The USCAP 2013 Annual Meeting
Exhibitor Seminar Rules and Regulations

1. In order to hold an Exhibitor Seminar at our Annual Meeting the following rules and regulations must be adhered to:

2. You must be an exhibitor in our exhibit hall (any booth size). Please see our website at www.uscap.org for exhibitor information.
   a. The cost to reserve space for an exhibitor seminar is $10,000. Payment in the form of check, credit card, money order, cashier’s check or wire transfer is to be made in advance at the time of invoice to: United States and Canadian Academy of Pathology, Attn: Exhibitor Seminar, 3643 Walton Way Extension, Bldg #6, Augusta, Georgia 30909

3. A brief overview of the presentation and speaker list must be submitted to the USCAP office for review by the Education Committee before acceptance will be granted.

4. Demonstrations and/or displays of commercial products and/or literature are not permitted at exhibitor seminars. The distribution of commercial products and product literature will be prohibited at exhibitor seminars as well. Exhibitor seminar speakers may refer to a product as a reference tool during their presentations; however, a complete demonstration or display of the product is not permitted.

5. The time scheduled for your seminar cannot be in competition with any of our scientific meetings and is scheduled at the discretion of USCAP on a first come, first served basis depending on room availability. Typically these hours would be from 6:30 am to 8:00 am, 12:00 pm to 1:00 pm or 5:30 pm to 7:30 pm.

6. The USCAP will not provide any advertisement for your meeting; however, you are permitted to have a one page ad placed in the registrant bags. The ad MUST include the following verbiage: “This Exhibitor Seminar is not a part of the official USCAP Educational Program at the 2013 Annual Meeting, and is not sponsored by the USCAP. The USCAP does not officially endorse any company or its products and does not award CME credits for attendance at Exhibitor Seminars.” Exhibitors will be responsible for the timely delivery of their ad to the Annual Meeting location. You may also purchase an ad in either Modern Pathology or Laboratory Investigation. Both of these are USCAP sponsored journals.

7. All promotional/advertising materials must be submitted to the USCAP office for approval prior to distribution.

8. Signage for your meeting must be provided by you and its display is limited to immediately outside the entrance door to your meeting room. Any signage found in any other location will be discarded. You may use this sign in your booth prior to the session to advertise your meeting.

9. Room drop advertisements are not permitted.

10. CME credits are not permitted to be given under the auspices of USCAP.

11. You will receive a complimentary room assigned by USCAP in either the headquarters hotel or convention center. Space is limited and is available on a first come, first served basis. Room size requests will be considered based on availability.

12. You will receive complimentary Audio-Visual equipment limited to a 7’ x 10’ fast-fold screen (or smaller), 2400 LCD projector, one computer, one podium with microphone. Any additional items or upgrades will be the responsibility of the exhibitor.

13. You will receive one complimentary mailing list of pre-registrants for the purpose of advertisement per exhibitor rules. You may request this any time before the meeting.

14. The responsibility of upgrades for Audio-Visual, Catering needs, change of room set-up, etc. will be between the Exhibitor and the various suppliers. USCAP is not liable for any changes made to the standard package offered.

For more information, contact Nancy West at nancy@uscap.org.

On behalf of my organization, I have read the above Rules and Regulations and I agree to the terms set before me:

__________________________________________  ____________________________________________  ____________
Company                                                                                  Representative Signature                             Date