

AMERICAN SOCIETY OF REGIONAL ANESTHESIA & PAIN MEDICINE



*Annual Fall Pain Meeting  
& Workshops*

November 7-10, 2002

*Immediately follows Society for Neuroscience (SFN) Meeting*

Pointe Hilton at Squaw Peak  
Phoenix, AZ

**EXHIBITOR PROSPECTUS**

Exhibit Dates: November 8-9, 2002

*Floorplan is online at:*

**[www.asra.com](http://www.asra.com)**

American Society of Regional Anesthesia & Pain Medicine  
P.O. Box 11086, 2209 Dickens Road  
Richmond, VA 23230  
Phone (804) 282-0010 • Fax (804) 282-0090  
Email: [asra@societyhq.com](mailto:asra@societyhq.com)

# Dear ASRA Exhibitor:

The American Society of Regional Anesthesia and Pain Medicine (ASRA) will hold its 2002 Annual Fall Pain Meeting, November 7-10, 2002 at the Pointe Hilton, Phoenix, AZ. All current ASRA Exhibitors are receiving this 2002 Prospectus. Special considerations are being given to those companies who have supported the Society in the past. Please do not delay, since space will be limited in Phoenix.

The ASRA has more than 6,800 members, including many leaders in Pain Management. ASRA is a recognized subspecialty of the ASA, with representation in the ASA House of Delegates. More than 2,300 physicians now have the added qualification in Pain Medicine, most belong to ASRA.

Exhibiting at the ASRA Annual Fall Pain Meeting is a value-added way to showcase your medical products and services. In addition, you can present information on new products and services, answer questions, and meet the leaders in the specialty.

An unrestricted educational grant in support of the conference is another way to spotlight your company and can occur in different ways. Such as support for the meeting syllabus or the journal supplement. Sponsors gain access to the membership throughout the year and are recognized in the newsletter, the ASRA website and in course materials.

Please don't overlook this excellent opportunity! Review the enclosed prospectus, complete the application, and join the ASRA for our **2002 Annual Fall Pain Meeting**.

Kevin F. Johns, CMP, CAE  
Director, Meetings and Conventions

## 2002/2003 Board of Directors

Lynn M. Broadman, MD  
F. Michael Ferrante, MD  
F. Kayser Enneking, MD  
P. Prithvi Raj, MD  
Denise J. Wedel, MD

James C. Eisenach, MD  
Julia E. Pollock, MD  
Jordan Katz, MD  
Richard W. Rosenquist, MD  
Alon P. Winnie, MD

Terese T. Horlocker, MD  
Vincent Chan, MD, FRCPC  
Mark J. Lema, MD, PhD  
John C. Rowlingson, MD  
L. Donald Bridenbaugh, MD (*Emeritus*)

## 2002 Fall Program Committee

James P. Rathmell, MD (Co-Chair; Industry Sponsored Breakfast Symposia)  
Daniel Carr, MD (Co-Chair; Refresher Course Lectures)  
Honorio Benzon, MD (PBL Discussions)  
Richard A. Rosenquist, MD (Parallel Sessions)  
Timothy Ness, MD (Master Class and Workshops)  
Marc Huntoon, MD, Program Chair 2002 (Master Class and Workshops)  
Michael Ferrante, MD, Adjunct



James C. Eisenach, MD  
President



Terese T. Horlocker, MD  
President Elect



Mark J. Lema, MD, PhD  
Vice-President Scientific Affairs



E. Michael Ferrante, MD  
Secretary/Treasurer



Lynn M. Broadman, MD  
Past President

## Facility

### Point Hilton at Squaw Peak

7677 North 16th Street, Phoenix, AZ 85020  
Tel: 1-602-997-2626; Fax: 1-602-997-2391

## Exhibition Dates

### Friday, November 8, 2002

Specific hours will be provided in future mailings.

### Saturday, November 9, 2002

Specific hours will be provided in future mailings.

Note: Attendance in the Exhibit Hall will be heaviest during scheduled breaks and the reception, as noted in the final program. Final times will be provided.

## Installation of Exhibits

Thursday, November 7, 2002

## Dismantling of Exhibits

Saturday, November 9, 2002

## Registration of Technical Exhibitors

Thursday, November 7, 2002 12:00noon-5:30pm  
Friday, November 8, 2002 7:00am-5:00pm  
Saturday, November 9, 2002 7:00am-12:00noon

## Future Spring & Fall Meetings

2003	San Diego, CA	April 3-6
2003	San Diego, CA	November 13-16
2004	Orlando, FL	March 25-28

### The American Society of Regional Anesthesia and Pain Medicine (ASRA) will hold its Annual Fall Pain Meeting November 7-10, 2002 at the Pointe Hilton Squaw Peak, Phoenix, AZ.

ASRA is recognized as a subspecialty association by the American Society of Anesthesiologists and presently has over 6,800 members. The Society's purpose in conducting this meeting is to advance knowledge within the areas of its goals and constitution through its educational programs, its communication and resource information. The Society, in keeping with its stated purpose, encourages exhibitors to be educational, communicative and resource informative in their exhibit displays. All exhibits and products/services displayed must be pertinent to the practice of anesthesiology and pain medicine, and in the professional interests of the registrants.

