show closing each evening.

ADVERTISING & MARKETING OPPORTUNITIES—

COSM is excited to, once again partner, with TriStar Publishing for our corporate support marketing and advertising opportunities. As a leader in the industry, TriStar representatives will work closely with you to provide marketing solutions to maximize your visibility during COSM 2018. For more information, contact Brennah Tate at 913.491.4200 x 482 or btate@tristar-pub.com. Detailed information will be available on the COSM web site at www.cosm.md in January 2018.

BAGS—Sorry, tote bags are not permitted as giveaways.

CLEANING SERVICE/AISLE CARPET—Each exhibitor is responsible for ordering cleaning service for the upkeep of its booth during the show. A form will be provided in the online exhibitor service manual. COSM will assume responsibility for aisle cleaning in the exhibit hall.

COMPANY DESCRIPTION—Exhibitors are responsible for entering their company descriptions online. Online descriptions will be printed in program book and uploaded to mobile app. More details will be included in exhibit space confirmation. The deadline to enter company descriptions is Wednesday, January 31, 2018.

CORPORATE REPRESENTATIVE—Companies that are unable to exhibit at the 2018 COSM, but would like to send a representative, may pre-register the individual(s) by contacting ACS Registration at registration@facs.org or 312/202-5244 for the appropriate registration form. The fee for each individual is \$500. Representative badges may be picked up at the COSM Registration located at the Maryland Registration Desk A-C at the Gaylord National Resort and Convention Center.

EXHIBIT HOURS—

Thursday, April 19 // 9:00 AM–4:00 PM
Friday, April 20 // 9:00 AM–4:00 PM
Saturday, April 21 // 9:00 AM–4:00 PM

EXHIBITOR EVENTS—The opportunity to hold Exhibitor Events will be offered at COSM. Exhibitors will want to take advantage of the opportunity to gain additional exposure to this influential group of otolaryngologists. Information regarding exhibitor events will be available on the online exhibitor portal in January 2018.

EXHIBITOR MEET AND GREET—We are pleased to announce the Annual Exhibitor Meet and Greet will take place on Friday, April 20 at 8:00 AM. Location and details will be sent later. This meeting will provide exhibitors with the opportunity to meet the COSM Secretaries Liaison Committee members and staff, hear the latest conference updates and learn more about COSM.

FOOD AND BEVERAGES—Nonalcoholic beverages and food products are permitted in your booth only if ordered or approved through the hotel's food and beverage departments. No popcorn, peanuts, or jelly beans will be allowed.

FOOD AND DRUG ADMINISTRATION (FDA)—All medical devices or pharmaceuticals exhibited must have fulfilled all applicable FDA regulations.

NON-FOOD AND DRUG ADMINISTRATION (FDA) APPROVED DRUGS AND DEVICES—Exhibitors are reminded that the FDA generally prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also forbids the promotion of approved drugs or devices for unapproved uses. Unapproved Class III devices may be displayed only if they are the subject of an effective investigational device exemption (IDE). Class I or II devices that have not been approved by the FDA may be displayed only if they are the subject of a pending 510(k) premarket notification application. Any investigational product (including any product subject to a pending 510(k)) that is displayed or graphically depicted within the exhibit must: contain only objective statements about the product; contain no claims of safety, effectiveness, or reliability; contain no comparative claims to other marketed products; display the statement "Caution: Investigational Devices. Limited to Investigational Use" in prominent size and placement; and not be sold or be the subject of order taking or name gathering until approved. Signage that is easily visible is to be placed near the devices themselves and on any graphics depicting

the device stating: "This device is not cleared by the FDA for distribution in the United States" or "This device is limited by Federal Law for investigational use only."

