EXHIBITORS PROSPECTUS

JW MARRIOTT AUSTIN
AUSTIN, TEXAS

MAY 1-5, 2019

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 Society of Pediatric Otolaryngology
The Triological Society

MORE INFORMATION AVAILABLE AT WWW.COSM.MD
DEAR EXHIBITOR:

On behalf of the Secretaries Liaison Committee, we invite you to exhibit at the 2019 Combined Otolaryngology Spring Meetings (COSM), May 1-5, 2019, located at the JW Marriott Austin in Austin, Texas.

COSM will offer new and exciting opportunities this year! In addition to exhibiting during COSM, your company could also exhibit on either Wednesday, May 1 or Sunday, May 5 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 2019 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, May 2, through Saturday, May 4, 2019.
- 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.

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, at the address to the right.

We look forward to your participation at the COSM, and to seeing you in Austin!

Sincerely,

Gregory A. Grillone, MD, FACS
Chair, COSM Secretaries Liaison Committee
2018 COSM ATTENDANCE

- Resident: 622 (20%)
- Exhibitor: 475 (15%)
- MD: 1683 (54%)
- Allied Health: 91 (3%)
- Spouse/Guest: 41 (1%)
- Exhibit Hall Only: 8 (0%)
- Representative: 6 (0%)
- Medical Students: 202 (7%)
- Active Military: 5 (0%)

2018 COSM SOCIETY REGISTRATION

- AHNS: 555 (20%)
- AAEA: 243 (9%)
- ALA: 247 (10%)
- ANS: 295 (10%)
- AOS: 300 (11%)
- ASPO: 426 (15%)
- TRIO: 419 (15%)
- AAFPRS: 48 (2%)

2018 – 2015 COSM ATTENDANCE HISTORY

- 2018 National Harbor, MD: 2,827
- 2017 San Diego, CA: 2,538
- 2016 Chicago, IL: 2,808

2018 EXHIBITOR LIST

- Clarion Brands
- Cochlear Americas
- Cook Medical
- CooperSurgical
- DePuy Synthes
- Designs For Vision, Inc.
- Distal Access – SHAVER
- Ear Nose & Throat Journal
- Earlsen Corporation
- Entellus Medical
- Ethicon US, LLC
- Exelixis
- Fuel Medical Group
- Geisinger Health System
- Genentech
- Grace Medical, Inc.
- Haag-Strait 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
- Kaiser Permanente
- KARL STORZ Endoscopy-America, Inc.
- KURZ Medical, Inc.
- Leica Microsystems
- LUMENIS
- MED-EL Corporation
- Medical Center Pharmacy
- Medtronic
- Merck & Co., Inc.
- Midatech Pharma US Inc.
- MirrorMe3D
- NeilMed Pharmaceuticals
- Novartis Pharmaceuticals
- NSK America Corp.
- Olympus America Inc.
- OmniGuide Surgical
- OptiNose
- Oticon Medical LLC
- Ototronix
- PENTAX Medical
- Phacocon GMBH
- Plural Publishing, Inc.
- PMPH USA, Ltd.
- Reliance Medical Products
- Rose Micro Solutions
- Sanford Health
- Shire
- Smith & Nephew
- Sonavex, Inc.
- Spiqu, Inc.
- Stryker
- Teleflex
- Ultralight Optics, Inc.
- Vorotek USA/Black and Black Surgical
- Wiley
- Wolters Kluwer
- Xenosys USA
- Xoran Technologies, LLC
- ZEISS
- Zimmer Biomet
2019 COSM SCHEDULE

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ABBREVIATIONS

C Concurrent

SHOW DATES AND HOURS

Exhibits will be in the Lone Star Ballroom at the JW Marriott Austin. The Lone Star Ballroom is carpeted.

Dedicated Exhibit Hour!

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

EXHIBIT FEES

Booth space is $37.50 per sq. ft. Corners are $150 each. All booths are 8 deep (front to back of booth) and 10 wide (from left to right of booth).

EXHIBIT INSTALLATION

**WEDNESDAY, MAY 1** 8:00 am–5:00 pm

EXHIBIT HOURS

**THURSDAY, MAY 2** 9:00 am–4:00 pm

**FRIDAY, MAY 3** 9:00 am–4:00 pm

**SATURDAY, MAY 4** 9:00 am–4:00 pm

EXHIBIT DISMANTLE

Saturday, May 4, 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 booth space, one 7x44 company ID sign and pipe and drape.