Please review the entire Prospectus. It includes important information about your company's participation in and contribution to the meeting. The rules and regulations noted in this Prospectus are part of the application for space.

The ASRA reserves the right to refuse space to any company whose products or services, in the judgment of the Society, do not meet the educational, scientific or practice needs of our members and meeting registrants.

## Application Procedures and Space Assignment

An application form for technical exhibit space and a floor plan of the exhibit hall are on the website at [www.asra.com](http://www.asra.com). Carefully review the floor plan and indicate on the application four different locations for your exhibit. Newer exhibitors should be aware that prime space is typically assigned to companies which have a longer exhibit history (i.e. more points).

### Priority Points

Priority points are based upon the number of years a company has exhibited at the ASRA Annual Meetings. The schedule of points is as follows:

- **2 points annually for the first booth and 1 point annually for each additional booth**
- **1 point for each year of exhibiting**

Companies that have merged with, been purchased by, or have purchased another company, may use the exhibit history from either company alone, whichever is more favorable, but not the combined history of both companies. In the case of a tie, the date of receipt of the application and deposit shall serve as the tie-breaker. **Remember that special requests to be away from other companies may adversely affect your chances of getting one of your booth choices.**

## Booth Fees

Single Booth	\$1,950 ea
Second Booth	\$1,800 ea
20x16 Island	\$6,000 ea

The price of the booth includes, in addition to the space itself, an identification sign showing company name; general cleaning of aisles; **5 complimentary registrations per 8 x 10 booth, if preregistered**; 2 guest badges, one copy per booth of the Annual Fall Pain Meeting Syllabus and four beverage tickets per booth.

### Deposits and Payments

A 50% deposit must accompany the application. **Applications submitted without a deposit will be returned to the sender and will not be processed until accompanied by the appropriate deposit.** Please make checks payable to ASRA; credit cards are also accepted. Completed applications with deposits should be mailed to:

#### Kevin F. Johns, CMP, CAE

Director, Meetings and Conventions  
ASRA  
P.O. Box 11086, 2209 Dickens Road  
Richmond, VA 23230-1086  
Phone (804) 282-0010 ext: 319  
FAX (804) 282-0090  
[kevin@societyhq.com](mailto:kevin@societyhq.com)

### Full Payment

The balance of the booth fee is due on or before **September 18, 2002**. If the balance is not received by the due date, the booth space may be cancelled and reassigned without notification, or refund of deposit. No company may exhibit unless full payment for booth space has been received. Final payment should be sent to the address listed above.

## Cancellation or Reduction of Space

All cancellations or reductions in space must be sent in writing on company letterhead to Kevin F. Johns, CMP, CAE at the Society's office. If written cancellation or booth reduction is received at the Society office by:

<b>August 5, 2002</b>	<b>Full refund less \$100 per booth</b>
<b>August 6- September 18, 2002</b>	<b>Forfeit entire deposit (50% of booth cost)</b>
<b>September 18, 2002</b>	<b>No refunds</b>

## Liability

The Society, the Pointe Hilton Squaw Peak and/or any of their officers, agents or employees, shall not be liable for any act or omission of guards hired to patrol the Exhibit Hall; for any damage or injury caused to an exhibitor or the exhibitor's property occasioned by the condition of the premises or its mechanical systems; loss by theft, mysterious disappearance or damage by fire, accident, or any other cause; or any other act or omission of the Society or the Pointe Hilton Squaw Peak and/or their officers, agents, and employees; or any damage or injury arising from any act, omission or negligence of the Society or the Pointe Hilton Squaw Peak or their officers, agents or employees.

## Insurance

Insurance protection will not be afforded to the exhibitor either by the Society or the Pointe Hilton Squaw Peak. Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least \$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others. Certificates of Insurance shall be furnished to the Society by **September 18, 2002**.

## Booth Construction

All exhibits must be designed to be in compliance with the Americans with Disabilities Act of 1992. The main aisles of the exhibit hall will be carpeted. Carpeting in booths must be ordered on an individual basis.

### In-Line Booths

All linear booths are 8 feet deep and 10 feet wide (8' x 10'), and consist of 8' high backdrapes and 36" high side dividers mounted on aluminum tubular frames. Signs, decorations and equipment may not rise above the 8' backwall height. Solid construction in excess of 36" high must be a minimum of 4' back from the aisle. An identification sign (7" x 44") showing company name and booth number will be provided at no charge.

An island exhibit is an open area of exhibit space with aisles on all four sides. Accessibility from all four aisles is required. Island exhibits may extend to all outer edges of the booth space, but the design of the booth must allow for see-through visibility as not to obstruct substantially the view of, or otherwise interfere with, the displays of other exhibitors.

### Fire Prevention Regulations

- Display coverings, drapery, carpet, carpet padding and decorative materials must be flame resistant or sprayed with flame-retardant.
- Storage behind booths is strictly prohibited. Exhibitors will be allowed one day supply of exhibit materials and give aways within their booths. Nothing is to be stored behind the booth.

