WHO ATTENDS?
Allied Health Professionals
Bariatric Surgeons
Colorectal Surgeons
Endoscopic Surgeons
General Surgeons
Hepatic/Pancreatic/Biliary Surgeons
Hernia Surgeons
Minimally Invasive General Surgeons
Oncologic Surgeons
Pediatric Surgeons
Thoracic Surgeons

WHAT IS SAGES?
SAGES (The Society of American Gastrointestinal and Endoscopic Surgeons) was founded in 1981 to foster, promote, support and encourage academic, clinical and research achievement in gastrointestinal endoscopic surgery. SAGES currently boast more than 6,500 general surgeon members from countries ringing the globe. SAGES annual meeting is oriented toward minimally invasive surgery and in 2018 had an attendance of over 2,700 surgeons.

SAGES 2020
Society of American Gastrointestinal and Endoscopic Surgeons

Annual Scientific Sessions & Postgraduate Courses

APRIL 1-4, 2020
Huntington Convention Center of Cleveland
Cleveland, OH

Deadline for Priority Space Assignment: October 25, 2019
Number of Attendees Anticipated: 2,500+

Exhibitor application and floor plan available via this link: https://www.sages2020.org/exhibitors/

FIND SAGES ON THE WEB AT:
www.sages.org    www.sages2020.org    Twitter: @SAGES_Updates    Facebook: www.facebook.com/SAGESSurgery

SAGES ....
• Has been a driving force in MIS general surgery training and education for more than 30 years
• Embraces new ideas and initiatives, propelling the advancement of training, education and application of MIS general surgery modalities world wide
• Conceived and developed three fundamental courses which are integral to surgical education - Fundamentals of Laparoscopic Surgery (FLS), Fundamentals of Endoscopic Surgery (FES) and Fundamental Use of Surgical Energy (FUSE).
• Fosters industry partnerships to realize mutually beneficial goals
• Has representatives in the American Medical Association and the American Board of Surgery
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<td>Direct Sales on Exhibit Floor</td>
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<td>Display of Investigational Products</td>
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<td>Exhibitor Housing Policies</td>
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</tbody>
</table>
### EXHIBITOR DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>October 11, 2019</td>
<td>Early Priority Point Deadline – Submit your application early &amp; earn priority points!</td>
</tr>
<tr>
<td>October 25, 2019</td>
<td>Priority Space Assignment Deadline</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>Exhibit Space Balance Due</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>Exhibitor Company Profile</td>
</tr>
<tr>
<td>February 14, 2020</td>
<td>Hotel Reservations Cut-Off</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Exhibitor Appointed Contractor Form &amp; Certificate of Insurance</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Exhibitor In-Booth Presentation Form</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Giveaway Notification Form</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Hotel Door Drop Form</td>
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<tr>
<td>February 21, 2020</td>
<td>Special Promotions Participation Form</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Meeting App Exhibitor Listing Enhancements</td>
</tr>
<tr>
<td>March 6, 2020</td>
<td>Booth design submitted to Show Management (20x20 or larger)</td>
</tr>
<tr>
<td>March 6, 2020</td>
<td>Function Space Request Form</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>Exhibitor Badge Registration</td>
</tr>
</tbody>
</table>

### EXHIBIT DATES AND HOURS

Dates and times the exhibit hall is open to registrants:

- **Wednesday, April 1** 5:30 pm – 7:30 pm  Opening Reception
- **Thursday, April 2** 10:00 am – 4:00 pm
- **Friday, April 3** 10:00 am – 4:00 pm  Exhibitor breakdown begins at 4:00 pm

Exhibitor application and floor plan available via this link: https://www.sages2020.org/exhibitors/
MEETING HOTELS & EXHIBIT HALL LOCATION

Hyatt Regency Cleveland at the Arcade
420 Superior Ave, Cleveland, OH 44114

Doubletree by Hilton Cleveland Downtown- Lakeside
1111 Lakeside Avenue
Cleveland, OH 44114

The Westin Cleveland Downtown
777 Saint Clair Ave. NE
Cleveland, OH 44114

Exhibit Hall Location
Huntington Convention Center of Cleveland
Exhibit Hall C
300 Lakeside Ave E,
Cleveland, OH 44113

ASSOCIATION INFORMATION

Society of American Gastrointestinal and Endoscopic Surgeons (SAGES)
11300 W. Olympic Blvd., Suite 600
Los Angeles, CA 90064
Phone: (310) 437-0544
Fax: (310) 437-0585

