

**The Pancreas club**  
**46th ANNUAL MEETING**

**EXHIBITOR PROSPECTUS**

- WHO**      The Pancreas Club
- WHAT**     46th Annual Meeting
- WHEN**    May 18-19, 2012
- WHERE**    Hyatt Regency Mission Bay, San Diego, California

**About the Pancreas Club**

At the time of the founding of the Pancreas Club in 1966, little was known in the medical and surgical environment about the study of the exocrine pancreas by surgical investigators or surgical trainees. The Pancreas Club was borne out of the need of its members to share ideas with other colleagues having similar interests and benefit from their feedback. Out of this shared experience, a sense of fellowship developed among the members of the Pancreas Club, which persists to this day. AMA PRA Category 1 Credit™ will be available for the activity.

For the past 43 years, the attendees at the Annual Meeting have presented the cutting edge of pancreas research from institutions around the world.

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**Exhibitor Benefits**

- Access to over 200 nationally and internationally recognized surgical and medical pancreatic specialists.
- Access to residents and fellows presenting posters and papers.
- Tabletop display space for distribution of materials.
- Breaks, lunch and posters in exhibit area.
- Acknowledgement link to company website on the Pancreas Club website.
- Recognition in the Final Program and at the luncheons and the dinner event.
- Representative may attend the scientific sessions.

# PANCREAS CLUB 46TH ANNUAL MEETING EXHIBIT TIMES

## Exhibit Hall Hours

### Friday, May 18:

9:00 am – 12:30 pm	Exhibit Hall Set Up
1:00 pm – 6:30 pm	<b>Exhibits Open</b>
2:45 pm – 3:00 pm	Refreshment Break
3:00 pm – 5:00 pm	<b>Exhibits Closed/Break For Exhibitors</b>
5:00 pm – 6:30 pm	Welcome Reception in Exhibit Hall

### Saturday, May 19:

6:45 am – 3:00 pm	<b>Exhibits Open</b>
7:00 am – 8:00 am	Continental Breakfast
9:45 am – 10:00 am	Refreshment Break
12:00 pm – 1:00 pm	Lunch
2:45 pm – 3:00 pm	Refreshment Break
3:00 pm – 6:00 pm	Exhibit Hall Tear Down

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## Deadlines

January 27, 2012	Early Bird Exhibit Application/Deposit Due
February 17, 2012	Exhibit Service Kit Mailed
March 2, 2012	Exhibit Space Balance Due
April 13, 2012	Hotel Reservation Deadline
April 13, 2012	All Exhibit Forms Due
April 13, 2012	Exhibit Staff List Due

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## Space Assignment and Fees

**Early Bird Exhibit Fee (prior to January 27, 2012): \$1,400**

**Standard Exhibit Fee (after January 27, 2012): \$1,600**

All exhibits are assigned on a first-come, first-served basis. Included with each exhibit: one (1) 6' draped table, two (2) chairs, one (1) identification sign (company name and booth number).

### **Payment Schedule:**

- A deposit of 50% of the total exhibit rental charge must accompany signed Application
- Total balance due March 2, 2012
- Please make check payable to the Pancreas Club.

Applications not accompanied by at least a 50% deposit will be considered invalid. If full payment is not received by March 2, 2012, the space may be reassigned or resold. All reservations must be made in writing.

## **Exhibitor Registration**

Exhibit registration includes a maximum of 4 (four) personnel per 6' tabletop space. The deadline for the exhibit staff list is **April 13, 2012** and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms.

## **Exhibitor Staff Conduct**

Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open or they may not be eligible to exhibit at future meetings. Names of all participants affiliated with exhibits must appear on the corresponding company staff list sent to show registration.

Canvassing or distributing of advertising materials beyond the parameters of the exhibitor's own booth will not be allowed. Additionally exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the perimeter of the exhibitor's own booth.

## **Cancellation and Reduction/Relocation Policy**

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by Show Management because of Exhibitor's default or violation of this agreement, monies paid to the Pancreas Club by the Exhibitor shall be retained as follows:

- \$750 per space if application is canceled on or prior to **March 2, 2012**.
- **NO REFUNDS** for any cancellations or reductions after **March 2, 2012**.

## **Booth Placement**

Booth Assignments will be made on a first come, first serve basis.

### **10. Booth Installation and Dismantle**

<b>Set-up Hours:</b>	Friday, May 18	9:00 am – 12:30 pm
<b>Teardown Hours:</b>	Saturday, May 19	3:00 pm – 6:00 pm

All exhibitor set-up must be completed by 12:30 pm, Friday, May 18, 2012. Exhibitors must be at their booths for the duration of the Welcome Reception on Friday night. Exhibitors who have not checked in with the registration desk and set-up by this time are considered to be "no shows" and may have their booth dismantled by Show Management. Exhibitors may not begin dismantling until 3:00 pm on Saturday, May 19. All exhibits must be packed and ready for shipment by 6:00 pm.

## **RULES, TERMS AND CONDITIONS**

### **1. Exhibitor Programs and Presentations**

Exhibitor presentations may take place during any hours the exhibit hall is open to registrants.

Exhibitor programs or presentations must be confined to the exhibitor's booth space. The sound intensity of such activities as determined by Show Management, must not interfere with the activities of neighboring exhibitors.

