



# THYROID EXPO<sup>®</sup> 2015

**OCTOBER 18-23, 2015  
Lake Buena Vista, Florida**

**Walt Disney World Swan and Dolphin Resort**

[www.ITC2015.thyroid.org](http://www.ITC2015.thyroid.org)

*15<sup>th</sup>* International  
**THYROID CONGRESS**

**OCTOBER 18-23, 2015  
Lake Buena Vista, Florida**

Walt Disney World Swan and Dolphin Resort  
[www.ITC2015.thyroid.org](http://www.ITC2015.thyroid.org)



*Hosted by:*



*Co-sponsored by:*



# THYROID EXPO 2015

The American Thyroid Association (ATA) is the official host of the 15<sup>th</sup> International Thyroid Congress (ITC) and THYROID EXPO 2015. ATA will handle all meeting logistics and organization of the Congress and Exhibition. All correspondence and the official language for the conference is English. All pricing and quotes are provided in U.S. Dollars (USD). All ATA-approved vendors and partners will be listed on our website as appropriate. All correspondence related to the 15<sup>th</sup> ITC should be directed to:

**15<sup>th</sup> ITC or THYROID EXPO 2015**, American Thyroid Association, 6066 Leesburg Pike, Suite 550  
Falls Church, VA 22041 USA. Telephone: 703-998-8890 Fax: 703-998-8893 Email: [ITC2015@thyroid.org](mailto:ITC2015@thyroid.org)

## Venue:

The 15<sup>th</sup> International Thyroid Congress and THYROID EXPO 2015 will take place at the Walt Disney World Swan and Dolphin Resort, 1500 Epcot Resorts Boulevard, Lake Buena Vista, Florida 32830, USA. All scientific meeting sessions and THYROID EXPO 2015 will take place in the Dolphin Building of the Resort. THYROID EXPO 2015 will take place in the Atlantic Exhibit Hall.

## Exhibit Hall Show Schedule:

*(All poster breaks are listed on the Meeting-At-A-Glance (MAAG) within this prospectus; all times are subject to change):*

### Saturday, October 17

12:00 am–6:00 pm Exhibitor Move-In/Set Up

### Sunday, October 18

8:00 am–6:00 pm Exhibitor Move-In/Set Up

### Monday, October 19

9:00 am–4:30 pm Exhibit Hall Open  
(poster breaks–See MAAG)

### Tuesday, October 20

9:00 am–4:00 pm Exhibit Hall Open  
(poster breaks–See MAAG)

### Wednesday, October 21

9:00 am–4:30 pm Exhibit Hall Open  
(poster breaks–See MAAG)

### Thursday, October 22

9:00 a –1:30 pm Exhibit Hall Open  
(poster breaks–See MAAG)  
1:30 am–6:00 pm Exhibitor Move-Out

### Friday, October 23

8:00 am–1:00 pm Exhibitor Move-Out

## Booth Sizes and Rates:

15<sup>th</sup> ITC standard booths are 10 feet X 10 feet. Booths come with pipe and drape for the side and back walls of the booth, an ID sign that includes the company's name and are otherwise unfurnished. All interior booth equipment, furniture and supplies are at cost to each exhibitor. The exhibit hall floor is not carpeted. Booth carpeting at the exhibitor's expense is required. Booth side and backwall pipe and drape colors are blue and grey.

Booth Size:	Rate:	Rate Includes:
Standard 10' X 10' booth	\$5,000.00 USD	Pipe and drape, ID sign, one (1) full-access exhibitor badge and one (1) exhibits-only access badge
Double booth (10' X 20')	\$9,950.00 USD	Pipe and drape, ID sign, two (2) full-access exhibitor badge and two (2) exhibits-only access badge
Island booth (20' X 20')	\$24,950.00 USD	Pipe and drape, ID sign, four (4) full-access exhibitor badge and four (4) exhibits-only access badge
Ultrasound Vendor 10' X 10' booth	\$3,250.00 USD	Pipe and drape, ID sign, one (1) full-access exhibitor badge & one (1) exhibits-only access badge; participation in ATA ultrasound course(s) guaranteed if confirmed by June 1, 2015.
Non-profit booths (available to qualified non-profit companies only; proof of non-profit status documentation required with application)	\$750.00 USD	One (1) 6-foot table with two chairs, ID Sign, one (1) full-access exhibitor badge and one (1) exhibits-only access badge

## Show Management:

The official show manager of THYROID EXPO 2015 is Inclusive Management Services, Inc. (IMS). IMS is tasked with handling all decorating, exhibit furniture, electricity, additional signs, cleaning, floral, warehouse shipping and handling needs, and all other questions related to THYROID EXPO 2015. A detailed show manual regarding available services, pricing and deadlines will be provided to all confirmed exhibitors by early to mid-summer 2015. In case of conflict with the stated Rules and Regulations herein, the rules included in the Exhibitor Services Manual will prevail.