FUNCTION SPACE—All requests for function space (including social functions, sales meetings, group meetings, etc) must be submitted using the electronic function space request form included in the online exhibitor portal and submitted to the COSM office. Requests for function space cannot be made directly with Gaylord National Resort and Convention Center or any other hotel used by COSM to house registrants. Exhibitors may not conduct, participate in, or sponsor any educational or marketing activities directed toward COSM participants during times that conflict with scientific sessions or educational activities of any COSM society. All requests for function space are subject to approval by the COSM Secretaries Liaison Committee. If you have any questions regarding the function space request form please contact Marisa Villalba at 312/202-5322 or mvillalba@facs.org.

GIFTS/PROMOTIONAL ITEMS—Exhibitors are permitted to give gifts and promotional items in their assigned booths, but items must be approved by COSM Management. A "Gifts/Promotional Items" form will be provided in the Exhibitor Service Manual. The deadline for submitting this form is Friday, March 23, 2018. Individual gifts in the general range of \$100 are acceptable. No gifts over \$100 are permitted. Exhibitors must follow the AMA Guidelines on Gifts to Physicians from Industry. Any gifts accepted by physicians individually should primarily entail a benefit to patients. Accordingly, textbooks, modest meals, and other gifts are appropriate if they serve a genuine educational function. Cash payments may not be offered.

HOTEL INFORMATION—The headquarters hotel is Gaylord National Resort and Convention Center, 201 Waterfront St., National Harbor, MD 20745. The exhibits will be located in Prince George Exhibit Hall A of the Gaylord National Resort and Convention Center. To verify that all hotel rooms within the COSM block are properly allocated, COSM will actively monitor the housing process. Exhibitors who require the use of ten (10) sleeping rooms or more per night at the Gaylord National Resort and Convention Center must complete the Exhibitor Housing Block Form. The deadline to submit the exhibitor block request form is Friday, January 5, 2018. Contact Marisa Villalba at mvillalba@facs.org to request the exhibitor housing block form.

For exhibitors who require the use of fewer than ten rooms, hotel information will be available on the COSM Web site at www.cosm.md.

The reservation cutoff date at the Gaylord National Resort and Convention Center is Monday, March 26, 2018. Reservations made after the deadline date or when room block fills are subject to rate and space availability.

UNAUTHORIZED SOLICITATIONS FROM

HOTELS—ALL hotel reservations for COSM must be made via the COSM website.

WARNING: Be aware of hotel resellers who may contact you offering accommodations they are not endorsed by or affiliated with COSM. Beware that entering into financial agreements with non-endorsed companies can have costly consequences.

LASER POLICY—Exhibiting companies planning to demonstrate laser equipment and other potentially hazardous light sources must submit request to COSM Management.

LEAD RETRIEVAL—Lead retrieval information will be included in the exhibitor service manual.;plop;l

LIST RENTAL—Exhibitors have the opportunity to purchase the preregistration attendee list before the meeting and the final attendee list after the close of the meeting. Additional Information including pricing and guidelines will be available in the exhibitor service manual in January 2018.

NON CONTRACTED EXHIBIT SPACE—Any person, firm, or organization not having contracted with the COSM Secretaries Liaison Committee for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, or services, solicit orders, or distribute advertising materials at the Gaylord National Resort and Convention Center, or in any hotel used by COSM to house registrants. Any noncompliance with this regulation will result in the prompt removal of the offending person and property from the area. No exhibit will be permitted in a hotel room.

PHOTOGRAPHERS—All exhibiting companies hiring a photographer for COSM must submit in writing the name of the firm to the COSM Management office. Unauthorized photographers or camera equipment will not be allowed into the exhibit hall.

RAFFLES/PRIZE DRAWING—Exhibitors may conduct raffles or have individual prize drawings in their assigned booths. All raffle prizes must be approved by COSM Management. A "Raffle/Prize Drawing" form will be provided in the exhibitor service manual. The deadline for submitting this form is Friday, March 23, 2018.