- All aisles and fire exits must be clear at all times. Easels, signs, etc. may not be placed beyond the booth area into the aisles.
- Compressed gases will not be allowed inside the Pointe Hilton Squaw Peak.
- Smoking is prohibited in the exhibit hall.

### Requirements for Hanging Signs

Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit related equipment should be free standing and floor supported where possible. Attachment to exhibit hall ceiling beams or trusses is not permitted.

## Exhibitor Personnel

### Registration

A company may register five individuals per 8' x 10' booth at no charge during advance registration only. **A \$100 per person fee will be charged for all representatives registered over this number or for those who register on-site.** The Exhibitor Advance Registration Form will be mailed upon receipt of contract and deposit. Exhibitors not registered by the **October 18, 2002** deadline must register on-site at the Exhibitor Registration desk. Any changes to the advance registration list must be made in writing by **October 18, 2002**. Any changes after this date must be made on-site at the Exhibitor Registration desk. The person who is listed as the "official contact" on the company's exhibitor advance registration form and who is actually attending the meeting must submit any changes.

**Representatives registering on-site will be required to show proof of affiliation (business card) with the exhibiting company and pay a registration fee of \$100. Replacement of lost badges will be issued for \$20 each.**

Badges are not transferable. Each representative of an exhibiting company must wear the official exhibitors badge for admission to and while in the exhibit hall. Company badges will not be accepted in lieu of the official badge. Supplementing the badge with business cards, ribbons or company logo types is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space.

The exhibitor's badge allows admittance to the exhibit hall and on a space available basis to the general sessions. Exhibitors are not permitted to attend workshops, master classes, or PBLs.

### Badge Distribution

All badges for representatives who are advance registered will be distributed on-site at the Exhibitor Registration Desk. A pre-registered representative of the company may sign for any or all badges for that company.

### Guest Badges

Every effort will be made to assure that only properly identified and authorized registrants enter the exhibit hall. Technical exhibitors' guest badges are designed to allow access to the exhibit floor to individuals whom an exhibitor has a legitimate need to have present. These individuals may be:

- VIPs for parent company
- advertising agency representatives
- exhibit designers or builders
- exhibitor appointed contractors
- consultants
- industry analysts
- an exhibitor's original equipment manufacturer

Guest badges must not be issued to physicians or allied health individuals who should be registered through the Society's registration process for educational sessions and exhibit viewing. Badges should not be used as a form of registration for personnel working the booth. The exhibiting company is responsible for the actions of their guest. Misuse of the exhibitor guest badge system may result in the expulsion of the exhibitor and guest from the exhibit hall. Children under 16 years of age are not allowed on the exhibit floor at any time.

The Society reserves the right to limit the number of guest badges issued, and to charge \$100 per extra badge.

### Vendor Badges

Individuals who want to view the exhibit floor but are not affiliated with an exhibiting company may register for \$100 for one day.

### Orientation Meetings

Companies who wish to hold orientation meetings within the confines of their booths may do so on Friday and Saturday mornings prior to the opening of the hall. Do not arrange meetings with physicians or individuals other than your booth personnel as they will not be able to get into the hall prior to opening. Exhibit personnel must wear their badges in order to enter the hall for these meetings.

### Booth Policy

Exhibit personnel may not enter another exhibitor's booth without obtaining permission.

### Use of Photography and Video Recorders

Exhibitors are not permitted to photograph or videotape any booth other than that of the company they represent. These activities are permitted only before or after exhibit hall hours. Security arrangements for such activities must be made in advance at the exhibitor's expense. Only the official meeting photographer is allowed to photograph in the exhibit hall. Order forms for this service will be provided in the Exhibitors' Service Kit.

### Media Related Activity

All public relations, press and media-related activity related to an exhibit or an exhibitor must be approved and processed through the ASRA office. Exhibitors are responsible for notifying their advertising and public relations staff of this requirement.

### Admission to Scientific Sessions and Workshops

Unless the room is overcrowded, booth personnel may attend scientific sessions which do not require a ticket by showing their badge to the monitor at the entrance to the meeting room. Exhibitors may not attend Workshops.

### Annual Meeting Syllabus Allotment

The Annual Meeting Syllabus will include an alphabetical listing of exhibiting companies including a product description. This information will be taken from the product service information supplied on the application for exhibit space. If this information was not indicated on the application, the company will not be listed in the product/service listing of the Syllabus. Syllabi will be given to each exhibitor based on a formula of one Syllabus per 8 X 10 booth space. The Syllabi will be available for pick up at the Exhibitor Registration desk and one representative from each company must sign for the entire allotment.

If additional syllabi are needed, they may be purchased at the registration desk after 12 noon on Saturday.

