

EXHIBITOR PROSPECTUS



IPEG'S
19th ANNUAL CONGRESS
for Endosurgery in Children

JUNE 8-12, 2010

**HILTON WAIKOLOA VILLAGE
WAIKOLOA, HAWAII (THE BIG ISLAND)**

EXHIBIT APPLICATION EARLY BIRD DEADLINE:
DECEMBER 18, 2009

www.ipeg.org

IPEG'S 19th ANNUAL CONGRESS

for Endosurgery in Children



WHO

International Pediatric Endosurgery Group (IPEG)

WHEN

June 8-12, 2010

WHERE

Hilton Waikoloa Village

69-425 Waikoloa Beach Drive

Waikoloa, Hawaii, USA, 96738 (The Big Island)

WHAT IS IPEG?

The **International Pediatric Endosurgery Group (IPEG)** is the premiere international association for physicians who perform minimally invasive surgery in children. IPEG was founded in 1991 by a handful of pediatric surgeons with a clear cut goal of assuring that all pediatric and general surgeons who treat children have access to current information defining the best, least invasive surgical treatment. International in scope, today IPEG has over 600 members from over 50 countries.

Our annual meeting attracts over 350 surgeons and urologists from around the globe.



Exhibitor Information

EXHIBIT HALL HOURS

Wednesday, June 9 Welcome Reception in Exhibit Hall	5:00 pm – 7:00 pm
Thursday, June 10 Exhibits Open	9:30 am – 3:30 pm
Friday, June 11 Exhibits Open	9:30 am – 3:30 pm

EXHIBIT HALL SET-UP

Wednesday, June 9 11:00 am – 4:30 pm

All set-up personnel must wear a set-up badge, which will be available at the registration desk. If set-up of an exhibit has not started by 3:00 pm on Wednesday, June 9, Show Management may order the exhibit to be assembled and the exhibitor billed for all charges incurred. Show Management will not be responsible for any damage incurred.

All construction must be completed and aisles cleared by 4:00 pm on Wednesday June 9. All exhibits must be fully operational by 4:30 pm on Wednesday, June 9.

DISMANTLING & REMOVAL OF EXHIBITS

Friday, June 11 3:30 pm – 8:00 pm

Exhibitors may not begin dismantling until 3:30 pm, Friday, June 11. All exhibits must be packed and ready for shipment by 8:00 pm, Friday, June 11. Any materials not called for by that time will be shipped at the exhibitor's expense by the carrier selected by Show Management.

IPEG Exhibits will be located in Hilton Waikoloa Village, Kohala Ballroom.

CRITICAL DEADLINES

Early Bird Deadline	December 18, 2009
Exhibit Space Balance Due	February 26, 2010
Exhibitor Company Profile Form	March 12, 2010
Final Program Advertising Order	March 12, 2010
Final Program Ad Payment and Artwork	April 23, 2010
Independent Contractor Form	April 23, 2010
Independent Contractor Registration	April 23, 2010
Giveaway Notification Form	April 23, 2010
Function Space Request Form	April 23, 2010
Hotel Reservation Deadline	May 3, 2010
Exhibit Staff List Due	May 14, 2010

PROGRAM SCHEDULE

(As of August 2009)

Tuesday, June 8

Half-Day Postgraduate Course: Advanced Endoscopic

Wednesday, June 9

Half-Day Hands-on Course: Advanced Endoscopic
Welcome Reception in Exhibit Hall 5:00 pm – 7:00 pm

Thursday, June 10

Panel: Gonads, Testicles, Ovaries
Welcome Address

Scientific Session: Basic Science

Scientific Session: Coolest Tricks

Presidential Address: Why IPEG?