RESTRICTIONS IN OPERATION OF EXHIBITS—

The COSM Secretaries Liaison Committee reserves the right to restrict exhibits that because of sound, method of operations, materials, content, or for any reason are objectionable and also to prohibit or evict any exhibit that in the opinion of COSM Management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, food and beverages, or anything of a character that COSM Management determines is objectionable to the exhibit. All demonstrations, interviews, or instructional activities must be confined to the limits of the exhibit booth. Any person canvassing in any part of Gaylord National Resort and Convention Center will be required to leave the building. In the event of such restriction or eviction, COSM and COSM Management are not liable for any refunds or rentals or other exhibit expense.

SALES AND ORDER TAKING—Exhibitors are free to solicit sales and take orders within the exhibit hall only.

SECURITY—Security officers will be stationed in the exhibit hall continuously from 5:00 pm Wednesday, April 18 through 9:00pm Saturday, April 21. Children under the age of 16 are not permitted in the hall at any time.

SIGNS—One 7" x 44" ID sign will be furnished to each exhibitor by COSM. Forms for ordering additional signs will be provided in the online exhibitor service manual. Only professionally printed signs are permissible.

SOUND—Sound/audiovisual devices, effects, and demonstrations will be permitted only in those locations and at such sound intensity (maximum 80 decibels or "dB") as, in the opinion of COSM, do not interfere with the activities of neighboring exhibitors. Sound levels exceeding 80 dB are deemed inappropriate and must be discontinued.

CONTRACTUAL CONSIDERATIONS

INSURANCE—Insurance on all exhibits is the responsibility of the exhibitor. COSM or COSM Management will not assume any responsibility for property loss or damage to personal property, as stated in the section on limitation of liability.

Exhibitor shall at its own cost and expense provide general liability insurance in an amount not less than \$1,000,000. This insurance should recognize COSM and the American College of Surgeons as an additional insured.

Service orders will only be fulfilled by Freeman when booth space is paid in full and a certificate of insurance has been submitted.

LIMITATION OF LIABILITY—It is mutually agreed by and among COSM, COSM Management, and the exhibitor that COSM and COSM Management shall have no liability whatsoever to an exhibitor, its employees, or its business invitees, or any liability for loss or damage to the property of the exhibitor, its employees, or its business invitees resulting from any cause. It is further understood and agreed that all claims against COSM and COSM Management for any damage, loss, or injury are expressly waived by the exhibitor and assumed by the exhibitor as its responsibility.

Space is leased with the understanding that COSM, COSM Management, Freeman Decorating Company, and the Gaylord National Resort and Convention Center assume no liability whatsoever for damages for any act of omission in connection with the said agency, and the exhibitor and its representative(s) hereby keep forever harmless COSM, COSM Management, Freeman Decorating Company, and the Gaylord National Resort and Convention Center from any and all liabilities for loss ensuing from any cause.

It is further understood and agreed that the COSM and COSM Management shall in no event be liable to an exhibitor for any lost profits, sales, or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of COSM and COSM Management to the exhibitor for any breach of the contract shall be for the refund of all amounts paid by the exhibitor pursuant to

this contract, as an exclusive remedy. The exhibitor agrees to abide by all applicable laws, ordinances, and rules and regulations, including but not limited to those of the Gaylord National Resort and Convention Center, as may be amended from time to time.

CATASTROPHE—In the event of fire, strikes, or other unavoidable occurrence rendering the exhibit space unfit for use, provisions will be made for the exhibit elsewhere or a proper financial adjustment will be made to the exhibitor.

INSTALLATION AND DISMANTLING

Exhibitor Installation may begin on Wednesday, April 18, beginning at 8:00am. Setup must be completed by 5:00 pm on Wednesday, April 18. All display material, packages, crates, etc. not attended to by 8:00 am Thursday, April 19, will be removed by official Decorator on a time and material basis at the exhibiting company's expense. Dismantling may begin promptly at 4:00 pm on Saturday, April 21. Dismantling exhibits before the official closing without just cause and/or permission from COSM Management will result in not receiving an invitation to exhibit the following year.

SERVICE CONTRACTORS—

Freeman Decorating Company has been designated the official contractor. Freeman will operate a service desk in the exhibit hall. Forms for ordering complete exhibit hall services will be on the COSM Web site at www.cosm.md in January 2018. The service desk will be open during installation, dismantling, and show hours for your convenience.