## Exhibitor Visibility Opportunities

***Thyroid Expo Theaters:*** Product theaters will be offered each day during designated times of the 15<sup>th</sup> ITC to allow exhibitors to showcase research, data, products or services to attendees. Thyroid Expo theaters are non CME accredited activities. Expo theaters cost \$15,000 USD per available time slot (up to 1 hour maximum in length). The allotted space is located on the exhibit hall floor and pre-set in theater for a maximum of 125 participants. Included in the cost is basic audio visual equipment to include an LCD projector, screen, podium with standard microphone, head table for 2 people with microphone (maximum 2) and one floor microphone. All additional audiovisual equipment or other logistics such as internet service, food and beverage and marketing are the responsibility of each vendor. Expo theaters are available to confirmed meeting exhibitors only. All cancellations and/or reductions must be submitted in writing using the ATA Refund Request Form. If an exhibitor cancels an expo theater on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the expo theater costs. After September 1, 2015, the exhibitor is responsible for the full cost of the expo theater irrespective of the reason for cancellation.

***Ancillary Meetings and Events:*** Ancillary events are non-ITC sponsored, special group events such as industry meetings, symposia, business or advisory meetings of other organizations, social gatherings, receptions or committee meetings for less than 50 persons that are held during the official dates of the 15<sup>th</sup> ITC within the contracted meeting facility or that include 15<sup>th</sup> ITC meeting attendees. Ancillary events may be scheduled ONLY during the hours approved by the ATA. The cost for a confirmed ATA exhibitor or sponsor to schedule an ancillary event is \$2,000 USD per event per day dependent upon space requirements and availability of space. The cost for a non-ATA exhibitor or sponsor is \$5,000 USD per event per day dependent upon space requirements and availability of space. Organizations that wish to schedule an ancillary meeting or event must submit a form (available on the ITC website) alerting the ATA of its intentions, receive approval to proceed and then coordinate logistical details directly with the meeting facility once given the appropriate contact by the ATA. All logistics costs associated with holding an ancillary meeting or event (e.g., food and beverage, audiovisual, internet, marketing, etc.) are the responsibility of the vendor, not the ATA. Requests will be considered on a space available basis. Preference is given to confirmed exhibitors and/or sponsors of the

15<sup>th</sup> ITC. All requests are scheduled at ATA's discretion. All cancellations and/or reductions of an ancillary meeting or event must be submitted in writing using the ATA Refund Request Form. If an exhibitor cancels an ancillary on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the ancillary meeting costs. After September 1, 2015, the exhibitor is responsible for the full cost of the ancillary event.

***Satellite Programs:*** Satellite programs are non-ITC sponsored educational events larger than 50 persons held before or after the official dates of the ATA Annual Meeting or during the meeting when no ITC CME-educational programming is scheduled. Satellite programs take place within the contracted meeting facility or include 15<sup>th</sup> ITC meeting attendees. Organizations that wish to schedule a satellite program must submit a form (available on the ITC website) alerting the ATA of its intentions, receive approval to proceed and then coordinate logistical details independently once given the appropriate contact by the ATA. All logistics costs associated with holding a satellite program (e.g., food and beverage, audiovisual, internet, marketing, etc.) are the responsibility of the vendor, not the ATA. Satellite program requests will be considered on a space available basis and approved by the ATA and the hotel at ATA's discretion. Pricing for satellite events start at \$25,000 USD for up to 2.5-hours of programming and are based on the scope and length of the activity. Preference is given to confirmed exhibitors and/or sponsors of the 15<sup>th</sup> ITC. All cancellations and/or reductions of a satellite program must be submitted in writing using the ATA Refund Request Form. If an exhibitor cancels a satellite program on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the satellite program costs. After September 1, 2015, the exhibitor is responsible for the full cost of the satellite program.

***Sponsorship Opportunities:*** A variety of sponsorship opportunities are available to ATA partners. Exhibitors and industry sponsors can gain additional visibility by supporting ITC scientific CME-programming or through advertising and marketing attached to various meeting items and efforts. Opportunities include, but are not limited to event sponsorships, internet cafes, meeting APP, hotel room key cards, door drops, shuttle service, charging stations, meeting signage, and event giveaways such as

## Exhibitor Visibility Opportunities

meeting bags or lanyards. Due to Accreditation Council for Continuing Medical Education rules, ATA does not allow advertising or marketing within our scientific program book. Please inquire at [ITC2015@thyroid.org](mailto:ITC2015@thyroid.org) for pricing and additional ideas you may have for meeting sponsorships, marketing or advertising opportunities.

