



LUGPA 2024 Urology Resident Job Fair

COMPANY DETAILS

Company Name _____
Address _____
City _____ State _____ Zip _____ Country _____

MEETING CONTACT

(Main Contact) Name _____
Title _____
Email _____
Phone _____

SPONSORSHIP SELECTION – LUGPA 2024 Urology Resident Job Fair

Job Fair Table - \$2,500

PAYMENT (LUGPA TIN 26-2943240)

- Will pay by check; please invoice me.
Please make checks payable to: LUGPA, 875 N. Michigan Ave, Suite 3100, Chicago, IL 60611
- Credit Card (American Express, Discover, MasterCard, Visa)
Credit Card Number _____
CVV _____ Expiration Date _____
Name on card _____

NOTES for LUGPA _____

AGREEMENT & AUTHORIZATION

SIGNATURE

DATE

Once completed, please email this form to Rachel Rusch at rrusch@lugpa.org

THANK YOU!

**Terms & Conditions – LUGPA 2024 Urology Resident Summit
Dallas, TX**

Disclaimer

By signing the registration form for exhibit space, the exhibiting company agrees to abide by all rules and regulations stated in this compendium. The signer of this contract also agrees to share the rules and regulations with all representative(s) who will be staffing their exhibit space in Dallas from 3/1/24 to 3/2/24. **All rules and regulations will be enforced without exception.**

Each company exhibiting has only a terminable license to exhibit. If an exhibitor fails to comply with any rule herein or any directive issued by the LUGPA staff, this license to exhibit can be terminated and the exhibit closed without notice. All interpretations of the rules and regulations and all matters and questions not specifically covered in this compendium are subject to the decision of LUGPA.

Personnel

Only employees of the exhibiting company or individuals from temporary personnel companies (models/temps) working the exhibit for the exhibiting company will be issued badges. **Exhibit booths must be manned at all times while the exhibit hall is open.**

Admission to the Exhibit Hall

LUGPA will permit exhibitors with badges to enter the exhibit hall during scheduled exhibit set up hours, during all scheduled hours of exhibition and during the scheduled exhibit tear down hours. If further access is required, special permission must be secured from LUGPA. No one under the age of 18 is allowed admission to the exhibit hall at any time.

Badges

Exhibitors will be given badges based on exhibit level. There will be a charge for each additional badge over and above those included in their exhibit level. No trading of badges with other representatives or attendees is allowed. Each representative must wear the official exhibitor badge at all times while attending the LUGPA meeting functions.

Conduct in the Exhibit Hall

1. All demonstrations, interviews or instructional activities must be confined to the limits of the exhibit booth. Space must accommodate any activity conducted in conjunction with the actual product demonstration as well as the participants in or spectators of the activity.
2. Exhibits cannot obstruct the view or otherwise interfere with the displays of other exhibitors. LUGPA values the participation of each exhibiting company and wants to ensure fair exposure in the exhibit hall.
3. LUGPA reserves the right to direct revisions at the exhibitor's expense of any company that does not abide by the terms and conditions.
4. No exhibitor may sublet, assign or share any part of its allocated space without LUGPA's consent.
5. No promotional signs or decorations will be permitted in aisles, passageways, overhead spaces, public meeting rooms or other meeting facilities.
6. Exhibitors shall comply with all applicable statutes, or finances, regulations, rules and requirements relating to health, fire, safety and use of the premises.
7. Exhibitors shall assume all responsibility for its exhibit personnel, employees, contractors, servants and agents.
8. Booths must be kept clean. Debris will not be allowed to collect on the floor or display area of the booth.
9. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibitor's space.
10. The primary rule of booth conduct and product display is to show consideration and courtesy to attendees and other exhibitors.
11. Smoking is not permitted.

Safety Precautions

All construction material must conform to standard safety practices. Table and back wall drapes supplied by the official convention service contractor will be, and those supplied by the exhibitor, together with textile or paper displays and decorations, must be flame retardant. Displays are subject to inspection and approval for safety by the City of Dallas. Volatile, explosive or other dangerous material or any substance prohibited by law or insurance carriers is not permitted on the premises.

FDA Regulations

Any medical device, pharmaceutical or other type of medical product exhibited must comply with all applicable FDA regulations for presentation to U.S. attendees. Any medical device, pharmaceutical or other type of medical product still under clinical investigation that is graphically depicted on a commercial exhibit must:

- Be prominently labeled as still being under clinical investigation
- Contain only objective statements about the product
- Contain no claims on safety, effectiveness or reliability
- Contain no comparative claims to other marketed products
- Exist solely for the purpose of obtaining investigators
- Be accompanied by directions for becoming an investigator and a list of investigator responsibilities
- Contain the statement: "Caution – Investigational Products- limited to investigators' investigational use" or a similar statement of prominent size and placement. Furthermore, if the product is not licensed or approved by the FDA for use in urological procedures, that fact must be properly disclosed following FDA guidelines.