INSTALLATION AND DISMANTLING

BADGES—These passes are necessary for all unregistered installation and dismantling personnel who want access to the exhibit hall. Setup badges must be presented to the security officers for entrance. Passes may be obtained at the exhibitor registration desk located at the Maryland Registration Desk A-C at the Gaylord National Resort and Convention Center on Wednesday, April 18 at 8:00AM.

SETUP BY NONOFFICIAL CONTRACTOR—

The unpacking, setup, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Freeman Decorating Company will have skilled craftsmen available to assist exhibitors.

Arrangements for labor should be made through the decorating company in advance whenever possible. Official labor forms will be included in the online exhibitor service manual.

EXHIBITOR-APPOINTED CONTRACTORS

(EACS)—Exhibitor appointed contractors (EACs, nonofficials, or independent contractors) are allowed to install and dismantle at COSM as long as there is compliance with the following rules:

- COSM Management must be notified in writing by Friday, March 23, 2018. The EAC approval request form will be in the online exhibitor service manual. **Notification by the EAC is not acceptable.**
- The EAC must furnish COSM Management with a certificate of liability insurance no later than March 23, 2018. The liability insurance must have a limit of not less than \$1,000,000.
- The EAC must have current contracts with appropriate unions and provide stewards in the required ratio.
- The EAC may not solicit or accept new business for future COSM shows on the show floor.
- The EAC must have all appropriate federal, state, and local license, permits, etc. (if any).
- An EAC will not be permitted on the show floor unless the above rules are observed. No exceptions!

Please note: The exhibiting company is fully responsible for the coordination of its contractors. In the interest of clear communication, COSM Management will not work directly with any nonofficial contractors including decorators, contractors, public relations agencies, or advertising agencies.

For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and millwright work, no exception will be made and the contractor designated by COSM Management must be used.

SHIPPING INFORMATION—All exhibitors are required to send their freight through the official drayage contractor. It is imperative that all exhibitors coordinate their deliveries with the official drayage contractor, inasmuch as COSM Management has given the drayage contractor control of the loading dock, which is necessitated by limited accessibility and time. Shipping directly to the hotel is prohibited.

FLOOR PLANS, BOOTH SIZES, CONFIGURATIONS, AND REQUIREMENTS

ARRANGEMENT OF EXHIBITS - Each exhibitor is provided access to an online, interactive floor plan and an Exhibitor Service Kit, which describes the type and arrangement of exhibit space and the standard equipment provided by COSM for booth construction. All exhibit space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Prospectus, the terms and obligations of which are expressly incorporated herein. If, in the sole opinion of COSM, any exhibit fails to conform to the Exhibitor Prospectus, or the Policies and Procedures set forth herein, such exhibit will be closed and prohibited from operating at any time during the Exhibition and no exhibit space rental charges shall be refunded.

EXHIBITOR PLAN REVIEW - Exhibitors utilizing an end-cap or island type exhibit, or relocating to an exhibit space with an end-cap or island type exhibit, or involving other unusual construction features are required to submit a copy of their booth construction plans and layout arrangements. These plans, including a scaled plan view and elevations, must be submitted to COSM for approval at least 60 days prior to the opening of the Exhibition.

CHANGES TO FLOOR PLAN BY COSM - Floor plans can change due to new space assignments, increases/reductions in space, or reconfiguration deemed necessary by COSM. The interactive floor plan will be available at www.cosm.md/ and announced to exhibitors when live. COSM reserves the right to rearrange the floor plan at any time and to relocate exhibitors if it becomes necessary for causes beyond the control of COSM or is advisable in the best judgment of COSM. Every attempt will be made to contact affected exhibitors and discuss the change prior to finalizing. These booth design requirements are not intended to unduly restrict exhibit design or utility but are presented to create and maintain an open atmosphere on the exhibit floor.

