

# 2017 WAGO ANNUAL MEETING

WESTERN ASSOCIATION OF GYNECOLOGIC ONCOLOGISTS

June 14-17, 2017 | Ritz-Carlton Rancho Mirage, Rancho Mirage, California

## EXHIBITOR PROSPECTUS

The Western Association of Gynecologic Oncologists (WAGO) Annual Meeting will be held in conjunction with the Felix Rutledge Society (FRS). WAGO and FRS invite you to showcase your company's products and services, as well as continue to grow or create new partnerships with the conference attendees.

### ATTENDEE PROFILE

The Annual Meeting includes individuals from community practices and academic centers as well as those currently completing fellowships or residencies. Over 175 attendees will participate in the 2017 meeting, including:

- Gynecologic oncologists
- Medical oncologists
- Radiation oncologists
- Pathologists

### WHY EXHIBIT?

#### Exhibit Space Package (\$2,500)

- One (1) 6-foot skirted exhibit table, two (2) chairs, & one (1) wastebasket
- One (1) 8" x 11" company identification sign
- Two complimentary exhibit badges and two discounted badges at \$250 each, per booth.
- Company name and booth number will be listed in the electronic program book
- Designated exhibit hours
- Breaks, Breakfasts, and Posters held in the exhibit area to increase traffic to your tabletop

### YOUR PRESENCE AT THE ANNUAL MEETING WILL GIVE YOU THE OPPORTUNITY TO:

- **Interact** face-to-face with individuals either practicing medicine or have trained west of the Mississippi
- **Build** brand visibility for your company
- **Mix** and mingle with gynecologic cancer care experts during dedicated poster breaks in the Exhibit Hall
- **Introduce** new products, services, and research
- **Raise** your company's profile amongst a valuable target audience.
- **Generate** sales leads
- **Connect** with prospective and existing clients

### RESERVING EXHIBIT SPACE

Complete and return the attached application for exhibit space via email, fax or U.S. mail, along with your payment in U.S. dollars in the form of a credit card or check to the Western Association of Gynecologic Oncologists. Full payment must be submitted by May 12, 2017.

### BECOME A SPONSOR

A great way to enhance your presence at the Annual Meeting, and a great add-on to any exhibit tabletop. A variety of opportunities designed to increase your company's visibility are now available. Contact [wago@wago.org](mailto:wago@wago.org) for more information.

**SPACE AT THE ANNUAL MEETING IS LIMITED AND FILLS UP FAST.**

**ACT NOW TO SECURE YOUR SPACE.**



[wago.org](http://wago.org)

# APPLICATION FOR EXHIBIT SPACE

Please complete this form and email to wago@wago.org, fax to 1-312-235-4059, or mail to WAGO, Attn: Tori Scatena 230 W. Monroe, Suite 710, Chicago, IL 60606, by **Friday, May 12, 2017**. (WAGO Federal Tax ID #237309615)

In accordance with the following terms, conditions and regulations governing exhibits at the 2016 WAGO Annual Meeting at the Ritz-Carlton, Rancho Mirage, California (68900 Frank Sinatra Drive, Rancho Mirage, CA 92270) the undersigned hereby makes application for tabletop exhibit space(s), which, when accepted by the Western Association of Gynecologic Oncologists (WAGO), becomes a contract. Terms and conditions are listed under Rules and Regulations, as well as those conditions under which tabletop exhibit space at the Ritz-Carlton, Rancho Mirage is leased to WAGO, are part of this contract.

## PRIMARY CONTACT

Please list information below exactly as it should appear in the Annual Meeting Program.

\*Note: the person listed as the "Primary Contact" will receive all conference updates.

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Company Name

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Company Mailing Address

City, State/Province, Postal Code

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Primary Contact Name

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Contact Phone/Contact Fax

Contact Email Address

## EXHIBIT

**Exhibit Tabletop (\$2,500)** Exhibit tabletops include two (2) complimentary registrations for exhibit personnel. Up to two (2) additional registrations may be purchased for \$250 each. Please list the exhibit personnel names for registration:

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Contact Name (Complimentary)

Email Address

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Contact Name (Complimentary)

Email Address

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Contact Name (\$250 USD)

Email Address

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Contact Name (\$250 USD)

Email Address

## PAYMENT INFORMATION

Full payment is due with this contract by **May 12, 2017**. All payments must be made in U.S. Dollars.