## Promotional Opportunities

### Annual Meeting Registrant Mailing Labels/Disk

The Society is able to provide the pre-registrant mailing list for commercial use in label, list or disk format under the following procedures:

1. Request must be made in writing.
2. Copies of the material to be mailed to the advance registrants must be submitted to the Society and approved.
3. The use of this information is limited to one time use. Recipients of the mailing labels or disk shall protect, indemnify, hold harmless and defend the ASRA from any and all claims, liabilities, losses and damages caused by such recipient's use of the mailing labels or disk.
4. The labels/disk material is being sold exclusively to 2002 exhibiting companies in order to assist in educating anesthesiologists about your product or service.

## Rules and Regulations

By applying for exhibit space, a company agrees to adhere to all conditions and regulations outlined in this Prospectus. The first regulation violated will result in delivery of a written warning notice to the exhibitor's booth. If the first violation is not corrected or if a second violation occurs, 25% of the priority points for the following year will be deducted. A third violation will result in the company losing 50% of its accrued priority points. A fourth violation will result in the company not being eligible to exhibit at future annual meetings.

**The following rules and regulations have been designed for the benefit of all exhibitors. The Society requests the full cooperation of the exhibitor in their observance.** Please be sure that your promotional department or anyone else involved in the arrangements for your exhibit has a copy of these rules and regulations. It is the responsibility of the exhibitor to see that all booth staff are aware of and adhere to these rules and conduct themselves in a professional manner throughout the meeting.

### Booth Assignment

The Society reserves the right to place reasonable limitations on the number of booths to be rented to any exhibiting firm. This limitation will be determined by the relation of total applications to the number of booths shown on the floor plan.

### Subletting of Booth Space

Exhibitors may not let, sublet or transfer the exhibit privilege or space in whole or in part without the express written consent of the Exhibit Manager.

### Badges

All representatives of exhibiting firms must register and wear the official exhibitor's badge for admission to and while in the exhibit hall. Company badges will not be accepted in lieu of the official badge. **Five badges per 8 X 10 booth (or equivalent) shall be issued at no charge for pre-registration only. A \$100 per person fee will be charged for all representatives registered over this number or those who register on-site.** Badges will show the representative's name and company. No booth staff may use a Guest Badge to enter the hall.

### Registration

No individual who has been denied the privilege of registration in his/her own right shall be permitted to register as a representative of an Exhibitor. Only a medical doctor who is a full-time employee of the exhibiting company may register as an Exhibitor. Other physicians must register as participants and pay fees as required.

## Staffing of Booth

Exhibit booths must be staffed at all times during the hours the exhibit hall is open.

## Dismantling of Exhibits

Dismantling or removing an exhibit or materials, including packing literature or products, before the official closing of the exhibit hall is prohibited. Companies in violation of this rule may not be permitted to exhibit at future Annual Meetings.

## Products on Display

All products which are not FDA approved for a particular use in humans or which are not commercially available in the U.S. will be permitted to be exhibited only when accompanied by the appropriate signs that indicate their FDA clearance status. The following are signs which should be displayed:

- *This Device is not cleared by the FDA for distribution in the United States.*
- *This Device is limited by federal law for investigational use.*
- *This Device is cleared for marketing when intended for use only.*

The signs must be easily visible and placed near the devices themselves and on any graphics depicting the device. The exhibitors shall have available at the booth a letter from the FDA which describes the allowable use status of the product or products. Exhibitors are cautioned about the FDA's prohibition on promoting cleared for marketing devices for unapproved uses. Requests for information and guidance should be directed to:

**Office of Training and Assistance  
FDA Division of Small Manufacturer's Assistance  
1901 Chapman Avenue  
Rockville, MD 20852  
301-443-6597  
1-800-634-2041**

If this division of the FDA cannot help you, a representative will forward you to the appropriate division.

## Contests and Drawings

Prize contests, drawings, raffles or lotteries of any description, held at any time or place within the auspices of the Annual Meeting, are expressly prohibited.

## Booth Activities

The exhibitor is permitted to demonstrate equipment and to make informational presentations regarding products or services in the exhibitor's booth. However, other attention-getting devices in the form of entertainment or amusement must be approved by the Society by **October 18, 2002**. Only such activities which, in the discretion of the Society, are in keeping with the professional department of the Technical Exhibits will be permitted. The distribution of food and/or drink is expressly prohibited.

## Disruptive Exhibits

Equipment may not be demonstrated or machinery utilized in such a way so as to give off noxious odors, fumes, dust or other materials which the Exhibit Manager determines to be disruptive to the exhibits in general or neighboring exhibit space. Noisy exhibits will be prohibited. Microphones and other sound amplification may be utilized in the exhibits, but must not disrupt other exhibitors. Further, the exhibitor is responsible for any and all fees which may be due for the use of copyrighted music used in audio presentations.

## Give Aways

The Society reserves the right to restrict activities or products in any exhibit that it, in its sole discretion, considers undesirable. This restriction may include but is not limited to activities, articles, printed matter, shopping bags, or anything deemed objectionable to the exhibits as a whole.

Exhibitors planning to distribute items free of charge must request approval to do so in writing no later than **October 18, 2002**. Approval will be given to items routinely produced for sale by the exhibiting company for medical purposes or items that can be used during the meeting or in the professional activities of the booth visitor. Samples of giveaways sent to the Society for review will not be returned. Advertising materials cannot be distributed outside the exhibitor's booth.