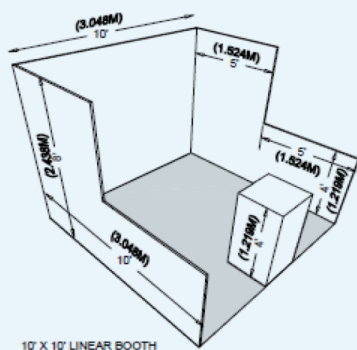
All exhibit matters and questions not covered by these Booth Design Policies are subject to the decision of COSM. These Booth Design Policies may be amended at any time by COSM, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these Booth Design Policies, written notice will be given by COSM to exhibitors who may be affected.

When designing exhibits, good judgment and consideration neighboring exhibitors and attendees should be utilized.

- > All exhibits must conform to and enhance the professional, educational, and instructional atmosphere of the meeting.
- > All booths must be carpeted.
- > Exposed parts of any display must be finished so as not to be objectionable to other exhibitors or to COSM.
- > Exhibits must render a safe assembly during installation, dismantling, and exhibition periods.
- > Materials used in the exhibit hall must be flame retardant in accordance with the Maryland Fire Ordinances.
- > Electrical equipment and display components must conform to the Maryland Electrical Code.
- > Hanging signs, at any height, will be permitted on a case-by-case basis and will require COSM and Gaylord National Resort & Convention Center approval. All hanging signs and graphics must be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only. Weight of sign, dimensions, scale drawings, material used, and method of suspension must be submitted in writing by the exhibitor to COSM by **Friday, February 2, 2018.**

BOOTH EQUIPMENT

Booth rental includes side and backwall drape and sign indicating booth number, company name, city and state.



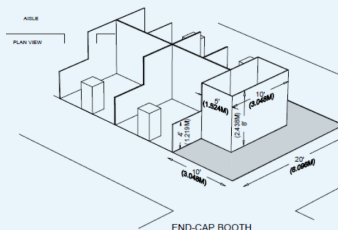
IN-LINE EXHIBITS (10' X 10' OR MULTIPLE THEREOF)

A linear or in-line booth is generally arranged in a straight line and have neighboring exhibitors on their immediate right and left. Linear booths are commonly 10ft wide and 10ft deep.

The back one-half of the in-line booth may be occupied up to a maximum height of 8'. Linear or in-line booths are limited to 8' in height, except along the perimeter walls, where the height limit may be 12' (prior COSM written approval required).

The front one-half of the in-line booth may be occupied from the floor up to a height of 4', except for equipment that may exceed the 4' height limit, but may not be higher than 8', and must be placed so that the view or sight lines of adjacent exhibits are not blocked.

Live or video demonstrations must not be objectionable to neighboring exhibitors or COSM.



END-CAP BOOTH (10' X 20')

An end-cap booth is essentially an in-line (linear) booth placed in the position of a peninsula. End-cap booths are generally 10ft deep by 20ft wide. The maximum back wall height allowed is 8ft and the maximum back-wall width allowed is 10ft at the center of the back-wall with a maximum 5ft height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

Elevation and overview drawings, either concept or construction, indicating all dimensions, must be submitted to COSM for approval by **February 2, 2018.** Drawings must be submitted even if approved in previous years.

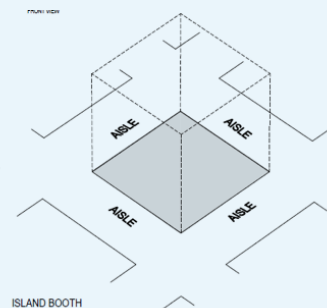


EXHIBIT (20' X 20" ISLAND)

An Island booth is any size booth exposed to aisles on all four sides. An island booth is typically 20ft by 20ft or larger. The maximum allowable height is 16ft including signage.