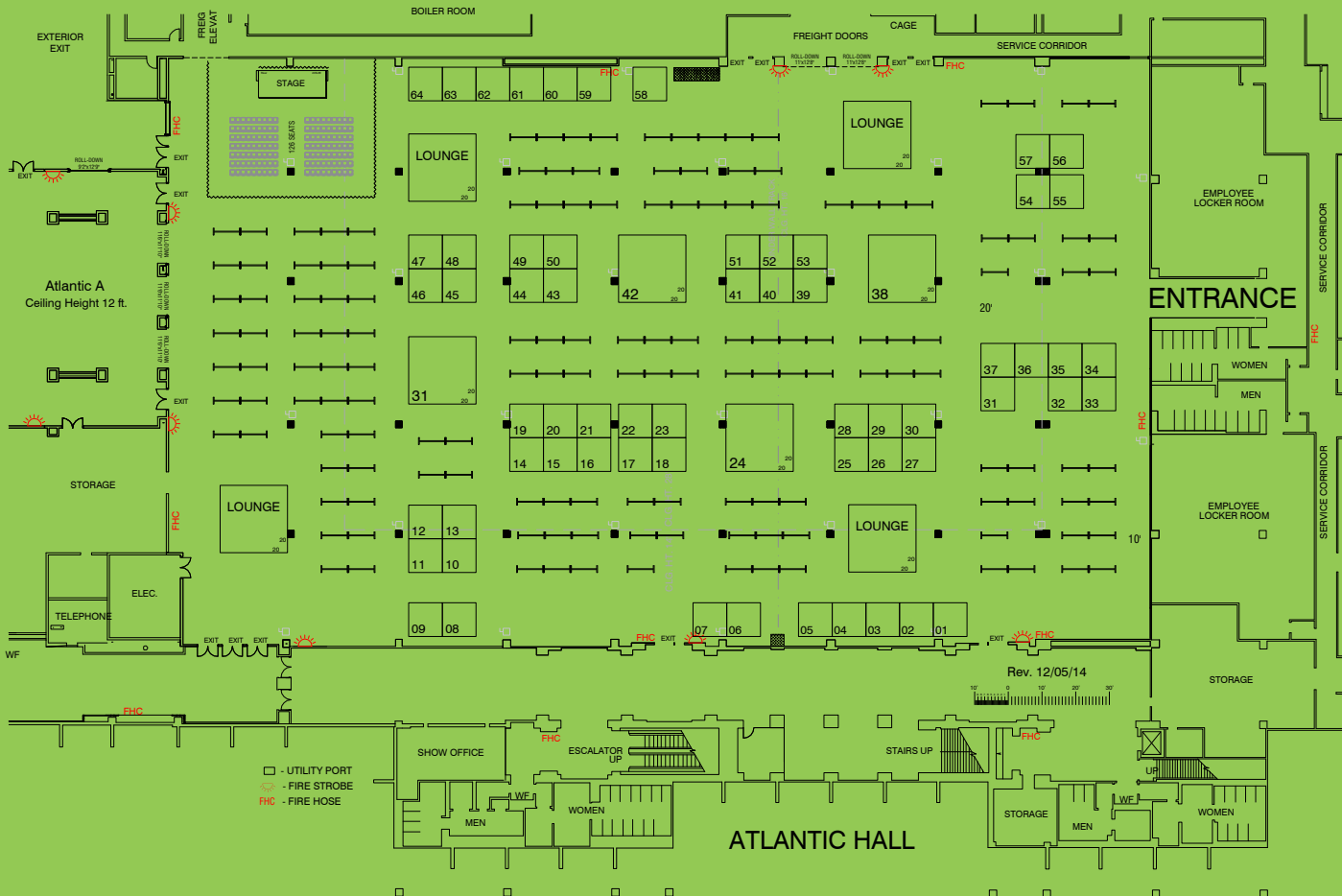
### Hotel Accommodations, Policies and

**Procedures:** All exhibiting companies must utilize the housing company, EventSphere, to book hotel rooms associated with the 15<sup>th</sup> ITC. This applies to single sleeping rooms as well as group blocks. ATA contracts large sleeping room blocks with the headquarter hotel/meeting facility for each event. **As a result of last minute exhibitor and attendee room cancellations, to avoid potential attrition and other penalties associated with the ATA room block, exhibitors will be limited to**

**maximum of 10 sleeping rooms for advance booking.** The only exception is if exhibitor group has a proven history of room pick-up with ATA. All rooms need specific names, contact information and valid form of payment due 60 days prior to arrival. After that date, any reservations without specific information may be canceled. Approximately 30-45 days out from the meeting, exhibitors will be allowed to add rooms to their blocks based on personnel needs for their respective booths. Any cancellations made after a room block/reservation has been submitted must be submitted in writing. **A \$300 cancellation fee per room will be assessed for any reservation canceled within 30 days of the meeting date (September 18, 2015), no exceptions.** 15<sup>th</sup> ITC housing policies and procedures will be outlined in detail at the time of booking hotel accommodations. An official housing site will be available on the 15<sup>th</sup> ITC meeting site by early to mid-Spring 2015.