## Use of the Society's Name, Insignia or Logo Type

The use of the name, insignia, logo, logotype or other identifying marks of the American Society of Regional Anesthesia and Pain Medicine may not be used in signs, advertising or promotions in any media or on descriptive product literature without express written permission of ASRA. The only exception is that exhibitors may reference the Annual Meeting (with date and place) of the ASRA on their materials associated with the Annual Meeting. Exhibitors may not use the Society's name in advertising for meetings that are sponsored by another organization or at other meetings sponsored by the Society. In addition, the fact that an exhibitor or its goods or services are or were exhibited at the ASRA Annual Meeting cannot be used in advertisements or promotional activities by the exhibitor. By allowing the exhibitor to participate at the Annual Meeting of the Society, the ASRA does not endorse, either expressly or by implication, the exhibitor or its goods or services. To prevent misunderstandings, promotional copy for exhibitor meetings or functions may not be phrased "in conjunction with the Society" or use similar language.

## Selling and Order Taking

The technical exhibits are intended primarily for informational and educational purposes through product service and displays and demonstrations. Sales are permitted, provided that transactions are conducted in an appropriate professional and business-like manner. The Society reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

## Educational Demonstrations and CME Credit

During the time the Society educational programs and scientific papers are in session, exhibitors shall not conduct hands-on demonstrations, lectures or other presentations except in the booth space allocated to them. Exhibitors who present hands-on demonstrations must agree to comply with the Society's current policies regarding hands-on courses. In addition, exhibitors who conduct hands-on, surgical skills programs off-site when Society educational program and scientific papers are not being presented must agree to notify the Society of these programs and comply with the Society's current policies regarding hands-on, surgical skills courses.

Since the American Society of Regional Anesthesia and Pain Medicine is the sole sponsor of its Annual Meeting, it is the only organization authorized to designate CME credit for educational activities conducted during the ASRA Annual Meeting.

## **Termination or Modification of Display Privileges at any time**

The American Society of Regional Anesthesia and Pain Medicine reserves the right to terminate or modify the exhibitor's display privileges at any time for a breach of any of these terms, rules and regulations. The ASRA will be the sole interpreter if a breach has occurred. Such termination or modification may occur during the Annual Meeting, at which time the exhibitor must agree to close the exhibit upon receipt of a notice of termination and to remove or modify the exhibit from the exhibition hall as soon as possible without disruption of the meeting. Such removal shall be done under the direction of the Society's Exhibit Manager. Expulsion or modification of an exhibit under this rule shall not give rise to any claim, and there shall be no refund of the fees paid by such exhibitor.

## **Interpretation of Rules**

Breaches or infractions of these terms, rules and regulations by an exhibitor in any year may be considered by the American Society of Regional Anesthesia and Pain Medicine in determining whether to accept an application for exhibition space in any subsequent year. In addition, infractions of the spirit of the rules by exhibitors or potential exhibitors at any time may be considered in determining whether to accept an application from such person or company seeking to exhibit at a Society meeting.

## **Cancellation**

If the Society fails or is unable to fulfill its obligations in providing the opportunity to hold exhibits at the Annual Meeting, the Society agrees to promptly return the exhibitor all monies paid. If this occurs, any agreements made shall be cancelled by mutual consent and the Society shall be relieved from all responsibility.

Space assigned to an exhibitor by the Society will not be released unless the Society is notified on a timely basis in accordance with Society rules. This notice shall be in writing on company letterhead and shall state that the exhibitor wishes to cancel or reduce its assigned space (See cancellation schedule).

## **Indemnity**

The exhibitor agrees to indemnify and hold the Society, its official contractors, and the Pointe Hilton Squaw Peak, and their respective employees, representatives, agents, successors and assigns, harmless against any and all damages, claims, judgments, losses, costs and expenses (including attorneys' fees) that may at any time be incurred, suffered, sustained by or imposed upon the Society and/or the Pointe Hilton Squaw Peak or their respective employees, representatives, agents, successors or assigns by reason of any action which may result because of or after acceptance of this application or the providing of exhibit space. This indemnification and hold harmless agreement includes but is not limited to any and all claims, damages, losses or expenses attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of such property.

## **Damage to Exhibit Hall**

Exhibitors will be held responsible for any damage done to the exhibit hall by them, their employees or agents. No nails, tacks or screws may be driven into the floor, wall or woodwork of the building.

## **Use of Certain Property**

The exhibitor will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's booth.

## **Fire Ordinances**

Local fire codes and ordinances require that the aisles be clear at all times. Demonstration areas shall not be placed on the aisle line of an exhibit. Sufficient space within an exhibit area must be left to absorb the crowd. Should spectators interfere with the normal traffic flow in the aisle or interfere with other exhibits, the Exhibit Manager may, in his sole discretion, require that the demonstration be limited or cancelled.

## **Compliance with Local Ordinances**

Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire, and safety ordinances and regulations. The ASRA has no further responsibility to notify the exhibitors that this compliance is required.