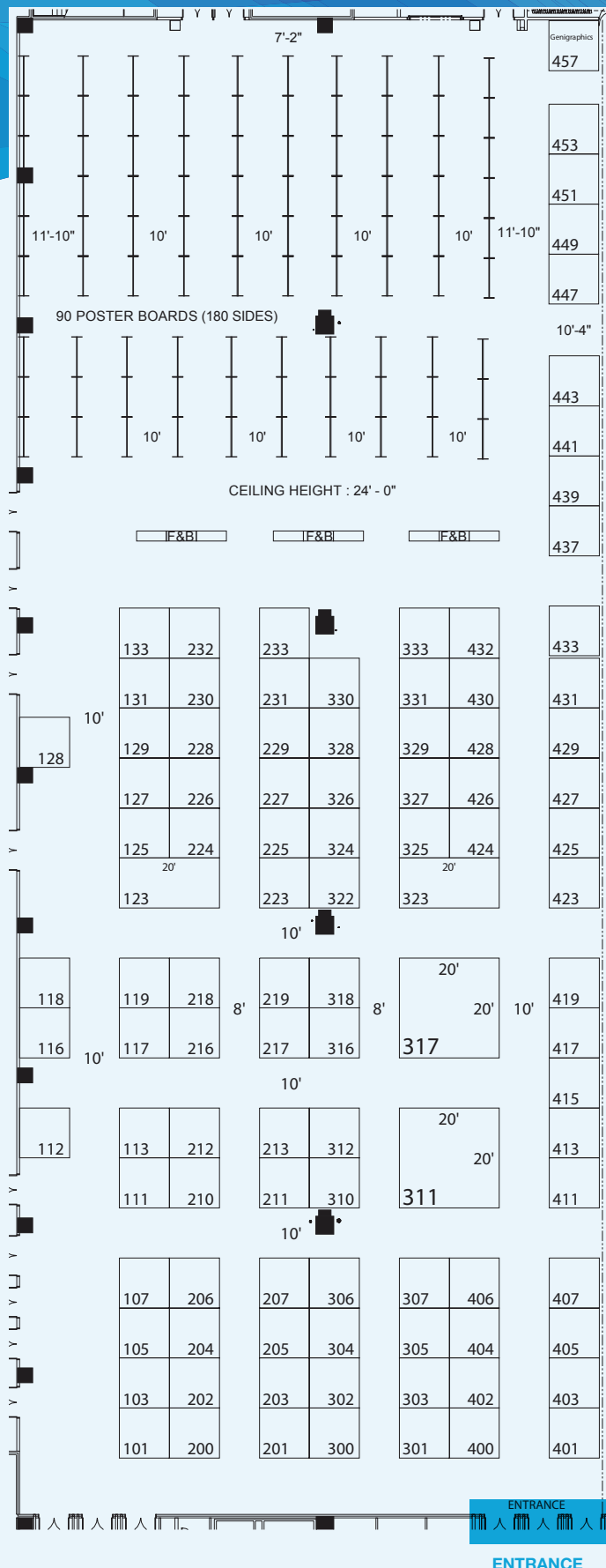
Elevation and overview drawings, either concept or construction, indicating all dimensions, must be submitted to COSM for approval by **February 2, 2018.** Drawings must be submitted even if approved in previous years.

- > Maximum height of any free-form exhibit, including signs (hanging or floor-based), shall be 16' from the exhibit floor.

EXHIBIT HALL FLOOR LAYOUT

BOOTH FEES: 10' x 10' - \$2,900 (\$29 per sq. ft.)

Gaylord National Resort and Convention Center
National Harbor, Maryland
April 18-22, 2018



NEW EXHIBIT PACKAGE OPTIONS!

This year, we are offering several exhibiting options. In addition to exhibiting during COSM, your company could also exhibit on either Wednesday, April 18 or Sunday, April 22 or both days. Exhibiting on either day would provide an additional opportunity to display your product/services to Societies that meet on the front and back-end of the COSM Schedule.

