

The ACC Cardiovascular Overview and Board Review Course



SEPTEMBER 4-8, 2018
The Swissotel
Chicago

COURSE DIRECTORS:
Kim A. Eagle, MD, MACC
Patrick T. O'Gara, MD, MACC

Course Directors

Kim A. Eagle, MD, MACC
Director, Cardiovascular
Center University of
Michigan Health System
Ann Arbor, MI

Patrick T. O'Gara, MD, MACC
Director, Clinical Cardiology
Brigham and Women's
Hospital Professor of
Medicine Harvard Medical
School Boston

Please click [here](#) for a
listing of Co-directors and
invited faculty.

Dear Colleague:

The American College of Cardiology is pleased to formally invite you to the **ACC Cardiovascular Overview and Board Review for Certification and Recertification** course, convening September 4-8 at the Swissotel, Chicago, IL. Click [here](#) to view the agenda.

The ACC Cardiovascular Overview and Board Review for Certification and Recertification course includes exam-oriented lectures delivered by expert faculty members, case-based reviews, online practice exam questions for general cardiology, electrophysiology and electrocardiography, as well as an audience response system that allows you to compare answers with peers and faculty experts. By the course's end, participants have the tools and knowledge necessary to analyze Board-style questions and prepare for the exam.

We expect over 300 attendees this year! ACC considers exhibits to be an important part of this course, providing our registrants the opportunity to gather useful information about products and services related to their interests and responsibilities.

We are excited to invite you to this course and look forward to working with you. Please refer to the attached Exhibitor Prospectus for further information and participation options. Exhibit space will be contracted on a first come, first served basis. If you are interested in this opportunity, please contact me today at kirons@acc.org.

Sincerely,

Kristen Irons
Exhibits Manager

Course Information

EXHIBIT CONTACT

Kristen Irons

Education Exhibits
American College of Cardiology
E-Mail: kirons@acc.org



COURSE LOCATION

The Swissôtel,
323 East Wacker Dr.
Chicago, IL 60601

Hotel Information:

Click [here](#)

Benefits

The American College of Cardiology encourages you to take full advantage of this great opportunity to network with your target market at this beautiful hotel. There will be only a limited number of exhibitors accepted for this course, which increases your opportunity for personalization, interactivity and face-to-face discussions. Exhibiting companies at the **ACC Cardiovascular Overview and Board Review for Certification and Recertification** course will be able to take advantage of the following benefits:

- Meet one-on-one with ACC members and forum attendees to gain customer insights about your products and explore developing trends. A continental breakfast is served in the exhibit hall each morning, increasing your exposure.
- Ample breaks between morning and afternoon sessions allow plenty of time for members to visit your exhibit booth.
- Coffee breaks are held in the exhibit area to help increase traffic flow.

Exhibit Fees

Standard Table Top Exhibit - \$3,000

- ✓ One 6' X 30" table and 2 chairs
- ✓ General exhibit hall lighting and heating
- ✓ Daily cleaning
- ✓ One full course badge which allows access to the session and one copy of attendee materials
- ✓ Two exhibitor badges

- ❖ If you need a larger space, please contact Kristen Irons to discuss pricing and to customize your exhibit package.

Additional Advertising and Support Options

Breakfast Sponsorship - \$1,500 per day or \$2,800 for both days!

- ✓ Recognition at Breakfast entrance
- ✓ Recognition signs: (2) on buffet table
- ✓ Capture the attention of attendees right at the beginning of the day
- ✓ **Please provide logo by July 13th**

Coffee Break Sponsorship - \$1,200 per day or \$2,200 for both days!

- ✓ Recognition at entrance to break area
- ✓ Recognition signs: (2) on buffet table
- ✓ One break per day
- ✓ **Please provide logo by July 13th**

Lunch Break Sponsorship - \$1,750 per day

- ✓ Recognition at entrance to break area
- ✓ Recognition signs: (2) on buffet table
- ✓ One full hour lunch per day
- ✓ **Please provide logo by July 13th**

Exhibit Hours

- **SET-UP:** Exhibitors may set up either on Monday, September 3rd between 4:00 p.m. – 6:00 p.m. afternoon **or** Tuesday morning between *prior to* 7:00 a.m. or 8:00 am to 9:30 a.m. There is no set-up during breakfast or breaks.
- Exhibitors may stay until session adjourns each day but are not required to do so.
- **TEAR DOWN:** Exhibitors may choose to leave any time after the morning Break on Friday or Saturday - but are welcome to stay until after the course on Saturday.