**Tabletop Exhibit: \$2,500 + Additional Exhibitors: \_\_\_\_\_ X \$250 each\* = \$ \_\_\_\_\_**

**Check** \*Mail Checks/Applications to: WAGO, Attn: Tori Scatena, 230 W. Monroe, Suite 710, Chicago, IL 60606 FAX: 312-235-4059

**Visa**    **MasterCard**    **AMEX**

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name (please print): \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## AGREEMENT

We agree to abide by all of the rules and regulations governing the tradeshow in the WAGO Rules & Regulations, which are part of this application. Submission of the exhibit application and payment shall constitute a contract with WAGO. Cancellations of exhibit space must be submitted in writing to WAGO Headquarters and shall be effective upon receipt of notice by WAGO. From time of signature of contract until April 7, 2017, fifty percent will be refunded for all exhibit cancellations. After April 7, 2017, there will be no refunds whatsoever for cancellation of tabletop exhibit space.

Signature of Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

# EXHIBITOR RULES AND REGULATIONS

**GENERAL:** All matters and questions not covered by these Rules and Regulations are subject to the decision of the Western Association of Gynecologic Oncologists (WAGO). In the event of any such decision being of general interest, written notice will be given by the Association to Exhibitors that may be affected. The words "the Association or WAGO" used herein shall mean the Western Association of Gynecologic Oncologists, its committees, agents or employees acting for the management of the Meeting and Exhibition.

**EXHIBIT PARTICIPATION:** The Exhibition is for the express purpose of furthering WAGO's mission, which is to stimulate and promote original scientific investigation of gynecologic oncology, and disseminates information concerning new developments in gynecologic oncology and assists in the education of physicians and others interested in the gynecological cancer patient. Companies may exhibit commercially available gynecologic and/or related products, equipment and services approved, where applicable, by the Food and Drug Administration (FDA).

Displays or graphical depictions of drugs or devices that are investigational or not approved by the FDA must include prominent signage noting which product(s) are for viewing by non-U.S. attendees only and guide attendees accordingly. WAGO does not guarantee, warrant, endorse or otherwise approve of the companies exhibiting at the WAGO meeting nor any of the products, equipment or services exhibited by the companies. Each exhibitor is solely responsible for compliance with FDA Rules and Regulations which address the labeling of displayed products and for determining if a product may be promoted for a use that is generally accepted among oncologists or other medical professionals and for which FDA approval is not required.

Compliance with all applicable laws and regulations is required of every organization which participates in WAGO meetings. Organizations that violate WAGO policies, applicable law, or the terms and conditions as set forth in the Application for Exhibit Space will be subject of disciplinary action that could include loss of priority in selection of exhibit space and/or hotel accommodations, termination of the Application for Exhibit Space, or loss of the opportunity to participate in future WAGO meetings.

**SALES ON EXHIBIT FLOOR:** The Western Association of Gynecologic Oncologists' exhibit program educates attendees by providing information, services and products, and presenting industry trends pertinent to the physicians' professional interest. Therefore, taking orders and selling exhibited products will be permitted. The sale of non-gynecologic oncology-related products is strictly prohibited. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. Exhibiting companies that sell taxable goods or services on-site are responsible for registering as a dealer with the respective state's department of revenue.

**ELIGIBLE EXHIBITS:** Exhibits will be limited to the company and the product(s) listed on the Exhibit Application and are subject to approval by the WAGO Executive Board for accepted and acknowledged efficacy, and commercial availability. Only the sign of the company whose name appears on the application may be placed on the tabletop exhibit or appear on any printed list of exhibitors. No exhibits or advertising will be allowed beyond the perimeters of the assigned space.

**SUBLETTING OF SPACE:** Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method of assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit area without obligation on the part of WAGO for refund of any fees. The demonstration of products, advertising of products or distribution of advertising and/or solicitation of business on behalf of non-exhibiting companies is strictly prohibited in any part of the exhibit area (including but not limited to guest rooms, suites and function space).

**TABLETOP EXHIBIT PAYMENT:** Full payment is due with the exhibit application to reserve space by **May 12, 2017**.

**TABLETOP EXHIBIT CONSTRUCTION:** WAGO will provide the standard tabletop exhibit consisting of a six (6) foot draped and skirted table, two (2) chairs, and an 8" x 11" identification sign. Exhibits must conform to the contracted space and all display rules as set forth in the Exhibitor Service Kit. Any exposed part of the display must be covered so as to not be objectionable to the other exhibitors, or in the best interest of the overall exhibition. Any variances in exhibit construction must be approved by WAGO after a written request is made by the exhibitor.

