

## ACC.18 THIRD-PARTY PLANNER AUTHORIZATION LETTER

[EXHIBITING COMPANY/ORGANIZATION] hereby confirms that the third-party planning company listed below will be responsible for arrangements and decisions on our behalf with regard to our non-accredited education (Learning Destination and/or Prime Time Event) activities during ACC.18, the American College of Cardiology's (ACC's) 67<sup>th</sup> Annual Scientific Session & Expo.

In the event that our exhibitor password is necessary for any planning or execution of our Learning Destination and/or Prime Time Event activities, we authorize ACC to release to the third-party planning company listed below our exhibitor password. We further acknowledge that the ACC is not responsible for the actions of this third-party listed below with respect to the use of our exhibitor password.

We understand that it is the responsibility of our company/organization to ensure that all individuals involved with the planning, production, marketing and/or execution of a Learning Destination and/or Prime Time Event are aware of and abide by the policies, rules and regulations contained in the *ACC.18 Rules, Regulations, Terms & Conditions*; the Exhibitor Service Kit; the applicable *ACC.18 [Learning Destination] and/or Prime Time Event Guidelines*; and all policies, rules and regulations adopted by ACC Management hereinafter.

I am an authorized representative of the exhibiting company/organization with the full power and authority to sign and deliver this authorization.

### **Exhibiting Company/Organization Information**

Authorized Officer's Name:

Title:

Address:

Email:

Phone:

Signature:

Date:

*Please note: signature not required if submitted from exhibitor representative's company email account.*

### **Authorized Third-Party Planner Information**

Company Name:

Contact's Name:

Title:

Address:

Email:

Phone:

*Please submit the completed and signed letter to:*

*Amy Peters*

*Director, Exposition*

*American College of Cardiology*

[apeters@acc.org](mailto:apeters@acc.org)

*Heart House*

*2400 N St NW #556*

*Washington, DC 20037*