Exhibits Open

9:30 am – 3:30 pm

Posters Open

9:30 am – 3:30 pm

Scientific Session: Thorax

Karl Storz Keynote Lecture

Panel: MIS vs. Open: Controversies in Minimally

Invasive Surgery

Scientific Session: Top 20 Posters

Friday, June 11

Video Session: Unexpected Findings
(Troubles and Complications)

Scientific Session: Colorectal, Gastrointestinal
and Hepatobiliary

Keynote Lecture

Scientific Session: Alternative Technologies:

Robotics, NOTES® and Single-Incision

Laparoscopic Surgery

Poster Tours

Exhibits Open

9:30 am – 3:30 pm

Posters Open

9:30 am – 3:30 pm

Panel: Redo MIS Surgery: Why and How?

Panel: Morbid Obesity in Pediatrics: Difficult Cases

Saturday, June 12

Energy Symposium

Scientific Session: TBD

Video Session: Miscellaneous



Space Assignment & Fees

BOOTH ASSIGNMENTS

The exhibit hall is located in the Kohala Ballroom, adjacent to the main ballroom.

1. Exhibitor Fees & Specifications

All booths are assigned on a first-come, first-served basis. There is a \$100 discount on exhibit fee if application is received prior to the December 18, 2009 Early Bird Deadline.

Early Bird Fee

(prior to December 19, 2009)

6' Tabletop: \$1,850

Standard Fee

(after December 19, 2009)

6' Tabletop: \$1,950

Included with each booth: one (1) 6' draped table, two (2) side chairs, and one (1) wastebasket one (1) identification sign (company name and booth number). Exhibit hall is carpeted.

2. Payment Schedule

- A deposit of 50% of the total exhibit rental charge must accompany signed application
- Total balance due **February 26, 2010**
- Please make check payable to **IPEG**

Applications not accompanied by at least a 50% deposit will be considered invalid. **If full payment is not received by February 26, 2010 the space may be reassigned or resold.** All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to IPEG from any previous year will not be processed without full payment of delinquent accounts.

3. Services Excluded

Booth rental fee does not include the following services: drayage, floral, electricity, supplementary furniture or audio-visual. Information regarding these items will be included in the Exhibitor Service Kit.

4. Exhibitor Registration

Exhibit registration includes a maximum of 4 (four) personnel per 6' space. The deadline for the exhibit staff list is **May 14, 2010** and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms.

5. Exhibitor Staff Conduct

Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. Names of all participants affiliated with exhibits must appear on the corresponding company staff list sent to show registration. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, or barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit floor without obligation on the part of Show Management for refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations and the distribution of literature must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the parameters of the exhibitor's own booth will not be allowed. Additionally exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the parameter of the exhibitor's own booth.

When food and beverage are served in the Exhibit Hall during lunch and breaks, exhibit personnel may participate but are expected to allow attendees to participate first.

6. Exhibitor Guest Policy

Guests of exhibitors should be included on the individual company's staff list. Charges for additional badges over the number included with the purchase of booth space will be assessed at \$25.00 per badge. An exhibitor may not register as staff any person eligible for registration as an IPEG meeting attendee.

7. Subletting of Space

Exhibitors may not assign or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

8. Cancellation & Reduction/Relocation Policy

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by Show Management because of Exhibitor's default or violation of this agreement, monies paid to IPEG by the Exhibitor shall be retained as follows:

- **\$100** per space if application is canceled prior to **December 18, 2009**
- **\$900** per space if application is canceled prior to **February 26, 2010**
- **NO REFUNDS** for any cancellations or reductions after **February 26, 2010**

9. Booth Assignments

The initial assignment of booth space occurs just after the December 18, 2009 Early Bird deadline. All booth space will be assigned on a first-come, first-served basis.

10. Show Management

International Pediatric Endosurgery Group (IPEG)