Additional information regarding FDA regulations may be obtained directly from the FDA (www.fda.gov). Additional constraints may apply. It is important that exhibitors comply with and remain updated on FDA guidelines for exhibit and promotions to U.S. physicians and health care professionals.

Cash Product (Retail) Sales

Approval from LUGPA must be obtained before any cash sales transactions are permitted. Exhibitors accepting cash for wares are responsible for all appropriate local licenses and permits and the submission of sales report and sales taxes to the City of Dallas.

Distribution of Pharmaceutical Products

Any and all sales, dispensing and/or delivery of pharmaceutical products of any kind are strictly prohibited.

Promotional Items

All gifts, giveaways and contest items are subject to approval by LUGPA. LUGPA follows the Council of Medical Specialty Societies "Code for Interactions with companies" regarding exhibitor giveaways. The Code states that Societies will only permit exhibitor giveaways that are educational and modest in values". The full text and document can be viewed at www.cmss.org under "Revised Code for Interaction with Companies". Contest drawings must be open to all attendees and be conducted in a professional manner. Distribution of approved items or the conduct of the contest must not create a nuisance or cause interference with adjoining exhibits. Exhibitors must obtain advance approval from LUGPA to serve food and beverages from their booth.

Irregular Activities

1. No person, firm or organization not contracted with management for the occupancy of space in the exhibit will be permitted to display or demonstrate any products, processes or services to solicit orders. In addition, that organization may not wear any identification other than that of the contracting exhibitor or distribute advertising materials at the exhibit. Any infringement from this regulation will result in prompt removal of the offending person from the hall. Exhibitors may not enter the booths of other exhibitors without invitation. Exhibitors must remain within their own space while distributing literature, product samples or other materials; the aisles may not be used for these purposes.
2. Use of noisemakers and presentations that may not be judged in good taste, lacking in dignity or not in keeping with the purpose of the exposition are prohibited.
3. Use of sound motion pictures and tape recorders will be permitted, where appropriate to the display, provided sound is maintained at a "conversation level." LUGPA reserves the right to restrict an exhibitor's use of sound and other devices, which may interfere with the best interest of the exhibit as a whole.
4. LUGPA reserves the right to prohibit and require immediate cessation of any activity or distribution of materials it deems inappropriate.
5. Complaints of any violation of rules and regulations are to be made promptly to LUGPA and exhibitors and their personnel agree to abide by the decision and ruling by LUGPA.

Building Protection

Nothing shall be tacked, nailed, screwed, taped, stapled or otherwise attached to columns, walls, floors, doors or other parts of the building or furniture. Any damage incurred will be charged to the exhibiting company. Also, exhibitors may not tamper with anything in connection therewith necessary or proper for the protection of the building, equipment or furniture.

Failure to Occupy Space

Exhibitors must inform LUGPA in writing of booth cancellations. In the event a company has not arrived when the posted exhibit hours begin, LUGPA reserves the right to use that space as it sees fit with no obligation of a refund. If exhibit material has been delivered to the booth but has not been assembled, LUGPA reserves the right to remove the material and place it in storage or direct the general service contractor to install the exhibit at the exhibiting company's expense. Exhibitors will not be allowed to assemble or install any exhibit material once the hall has opened. Any remaining installation or assembly must be delayed until after the hall has closed for the day.

Exhibitor Insurance

All exhibitors and their contractors must have insurance to protect themselves against bodily injury and property damage claims arising from the Exhibitors participation in this meeting. Exhibitors and their agents agree to protect, indemnify, defend and hold harmless the exposition venue and LUGPA, their employees and agents against all claims, liability, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of fines and attorney's fees arising out of or caused by negligence or wrongful acts of the exhibitor or his agents, servants or employees. Exhibitor acknowledges responsibility for obtaining adequate insurance coverage against property loss or damage and against liability for personal injury.

Should the premises in which the exposition is to be held, in the sole judgment of LUGPA, become unfit for occupancy, or should the exposition be materially interfered with by any reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency or any other circumstances beyond the control of LUGPA, the Agreement for Exhibit Space may be terminated by LUGPA. LUGPA will not incur any liability for damages sustained by exhibitor as a result of such a termination, and the exhibitor hereby expressly waives such liability for damages sustained by exhibitor and releases LUGPA of and from all claims and damages. Exhibitor agrees that LUGPA shall have no obligation in the event of termination hereunder except to refund the exhibitors prorated share of the aggregate amount received by LUGPA (as rental for exhibit space for said exhibit) after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by exhibitor.

Music, photographs and other copyrighted material

Each exhibiting company is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display.