COMMERCIAL EXHIBITOR REGISTRATION

Registration will be at the JW Marriott Austin Hotel. 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

Registration will be located in the Grand Ballroom foyer, Level 4

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<td><strong>WEDNESDAY, MAY 1</strong></td>
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<td><strong>THURSDAY, MAY 2</strong></td>
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<td><strong>FRIDAY, MAY 3</strong></td>
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<td><strong>SATURDAY, MAY 4</strong></td>
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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

CHECKLIST

- January 4: Exhibitor block request form due
- January 4: Booth assignment letters emailed
- January 18: 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.)
- February 4:
  - Company Description due online.
  - Rooming List Due
  - Exhibitor Events Applications due
- March 1: No refund for cancellation or reduction of exhibit space
- March 1: Final payment for booth space due
- March 22:
  - Exhibitor-appointed contractor request form due
  - Gifts/promotional items form due
  - Raffle requests form due

HOUSING RESERVATIONS DEADLINES

JW Marriott Austin - MONDAY, APRIL 8, 2019
Reservations made after the deadline date or when room block fills are subject to rate and space availability.

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.americanotologysociety.org

ASPO  American Society of Pediatric Otolaryngology http://aspo.us

TRIO  The Triological Society www.triological.org
ACCOMMODATIONS

Headquarters Hotel
JW Marriott Austin Hotel
110 East 2nd Street
Austin, TX 78701
Phone: 512.474.4777

DEADLINES

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

Hotel cutoff date: MONDAY, APRIL 8, 2019

MAKE A RESERVATION

Online
Phone: 888.236.2427
Visit the COSM Website for more details on housing.

COSM ROOM RATE

$263 Single/Double per night plus 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 4, 2019. 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 1, 2019.

NOTE: It has come to our attention that companies, not affiliated with COSM or COSM Societies, are claiming to offer COSM 2019 registration and housing services. Registration and Housing should only be accessed through the COSM website and reserved through COSM’s official registration and housing providers.

ADDITIONAL EXHIBIT PACKAGE OPTIONS!

Back by popular demand! In addition to exhibiting during COSM, your company could also exhibit on either Wednesday, May 1 or Sunday, May 5 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

<table>
<thead>
<tr>
<th>EXHIBIT BOOTH DURING COSM MEETING PLUS</th>
<th>$3,000</th>
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<tr>
<td>ONE (1) SINGLE 6' TABLE ON WEDNESDAY, MAY 1 9:00AM – 4:00PM</td>
<td>$1,000</td>
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<td>TOTAL</td>
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Societies: ABEA, AHNS, AAFPRS and ALA

OPTION 2

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Societies: AOS and ASPO

OPTION 3

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

Societies: AOS and ASPO (Sunday only)

DETAILS

- All companies MUST be exhibiting at COSM Meeting to exhibit on either May 1 or May 5.
- Tabletop assignments will be made based on date application received.
- Wednesday, May 1 – Single 6’ skirted table in Ballroom foyer from 9am – 4pm.
- Sunday, May 5 – Single 6’ skirted tabletop in Ballroom foyer from 8am – Noon.

If you are interested in any of these options, please indicate on exhibit space application.

Note: Tabletop displays only - no custom booths allowed on Wednesday or Sunday. One table per company.
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 8’ 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. Indicate four (4) exhibit booth 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 $1,500 per 80-square-foot 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 1, 2019 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, May 1, 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 1, 2019.

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—Exhibit fee is $37.50 per sq. ft. All applications for space must be accompanied by a deposit of $1,500 per 8x10 booth. Corners are $150 each.

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

EXHIBITS DESIGN/DISPLAY—Exhibit booths are 8’ 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 JW Marriott Austin is 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.

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 $1,500 per 80 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 $3,000 ($37.50 per sq. ft.) per 8’ x 10’ space requested for the 2019 COSM. Corners cost $150 each. All applications received after Friday, March 1, 2019 must include full payment. No application will be processed without full payment after this date.

Full payment is due Friday, March 1, 2019. 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 80 sq. ft. (8’ x 10’) of space. Substitutions are not permitted, and badges cannot be shared. A $50 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 $50 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 in the Grand Ballroom Foyer, Level 4 at the JW Marriott Austin Hotel.

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

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 2019. For more information, contact Hilary Bair at 913.491.4200 or hbair@tristarpub.com. Detailed information will be available on the COSM web site at www.cosm.md in January 2019.

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 Monday, February 4, 2019.

CORPORATE REPRESENTATIVE—Companies that are unable to exhibit at the 2019 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 desk located in the Grand Ballroom Foyer, Level 4 at the JW Marriott Austin.

EXHIBITOR MEET AND GREET—We are pleased to announce the Annual Exhibitor Meet and Greet will take place on Friday, May 3 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

ADMINISTRATION (FDA)—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 service manual and submitted to the COSM office. Requests for function space cannot be made directly with JW Marriott Austin 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 online exhibit service manual. The deadline for submitting this form is Friday, March 22, 2019. 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 JW Marriott Austin, 110 East 2nd Street, Austin, TX 78701. The exhibits will be in the Lone Star Ballroom of the JW Marriott Austin. 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 at the JW Marriott Austin or more per night must use the exhibitor block form. Please contact Marisa Villalba at mvillalba@facs.org to request exhibitor block request form. The deadline to submit the exhibitor block request form is Friday, January 4, 2019. 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 JW Marriott Austin is Monday, April 8, 2019. Reservations made after the cutoff 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. 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 request laser information from COSM Management.

