

WASHINGTON CHAPTER OF THE AMERICAN COLLEGE OF PHYSICIANS

2009 Annual Scientific Meeting

NOVEMBER 5-7, 2009

BELL HARBOR INTERNATIONAL CONFERENCE CENTER
SEATTLE, WASHINGTON

Exhibitor Prospectus

The following benefits are included in your exhibitor package:

- 6' x 30" Display table, one chair, for exhibit on November 6 and 7, 2009
- Exhibit passes for two representatives – includes breakfast, snacks, lunch, and Governor's Reception on Nov. 6
- Print acknowledgement on posters, in the conference syllabus, and on announcements slide in the plenary sessions
- Exhibitor ribbons for your representative name badges
- Complimentary breakfast, snacks, and lunch during the conference
- Opportunity to sit in on educational sessions (subject to seating availability)
- Access to an e-syllabus
- A list of attendees at the meeting, with an electronic list of mailing addresses pre and/or post meeting

Attendees

Attendees at this conference include general and subspecialty internists, family and allied health practitioners, residents (internists in training) and fellows in subspecialty training, as well as medical students interested in internal medicine. No pharmaceutical exhibitors will be participating in this year's meeting, which means increased access and quality time with attendees for you. Don't miss out on this great opportunity. Historical and anticipated attendance is 300.

Location

Bell Harbor International Conference Center (BHICC)
Pier 66, 2211 Alaskan Way
Seattle, Washington 98121
206-441-6666

Driving Directions

Lodging Reservations

The Seattle Marriott Waterfront
2100 Alaskan Way
Seattle, WA 98121

Hotel reservations must be made by **October 15, 2009**. Reservations received after this date will be accepted on a space and rate availability basis. **Call 1-800-455-8254** or 206-443-5000 for reservations and refer to Washington Chapter of American College of Physicians (ACP) to receive the group rate. Bookings must be for November 5 – 8, 2009, to receive the group rate. Room rate is \$179 for a standard single or double room.

Exhibit Days

November 6 & 7, 7:00 AM – 3:30 PM

Move In

Friday, November 6, 6:00 – 7:00 AM

Move Out

Saturday, November 7, 3:30 – 5:00 PM

Booth Display

This is a table top Exhibit Show. Displays that are to be mounted on a table must be no wider than 6' and tables must be flush against the wall as to not block the view of exhibitors on either side of you. Pop up displays must go behind your exhibit table and cannot be more than 6' wide. Pop up displays cannot be placed on either side of your table.

Electrical Hookup

If you would like an electrical hookup at your booth, please order with BHICC Event Planning Manager, Kate Kurkjian at 206-441-6666, or send an email to kkurkjian@bellharbor.com. Depending on your exhibit space location, there may not be a fee. Please bring your own extension cords and power strips.

Internet Access

Complimentary wireless Internet is available throughout Bell Harbor International Conference Center.

Attendee Lists

A hard copy list of attendees will be provided at the conference. An electronic mailing list of attendees, excluding phone, fax and email addresses) is available after the meeting upon request.

Shipping and Receiving

BHICC has limited storage facilities. Shipments will only be accepted that arrive within 3 business days of the event. Bell Harbor will not be responsible for any loss or damage to materials sent prior to your event date. If you will be sending any large equipment or odd/oversize materials, you must coordinate in advance with BHICC Event Planning Manager, Kate Kurkjian at 206-441-6666 to coordinate load-in logistics. Depending upon the weight and number of boxes, a drayage fee may be applied on a per box basis.

When shipping packages be sure to label as follows:

Bell Harbor International Conference Center
Attention: Kate Kurkjian, Event Planning Manager
WC-ACP Nov 6 & 7
Table # or Exhibiting Company Name
Pier 66, 2211 Alaskan Way
Seattle, WA 98121-1604
Phone: 206.269.4197

When shipping multiple packages, please make sure to number in the following fashion: 1 of 3, 2 of 3, 3 of 3.

Shipping – Out Bound Services

If you or your exhibitors need shipping services at the end of the event, payment is required by credit card, at the time of services. The BIHCC Event Planning Manager will have forms available for you to expedite this. At the conclusion of the event, please take your belongings and left over printed material with you. We are happy to discard any boxes or garbage that are collected neatly in your area.

Exhibitor Load-in Access

The loading bay is located on the Pier 66 apron. Access is located on the north end of the pier via a black and white security mesh gate. The loading bay is surface level only. No parking is permitted on the loading dock...you will be required to re-park your vehicle after unloading. You may also load in through the front doors of the conference center by parking in the Art Institute of Seattle Garage and taking the sky bridge across.

Confirmation / Booth Assignments

Contact show management below if you have not received an exhibitor confirmation within 30 days of submitting your exhibitor agreement. You will be notified of your booth assignment no later than September 15. Assignments to be based on sponsorship priority and on first come basis.

Show Management Questions

Jan Larsen, Executive Director, Washington Chapter – ACP: 206-956-3643; Fax: 206-441-5863; Email: jal@wsma.org

Program / Schedule

Contact show management after May 9 for a final schedule and program.

Exhibit Practices and Regulations

- The Washington Chapter ACP reserves the right to restrict exhibits, without refund, which may be falsely entered.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of the Washington Chapter ACP Executive, Jan Larsen
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- There is a **\$100 service fee on all cancellations. Cancellations received on or after September 1, 2009 will be charged a \$250 service fee. No Refunds for cancellations received after October 10, 2009.**
- The Washington Chapter ACP and Bell Harbor International Conference Center do not guarantee against theft, vandalism or otherwise.
- It is expressly understood that exhibitors shall indemnify and hold harmless the Washington Chapter ACP and Bell Harbor International Conference Center of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that the Washington Chapter ACP will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear. To this end, exhibits must be arranged so that exhibitors and their representatives will be within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name "Washington Chapter ACP" or that of any officer of said Association, in recommendation of a product or services, is expressly prohibited.

- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management.