American Thyroid Association  
 October 18 - 23, 2015  
 Walt Disney World Swan and Dolphin Resort  
 Lake Buena Vista, Florida



# THYROID EXPO 2015



15<sup>th</sup> International Thyroid Congress and THYROID EXPO 2015  
Meeting Dates: October 18-23, 2015 Expo Dates: October 19-22, 2015  
Walt Disney World Swan and Dolphin Resort (Atlantic Hall)

## Application and Contract for Exhibit Space

### Company Information:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COMPANY TELEPHONE: \_\_\_\_\_ COMPANY FAX: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

PRODUCT/SERVICES (Please check the most accurate description of your products and services; choose only one response):

- |                                                     |                                                        |                                                          |
|-----------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Pharmaceutical             | <input type="checkbox"/> Diagnostics/testing           | <input type="checkbox"/> Thyroid treatments              |
| <input type="checkbox"/> Ultrasound                 | <input type="checkbox"/> Association/non-profit        | <input type="checkbox"/> Publisher/educational materials |
| <input type="checkbox"/> Research                   | <input type="checkbox"/> Patient Support               | <input type="checkbox"/> Food/nutrition                  |
| <input type="checkbox"/> Medical software/equipment | <input type="checkbox"/> Other (please explain): _____ |                                                          |

EXHIBITOR CONTACT (primary contact within company to receive all details related to THYROID EXPO 2015.)

NAME: \_\_\_\_\_ POSITION/JOB TITLE: \_\_\_\_\_

EXHIBIT CONTACT TELEPHONE: \_\_\_\_\_ EXHIBIT CONTACT EMAIL: \_\_\_\_\_

### Booth Rates: (please check one):

- 10' X 10' Standard Booth - \$5,000 (# OF BOOTHS: \_\_\_\_\_)       10' X 20' Double booth - \$9950 USD (# of booths: \_\_\_\_)  
 10' X 10' Ultrasound vendor booth - \$3250 USD (# of booths: \_\_\_\_)  
 20' X 20' Island booth - \$24,950 USD (# of booths: \_\_\_\_)  
 Non-profit organization (1 table-top space only) - \$750 USD (full 10' X 10' booths for non-profits available at the full 10' X 10' booth rate)

BOOTH LOCATION PREFERENCE: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_

If new exhibitor to the American Thyroid Association, referred by: \_\_\_\_\_

Special Requirements/Competitors (please do not assign my space near the following companies): \_\_\_\_\_

### Payment Information:

A CHECK (Check # \_\_\_\_\_) IS ENCLOSED FOR \$ \_\_\_\_\_ MADE PAYABLE TO AMERICAN THYROID ASSOCIATION  
(NOTE: Check must be in U.S. currency drawn on a U.S. bank.)

PLEASE CHARGE MY CREDIT CARD \$ \_\_\_\_\_ USD       VISA       MASTERCARD       AMERICAN EXPRESS

NAME ON CREDIT CARD (Printed): \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Agreement:

We agree to abide by all Terms and Conditions governing the Exposition, as stated on this Application and Contract for Exhibit Space for the 15<sup>th</sup> International Thyroid Congress and Thyroid Expo.

NAME (PLEASE PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Cancellation Policy:

All cancellations must be submitted in writing using the ATA refund request form. If an exhibitor cancels or reduces contracted space on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the contracted space. After September 1, 2015, the exhibitor is responsible for the full cost of the contracted space irrespective of the reason for cancellation. **REMINDER:** Please include with this signed application/contract, a Certificate of Liability and Samples/Examples of material or products to be distributed at the show. If you are a 501(c), please include IRS documentation.

PLEASE MAIL COMPLETED FORM TO:

**American Thyroid Association**  
6066 Leesburg Pike, Suite 550  
Falls Church, VA 22041, USA

Phone: 703-998-8890; Fax: 703-998-8893  
E-mail: thyroid@thyroid.org Website: [www.thyroid.org](http://www.thyroid.org)

## Rules and Regulations

**SHOW MANAGEMENT:** The official show manager of THYROID EXPO 2015 is Inclusive Management Services, Inc. (IMS). IMS is tasked with handling all decorating, exhibit furniture, electricity, additional signs, cleaning, floral, warehouse shipping and handling needs, and all other questions related to THYROID EXPO 2015. A detail show manual regarding available services, pricing and deadlines will be provided to all confirmed exhibitors by early to mid-summer 2015. In case of conflict with the stated Rules and Regulations herein, the rules included in the Exhibitor Services Manual will prevail.