Show Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued.

Programs or presentations are to be straight forward in nature and must avoid the use of sideshow or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles.

Request forms for these activities will be included in your exhibitor confirmation packet and must be completed and returned to the show office by the **April 13, 2012** deadline.

Any visual or other transmissions from off-site locations, including tele-surgery, are not permitted.

## **2. Direct Sales on Exhibit Floor**

No direct sales are permitted to take place on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere but product may not be conveyed in the exhibit area.

## **3. Display of Investigational Products**

All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by the ARS. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigator responsibilities.
- Display a statement: "Caution – Investigational Device – Limited to Investigational Use" (or similar statement) in prominent size and placement.

## **4. Insurance and Liability**

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss damage or injury is in any way connected to the exhibitor's participation in the exhibition. Exhibitors shall indemnify and hold harmless the Pancreas Club and Show Management, their officers, directors, agents, members and employees and the designated convention facilities, their agents, and employees from any and all such losses damages and claims. Exhibitors agree to protect, save, and keep the Pancreas Club Show Management and the Hyatt Regency Mission Bay forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or its agents, as well as strictly to comply with the applicable terms and conditions contained in the agreement between the Hyatt Regency Mission Bay and the Pancreas Club regarding the exhibit premises. Further, an exhibitor shall at all times protect, indemnify, save, and

keep harmless the Pancreas Club Show Management and the Hyatt Regency Mission Bay against any and all loss cost damage, liability, or expense arising from, or out of, or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof.

Although security is provided by Show Management, furnishing of such security shall not be deemed to effect the non-liability of the Pancreas Club or the Hyatt Regency Mission Bay, their members, officers, representatives, official services contractors, or the Hyatt Regency Mission Bay to modify in any way the assumptions or risk provided herein.

If any part of the exhibit hall is damaged or destroyed in such a way as to prevent the Pancreas Club or Show Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition, or if same is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of the Pancreas Club or Show Management exhibitors will be charged for space during the time it was, or could have been occupied. Exhibitors hereby waive any claim against the Pancreas Club or Show Management, their members, directors, agents, or employees for losses or damages that may occur due to such inability to occupy assigned space.

**5. Photography**

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. Show Management reserves the right to photograph exhibits for society purposes.

**6. Hotel Reservation Policy**

Exhibitors are required to reserve rooms within the hotel meeting block.

**The Hyatt Regency Mission Bay**

1441 Quivira Road

San Diego, CA 92109

Phone: (619) 224-1234

[www.missionbay.hyatt.com](http://www.missionbay.hyatt.com)

A discounted rate of \$179 per night has been secured for the Pancreas Club attendees and exhibitors. **Reservations must be made by April 13, 2012 in order to secure this rate.** More details on the reservation process will be provided in the Exhibitor Confirmation Kit.

**7. Show Management**

The Pancreas Club, 11300 W. Olympic Blvd., Suite 600, Los Angeles CA 90064

**Show Management Contact: Jenay Root, Exhibit Coordinator**

Phone: (310) 424-3406 ext. 127, Fax: (310) 437-0585, Email: [jenay@bscmanage.com](mailto:jenay@bscmanage.com)

**THE PANCREAS CLUB EXHIBITOR APPLICATION FORM**  
**The Hyatt Regency Mission Bay, San Diego, California - May 18-19, 2012**

We, the undersigned, apply for technical exhibit space at the **2012 Pancreas Club Meeting** to be held May 18-19, 2012 at the Hyatt Regency Mission Bay in San Diego, California. We accept the conditions, rules, regulations, terms and policies printed in the Exhibitor Prospectus, which form part of this agreement.

EXHIBITOR INFORMATION

Please indicate company information exactly as it should appear in all official publications.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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CONTACT INFORMATION

Pre-show Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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EXHIBIT RESERVATION

Included in your exhibit fee are one (1) 6' draped table, two (2) side chairs, and (1) one-line identification sign (company name and booth number). Additional items may be purchased in your exhibitor kit that will be sent to you. Please confirm your needs by selecting a choice below:

Yes, please reserve my exhibit space.

**Total Cost of Booth:** \_\_\_\_\_ **\$1,400 (before January 27, 2012)** \_\_\_\_\_ **\$1,600 (after January 27, 2012)**

We prefer not to be in proximity to the following exhibitors: \_\_\_\_\_

Booths will be assigned at the sole discretion of show management and will be based on the date that the Application is received and consideration of competition. Floor plan will be provided. No specific booth guarantees will be made until payment is received.

Signature

\_\_\_\_\_  
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 **Pancreas Club Exhibitor Prospectus** and have read the rules and agree to distribute them to those involved with your tabletop.

PAYMENT SCHEDULE & DETAILS

**Deposit of 50%** is due upon receipt of application. **Balance is due by March 2, 2012, Please make check payable to the Pancreas Club.** Credit Cards Accepted: **Visa, MasterCard and American Express.**

Check Enclosed  Credit Card Payment: # \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Card Holders Signature: \_\_\_\_\_

Please complete and return this application to: Jenay Root, 11300 W. Olympic Blvd., Suite 600, Los Angeles, CA 90064, fax: (310) 437-0585, email: [jenay@bscmanage.com](mailto:jenay@bscmanage.com)