**EXHIBIT DATES AND HOURS:** The WAGO Annual Meeting Exhibit Area opens at 4:00 p.m. on Wednesday, June 14, 2017 and closes on Saturday, June 17, 2017 at 12:00 p.m.

## **USE OF SPACE – GENERAL:**

- A. All exhibit materials must be displayed on the top of the provided table.
- B. Limited storage of extra handout materials may be kept underneath the display table.
- C. Flammable materials are not allowed.
- D. Only informational/educational papers, promotional pieces or small equipment samples which will fit on six (6) foot table and/or items which do not exceed five (5) feet in height from the tabletop will be allowed.

# EXHIBITOR RULES AND REGULATIONS

**TABLETOP EXHIBIT SPACE INCLUDES:** One (1) six-foot skirted table, two (2) chairs, and one (1) sign display. WAGO will provide two (2) complimentary badges with the purchase of tabletop exhibit space. Additional Exhibitor badges providing access to all conference events may be purchased for \$250 each. Each company is allowed a maximum of four (4) exhibitor badges. If maximum number is exceeded, company must register additional attendees at the non-member rate.

**ADDITIONAL EXHIBIT ORDERS:** To request additional items for your booth including extension cords, power strips, etc., please complete the PSAV Exhibitor Order Form, which will be included in the Exhibitor Service Kit.

**TABLETOP EXHIBIT REGULATIONS & ATTENDANTS:** Set-up time for the tabletop exhibits is restricted to the published hours. No installation or dismantling of exhibits or display material is allowed during open exhibition viewing hours. All demonstrations shall be confined to the exhibitor's own tabletop exhibit. Excessive audio or visual attention-getting devices or effects are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. Admission to exhibit area is limited to registered owners, representatives and employees of exhibiting companies. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's tabletop exhibit; any costume, if not standard business attire, must conform to proper decorum of the meeting and may be subject to approval by WAGO exhibit management. Sales representatives of an exhibitor who also represent one or more other companies may not demonstrate, promote or sell products or services of any non-exhibiting companies. Exhibits must remain fully intact and staffed during published meeting hours. Dismantling of exhibits and removal of products or display material is limited only to published move-out hours. Premiums and giveaways must be approved by WAGO exhibit management prior to the exhibition. The WAGO name and/or logo may not be part of any exhibitor's materials.

**MUSIC LICENSE:** No exhibitor shall allow any copyrighted music to be played or performed at any time during the published official exhibition hours. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

**SAFETY & FIRE LAWS:** All applicable safety and fire laws and regulations must be strictly observed by all exhibitors. Cloth decorations must be flameproof. Wiring must comply with local fire department and conference facility rules. Aisles and fire exits must not be blocked by exhibits. No combustible decoration, such as crepe paper, cardboard or corrugated paper, shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may not be stored under tables/behind exhibits. Open flames, butane gas and oxy-gen tanks are not permitted.

**SOCIAL FUNCTIONS & ACTIVITIES:** Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities sponsored by WAGO. Requests for social functions and other activities must be submitted in writing and are subject to approval by WAGO.

**CANCELLATION:** Submission of the exhibit application, payment of deposit and assignment of space shall constitute a contract with WAGO. Cancellations of exhibit space must be submitted in writing to WAGO Headquarters and shall be effective upon receipt of notice by WAGO. From time of signature of contract until **April 7, 2017**, fifty percent will be refunded for all tabletop exhibit cancellations. After **April 7, 2017**, there will be no refunds whatsoever for cancellation of exhibit space. If, for any reason beyond the control of WAGO, the exhibition has to be cancelled, shortened, delayed or otherwise altered or changed, the exhibitor understands and agrees that losses and damages, which it may suffer as a consequence thereof, are its responsibility and not that of WAGO, its directors, officers, employees or agents. The exhibitor understands that it may lose all monies it has paid to WAGO for space in the show, as well as other costs and expenses it has incurred, including travel to the exhibition, setup, lodging, freight, employee wages, etc.