11300 W. Olympic Blvd. Suite 600
Los Angeles CA 90064

PHONE: **310.437.0553**

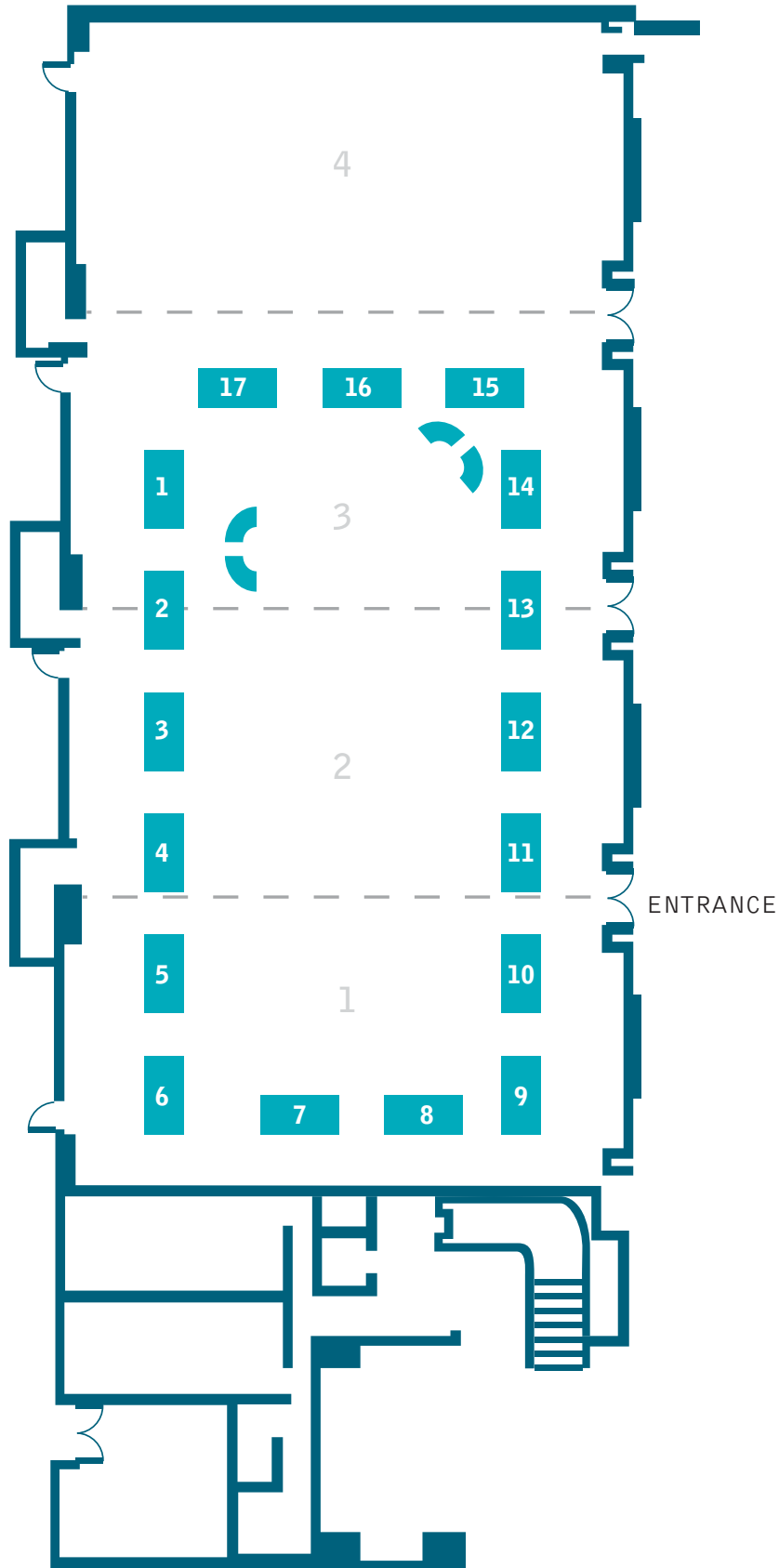
FAX: **310.437.0585**

WEBSITE: **www.ipeg.org**

CONTACT: **Shelley Ginsberg, ext. 111,**
shelley@ipeg.org

Exhibitor Floorplan

KOHALA BALLROOM



Rules & Regulations

EXHIBITOR PROGRAMS & PRESENTATIONS

Exhibitor presentations may take place during any hours the exhibit hall is open to registrants.

Exhibitor programs or presentations must be confined to the exhibitor's booth space. The sound intensity of such activities as determined by Show Management, must not interfere with the activities of neighboring exhibitors. Show Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued.