CONTACT INFORMATION

For Exhibits contact
Melanie Camero
310-437-0544, ext 113
melanie@sages.org

For support and visibility opportunities contact
Shelley Ginsberg
(310) 437-0544 ext. 111
shelley@sages.org

SAGES CALENDAR OF FUTURE EVENTS

SAGES Scientific Session and Postgraduate Course
April 7-10, 2021
MGM Grand
Las Vegas, NV
WEDNESDAY 4/1

Devil’s in the Details: Roux en Y Gastric Bypass
Update on Diverticulitis: To Operate or Not to Operate
Per-Oral Technologies: Mind Blown
SAGES Military Surgical Symposium
Building a Comprehensive Weight Loss Center
Masters Foregut: Paraesophageal Hernia
Useful Apps in Surgery and Managing Social Media
Non Mesh Hernia Repair: Options for Avoiding Permanent Mesh
Weight Loss Medications and How I Use Them
SAGES Foundation Awards Luncheon
Hands-On Course: ADOPT Non-Permanent Mesh Hernia Repair
Masters Bariatrics: Everything Sleeve Gastrectomy
Putting out the Fire: Time to Burn the Burnout
Back to School Basics: Relearning the Handsewn Anastomotic Technique
Masters Flexible Endoscopy: Lower GI Endoscopy
Serious Mishaps in the OR - Burnin` Down the House
Optimizing Patients for Surgery: Prehab and Rehab in MIS
Managing Bariatric Emergencies for the Non-Bariatric Surgeon
Devil’s in the Details: Revision Foregut Surgery
Pain and Hernia: How to Prevent and Treat Pain
Opening Session
Welcome Reception in Exhibit Hall

THURSDAY 4/2

Parastomal Hernia - Tips and Tricks
Oh No It Slipped Again: Tips and Tricks to Managing Primary and Recurrent Hiatal Hernias
Evolving Techniques in Revisional Bariatric Surgery (non CME)
Gerald Marks Lecture
Mesh From Soup to Nuts
Emerging Technology Session (non CME)
In Search of the Magic Weight Loss Procedure: Current and Evolving Endoscopic Procedures for Weight Loss
Motility From Soup to Nuts: How to Interpret and Manage Disorders
Status of Opioids 2020
Complex Colorectal Scenarios and Reoperative Surgery
Hands-On Course: New Technologies in Endoscopy
Lunch in Exhibit Hall
Educators Luncheon: Strategies for Increasing Resident and Fellow Autonomy in Training
The Great Hernia Debate
GERD and Bariatric Surgery: Prevention and Management
No Longer `Back in My Day` - Surgery in the Millenial Era
Residents & Fellows Session
SAGES/ELSA: Innovations in Colorectal Surgery (non CME)
Happy Half Hour Break in Exhibit Hall
Esophageal Cancer: Updates in MIS and Endoluminal Management
Minimally Invasive Pancreatic Surgery
Shark Tank (non CME)
Planning your Career and Becoming Active in SAGES/Mastering the Fundamentals
Managing Trauma with MIS Techniques
(Tentative as of August 2019)

The following is an outline of the meeting. Detailed information will be available in the Advance Program in October 2019.

**SAGES Program Chairs:**
Matthew Goldblatt, MD & Leena Khaitan, MD

### FRIDAY 4/3

- My Device was Recalled! What do I do? (non CME)
- Presidential Address
- Karl Storz Lecture

**Morning Mimosas Break in Exhibit Hall**
- Best Papers I
- Which Endoscopic Reflux Procedure Should I Offer my Patient?
- All About Innovation (non CME)
- SAGES Stories Lunch Session

**Lunch in Exhibit Hall**
- The Great Foregut Debate
- Artificial Intelligence: Changing How We Practice Surgery (non CME)
- Adolescent Weight loss surgery - How to Get Them Through College
- Masters Biliary - SAGES/ILLS: Liver Resection
- Masters Colorectal: MIS Approaches to the Rectum
- Complex Facebook Group Cases
- Masters Hernia: Ventral Hernia
- SAGES/AHPA: Challenging Bile Duct Injuries - Prevention and Management
- Pioneers in Foregut Surgery
- Technology Changing Our World (non CME)

### SATURDAY 4/4

- Barretts 2020: What’s Hot, What’s Not
- SAGES Mini Medical School
- Emergency General Surgery: The Role of MIS
- Best Papers II
- Foregut Surgery: Who Should do it and How to Set Up a Center
- Hernias in Contaminated Fields
- Anorectal Emergencies: What Every Surgeon Should Know
- Community Practice for Beginners
- Duodenal Switch: Here to Stay?
- Gastroparesis Update
- Fellowship Training Session
- Avoiding and Managing Recidivism after Bariatric Surgery
- EAST/AAST/SSAT/ASCRS/SAGES: Acute Care Surgery Joint Symposium
- Controversial Hernia Cases
- New and Emerging Procedures in Bariatric Surgery - What is the Evidence?