**ELIGIBILITY:** Exhibition is reserved for firms offering equipment, services and educational resources related to the interests and educational values of the 15<sup>th</sup> International Thyroid Congress (ITC) and the American Thyroid Association (ATA). A description of products or services may be requested or required for any company interested in exhibiting. ATA reserves the right to refuse or require the immediate withdrawal of applications or exhibits that conflict with the standards or purposes of the ATA. ATA also reserves the right to curtail exhibits or parts of exhibits which reflect negatively against the character of the meeting or that are unrelated to the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

**ASSIGNMENT OF EXHIBIT SPACE:** Space is assigned on a first-come, first-served basis. ATA will endeavor to honor choice of space as noted on the contract in the order requested. In the event that preferred space is not available, ATA reserves the right to assign alternative space. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should so indicate on their application. Careful consideration will be given to all such requests. If a company's booth selection is not available, it is management's policy to assign the best available space option.

**NON-PROFIT ORGANIZATIONS:** 501(c) Non Profits must attach IRS documentation with contract and payment. Non-profits will be assigned booths or tabletops at random and are limited to one full-access badge and one exhibits-only staff badges per booth.

**BOOTH PAYMENT:** Checks should be made payable in U.S. Dollars (USD) to the American Thyroid Association (Federal Tax ID # 41 603 8600) for the full amount of the booth, with the application/contract signed and sent to the American Thyroid Association, Inc., 6066 Leesburg Pike, Suite 550, Falls Church, VA 22041, USA, phone 703-998-8890, fax to 703-998-8893, email to [ITC2015@thyroid.org](mailto:ITC2015@thyroid.org).

**PERSONNEL:** The ATA requests that the names of all exhibit personnel be registered online on the 15th ITC exhibitor registration site by August 31, 2015. One (1) complimentary exhibitor full-access badge and one (1) exhibits-only access badge are available with each 10' X 10' exhibit space payment. A maximum of six (6) exhibitor-only badges are available at the discounted rate of \$175 per Exhibit Company. All additional exhibitor badges (full-access or exhibitor-only beyond the total stated herein) are available at the prevailing individual meeting registration rate.

**BE A GOOD NEIGHBOR:** The general rule of the exhibitor floor is: Be a good neighbor. No exhibits will be permitted which interfere with other exhibitors, impede the access to each booth or impede the free use of the aisle. Booth personnel including demonstrators are required to confine their activities within their contracted booth space. Apart from the specific display space for which an exhibiting company has contracted with ATA, no part of the exhibit floor space may be used by any other organization. All additional space or meeting requests must be approved by the ATA headquarters office. All giveaway items must be distributed within the exhibitor's booth. No balloons may be distributed. Items that cannot be stored in sufficient quantities within this space are not appropriate. The process of distribution must not interfere with the orderly conduct of business by other exhibitors or participants.

**BOOTH INFORMATION:** Displays must fit within the confines of your booth space. All standard booths are limited to 10 feet in height and must not protrude more than 50% from the back wall so that they do not impede sight line from one booth to the next. Island booths with aisles on all four sides may not block views of surrounding booths and should provide adequate see-through areas and entrances for easy flow of traffic. No exhibit structure may span an aisle by roofing or floor covering. Exhibit and/or display components exceeding 12 feet in height must be approved by the 15<sup>th</sup> ITC show management prior to installation. Move-in/setup may not begin without written preliminary approval of plans by the 15th ITC exhibit show management. Any changes required to bring an exhibit into compliance with 15<sup>th</sup> ITC policies and display rules shall be made at the exhibitor's expense.

**INSTALLATION AND DISMANTLING:** The installation and dismantling times for the show are provided with the Exhibit Schedule included herein. It shall be the duty and responsibility of each exhibitor to install its exhibit before the specified opening time and to dismantle and arrange for shipments of the exhibit immediately after the close of the exhibit hall. ATA reserves the right to refuse installation and dismantling outside the designated hours. Exhibits must remain intact until the official closing time of the show and may not be dismantled or removed, in whole or in part, before that time. An early dismantling fee of \$500.00 USD may be assessed to any exhibitor who dismantles any booth space before the official closing date of the exhibit show without approval from the ATA.

**SUBLETTING OF BOOTH SPACE:** Subletting of exhibit booth space is prohibited. The exhibitor agrees not to assign, sublet, or apportion space or any part thereof allotted to him/her, nor to exhibit, advertise, or offer for sale goods other than manufactured or sold by him/her in the regular course of business.

