

**30th MEETH Aesthetics Surgery Symposium
The Cutting Edge: Facial Rejuvenation 2010**

Exhibitor Rules and Regulations

1. **EXHIBITOR SETUP/TEARDOWN TIME.** Exhibitors may begin setting up their booths after 11:00 p.m. on December 1, 2010. Teardown will begin at 3:30 pm on Saturday, December 4, 2010. It is strongly recommended that Exhibitors be present at their own exhibit booth during the assembly and disassembly periods.
2. **SHIPPING GUIDELINES:** All Shipping Guidelines and Forms are contained in your Exhibitor Kit. All Exhibitors Shipping & Receiving will be done **DIRECTLY THROUGH THE Grand Hyatt Hotel.** All packages should arrive no more than 3 -5 days prior to the start of the conference.
3. **EXHIBIT SPACE.** Exhibits will be tabletop. One draped six-foot table will be provided for each exhibit space purchased.
4. **ELECTRICAL AND PHONES.** Electrical and Phone Service Order Forms are included in your Exhibitor Kit. Electrical outlets and all phone service will be ordered **DIRECTLY THROUGH THE Grand Hyatt Hotel.**
5. **EXHIBIT HOURS.** Designated Exhibit hours: **6:30 am - 6:30 pm** daily. The exhibit space must be permanently manned during the hours of the meeting. Exhibitors are recommended to be present at their stands while there are still visitors in the exhibition area.
6. **MEAL FUNCTIONS.** All Continental Breakfast and coffee breaks will be located inside the Exhibit Hall. All lunches and dinners are on your own.

There will be a welcome reception for both exhibitors and registrants on Thursday, December 2, 2010 from 5:30 – 6:30pm. This will be in the exhibit hall.

7. **CANCELLATIONS.** In the event of a cancellation there will be a \$300 cancellation fee prior to October 1, 2010. Cancellations within two months before the meeting, 50 % of the exhibit fee will be refunded. In the event of a cancellation within one month of the meeting, there will be no refunds.
8. **INSURANCE.** The subscriber renounces to appeal against the scientific and technical organizers. In addition to the usual theft, fire and damages policy covering the exhibits and property of the company and personnel, the exhibitor must also take out an ALL RISK and Third Party Insurance, in respect to accidents to oneself, company personnel and any visitor to the exhibit space. **AN UP-TO-DATE, THIRD PARTY INSURANCE CERTIFICATE FROM YOUR INSURANCE CARRIER MUST BE RECEIVED ON OR BEFORE NOVEMBER 15, 2010. PLEASE CONTACT YOUR INSURANCE CARRIER AND HAVE THEM EMAIL PROOF OF YOUR THIRD PARTY INSURANCE TO TSMITH@CBIZ.COM.**
9. **HANDLING FEES.** Any handling fees for exhibitor's materials incurred during move-in, tear-down, and within the exhibition times, shall be at the exhibitor's expense.
10. **SUBLETTING EXHIBIT SPACE.** Exhibitors are not allowed to sublet, share or transfer their exhibit space without agreement of the New York Plastic Surgery Foundation.
11. **SECURITY.** A security guard will be furnished by management to be on duty in the exhibit area when the exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The New York Plastic Surgery Foundation and the Grand Hyatt Hotel are not responsible for theft, loss or damage which may occur and advise each exhibitor to be sure their exhibits, equipment, and material are insured at full value.
12. **NAME BADGES.** Each exhibit space is allowed three name badges. All name badges will be given out at registration. **NO BADGES WILL BE MADE FOR EXHIBITORS DURING THE MEETING.** Name badge forms are contained in your Exhibitor Kit and must be submitted via fax or email no later than November 15, 2010.