All products or services exhibited must comply with all state and local regulations, and with all current FDA regulation for such products and services as highlighting in section (FDA COMPLIANCE SECTION).

# **Installation and Dismantle**

## **Installation of Exhibits**

### **Thursday, November 7, 2002**

All crated displays will be set up Thursday, November 7, 2002, at a time included in your final exhibitor mailing. Otherwise they will be ordered set up by show management and all applicable charges applied to the exhibitor of record. Throughout installation, all crates must be labeled for storage as soon as they are empty. Installation of exhibits must take place during the scheduled times. Permission to work outside of the established scheduled installation hours must be obtained in writing from the Exhibit Manager.

## **Dismantle of Exhibits**

Dismantle of exhibits begins **Saturday, November 9, 2002 in the afternoon**. Dismantling an exhibit or packing of equipment or literature prior to the time the exhibit manager designates on Saturday is not permitted. Any company violating this regulation will not be permitted to participate in future Annual Meetings. To avoid damage to equipment or display materials, exhibitors should remain with the equipment until crates are returned and all materials are packed.

## **Work Passes for Independent Labor**

Unregistered exhibitor personnel and exhibitor-appointed contractors who wish access to the exhibit floor during installation and dismantling hours will be required to show proof of affiliation with the exhibiting company or exhibitor appointed contractor to receive a work pass. Work passes will be available at the Service Center beginning on Thursday, November 7, 2002. Work passes are not valid during show hours, individual will be asked to leave the floor and register for set-up pass for that specific exhibiting company.

# Official Contractor

## Official General Service Contractor:

**GES Exposition Services**  
**2001 S. 15th Avenue**  
**Phoenix, AZ 85007**  
**Ph: 602-254-3073**  
**Fax: 602-254-7405**

General questions regarding any services provided by GES (rental, furnishings, material handling, drayage, labor, special signage, carpet, decorating, and cleaning) should be directed to the Customer Service Department at the number listed above.

## Official Material Handling Contractor

GES has been designated the official material handling contractor. Direct shipments cannot and will not be accepted at the hotel, unless arrangements have been made with GES for early unloading.

The official contractor is responsible for maintaining all in and out traffic schedules at the show site and handling the move-in and move-out of all exhibitors' materials and equipment. GES maintains control and has priority at the loading areas at all times.

All shipments must be prepaid. Collect shipments will not be accepted. Complete details, schedules and shipping instructions will be included in the Exhibitors' Service Kit.

## Exhibitors' Service Kit

An Exhibitors' Service Kit containing complete show information and order forms for all show services will be sent to all exhibiting companies three months prior to the meeting. All forms should be completed and mailed in advance to ensure adequate labor and equipment, etc. for a smooth set-up. Forms will be included for the following services: labor, material handling, electrical, furniture rental, signs, rental displays, photography service, audio-visual, florist, and cleaning.

Please note that discounts apply to many orders received prior to the meeting. The rates listed in the Prospectus are intended to provide you with the basics needed to start your budget and planning.

One Exhibitors' Service Kit per exhibiting organization will be provided by GES. An exhibitor may use the services of an outside independent contractor only for the installation and dismantling of the exhibit. All other services must be secured through the official contractor. All mechanical equipment for display installation and dismantling such as forklifts, highlifts, etc., must also be obtained through the official contractor.

## Security

Independent guards will be engaged to provide protection for the overall exhibit area from the beginning of move-in to the end of move-out, but not for any particular exhibit. The Society, however, will not be held responsible for the loss of any material in the exhibit area and urges the exhibitor to exercise precautions to discourage loss.

## Models

Product and service demonstrations may be conducted by professional presenters or models; however, demonstrations are to be straight forward and professional in nature avoiding the use of side show gimmicks and **will not include any invasive procedures.**

Exhibitors ordering models or other temporary help to assist in the booth must make arrangements to meet these individuals at the Exhibitor Registration Desk to have the appropriate badge made. Temporary help will not be permitted past the guards at the exhibit hall entrance until they have the proper badge.

Society policy states that children under the age of 16 are not allowed on the exhibit floor. The use of children as models is prohibited.

The Society expects exhibitors to use prudent judgment when models are used in an exhibit. Attire of models shall be consistent with the professional atmosphere of the ASRA Annual Fall Pain Meeting. Appropriate cover-up apparel should be worn by models when on break.

## Exhibitor Appointed Contractors

If an exhibitor is planning to use an outside contractor the Society must receive written notification from the exhibiting company of the name, address and telephone number of its appointed outside contractor, and the name of the outside contractor's supervisor who will be responsible for on-site work in the exhibit area. Work authorization forms completed by the independent contractors are not acceptable and will be returned to the sender. The above notification must be received no later than **September 18, 2002**. If this notification is not received by this date or if documentation is incomplete, the exhibitor must use the official service contractor, GES, for set-up and dismantling labor.

