



Rules & Regulations



67th Annual Scientific Session & Expo

These key rules are enforced to give each exhibitor the finest showcase for their display. See your Exhibitor Service Kit for full regulations. If you have any questions or concerns about the ACC.18 rules and regulations, please contact the ACC Expo Floor Managers.

1. **Aisles:** Do not use the aisles to conduct or solicit business.
2. **Alcohol:** Alcohol is not permitted to be served from booths in the Expo. Alcohol may be served from ExpoSuites.
3. **Carpet:** Your entire booth area must have carpet or other professional floor covering.
4. **Distribution of Materials, Surveys:** Distribution of printed materials is limited to the exhibitor's booth and/or ExpoSuite only. Surveys (including solicitation of attendees to participate in surveys) cannot be conducted anywhere other than within the confines of the exhibitor's booth.
5. **Drawings/Raffles:** Drawings/raffles may be conducted, provided the item(s) to be awarded is/are modest in value and educational in nature. Drawing must be held *after* the conclusion of the expo.
6. **Embargo Policies:** For scientific study results presented during ACC.18, embargoes will remain in effect for each study until the scheduled start of the *individual presentation*, rather than at the start of the larger session.
7. **FDA Restrictions:** Exhibitors are reminded of the Food and Drug Administration (FDA) restrictions on the promotion of investigational and pre-approved drugs, devices and procedures. Information regarding FDA regulations should be obtained directly from the FDA. For more information, visit www.fda.gov/RegulatoryInformation/Guidances/default.htm. It is the responsibility of exhibitors to ensure adherence to FDA regulations, policies, practices and guidelines, and all other applicable industry guidelines, concerning the demonstration, discussion, use and/or display of products, technologies and/or services at the ACC Annual Scientific Session & Expo.
8. **Height Restrictions**
 - **Standard (10' Deep) Booth:** Maximum height is 8 feet. This height may be maintained on the sidewalls of your booth up to a distance of 5 feet from the aisle. Remaining length of the sidewall may be no higher than 4 feet to maintain sight lines.
 - **Island Booth (20'x20' and Larger):** Maximum height is 20 feet in all areas; 40% see-through up to 8' from the floor.
9. **Move-Out:** No exhibitor may begin dismantling until 2:00 p.m. on Monday, March 12.
10. **Photography:** No photography or videotaping other than of an exhibitor's own booth may occur unless special permission has been granted by ACC and/or the official photographer is used.
11. **Sales:** Cash and carry sales are only permitted in cases where the exhibitor has fulfilled appropriate local taxation requirements. All sales must be conducted within the exhibitor's contracted booth space.
12. **Signs:** No exhibit identification can be visible above the height limitations (see above).
13. **Solicitation:** Solicitation of other exhibitors is prohibited. Exhibitor personnel may not enter other exhibitors' booth space without obtaining permission, nor should personnel block access to another booth.
14. **Sound:** Keep levels of all A/V presentations down so that sound is not audible more than three feet into the aisles.
15. **Smoking:** ACC maintains a smoke-free environment. This includes loading docks.
16. **Tipping:** Building, contractor and show management employees are not permitted to accept gratuities of any kind.



ExpoExtra



ACC.18

67th Annual Scientific Session & Expo

WELCOME TO ACC.18!

On behalf of the American College of Cardiology, we welcome you to ACC.18! The team is committed to ensuring that this is a successful exhibit experience for your company. If we can help you in any way, please let us know — contact information for the ACC Expo team is listed on the next page. Thank you again for your support of ACC!

For additional information, visit the Exhibitor Resource Center section of www.expo.acc.org.