Programs or presentations are to be straight forward in nature and must avoid the use of sideshow or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles.

Any visual or other transmissions from off-site locations including tele-surgery require written permission from Show Management. Request forms for these educational events will be included in your exhibitor confirmation packet and must be completed and returned to the show office by **April 23, 2010** deadline.

DIRECT SALES ON EXHIBIT FLOOR

No direct sales are permitted to take place on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere but product may not be conveyed in the exhibit area.

DISPLAY OF INVESTIGATIONAL PRODUCTS

All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by IPEG. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigator responsibilities.
- Display a statement: "Caution – Investigational Device – Limited to Investigational Use" (or similar statement) in prominent size and placement.

INSURANCE & LIABILITY

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss damage or injury is in any way connected to the exhibitor's participation in the exhibition. Exhibitors shall indemnify and hold harmless IPEG and Show Management, their officers, directors, agents, members and employees and the designated convention facilities, their agents, and employees from any and all such losses damages and claims. Exhibitors agree to protect, save, and keep the IPEG Show Management and the Hilton Waikoloa Village forever harmless from any damage, or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or its agents as well as strictly to comply with the applicable terms and conditions contained in the agreement between the Hilton Waikoloa Village and IPEG regarding the exhibit premises and further an exhibitor shall at all times protect indemnify save and keep harmless the IPEG Show Management and the Hilton Waikoloa Village against any and all loss cost damage liability or expense arising from, or out of or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof. Although security is provided by Show Management, furnishing of such security shall not be deemed to effect the non-liability of IPEG or Show Management their members, officers, representatives, or the official services contractors, or the Hilton Waikoloa Village to modify in any way the assumptions or risk provided herein.

In any part of the exhibit hall is damaged or destroyed in such a way as to prevent IPEG or Show Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition or if same is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of IPEG or Show Management, exhibitors will be charged for space during the time it was, or could have been occupied; and exhibitors hereby waive any claim against IPEG or Show Management their members directors agents or employees for losses or damages that may occur due to such inability to occupy assigned space.

PHOTOGRAPHY

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. Show Management reserves the right to photograph exhibits for society purposes.

HOTEL RESERVATION POLICY

Exhibitors are required to reserve rooms within the meeting room block and may book their hotel rooms directly with the hotel. Hotel reservation instructions will be included with your exhibitor confirmation kit.

IPEG 2010 Support Opportunities

This sponsorship format gives meeting supporters the high level of visibility and recognition they deserve, while providing the highest level of education to registrants. The following applies only to the meeting. For a complete list of support opportunities please contact Shelley Ginsberg at 310.437.0553, ext. 111, or shelley@ipeg.org.

IPEG support opportunities adhere to ACCME rules, which do not permit exhibit booths, advertising, or other commercial opportunities to be attached to or included with educational grant support.

DIAMOND LEVEL SUPPORT

\$20,000

- Acknowledged as Supporter of official IPEG Event – up to 6 company staff invited
- Acknowledged as Supporter of the IPEG Presidential Address
- Acknowledged as Supporter of “Coolest Tricks” Session
- Acknowledged as Supporter of one Plenary Panel or Papers Session
- Support acknowledged on flyer in meeting bag
- Pre- and post-meeting registration mailing lists
- Support acknowledged with plaque for display in booth (booth not included in level support)
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- To be acknowledged in the final program, on the IPEG website, and other locales as a Diamond supporter of the meeting (if committed prior to November 6, 2009 support will be noted in the Advance Program materials)

PLATINUM LEVEL SUPPORT

\$14,000

- Acknowledged as Supporter of official IPEG Event – up to 4 company staff invited
- Acknowledged as a Supporter of the Keynote Address
- Acknowledged as Supporter of one Panel or Papers Session
- Support acknowledged on flyer in meeting bag
- Pre- and post-meeting registration mailing lists
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Platinum supporter of the meeting (if committed prior to November 6, 2009, support will be noted in the Advance Program materials)