Contact with exhibitor appointed contractors will be initiated by the Society upon receipt of the authorization forms. Information detailing Society requirements and policies will be sent directly to the contractor specified. A complete list of rules and regulations governing the use of exhibitor appointed independent contractor for installation and dismantle labor will also be included in the Exhibitors' Service Kit.

Exhibitors using the services of an independent contractor are responsible for ensuring that their contractor sends a certificate of insurance for receipt by the Society no later than **September 18, 2002**. Independent contractors who do not send a certificate of insurance by this date will not be allowed access to the exhibit floor. The certificate of insurance must provide a minimum of \$1,000,000 public liability coverage.

## General Information

### Air Travel

Association Travel Concepts (ATC) has been selected as the official travel agency for the Annual Fall Pain Meeting, November 7-10, 2002 at the Pointe Hilton Squaw Peak, Phoenix, AZ.

By calling ATC, you will receive 10-15% off airline tickets purchased more than 60 days prior to your travel dates or a 5-10% discount for tickets purchased less than 60 days prior to the convention.

ATC offers the lowest available fares on ANY airline traveling to Phoenix; advance seat assignments; special advance meal requests on airline flights; frequent flier programs; electronic ticketing; and Email access for convenient booking of your tickets.

To take advantage of these rates contact Association Travel Concepts: **Phone: 1-800-458-9383; Email: atc@assntravel.com; or fax (858) 581-3988.** ATC is available 6:00 am - 5:30 pm PST Monday through Friday.

# Annual Pain Meeting Contacts

## Housing

Housing for all exhibitors will be handled by the exhibiting company. Housing forms will be mailed to exhibiting companies directly from the Society upon receipt of an executed exhibit contract. Room assignments will be made on a first-come, first-served basis. A deposit is required to guarantee a reservation. More detailed information will be available.

## Hospitality and Meeting Rooms

Hospitality suites can be reserved on the official housing form. Requests for meeting room space should be sent in writing to Kevin F. Johns, CMP, CAE at the Society office by **September 18, 2002**.

Any meetings or exhibitor-sponsored events outside of the company's booth space, cannot take place during the Society's scientific program or Society-sponsored activities as listed below. This includes any events offered to spouses of the attendees. You are urged to comply with the policy with respect to any meeting or social functions or risk the loss of priority points or other action deemed appropriate by the Society.

Exhibitors who conduct programs off-site when Society educational programs are not being presented must agree to notify the Society of these programs and to comply with the Society's current policies regarding exhibitor-sponsored program.

If you are planning a function during the ASRA Annual Meeting, it can only be scheduled during the following times:

<b>Thursday, November 7, 2002</b>	<b>After 5:30pm</b>
<b>Friday, November 8, 2002</b>	<b>After 6:00pm</b>
<b>Saturday, November 9, 2002</b>	<b>After 5:00pm</b>
<b>Sunday, November 10, 2002</b>	<b>After 11:00am</b>

## Industrial Symposia

The following criteria must be filled in order for a company to sponsor an industrial symposium no later than September 18, 2002:

1. Minimum unrestricted educational grant of \$10,000 to the ASRA, plus exhibit at the annual meeting.
2. The program must be submitted to the Society office for review to assure there are no conflicts with the Scientific Program.
3. All costs must be borne by the sponsor.
4. No symposia may be held at a time which would conflict with an ASRA activity.
5. The Society does **not** necessarily provide accreditation.
6. No inducements may be offered to attendees, such as honoraria, per diem, travel or hotel. Faculty may be dealt with in a manner deemed appropriate by the sponsor.
7. Promotional mailings are to be coordinated through the Society office.
8. No reference to sponsorship by the ASRA is acceptable, unless accredited.
9. Hotel meeting space may be secured through the Society office.

## Reservation of Right to Make Changes

Any matters not specifically covered herein are subject to decision by the Board of Directors. The Society reserves the right to make such changes, amendments and additions to these rules as it considers advisable for the proper conduct of the exhibit.

### American Society of Regional Anesthesia & Pain Medicine

2209 Dickens Road  
P.O. Box 11086  
Richmond, VA 23230-1086  
(804)282-0010  
Fax: (804)282-0090  
kevin@societyhq.com

#### Kevin F. Johns, CMP, CAE

Director of Meetings and Exhibits

#### Stewart A. Hinckley, CMP

Executive Secretary

#### John A. Hinckley

Director of Operations

#### Catherina A. Marino

ASRA Manager

#### Jennifer McKeating

Exhibit Coordinator

#### Liz McNamara

Exhibit Administrator

## Important Dates

### August 5, 2002

Full Refund Less \$100/booth

### September 18, 2002

Full Payment Due or Refund Less Deposit  
Product Description Due  
Insurance Certificates Due  
Outside Contractor Notification  
Submission of Industrial Symposium

### October 18, 2002

Requests for Booth Giveaways/Booth Activities  
Exhibitor Representatives Due

### November 7, 2002

Installation

### November 8-9, 2002

Show dates

### November 9, 2002

Dismantling

**ASRA Annual Fall Pain Meeting**  
November 7-10, 2002 (Exhibit Dates: November 8-9)  
Pointe Hilton Squaw Peak, Phoenix, AZ