**EXHIBITOR INFORMATION AND DOCUMENTS:** The primary contact provided on the exhibitor application will receive all 15<sup>th</sup> ITC updates and information unless another designee is provided and authorized by the exhibitor. Each exhibit company will be provided with information and deadlines to register booth personnel and reserve hotel reservations a minimum of 12 weeks prior to the show. In addition, ATA will provide information and deadlines to receive information to include, but not limited to: a maximum 100-word brief description of the exhibitor, its services and/or products, the exhibitor company logo (jpeg and .eps photo format preferred), and the company's website address to be included in the meeting program book and other possible promotional materials. An exhibitor kit to assist with booth furnishings, any special arrangements and shipping to and from the show site will be provided by ATA's designated show manager to confirmed exhibitors a minimum of 12 weeks prior to the show.

**TERMINATION:** The ATA shall have the right to terminate the exhibitor's rights pursuant to this contract at any time immediately upon discovery of a violation of any provisions herein. The exhibitor agrees that in the event of termination for such violation, any costs associated with preparing for THYROID EXPO 2015 shall be at the expense of the exhibitor.

**LIABILITY & SECURITY:** The exhibitor assumes all responsibility for compliance with local, city, state, provincial safety, fire, health, and hotel ordinances regarding the installation and the operation of this exhibit. The ATA does not provide security for the exhibitors and has no responsibility for theft of or damage to exhibitors' property. Exhibitors are cautioned to have a representative in attendance during set-up, dismantle, and show hours and to maintain security of portable electronics (e.g. laptops) at all times. The exhibitor assumes all liability to property, person or persons arising from accidental or other causes incidental to movement and operation of the exhibit and hereby releases ATA, its contractors, and the Walt Disney World Swan

and Dolphin from any liability whatsoever. Exhibiting companies are required to provide ATA's show management with a certificate of insurance prior to the show noting the dates of 15<sup>th</sup> ITC, October 18 – 23, 2015, and coverage for the ATA and the Walt Disney World Swan and Dolphin. Exhibitor appointed contractor letters will also be required from any exhibitor who uses a vendor other than the official THYROID EXPO 2015 vendor to assemble any special booth layout or plans.

**CANCELLATION & REDUCTION POLICY:** All cancellations and/or reductions must be submitted in writing. If an exhibitor cancels or reduces assigned space on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the contracted space. After September 1, 2015, the exhibitor is responsible for the full cost of the contracted space irrespective of the reason for cancellation. Withdrawal notice does not eliminate financial responsibility for booth with downsizing or withdrawing.

**HANGING SIGNS AND GRAPHICS:** Exhibition rules allow for hanging signs and graphics in all standard island booths, to maximum height range of 16-20 feet (4.88m – 6.10 m) from the top of the sign. Inline single and double booths do not qualify for hanging signs and graphics. Whether suspended from above, or supported from below, the sign height is measured from the floor to the top of the sign. Hanging signs and graphics should be set back 10 feet (3.05 m) from adjacent booths and be directly over contracted space only. Approval of the use of hanging signs and graphics at any height should be received from the ATA and show management at least 60 days prior to installation. Variances and exceptions may be issued at the ATA's discretion. Drawings should be submitted for inspection and approval to show management.

**STORAGE OF CRATES AND BOXES:** No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time on the show floor. ALL packaging containers, excelsior wrapping paper, must be flameproof and must be removed from the floor (not stored under tables or behind displays). All muslin, velvet, silken, or any other cloth decoration must be flameproof. All materials and fluids, which are inflammable, are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the written permission of the meeting facility and all the applicable fire control agencies having jurisdiction.

**HOLD HARMLESS AGREEMENT:** Each exhibitor agrees: to protect, save and keep the ATA and its representatives, The Walt Disney World Swan and Dolphin forever harmless from any damages, liability or charges imposed for violation of this agreement, and/or any law or ordinance, whether occasioned by the negligence of the exhibitor, or those holding under the exhibitor; to strictly comply with the applicable terms and conditions contained in this agreement between the ATA, its representatives and the Walt Disney World Swan and Dolphin; and to hold harmless the ATA, its representatives and the Walt Disney World Swan and Dolphin against and from any and all loss, cost, damage, liability or expense arising from, or out of, or by reason of any accident or the reoccurrence to anyone, including, but not limited to the exhibitor, its agents, employees, business invitees and permits, arising from or out of or by reason of said exhibitor's occupancy and use of the exhibitor premises or a part thereof. In the event that the premises of the Walt Disney World Swan and Dolphin shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, terrorism, emergency declared by any governmental agency or by the Exhibit Manager for any other reason, this contract may be terminated by the ATA. In the event of such termination, the exhibitor waives any or all damages and claims for damages.

**LISTING AND PROMOTIONAL MATERIALS:** By exhibiting at THYROID EXPO 2015, exhibitors grant ATA a fully paid, perpetual,

non-exclusive license to use, display and reproduce the name or logo of the exhibitor in any directory or listing of the meeting exhibitors and to use such names in promotional materials. ATA shall not be liable for any errors in any listing or for omitting any exhibitor from any directory or listing pertaining to the meeting.