EXHIBIT HOURS	Tuesday, September 4	Wednesday, September 5	Thursday, September 6	Friday, September 7
EXHIBIT HOURS	7:00 a.m. – 5:45 p.m.	7:00 a.m. – 6:15 p.m.	7:00 a.m. – 4:30 p.m.	7:00 a.m. – 6:00 p.m.
Breakfast	7:00 a.m. – 7:30 a.m.	7:15 a.m. – 7:45 a.m.	7:15 a.m. – 7:45 a.m.	7:15 a.m. – 7:45 p.m.
Morning Break	9:55 a.m. – 10:10 a.m.	10:30 a.m. – 10:45 a.m.	10:15 a.m. – 10:30 a.m.	10:15 p.m. – 10:30 p.m.
Lunch	12:40 p.m. – 1:45 p.m.	12:15 p.m. – 1:30 p.m. <i>Note: attendees are on their own for lunch this day.</i>	11:45 a.m. – 12:50 p.m.	12:30 p.m. – 1:45 p.m. <i>Note: attendees are on their own for lunch this day.</i>
Afternoon break	3:15 p.m. – 3:30 p.m.	4:00 p.m. – 4:15 p.m.	3:05 p.m. – 3:20 p.m.	4:00 p.m. – 4:15 p.m.
Adjourn	5:45 p.m.	6:15 p.m.	6:05 p.m.	6:00 p.m.

Exhibitor Information and Logistics

Location

All sessions will be held at the [The Swissotel Chicago](#), 323 East Wacker Dr., Chicago, IL. The meeting site telephone number is 312-565-0565.

Accommodations

To reserve your room at the Swissotel Chicago, please call the Swissotel's Central Reservation Office at **1-888-737-9477**. Be sure to identify yourself as a participant in the American College of Cardiology course – *2018 Cardiovascular Board Review Course* to receive the group's special rates.

Room Rates

The room rate is \$219 plus 17.4 percent state and local taxes (subject to change) per night. The ACC room block is scheduled to be held until Monday, August 6, 2018, but may sell out prior to this date. We advise you to register for the course and reserve your lodging as soon as possible. When you make your reservation, please be sure to ask about early departure fees or cancellation penalties.

Registration & Badges

All those staffing an exhibit must check-in at the registration desk. Please let Kristen Irons know if you will be rotating your representatives during the course. All representatives must be registered, and additional representatives require a paid registration.

Utilities & Internet

Exhibitors must make arrangements directly with the hotel for booth electrical or internet needs.

Shipping

Exhibitors may ship their freight directly to the hotel. Please be sure to include a complete return address on your boxes. If you send multiple boxes, be sure to number them ("Box 1 of 3", "Box 2 of 3", etc.). While the Swissotel Chicago will hold packages shipped to the hotel, arrangements for return shipments must be made independent of the hotel.

ACC Cardiovascular Overview and Board Review
for Certification and Recertification

Name of Guest/Planner

(# of Boxes)

Date of Event/Arrival

Attn: Rachel Putnam

C/O [The Swissotel Chicago](#)

323 East Wacker Dr., Chicago, IL 60601

Shipping Questions:

Rachel Putnam, Conference Services & Catering, Conference Services Manager

[The Swissotel Chicago](#)

E-mail: rachel.putname@swissotel.com

Tel: 312-268-8236

Tear-down

Arrangements should be made with the hotel to dispose of any materials that you do not intend to take with you.

Storage

Arrangement for storage of items should be made directly with the hotel.

Additional Course Information

Course information, including the current agenda can be found [here](#).

EXHIBIT CONTRACT

Between the American College of Cardiology (ACC) and the Following Company

Please type or print clearly

1. **Exhibiting Company's Name:** _____
2. **Exhibit Contact Name:** _____
3. **Address:** _____
4. **Phone:** _____ **Fax:** _____ **Email:** _____
5. **Website URL:** _____
6. **On-site Contact Name (If different from above):** _____
7. **Phone:** _____ **Fax:** _____ **Email:** _____
8. **The above-named company will be provided with the following:**
 - General Registration – \$3,000**
 - Custom Space (Please enter agreed amount) \$**_____
 - Breakfast Sponsorship – \$1,500 one day, \$2,800 for both days
 - Coffee Break Sponsorship – \$1,200 one day, \$2,200 for both days
 - Lunch Break Sponsorship – \$1,750

 - Total: \$** _____
 - Pledged** (Payment must be received 1 week prior to activity start date)
 - Payment Enclosed** (Payable to the American College of Cardiology or via credit card form below)
9. **Invoice/Payment Contact Name (If different from above):** _____
10. **Phone:** _____ **Fax:** _____ **Email:** _____
11. **Activity/Course Title:** ***ACC Cardiovascular Overview and Board Review for Certification and Recertification***
12. **Location:** The Swissôtel, 323 East Wacker Dr., Chicago, IL
13. **Exhibit Dates:** September 4-8, 2018
14. **Activity/Course Number:** 2018-1602

* Additional exhibitors require registration. Please contact kirons@acc.org for more information.