**INDUSTRIAL SYMPOSIUM AGREEMENT FORM**

**The following criteria must be met in order for a company to support an industrial symposium:**

1. Symposia: Minimum unrestricted educational grant of \$10,000 to the ASRA, plus exhibit at the Annual Meeting.
2. The proposed program must be submitted to the Society office for review by the Scientific Chair to assure there are no conflicts with the ASRA's program.
3. All costs must be borne by the commercial supporter.
4. No symposia may be held at a time which would conflict with an ASRA activity. (See times listed under Industrial Symposia).
5. The Society does not provide accreditation.
6. No inducements may be offered attendees, such as honoraria, per diem, travel or hotel. Faculty may be dealt with in a manner deemed appropriate by the sponsor.
7. Promotional mailings are to be coordinated through the Society office.
8. No reference to sponsorship by the ASRA is acceptable.
9. Hotel meeting space may only be secured through the Society office.
10. Fifty percent non-refundable deposit due with this signed agreement. Balance due 30 days prior to the meeting.
11. **Requests must be received at the ASRA office ASAP, but no later than September 18, 2002.**

**PLEASE PRINT OR TYPE**

Requested Date/Time of Symposium (see page 9 for date/time availability) \_\_\_\_\_

Contact Person \_\_\_\_\_

Exhibiting Company Name \_\_\_\_\_  
(Full Legal Name)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**All companies applying for space to hold a symposium must understand that other companies may elect to hold a symposium at the same time. No company will be guaranteed exclusive or unopposed time slots.**

**For Office Use Only**

_____	_____	_____	_____
Program Chair	Date	Executive Director	Date



# 2002 Exhibitor Contract

## American Society of Regional Anesthesia & Pain Medicine Annual Fall Pain Meeting & Workshops

November 7-10, 2002 (Exhibit Dates: November 8-9)  
Pointe Hilton Squaw Peak, Phoenix, AZ

**Read Exhibiting Rules Carefully, then Execute Contract and Mail to:**

**TERMS:** (U.S. Currency Only)

**Booth Fees**

Single Booth	\$1,950 ea
Second Booth	\$1,800 ea
20x16 Island	\$6,000 ea

**PLEASE READ CAREFULLY**

A deposit of 50% of booth(s) must accompany this signed application, with the balance to be paid by **September 18, 2002**. The Society reserves the right to cancel any contract which remains unpaid 60 days prior to the opening day of the meeting, to assess an administrative fee of \$100.00 and reassign the space. Before any exhibitor may be allowed to exhibit, all outstanding financial obligations to the ASRA must have been satisfied. Requests for booth cancellations will be considered in accordance with the contractual rules and regulations.

Booth space requests received after **September 18, 2002** must be paid in full upon submission of contract.

We have enclosed a \$ \_\_\_\_\_ deposit for the space requested.

**PLEASE MAKE CHECK PAYABLE TO ASRA**

TAX I.D. #510163222

(Do not write in space below)

<b>BOOTH NO. ASSIGNED</b>
_____
By _____ Date _____

**PLEASE PRINT OR TYPE**

Exhibitor Name \_\_\_\_\_  
(Corporate Name)

Display Name \_\_\_\_\_  
(Name to be displayed on booth sign, if different from Corporate name)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

Email \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

**The above named Exhibitor hereby applies for the reservation and use of the number of exhibit booths designated above at the Annual Fall Pain Meeting (the "Meeting") of the ASRA (the "Society"), and agrees to the terms and conditions set forth herein.**

Authorized Signature \_\_\_\_\_

(Not valid unless signed)

### ASRA

2209 Dickens Road  
P.O. Box 11086, Richmond, VA 23230-1086  
Phone(804) 282-0010 • FAX (804) 282-0090  
[www.asra.com](http://www.asra.com)

Number of Booths Requested: \_\_\_\_\_

Booth Preferences (floorplan is available at [www.asra.com](http://www.asra.com))

\_\_\_\_\_ 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice

Special Requests: (i.e., I prefer not to be next to or across from...) \_\_\_\_\_

(Remember - special requests may adversely affect your booth assignment)

Description of products or equipment must accompany this application. This will appear in the final program. Limit of 50 words or less. Descriptions received after **September 18, 2002** may not be printed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT TYPE:**

Check  VISA  MasterCard  American Express

Printed Name on Card \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

AMERICAN SOCIETY OF REGIONAL ANESTHESIA & PAIN MEDICINE

*Annual Fall Pain Meeting  
& Workshops*



November 7-10, 2002

*Immediately follows Society for Neuroscience (SFN) Meeting*

Pointe Hilton at Squaw Peak  
Phoenix, AZ

**EXHIBITOR PROSPECTUS**

Exhibit Dates: November 8-9, 2002

*Floorplan is online at:*

**[www.asra.com](http://www.asra.com)**

The American Society of Regional Anesthesia and Pain Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

---

**American Society of Regional  
Anesthesia & Pain Medicine**

P.O. Box 11086 / 2209 Dickens Road  
Richmond, VA 23230-1086