GOLD LEVEL SUPPORT

\$10,000

- Acknowledged as Supporter of one Panel or Papers Session
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Gold supporter of the meeting (if committed prior to November 6, 2009, support will be noted in the Advance Program materials)

SILVER LEVEL SUPPORT

\$6,500

- Acknowledged as Supporter of the Poster Session and Poster Presentations
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Silver supporter of the meeting (if committed prior to November 6, 2009, support will be noted in the Advance Program materials)

BRONZE LEVEL SUPPORT

\$4,500

- Acknowledged as supporter of IPEG Committee Luncheon
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Bronze supporter of the meeting (if committed prior to November 6, 2009 support will be noted in the Advance Program materials)

INDUSTRY SUPPORTED SATELLITE SYMPOSIA

“Satellite Symposium” refers to any activity that is deemed educational in nature and is independently organized and offered by another organization. This includes, but is not limited to, any educational activity that carries continuing medical education credits not sponsored by IPEG’s CME accrediting body.

Symposia Rooms will be scheduled on a first-come first-served basis, upon approval by IPEG. Availability is as follows:

Thursday, June 10	6:00 am – 7:30 am	\$5,000
Thursday, June 10	6:15 pm – 8:00 pm	\$7,500

Companies wishing to provide a satellite symposium must complete an application form. For more information and to receive an application form, please contact Shelley Ginsberg at 310.437.0553, ext. 111, or shelley@ipeg.org

Other sponsorship opportunities are available that are not listed here. Please contact Shelley Ginsberg at 310.437.0553, ext. 111, or shelley@ipeg.org.



IPEG'S 19th ANNUAL CONGRESS

for Endosurgery in Children

HILTON WAIKOLOA VILLAGE WAIKOLOA, HAWAII (THE BIG ISLAND)

Exhibitor Application Form

We, the undersigned, apply for technical exhibit space at **IPEG'S 19TH Annual Congress for Endosurgery in Children** to be held on June 8-12, 2010 at the Hilton Waikoloa Village in Waikoloa, Hawaii. We accept the conditions, rules, regulations, terms and policies printed in the Exhibitor Prospectus, which form part of this agreement.

EXHIBITOR INFORMATION *Please indicate company information exactly as it should appear in all official publications.*

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CONTACT INFORMATION

Pre-Show Contact: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Onsite Contact: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

EXHIBIT RESERVATION

Included in your exhibit fee are one (1) 6' draped table, two (2) side chairs, one (1) wastebasket and (1) one-line identification sign (company name and booth number). Additional items may be purchased in your exhibitor kit that will be sent to you.

Please list at least 3 choices by exhibit number: 1st choice: _____ 2nd choice: _____ 3rd choice: _____

Booth Price: \$1850 (prior to December 18, 2009) \$1950 (after December 18, 2009) **Total Cost:** \$ _____

We prefer not to be in proximity to the following exhibitors (please list no more than 2): _____

Signature: _____

Your signature on this application indicates that you understand and agree to comply with all the policies, rules, regulations, terms, and conditions contained in the IPEG Exhibitor Prospectus and kit and have read the rules and agree to distribute them to those involved with your exhibit.

PAYMENT SCHEDULE

Deposit of 50% is due upon receipt of application. **Balance is due by February 26, 2010.** Total booth price due with applications submitted after February 26, 2010.

Credit Card Payment (Visa, MasterCard, AMEX) CC#: _____ Exp.: _____

Card Holders Name: _____ Card Holders Signature: _____

Total est. cost of Exhibit: \$ _____ **Amount to be charged:** \$ _____ (50% deposit) \$ _____ (payment in full)

Check Enclosed (Please make check payable to **IPEG.**)

Total est. cost of Exhibit: \$ _____ Deposit (50% total): \$ _____ **Total Amount Enclosed:** \$ _____

PLEASE COMPLETE & RETURN THIS APPLICATION TO:

Shelley Ginsberg: IPEG, 11300 W. Olympic Blvd, Suite 600, Los Angeles, CA 90064 FAX: **310.437.0585**