OPTION 1

> Exhibit booth during COSM Meeting <i>plus</i>	\$2,900
> One (1) single 6' tabletop exhibit on Wednesday, April 18	
from 9:00 AM – 4:00 PM	\$1,000
Total	\$3,900

Societies: ABEA, AHNS, AAFPRS and ALA

OPTION 2

> Exhibit booth during COSM Meeting <i>plus</i>	\$2,900
> One (1) single 6' tabletop exhibit on Sunday, April 22	
from 7:00 AM – 12 Noon	\$1,000
Total	\$3,900

Societies: ANS and ASPO

OPTION 3

> Exhibit booth during COSM Meeting <i>plus</i>	\$2,900
> One (1) single 6' tabletop exhibit on Wednesday, April 18	
from 9:00 AM – 4:00 PM <i>plus</i>	\$1,000
> One (1) single 6' tabletop exhibit on Sunday, April 22	
from 7:00 AM – 12 Noon	\$1,000
Total	\$4,900

Societies: ABEA, AHNS, AAFPRS and ALA (Wednesday)

Societies: ANS and ASPO (Sunday)

DETAILS

> All companies **MUST** be exhibiting at COSM Meeting to exhibit on either April 18 or April 22.

> Tabletop assignments will be made based on date application received.

> Wednesday, April 18 - Single 6' skirted tabletop in Ballroom foyer from 9AM – 4PM.
NOTE: This is a tabletop display only - no custom booths allowed. One table per company.

> Sunday, April 22 - Single 6' skirted tabletop in Ballroom foyer from 7AM – 12 Noon.
NOTE: This is a tabletop display only - no custom booths allowed. One table per company.

If you are interested in any of these options, please Indicate on Exhibit Space application.

APPLICATION FOR EXHIBIT BOOTH SPACE // Please print clearly

COMPANY NAME AS IT SHOULD BE PUBLISHED

CONTACT NAME (WILL RECEIVE ALL CORRESPONDENCE)

ADDRESS (NO PO BOX ADDRESSES PLEASE)

CITY

STATE

ZIP/POSTAL CODE

COUNTRY

TELEPHONE

EMAIL

We, the undersigned, hereby apply for exhibit space at the 2018 Combined Otolaryngology Spring Meetings, subject to the rules and regulations governing the exhibition as stated in this prospectus, which we accept as part of the agreement. If none of our booth selections are available at the time application for space is received, we agree to accept the space assigned.

EXHIBIT FEES**SELECTION**

Single Booth (10x10) \$2,900
 BOOTH SIZE ____ X ____ (10'x10', 10'x20', 10'x30')
 End Cap booths (10x20) (includes 2 corners) \$6,000
 Island (20x20) (includes 4 corners) \$12,000
 Corners \$100 each

☐
☐
☐
☐
BOOTH SELECTION

1st _____ 2nd _____ 3rd _____ 4th _____

BOOTH PREFERENCESCorner anywhere in the hall (if available) ☐ Inline ☐**BOOTH/TABLE PACKAGES** (see previous page)

Option 1 \$3,900
 Option 2 \$3,900
 Option 3 \$4,900

☐
☐
☐

List the companies below that you **DO NOT WANT TO BE NEAR**.
 (Please note: Identifying companies may make it difficult for COSM Management to assign space in accordance with your preferences)

DESCRIPTION OF PRODUCT/SERVICE DISPLAYED:

As an authorized representative of the company named above, I have read and understand the rules and regulations outlined in the 2018 COSM Exhibitor Prospectus. I understand and agree to accept and abide by those rules and regulations. The acceptance of our application by the COSM Secretaries Liaison Committee and deposit on rental charges constitute a contract.

SIGNATURE OF EXHIBIT MANAGER

EXHIBIT MANGER NAME (PLEASE PRINT), DATE

PAYMENT TERMS

Deposit in the amount of \$1,450 per 100 square foot booth must accompany this application if paying by check. Corners are \$100 each. **Exhibit Space Assignment confirmations will be emailed in January 2018.** Note: Companies that pay for booth space with a credit card will be charged the full \$2,900.

Full payment is due March 2, 2018. Failure to submit full payment by this date may result in cancellation of space and a penalty of 50 percent of the total cost of the space assigned.