**SET-UP & TEARDOWN OF TABLETOP EXHIBIT SPACE:** The set-up of exhibits begins at 4:00 p.m. on Wednesday, June 14, 2017 and must be completed by 6:00 p.m. If an exhibitor is not set-up or in order by that time, the WAGO reserves the right to reassign space to another exhibitor, or to make other use of the space as deemed necessary or appropriate, with no refund being made to the original contacting exhibitor. Teardown of exhibits will begin at 12:00 p.m. on Saturday, June 17, 2017 and must be completed by 2:00 p.m. If exhibits are not removed by that time, WAGO has the right to remove the exhibits and charge the expense to the exhibitor. **Teardown of exhibits may not begin prior to 12:00 p.m. on Saturday, June 17, 2017.**

**RAFFLES AND DRAWINGS:** Raffles and drawings are not permitted in the exhibit hall.

**INSURANCE AND LIABILITY:** Exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the Exhibition (except as otherwise provided in the Lease Agreement between the WAGO and the Ritz-Carlton, Rancho Mirage). It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Rancho Mirage ordinances for any activities conducted in association with or as part of the Exhibition. Exhibitor shall protect, indemnify, hold harmless and defend the WAGO, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including

# EXHIBITOR RULES AND REGULATIONS

reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of the WAGO, its officers, directors, agents or employees. Exhibitor, its agents and representatives shall maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with Exhibitor's participation in the Exhibition, in an amount of not less than one million dollars (\$1,000,000) for personal injury, death or property damage in any one occurrence. Such insurance shall include coverage of the indemnification obligations of the Exhibitor under the rules and regulations and shall cover the WAGO and the decorator as additional named insurers. Exhibitor shall provide the WAGO with a copy of such insurance policy at least 30 days prior to the Exhibition. Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as Exhibitor deems appropriate.

Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any right of subrogation as to any claims against the WAGO, its officers, directors, agents or employees. In the event a part of the exhibit hall is destroyed or damaged so as to prevent the WAGO from permitting Exhibitor to occupy assigned space during any part or the whole of the Exhibition period, or in the event occupation of assigned space during any part or the whole of the Exhibition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of The Society, Exhibitor will be charged for space during the period it was or could have been occupied by Exhibitor; Exhibitor hereby waives any claim against the WAGO, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against WAGO being for a refund of rent paid for the period it was prevented from using the space.

**AMERICANS WITH DISABILITIES ACT:** Each exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold WAGO harmless from any consequences of exhibiting companies who fail in this regard.

**SECURITY:** Neither WAGO nor the hotel facility will guarantee exhibitors against loss and will not be held responsible for loss of any material by or for any cause. Exhibitors must make provisions for safeguarding of their goods, materials, equipment and display at all times, and exhibitors are urged to carry their own insurance through their own sources at their own expense.

**REGISTRATION/MINIMUM AGE FOR ADMISSION:** All exhibitors must pre-register and will be issued badges, which must be worn at all times. Exhibitor's badges are personal and are not transferable. Exhibitors are entitled to two (2) complimentary registrations per tabletop exhibit. All exhibitors will receive their badges on-site. Exhibitor badges allow access to the Exhibit Area and any meal functions served in the Exhibit Area. A maximum of four (4) exhibitor registrants is allowed. The minimum age for admission into the WAGO Exhibit Area is 18 years old.

**CONDUCT OF EXHIBITORS:** Exhibitors shall conduct themselves in an ethical and professional manner at all times and in conformance with these regulations. WAGO reserves the right to deny the privileges of the floor to any and all exhibitors who do not comply.

**CARE OF EXHIBIT SPACE:** Exhibitors shall care for and keep occupied space in good order. Special cleaning and dusting of exhibit, display, equipment/material will be the exhibitor's responsibility and performed at the exhibitor's expense.

**MATERIAL HANDLING:** WAGO does not provide material handling for the Annual Meeting. Exhibitors are encouraged to facilitate shipments directly with the Ritz-Carlton, Rancho Mirage to secure timely receipt and set-up.

**GENERAL/AMENDMENTS:** These rules and regulations are to be constructed as part of all space applications and contracts. All interpretations, as well as answers to questions and matters not specifically covered by these rules and regulations, will be decided by WAGO exhibit management. These rules and regulations may be amended at any time by WAGO exhibit management and shall be sent in writing to participating exhibitor for mutual agreement; which will be equally binding for all parties affected. Written notification of any such amendments will be forwarded to exhibiting companies.

**QUESTIONS/CONTACT:** Please direct all questions/comments to WAGO headquarters, [wago@wago.org](mailto:wago@wago.org)