PLEASE READ THE FOLLOWING CONDITIONS AND GUIDELINES CAREFULLY AND PROVIDE A COPY TO YOUR COMPANY'S ONSITE EXHIBIT REPRESENTATIVES

- Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for the CME activity.
- Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after the CME activity.
- Representatives of commercial supporters and exhibiting companies can attend the CME activity at ACC's discretion but cannot engage in sales or promotional activities while in the space or place of the CME activity and must remove their company name badges while in the meeting room. When space and materials are limited, company representatives need to defer to non-commercial registrants.
- Exhibit fees are not considered commercial support and will not be acknowledged as educational grants. Exhibit fees do not apply towards the ACC Industry Alliance Awards.
- **Exhibit Information** - Contact Education Exhibits about logistical information (hours, shipping, registrations, etc.): email: krions@acc.org
- **Exhibit Staffing** - All exhibit representatives are expected to contribute to the professional environment of the CME activity and must conduct themselves in a professional manner. ACC reserves the right to make onsite judgments regarding any conduct that detracts from the professional environment of the CME activity and to take appropriate steps to curtail such conduct, if necessary.
- **Exhibit Display** - Exhibits are limited to tabletop displays.
- **Exhibit Contests** - Drawings, lotteries, raffles or other games of chance are not permitted. Booth signage referring to post-course contests is not allowed.
- **Hospitality Events** - Exhibits are allowed during hospitality events only if more than one company is exhibiting upon approval of ACC.
- **Social Events** - Social events or meals at the CME activity cannot compete with or take precedence over the

CME activity. Industry-sponsored social events must be approved by ACC, even if the events are off-site and do not compete with the CME activity. All funds for social events must be administered by ACC.

➤ **Insurance** - Exhibiting companies must carry comprehensive general liability insurance, with combined single limits of not less than \$2 million. It is mutually agreed that ACC and the meeting site shall not be liable to exhibiting companies for any damage to or for the loss or destruction of exhibits or the property of exhibiting companies or injuries resulting from any cause. The above-named exhibiting company expressly waives all claims for any such damage, loss or injury.

➤ **Safety** - All exhibited material must comply with all applicable fire laws, Insurance Underwriter and Hotel Safety Regulations, and must be flameproof. All packing containers, excelsior and similar materials are to be removed from the exhibit space upon completion of set-up. Exhibiting companies are restricted to materials that pass inspection. Exhibits cannot block aisles and fire exits.

➤ **Care of Building and Equipment** - Exhibiting companies or their representatives must not injure or deface the building's walls or floors or the exhibits' displays or equipment. Any and all damages, losses, expenses and/or costs resulting from failure to observe this notice shall be payable by responsible exhibiting company. Exhibitors are

responsible for disposing of their own packing material waste, including empty boxes.

➤ **Services** - All electrical, telecommunications and internet services are to be provided exclusively by the hotel.

➤ **Negligence** - Exhibiting companies severally agree to pay any and all claims arising out of their own negligence or that of their representatives.

➤ **Cancellation by Exhibiting Companies** - Exhibiting companies must send *written* notice of cancellation to ACC. The date on which the notice is received is the official cancellation date. Cancellations sent via fax or emails are accepted. If the cancellation is received 45 or more days before the activity start date, 50% of the contracted exhibit fee will be refunded. If the cancellation is received less than 45 days before the activity start date, 100% of the contracted exhibit fee will be retained.

➤ **Cancellation by ACC** - ACC reserves the right to refuse exhibit space or close an exhibit for any reason. In addition, any representatives who conduct themselves unethically or outside the guidelines provided by ACC may be asked to remove their company's exhibit. No refund is made as a result of such action.

➤ **Adherence to Exhibitor Guidelines** - It is the responsibility of exhibiting companies to distribute these conditions and guidelines to all representatives attending the CME activity and/or working the exhibit space.

PLEASE COMPLETE THE BOX BELOW:

I have read the above conditions and guidelines and agree to abide by these conditions and guidelines for this contract.

Authorized Representative's Name: *(Please type or print clearly)* _____

Title: _____

ACC Signing Authority: (Please type or print clearly) _____

Title: _____

Signature: _____

Please return the fully executed exhibitor agreement to Kristen Irons, Exhibits Associate at kirons@acc.org via email.

IF YOU WISH TO PAY BY CREDIT CARD, PLEASE COMPLETE THIS SECTION:

Cardholder Name _____ Card Number _____

Expiration date _____ Security code _____ Signature _____

IF YOU WISH TO PAY BY CHECK, PLEASE SEND TO THE FOLLOWING ADDRESS:

American College of Cardiology Foundation
ATTN: Kristen Irons
2400 N Street NW,
Washington, DC 20037

NEED HELP? HAVE QUESTIONS?

For additional logistics and payment information or assistance, please contact:

Kristen Irons, Exhibits Associate

kirons@acc.org