**GENERAL MATTERS:** All matters and questions not specifically covered by the provisions of this agreement are subject to the decision of the ATA. The ATA shall have the right, but not the duty, to amend the provisions hereof relating to exhibit guidelines at any time, and said amendments and/or additions shall be binding on parties hereto. In the event of any amendment or additions to these regulations, written notice will be given by the ATA to such exhibitors as may be affected by them.

**SEVERABILITY OF ANY PROVISIONS:** Should any part of this agreement be found by a court of law or equity to be void, unconstitutional or unenforceable, the remaining provisions of this agreement shall remain in effect and enforceable.

**REGULATION ENFORCEMENT:** ATA has full power to interpret and enforce all regulations for the 15<sup>th</sup> ITC and power to make amendments and/or further regulations that are considered necessary for the proper conduct of the show. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for ATA to require the immediate removal of the exhibit and/or the offending exhibitor. This may result in forfeiture of all further rights to exhibit at future shows sponsored by ATA together with all fees paid. ATA may lease any space so forfeited to another exhibitor. ATA reserves the right to reject any or all applications. Any person or group of persons asked to leave the exhibit hall by show management or security will do so at once and will not return until authorized to do so.

**MUSIC LICENSING:** The ATA does not obtain American Society of Composers, Authors and Publishers (ASCAP) or Broad Music Incorporated (BMI) licensing that will allow the use of copyrighted, recorded music in your booth. Exhibitors interested in playing copyrighted, recorded music in their booth must notify the ATA in writing and obtain the proper licensing from BMI or ASCAP. The ATA will not permit said activity without obtaining the proper licensing. Each exhibitor is responsible for its own actions if proper licensing is not arranged prior to playing copyrighted, recorded music in the booth. If an exhibitor playing copyrighted music cannot produce the proper documents, ATA has no choice but to request that the music be turned off.

**AMERICANS WITH DISABILITIES ACT (ADA):** All exhibiting companies are required to be in compliance with the American with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA website at <http://www.ada.gov/>. Exhibitors shall indemnify and hold harmless ATA from and against any and all claims and expenses including attorney and litigation expenses that may be incurred by or asserted against ATA on the basis of the Exhibitor's breach of noncompliance with any provision of ADA.

**UNION LABOR AND OTHER CONTRACTS:** Exhibitors are required to observe all contracts as well as all rules and regulations in effect between service contractors and the Walt Disney World Swan and Dolphin.

**CANCELLATION OF EVENT:** It is mutually agreed that in the event of cancellation of the 15<sup>th</sup> ITC as a result of strikes, governmental regulations or other causes which would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and the American Thyroid Association shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