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

LIST RENTAL—Exhibitors can 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 service kit in January 2019.

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 JW Marriott Austin, 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 online exhibit service manual. The deadline for submitting this form is Friday, March 22, 2019.

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 persone, 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 JW Marriott Austin 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, May 1 through 9:00 pm Saturday, May 4. 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
responsible 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 $2,000,000. 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 JW Marriott Austin 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 JW Marriott Austin 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 State of Texas, the City of Austin and the JW Marriott Austin, 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, May 1, beginning at 8:00am. Setup must be completed by 5:00 pm on Wednesday, May 1. All display material, packages, crates, etc. not attended to by 8:00 am Thursday, May 2, 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, May 4. 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 2019. 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 in the Grand Ballroom Foyer, Level 4 of the JW Marriott Austin on Wednesday, May 1 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 22, 2019. 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 22, 2019. The liability insurance must have a limit of not less than $2,000,000.

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, 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. 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.

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

IN-LINE EXHIBITS (8’ 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.
EXHIBIT HALL FLOOR LAYOUT
Booth Fees: $37.50 per sq. ft.

May 2-4, 2019
JW Marriott Austin
Lone Star Ballroom, Level 3
Austin, Texas
## COMPANY INFORMATION
Please list information EXACTLY as it should appear in official COSM Program. (please print clearly)

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE/PROVINCE</th>
<th>ZIP/POSTAL CODE</th>
<th>COUNTRY</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
<th>WEBSITE</th>
</tr>
</thead>
</table>

### DESCRIPTION OF PRODUCT/SERVICE DISPLAYED

### CONTACT INFORMATION (for exhibition planning communication)

<table>
<thead>
<tr>
<th>OFFICIAL CONTACT</th>
<th>TITLE</th>
<th>ADDRESS (IF DIFFERENT FROM ABOVE)</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

### SOCIETIES
Check all Societies that are of interest to your company.

- AAFPRS • American Academy of Facial Plastic and Reconstructive Surgery
- ABEA • American Broncho-Esophagological Association
- AHNS • American Head and Neck Society
- ALA • American Laryngological Association
- ANS • American Neurotology Society
- AOS • American Otological Society
- ASPO • American Society of Pediatric Otolaryngology
- TRIO • The Triological Society

### EXHIBITS CONTACT
MAIL - FAX - EMAIL
Judy Hambrick, COSM 2019
c/o American College of Surgeons
633 N. Saint Clair St.; Chicago, IL 60611
Phone: 312.202.5034; Fax: 312.267.1783
Email: jhambrick@facs.org

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## BOOTH SPACE REQUEST

- **IN LINE 8’ x 10’ OR MULTIPLE THERE OF**

\[
\text{DIMENSIONS} = \frac{\text{Feet Deep}}{\text{Feet Wide}} = \text{Total Sq Ft} \\
\text{Total Sq. Ft.} \times 37.50 = \text{Total Due}
\]

- **CORNER BOOTH ($150 per corner)**

### ADDITIONAL EXHIBIT OPTIONS

- Option 1 - Wednesday (May 1) Tabletop $1,000
- Option 2 - Sunday (May 5) Tabletop $1,000
- Option 3 - Wednesday & Sunday (May 1 & May 5) $2,000

### PLEASE SPECIFY BOOTH NUMBERS IN ORDER OF PREFERENCE:

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

If the above spaces are not available at the time your application is processed, the Exhibit Manager will assign the best possible location.

### EXHIBITORS WE DO NOT WANT IN PROXIMITY:

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## PAYMENT (Final payment is due March 1, 2019)

Space will be rented at $37.50 per square foot for all booth space. A deposit of $1,500 per 80 square feet of space must accompany this application or the application will be returned and space will not be assigned. The initial deposit will not be refunded. Full payment must be received by March 1, 2019.

Applications/contracts received after March 1, 2019, must include full payment of requested booth space.

- **Check** (Checks should be made payable to “COSM 2019” in U.S. funds drawn on a U.S. bank)

- **American Express** □ **MasterCard** □ **Visa**

### CARD NUMBER

Exp. Date: (MM/YY) CSC#

### CARDHOLDER NAME PRINTED

### INVOICE AND AGREEMENT

Your signature on this application indicates that you understand and agree to comply with all the policies, rules, regulations, terms, and conditions contained in the Exhibitors Prospectus; will abide by the payment policy; have read the rules and regulations; and, for proper execution, agree to distribute them to those individuals involved with your booth.

**SIGNATURE**

**DATE**
FUTURE COSM DATES & LOCATIONS

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