---

Exhibitor application and floor plan available via this link:
https://www.sages2020.org/exhibitors/
SAGES exhibits – designed to drive traffic into the hall via the following activities:

- Welcome Reception with hosted bar in the exhibit hall
- “Happy (Half) Hour” break on Thursday to include beer and snacks.
- “Morning Mimosas” half-hour refreshment break on Friday morning
- Unopposed exhibit time daily
- Learning Center located in the exhibit hall
- Attendee lunch in the Exhibit Hall daily
- SAGES Theater featuring SAGES video sessions located in the exhibit hall

EXHIBITOR CONFIRMATION AND SERVICE KITS

The Exhibitor Confirmation Packet, disseminated by Show Management via email in November 2019 will contain your booth assignment, hotel reservation information, and support/visibility opportunities. The Exhibitor Service Kit will be disseminated by Freeman by email in December 2019. The kit will contain shipping information and order forms for onsite services, including labor, electricity, and furniture.

Exhibitor application and floor plan available via this link: https://www.sages2020.org/exhibitors/
EDUCATIONAL GRANT SUPPORT OPPORTUNITIES

Levels Support for SAGES annual meeting is considered an educational grant, subject to ACCME Standards of Commercial Support. A signed Letter of Agreement must be received in advance of the meeting in order for support to be acknowledged. For more information about Levels Support, or to receive a complete list of support opportunities, please contact Shelley Ginsberg at 310-437-0544 ext. 111 or shelley@sages.org.

All support levels will be acknowledged and receive benefits as follows, in accordance with the level of support.

<table>
<thead>
<tr>
<th>Diamond</th>
<th>$68,000</th>
<th>Platinum</th>
<th>$50,000</th>
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<tbody>
<tr>
<td>• Acknowledged as supporter of any one (1) Hands-on or Masters Course</td>
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<td>• Acknowledged as supporter of any one (1) Hands-on or Masters Course</td>
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<td>• Acknowledged as supporter of one (1) Panel/Session</td>
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<tr>
<td>• Acknowledged as supporter of Educators Luncheon</td>
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<td>• Acknowledged as supporter of Marks Lecture</td>
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<td>• Acknowledged as supporter of Marks Lecture</td>
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<td>• Acknowledged as supporter of e-Posters/Quickshots</td>
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<td>• Acknowledged as supporter of e-Posters/Quickshots</td>
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<td>• Support acknowledged in Surgical Endoscopy, issue immediately following the meeting</td>
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<td>• Pre-meeting registration mailing list</td>
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<td>• Pre-meeting registration mailing list</td>
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<td>• Plaque for display in booth (booth not included with levels support)</td>
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<tr>
<td>• Plaque for display in booth (booth not included with levels support)</td>
<td></td>
<td>• Listed in program materials, on SAGES website, in SAGES newsletter SCOPE, and other print and virtual locales as a Silver Supporter of the meeting</td>
<td></td>
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<tr>
<td>• Listed in program materials, on SAGES website, in SAGES newsletter SCOPE, and other print and virtual locales as a Diamond Supporter of the meeting</td>
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</table>
# Educational Grant Support Opportunities

<table>
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<tr>
<th>Level</th>
<th>Amount</th>
<th>Benefits</th>
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</thead>
</table>
| Gold  | $40,000 | - Acknowledged as supporter of one (1) Panel/Session  
- Acknowledged as supporter of e-Posters/Quickshots  
- Support acknowledged in Surgical Endoscopy, issue immediately following the meeting  
- Pre-meeting registration mailing list  
- Plaque for display in booth (booth not included with levels support)  
- Listed in program materials, on SAGES website, in SAGES newsletter SCOPE, and other print and virtual locales as a Gold Supporter of the meeting |
| Silver| $30,000 | - Acknowledged as supporter of e-Posters/Quickshots  
- Support acknowledged in Surgical Endoscopy, issue immediately following the meeting  
- Pre-meeting registration mailing list  
- Plaque for display in booth (booth not included with levels support)  
- Listed in program materials, on SAGES website, in SAGES newsletter SCOPE, and other print and virtual locales as a Silver Supporter of the meeting |
| Bronze| $15,000 | - Acknowledged as supporter SAGES Leadership Lunch, Tuesday, March 31, 2020  
- Support acknowledged in Surgical Endoscopy, issue immediately following the meeting  
- Pre-meeting registration mailing list  
- Plaque for display in booth (booth not included with levels support)  
- Listed in program materials, on SAGES website, in SAGES newsletter SCOPE, and other print and virtual locales as a Bronze Supporter of the meeting |
Companies interested in hosting an industry education event / satellite symposium are required to complete an application form which will be reviewed by SAGES Program Committee. Spaces and topics are subject to approval and on a first come first served basis. These may be lectures, hands-on demonstrations, or other educational activity. Please refer to the industry education guidelines for more information.