# THYROID EXPO 2015

## October 18-23, 2015 Meeting Schedule At-A-Glance

TIMES	SUNDAY October 18	MONDAY October 19	TUESDAY October 20	WEDNESDAY October 21	THURSDAY October 22	FRIDAY October 23	
6:30 AM	E. CHESTER RIDGWAY TRAINEE CONFERENCE 7:30AM – 4:30PM	REGISTRATION OPEN 6:30AM-5:30PM EXHIBIT HALL OPEN 9:00AM – 4:30PM	REGISTRATION OPEN 6:30AM-4:30PM EXHIBIT HALL OPEN 9:00AM – 4:00PM	REGISTRATION OPEN 6:30AM-5:30PM EXHIBIT HALL OPEN 9:00AM – 4:30PM	REGISTRATION OPEN 6:30AM-5:30PM EXHIBIT HALL OPEN 9:00AM – 1:30PM	REGISTRATION OPEN 6:30AM-5:30PM EXHIBITOR MOVE OUT 8:00AM – 1:00PM	
7:00 AM		ITC CME-SATELLITE SYMPOSIA 7:00AM – 8:20AM	ITC CME-SATELLITE SYMPOSIA 7:00AM – 8:20AM	ITC CME-SATELLITE SYMPOSIA 7:00AM – 8:20AM	ITC CME-SATELLITE SYMPOSIA 7:00AM – 8:20AM		
8:00 AM		PLENARY LECTURE 8:35AM – 9:20AM	PLENARY LECTURE 8:35AM – 9:20AM	PLENARY LECTURE 8:35AM – 9:20AM	PLENARY LECTURE 8:35AM – 9:20AM		PLENARY LECTURE 8:30AM – 9:15AM
9:00 AM		ULTRASOUND COURSE 8:00AM – 5:00PM	POSTER/EXHIBIT HALL BREAK 9:20AM – 9:45AM	POSTER/EXHIBIT HALL BREAK 9:20AM – 9:45AM	POSTER/EXHIBIT HALL BREAK 9:20AM – 9:45AM		POSTER/EXHIBIT HALL BREAK 9:20AM – 10:20AM
		SYMPOSIA (4 SESSIONS) 9:45AM – 11:00AM	ORAL ABSTRACTS (20 TOTAL) 9:45AM – 11:00AM	SYMPOSIA (4 SESSIONS) 9:45AM – 11:00AM	SYMPOSIA (4 SESSIONS) 10:20AM – 11:35AM		
11:00 AM	EXHIBITORS MOVE IN 8:00AM – 6:00PM	DISCUSSION/ DEBATES (5 CLINICAL/5 BASIC) 11:00AM-11:50AM	DISCUSSION/ DEBATES (5 CLINICAL/5 BASIC) 11:00AM-11:50AM	DISCUSSION/ DEBATES (5 CLINICAL/5 BASIC) 11:00AM-11:50AM	DISCUSSION/ DEBATES (5 CLINICAL/5 BASIC) 11:40AM-12:30 PM	15TH ITC CONCLUDES 11:00AM	
12:00 PM	REGISTRATION OPEN 12:00PM – 8:30PM	POSTER SESSION/ EXPO THEATER/ LUNCH IN HALL 12:00PM – 1:00PM	POSTER SESSION/ EXPO THEATER/ LUNCH IN HALL 12:00PM – 1:00PM	POSTER SESSION/ EXPO THEATER/ LUNCH IN HALL 12:00PM – 1:00PM	POSTER SESSION/ EXPO THEATER/ LUNCH IN HALL 12:30PM – 1:30PM	<p>Visit <a href="http://www.ITC2015.thyroid.org">www.ITC2015.thyroid.org</a> for updates as available</p> <p>Congress Office: American Thyroid Association (ATA) 6066 Leesburg Pike Suite 550 Falls Church, VA 22041</p> <p>Tel: 703-998-8890 Fax: 703-998-8893 Email: <a href="mailto:itc2015@thyroid.org">itc2015@thyroid.org</a></p> <p>2015 - 15<sup>th</sup> ITC Hosted by the ATA Co-sponsored by the ATA, AOTA, LATS and ETA</p>	
1:00 PM		ATA PRIZE LECTURE 1:00PM-1:45PM	SHORT ORAL COMMUNICATIONS (40 TOTAL) 1:00PM – 1:30PM	LATS PRIZE LECTURE 1:00PM-1:45PM	EXHIBIT HALL CLOSES 1:30PM EXHIBITOR MOVE OUT 1:30PM-6:00PM		
2:00 PM	PRE-CONFERENCE SATELLITE PROGRAMMING TBD (VARIOUS TIMES-ALL SESSIONS MUST END BY 5:00 PM)	SYMPOSIA (4 SESSIONS) 1:50PM – 3:05PM	AOTA PRIZE LECTURE 1:30PM-2:15PM	SYMPOSIA (4 SESSIONS) 1:50PM – 3:05PM	ETA PRIZE LECTURE 1:30PM-2:15PM		
3:00 PM		POSTER SESSION/ BREAK IN EXHIBIT HALL 3:05PM – 4:00PM	SYMPOSIA (4 SESSIONS) 2:20PM – 3:35PM	POSTER SESSION/ BREAK IN EXHIBIT HALL 3:05PM – 4:00PM	SYMPOSIA (4 SESSIONS) 2:20PM – 3:35PM		
4:00 PM		SHORT ORAL COM- MUNICATIONS (40 TOTAL) 4:00PM – 4:30PM	ATTENDEE AFTERNOON FREE	SHORT ORAL COM- MUNICATIONS (40 TOTAL) 4:00PM – 4:30PM	SHORT CALL ORAL ABSTRACTS (6 TOTAL) 3:40PM – 5:10PM		
5:00 PM		HIGHLIGHTED ORAL ABSTRACTS (16 TOTAL) 4:30PM – 5:30PM		ORAL ABSTRACTS (16 TOTAL) 4:30PM – 5:30PM	TECHNOLOGY SESSION TBD 5:15PM – 6:00PM		
6:00 PM	OPENING SESSION 5:45PM – 7:30PM	SOCIETY BUSINESS MEETINGS 5:30PM – 7:00PM		FREE TIME	SATELLITE SYMPOSIA TBD (MUST START AFTER 6:00PM)		
7:00 PM	ITC WELCOME RECEPTION 7:30PM – 9:00PM	SATELLITE PROGRAMMING TBD (MUST START AFTER 7:00PM)	ITC SOCIAL EVENT AT <b>EPCOT</b> <sup>®</sup> (OPTIONAL) 8:00PM – 10:00PM	CONGRESS BANQUET 7:30PM – 11:00PM	FREE EVENING/ SOCIAL EVENT		
8:00 PM							



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