ACC.18 EXPO SCHEDULE

	EXHIBIT INSTALLATION*	EXHIBITOR REGISTRATION	EXPO OPEN	EXHIBITOR ACCESS TO EXPO	EXHIBIT DISMANTLE
MONDAY, MARCH 5	Noon – 5:00 p.m. (pre-arranged truss deliveries only)				
TUESDAY, MARCH 6	8:00 a.m. – 7:00 p.m.				
WEDNESDAY, MARCH 7	8:00 a.m. – 7:00 p.m.				
THURSDAY, MARCH 8	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 5:00 p.m.			
FRIDAY, MARCH 9	8:00 a.m. – 7:00 p.m.**	8:00 a.m. – 6:00 p.m.			
SATURDAY, MARCH 10		7:00 a.m. – 5:00 p.m.	9:30 a.m.+ – 4:45 p.m.	8:00 a.m. – 5:45 p.m.	
SUNDAY, MARCH 11		8:00 a.m. – 5:00 p.m.	9:30 a.m. – 4:45 p.m.	8:00 a.m. – 5:45 p.m.	
MONDAY, MARCH 12		8:00 a.m. – 2:00 p.m.	9:30 a.m. – 2:00 p.m.	8:00 a.m. – 7:00 p.m.	2:00 p.m. – 7:00 p.m.**
TUESDAY, MARCH 13					8:00 a.m. – 5:00 p.m.
WEDNESDAY, MARCH 14					8:00 a.m. – 5:00 p.m.

* Labor calls, including EAC labor, should not be scheduled prior to 8 a.m. during any move-in day.

** On Friday, exhibitors may continue set-up work within the confines of their booth spaces and/or ExpoSuites only. All crates and larger materials must be removed by 5 p.m. PLEASE have all larger empties labeled ASAP.

+ On Saturday, exhibit booths must be fully staffed and show-ready by 9 a.m.

++ Only exhibitors with linear booths or booths that do not require return of empty packaging should plan to complete move-out on Monday. Empty packaging return will commence at 3 p.m. and will take several hours. EAC labor crews will not be permitted to enter the exhibit hall with equipment until after aisle carpet has been removed, no earlier than 3 p.m. and will take several hours.

Follow us on Twitter @ACCCardioEd
Use the Hashtag #ACC18

Login at the Exhibitor Resource Center and check out the Social Media Toolkit
www.expo.acc.org

See You Next Year!

ACC is excited to announce that ACC.19 will be hosted in New Orleans! Each ACC.18 exhibitor has received an appointment for space selection for ACC.19. Please stop by the Expo Sales Office in the front of Hall B4 with any questions on this process.



ACC.19

68th Annual Scientific Session & Expo
Saturday, March 16 – Monday, March 18, 2019
New Orleans





Exhibitor Registration

Exhibitor Registration, located in the registration concourse, level 1, Hall A/B side of the Orange County Convention Center, will open on Thursday, March 8, at 8:00 a.m. If you did not receive your company's exhibitor badges in the mail, stop by Exhibitor Registration to pick them up. Your company's lead representative may pick up all badges, or you may instruct individual personnel to pick up their own badges. Please note that individuals picking up exhibitor badges will be required to show photo ID and proof of affiliation with the exhibiting company (e.g., business card) and to sign for badges removed from the Registration area. Badge holders can also be picked up at Exhibitor Registration.

If your company has registered staff under ACC's attendee badge categories, you should request Exhibitor ribbons for their badges so they can access the halls during installation hours.

Security

Overall 24-hour access control will be provided for the Expo period, including move-in and move-out. We ask for your cooperation so that we can provide you with a secure Expo hall. Please use discretion — do not leave small, valuable items unattended, and be sure to remove or put them away at night. The night before the Expo opens and the move-out hours are especially vulnerable times. Stay with your materials until they are crated and labeled for shipping. Please be patient with security staff — they are here for your benefit. If you need booth guard service, contact Lincoln Security (Office location: street-level meeting room W221B; on-site phone: 407-685-4003).

First Aid/Emergencies

First aid will be open daily during move-in, event days and move-out, and is located in on the ground level, Hall A end of the OCCC. During event days, there is also a first aid office in the lobby outside Hall C. Building security can be reached here and can dispatch first aid: 407-685-1119.

Lead Retrieval

Stop by the Experient Lead Retrieval desk (back of Hall B) to order and/or pick up rented lead retrieval equipment and receive instruction on how to best use the equipment. Please test your device prior to the Expo opening to make sure it is working properly.