SAGES does not provide CME for these sessions. If a company determines they would like to provide CME, they may do so through a third party provider; otherwise, these are non-CME activities.

SAGES will promote Industry Education events as follow: via eblasts to attendees prior to the meeting, tweet and app reminders on the day of the event, listing in the Final Program Meeting app and via on-site signage and directionals.

Available opportunities:

**Evening Symposia**
- Tuesday, March 31, 7:00pm – 8:30 pm
- Wednesday, April 1, 7:30pm – 9:00 pm
- Thursday, April 2, 6:00pm – 7:30pm

**Lunch Symposia (2 opportunities available)**
- Thursday, April 2, 12:15pm – 1:15pm
- Friday, April 3, 12:15pm – 1:15pm

Industry Education events provide an exclusive opportunity for companies to deliver product specific messaging in an educational context. If your company is interested in learning more about these opportunities, please contact Shelley Ginsberg at the SAGES office.

**ADVERTISING OPPORTUNITIES**

Ads are available on the SAGES 2020 meeting website, and in SAGES 2020 Meeting marketing email blasts. BACK BY POPULAR DEMAND: Banner ads are available on the 2020 meeting app. Please contact Shelley Ginsberg in the SAGES office for more information.

**BANNERS, ESCALATOR/WINDOW CLINGS,**

For maximum visibility, place your company name on banners and signs in and around the exhibit hall, and in various locations throughout the venue. Please contact Shelley Ginsberg in the SAGES office for various opportunities, guidelines and prices.

**EXHIBIT AISLE SIGNS**

Draw more traffic to your booth by placing your company name throughout the exhibit hall! Each hanging aisle sign will include your company logo and booth number, making it easy for attendees to find you.

If you are interested in any of the opportunities noted here, or if you have other ideas for a visual impact opportunity not listed here, please contact Shelley Ginsberg, Director of Development: shelley@sages.org, or 310-437-0554, ext. 111

Please note: Not all space occupied by SAGES is available for marketing opportunities. No marketing or company branding is permitted in the
space immediately outside session rooms, however educational grant support will be acknowledged in accordance with ACCME guidelines.

COMPANY INFORMATION FOR PROGRAMS

Exhibitors will be listed on the SAGES Meeting App (which has replaced the printed final program) along with company details and descriptions. Companies must submit a 50-word description of their company or products by January 31, 2020 via email to Melanie@sages.org.

Companies will have the opportunity to enhance their listing on the SAGES Meeting App, with longer company descriptions (up to 350 words), email and website applications, and the ability to include media items (PDF, images, videos). Additional information will be available in the Exhibitor Confirmation Kit.

For details, please contact Melanie Camero at melanie@sages.org.

WEDNESDAY NIGHT OPENING RECEPTION

SAGES exhibits open with a bang on Wednesday, April 1, 2020 with the meeting’s Opening Reception from 5:30-7:30p.m. Bars and food stations will be placed throughout the hall for all to enjoy.

SPECIAL PROMOTIONS

Exhibitors are permitted to operate special promotional activities during the Opening Reception, Wednesday, April 1, 2020, which are not allowed during regular exhibit hours. These activities should be geared toward encouraging registrants to visit the exhibit hall.

These events or activities must be approved by Show Management. Any activities taking place in the exhibitor booths must respect the diversity represented by all attendees. Please submit the Special Promotions form by February 21, 2020.

All activities must be in accordance with the AdvaMed Code.

SERVE AS A HOST

Exhibitors will have the opportunity to provide food at their booths anytime the hall is open. Menus and order forms will be included in Exhibitor Confirmation Kits. This has proved to be a very popular event with attendees and exhibitors alike, and you are encouraged to take advantage of this opportunity. All food and beverage must be ordered from the Convention Center in-house caterer. Contact information will be provided in the exhibitor service kit.