All applications received after March 2, 2018, must be received with full payment. No application will be processed without full payment after this date.

Cancellation or reduction of space before March 2, 2018 will result in a penalty of 50 percent of the total cost of the space assigned. No refunds will be granted after March 2, 2018.

Return application and deposit to: American College of Surgeons, Attn: COSM, Judy Hambrick, Exhibits Coordinator, 633 N. Saint Clair St., Chicago, IL 60611-3211. Fax: (312) 267.1783.

Check Enclosed: Make all checks payable to COSM. Checks must be in U.S. dollars drawn on a U.S. bank.

Charge the following credit card: COSM is authorized to charge the following credit card the fee of \$2,900 (\$29 per sq. ft.) per 10' x 10' space requested for 2018 COSM.

☐ American Express ☐ MasterCard ☐ Visa

CARD NUMBER**EXPIRATION DATE****SIGNATURE****EXHIBITS CONTACT****Judy Hambrick**

American College of Surgeons // Attn: COSM
 633 N. Saint Clair St. // Chicago, IL 60611-3211

PHONE 312.202.5034 // FAX 312.267.1783

EMAIL jhambrick@facs.org // WEB SITE cosm.md

**COSM
MANAGEMENT
USE ONLY**

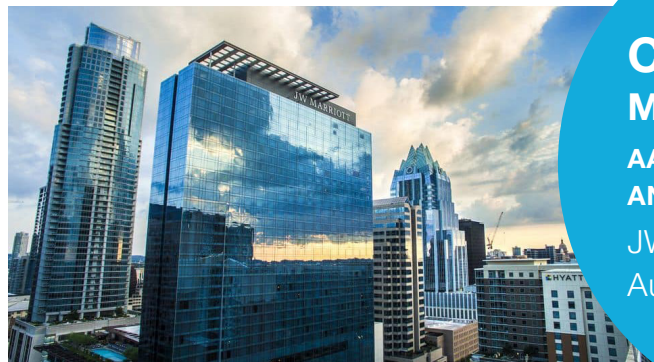
BOOTH SIZE

TOTAL COST DEPOSIT

BOOTH #

PRIORITY POINTS

MARK YOUR CALENDAR



COSM 2019

May 1–5

**AAFPRS, ABEA, AHNS, ALA,
ANS, AOS, ASPO, TRIO**

JW Marriott Austin
Austin, Texas

FOR MORE INFORMATION, CONTACT

Judy Hambrick

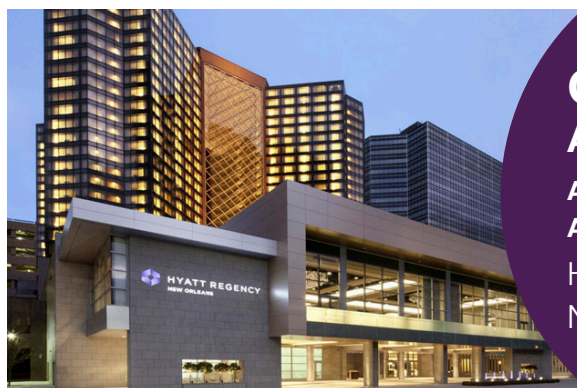
COSM Exhibit Coordinator
c/o American College of Surgeons
633 N. St. Clair Street
Chicago, IL 60611
PHONE 312.202.5034
EMAIL jhambrick@facs.org

COSM 2020

April 22–26

**AAFPRS, ABEA, ALA, ANS,
AOS, ARS, ASPO, TRIO**

Hilton Atlanta
Atlanta, Georgia



COSM 2021

April 27–May 1

**AAFPRS, ABEA, AHNS, ALA,
ANS, AOS, ARS, TRIO**

Hyatt Regency New Orleans
New Orleans, Louisiana

COSM 2022

April 27–May 1

**AAFPRS, ABEA, AHNS, ALA,
ANS, AOS, ARS, ASPO, TRIO**

Hyatt Regency Dallas
Dallas, Texas