Food Service/Concessions

During move-in, concessions will open on March 8. Two food courts will be available in the rear of the expo hall during show days. Other concession areas and portables will operate throughout the lobby areas and expo hall.

Exhibitor Lounge

The Exhibitor Lounge, located in the front of Hall B4 (#3606), will be open daily from Wednesday through Monday for exhibitor personnel only. Computers with Internet access, lounge furniture and limited beverage service (beginning Friday) are provided for our exhibitors' convenience. Please note: No one will be allowed access to this lounge without an Exhibitor badge — this includes labor personnel or meeting attendees, whether escorted or alone.

ACC FLOOR MANAGERS
Exhibitor Service Center, Hall B4
202-805-2830

EXPO SALES OFFICE
Front of Hall B4, #3612

Learning Destinations
Christy Troiano
ctroiano@acc.org

Operations, Regulations
Kent Riffert
kriffert@acc.org

Exhibit/ExpoSuite Sales, Promotional Opportunities
Craig Baker
craig.baker@spargoinc.com
Connie Shaw
connie.shaw@spargoinc.com

SHOW SECURITY OFFICE
Room W221B
407-685-4003

Dedicated Expo Hours — Coffee Breaks & Luncheon

ACC.18 provides 19 hours of Expo time. To give the attendees an opportunity to visit the Expo without having to miss education sessions, ACC has scheduled nine dedicated Expo hours. During dedicated Expo hours, no scientific sessions are scheduled. In addition to these nine dedicated hours, ACC offers four hours during which only limited educational programming is scheduled.

ACC will host daily morning and afternoon coffee breaks (morning only on Monday). Coffee stations will be spread throughout the expo hall.

SATURDAY MARCH 10	Expo Coffee Break 9:30 a.m. – Noon	Expo Mid-Day Break Noon – 2:00 p.m.	Expo Coffee Break 3:30 p.m. – 4:45 p.m.
SUNDAY MARCH 11	Expo Coffee Break 9:30 a.m. – 10:45 a.m.	Expo Mid-Day Break 12:15 p.m. – 2:00 p.m.	Expo Coffee Break 3:30 p.m. – 4:45 p.m.
MONDAY MARCH 12	Expo Coffee Break 9:30 a.m. – 10:45 a.m.	Expo Mid-Day Break 12:15 p.m. – 2:00 p.m.	

Badge Colors

BADGE STRIPE	REGISTRATION CATEGORY
DARK BLUE	Professional Registrants
GREY	One-Day Registrants
ORANGE	Exhibits Only; Family Members
PURPLE	Exhibitor Full Access (access to Expo and education rooms); Consultants
YELLOW	Exhibitor Staff (access to Expo only); Exhibitor Newsroom
GREEN	ACC Staff; Official Contractors
RED	Media

Exhibitor Newsroom

The Exhibitor Newsroom, located in Room W222A, is open from 10:00 a.m. – 5:00 p.m. on Friday, and 7:30 a.m. – 5:00 p.m. Saturday – Monday. Registration is required. Contact the Exhibitor Newsroom at 407-685-4017 with questions.

EXHIBITOR SERVICE CENTER

The Exhibitor Service Center is located in the rear of Hall B and will be staffed by the following contractors during move-in and move-out. Stop by or call if you have questions on orders or need to request additional items.

EXPO FLOOR MANAGERS
(operational and regulation issues)
Wendy Gorman and
John Wasilewski
202-805-2830

FREEMAN
(furnishings, carpet, labor)
Main Desk 407-685-5050

OCCC (Electrical, rigging)
407-685-5027

SMART CITY (Internet, telephone)
407-685-2000

**EXPERIENT (lead retrieval/
badge scanner rental)**
407-685-4002

FREEMAN AUDIO-VISUAL
(A/V & computer rental)
214-304-0176 (mobile)

CENTERPLATE (catering)
407-685-5085

FLORAL REFLECTIONS
(flowers/plants)
617-645-2778 (mobile)

J. WILLIAMS AGENCY
(booth talent/staffing)
407-685-4005 (See desk in Registration,
1st level)

MedMeetingImages
(booth photography)
303-260-8246 (mobile)