Security

Security Guards may not be on duty at this meeting so exhibitors are ultimately responsible for safeguarding their material and equipment against theft. Any items or equipment left overnight in the exhibit hall is done so at your own risk. LUGPA is not responsible for any loss or damage to exhibitor property. Exhibitors may not provide separate security guards for their own purposes within the exhibit area unless permission is requested and approved by LUGPA.

Exhibitor-Sponsored Functions

Exhibitors must notify LUGPA of all exhibitor-sponsored functions. Exhibitor functions may not be held concurrent with official LUGPA scientific or social functions. Please contact LUGPA to discuss scheduling your event.

Americans with Disabilities Act (ADA) Compliance

Each exhibiting company is responsible for compliance with the ADA in their exhibit. The international Association of Exhibitions and Events (IAEE) publish a guide with instructions for ADA compliant booths. Contact the IAEE for more information at 972-458-8002 or www.iaee.com/pdf/ada.pdf. Failure to comply with the ADA is a serious matter and can involve litigation and/or fines.

See the following page for the LUGPA Meeting Code of Conduct.



LUGPA
Integrated Practices
Comprehensive Care

LUGPA Meeting Code of Conduct

LUGPA is committed to providing a safe, inclusive, and welcoming environment and an experience that embraces the richness of diversity where all participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual respect. LUGPA does not tolerate harassment in any form and requires all participants to abide by the Meeting Code of Conduct in all venues and formats, including ancillary events and social gatherings. Participants include, but are not limited to, attendees, exhibitors, speakers, members, guests, contractors, and LUGPA staff. LUGPA will communicate its Meeting Code of Conduct to all service providers and venue leadership.

Expected Behavior

- Exercise consideration and respect in your speech and actions.
- Be mindful of your surroundings and of your fellow participants. Alert LUGPA staff or venue staff if you notice a dangerous situation, someone in distress, or someone being harassed.
- Respect the rules and policies of the convention center, hotels, contracted facility, or any other venue.
- Request permission from LUGPA and speakers before recording or taking photographs during presentations, including web-based presentations.
- Turn off any ringers or otherwise disrupting devices while in meeting rooms.

Unacceptable Behavior

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions
- Unwelcome and/or uninvited attention or contact
- Offensive verbal or written comments or nonverbal expressions related to race, religion, ethnicity, gender, gender identity or expression, national origin or ancestry, physical or mental disability, physical appearance, medical condition, partner status, age, sexual orientation, military status, or any other characteristic protected by law
- Derogatory and/or sexually oriented visual displays in public spaces or presentations
- Deliberate intimidation, threatening or stalking or following others, physical or verbal abuse, aggressive verbal confrontations, and threats of violence or disruptive behavior
- Sustained disruption of presentations or other events
- Sharing access for web-based events or making shared content public
- Retaliation against anyone reporting prohibited conduct or participating in an investigation of a claim
- Anyone requested to stop unacceptable behavior is expected to comply immediately.

Consequences

- LUGPA may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- LUGPA reserves the right to prohibit attendance at any future meeting.

Reporting Unacceptable Behavior

- Event-specific instructions and contact information for reporting issues will be included in the on-site program and on the event website.
- Anyone witnessing or who is the subject of behavior that violates the Meetings Code of Conduct, should immediately notify a LUGPA staff member or venue staff.
- Anyone witnessing or who is the subject of behavior that constitutes an immediate threat to public or personal safety should contact a LUGPA staff member, venue staff, or dial emergency services (911 in the US).

Investigation of Reports

- LUGPA will endeavor to keep confidential the details of reports to the extent consistent with adequate investigation and appropriate corrective action.
- Reports will be taken seriously and investigated in a timely manner.
- The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the incident/behavior or who may have other relevant knowledge. It may engage other LUGPA staff, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances.
- LUGPA will communicate the determination of the investigation, inclusive of any disciplinary action, to the involved parties as appropriate. If a party to a complaint does not agree with its resolution, that party may appeal to the LUGPA Board of Directors via the LUGPA CEO or LUGPA President. The decision of the Board of Directors shall be final.

Provision of Gifts/Services to the Board of Directors

Board members are not allowed to accept significant gifts* such as items* exceeding a value of \$500. Board members are required to report any individual gift or service valued in excess of \$500 to the Chief Executive Officer, who shall, in turn, disclose it to the Executive Committee at its next scheduled meeting.

Excluded from the reporting requirement:

- Receipt of a gift and/or monetary payment in exchange for services such as a pharmaceutical or medical device presentation or advisory board participation.
- LUGPA-sanctioned dinners or events/outings as determined by the Chief Executive Officer.

*** Gift/Service definition and dollar limits: example of permitted activities “such as golf and dinner not to exceed \$500 per person per 24-hour period” and outright tangible gifts not to exceed \$250.**