DOOR DROPS

Forms for the SAGES hotel door drop will be provided in the Confirmation Kit and also in the Exhibitor Services Kit (from Freeman), or call the provider, General Surgery News at (212) 957-5300. The door drop participation deadline is February 21, 2020.

DOOR DROPS–DATE SUBJECT TO CHANGE.

MAILING LIST

The SAGES advance registration list may be purchased for $500. Please contact Melanie Camero at melanie@sages.org. (No cost for Levels Supporters – see page 9).

If you would like to request a SAGES member mailing list, please email membership@sages.org.
New Opportunities to Enhance Your Company’s Presence at SAGES

COMPANY SPECIFIC LEARNING CENTER STATIONS

SAGES Learning Center, located in the exhibit hall, is an integral part of the meeting, and is comprised of various stations featuring hands-on activities to improve and test attendees skills and techniques. In addition to the stations developed by SAGES faculty, we invite industry to host your own Learning Center Station. Each host company will determine the content, curriculum and activities for your station. SAGES will provide the space and basic electricity. Host companies will be responsible for all equipment, supplies, inanimate specimens and for staffing the station.

The Learning Center is open on Thursday and Friday during exhibit hours. To maximize your experience, your booth staff may set appointment times for attendees to visit your station.

INDUSTRY THEATER

Showcase new research or technologies to an audience of up to 100 meeting attendees in the Exhibitor Theater. There will be a limited number of 30 minute time slots available. SAGES will provide the theater and a standard AV set. This is an excellent opportunity to provide compelling information about your products and services, capture attendee information and follow up in your booth or Learning Center Station.

Deadline to sign up for this opportunity: January 31, 2020

For pricing information and details about how you can participate to enhance your company’s presence at SAGES with these, or any other visibility opportunities, please contact Shelley Ginsberg by phone at 310-437-0544 ext 111 or by email at shelley@sages.org
EXHIBITOR REGISTRATION

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday, March 31</td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>Wednesday, April 1</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Thursday, April 2</td>
<td>8:00 am – 5:00 pm</td>
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<tr>
<td>Friday, April 3</td>
<td>8:00 am – 5:00 pm</td>
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SET-UP HOURS

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>Tuesday, March 31</td>
<td>1:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>Wednesday, April 1</td>
<td>8:00 am – 3:00 pm</td>
</tr>
</tbody>
</table>

All set-up personnel must wear a set-up badge or wristband, which will be available at the registration desk.

For questions regarding move-in, please contact Melanie Camero at (310) 437-0544, ext. 113. To request permission for early move-in, please contact Shelley Ginsberg, shelley@sages.org. All construction must be completed and aisles cleared by 3:00 pm on Wednesday, April 1. All Exhibits must be fully operational by 3:30 pm, Wednesday, April 1.

EXHIBIT DATES AND HOURS

The exhibit hall will be located at the Huntington Convention Center of Cleveland – Exhibit Hall C

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Wednesday, April 1</td>
<td>5:30 pm – 7:30 pm</td>
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<tr>
<td>Opening Reception</td>
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<tr>
<td>Thursday, April 2</td>
<td>10:00 am – 4:00 pm</td>
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<tr>
<td>Friday, April 3</td>
<td>10:00 am – 4:00 pm</td>
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All exhibit personnel must leave the exhibit floor 15 minutes after close of the exhibit hall on Wednesday and Thursday.

DISMANTLING AND REMOVAL OF EXHIBITS

<table>
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<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Friday, April 3</td>
<td>4:00 pm – 9:00 pm</td>
</tr>
<tr>
<td>Saturday, April 4</td>
<td>8:00 am – 12:00 pm</td>
</tr>
</tbody>
</table>

Exhibitors may not begin dismantling until 4:00 pm Friday, April 3. All halls must be cleared by Saturday, April 4 at 12:00 pm.

Exhibitor application and floor plan available via this link: https://www.sages2020.org/exhibitors/
3-Dmed
AAAmed
Advanced Pathology Solutions
AdventHealth
Aesculap, Inc.
AGI Medical
AKTORmed robotic surgery
Allergan
Apollo Endosurgery, Inc
Applied Medical
Augustine Surgical, Inc.
Automated Medical Products Corp.
Bariatric Times
Baxter Healthcare Corporation
BD
Bolder Surgical/JustRight Surgical
Boston Scientific
Brandeis University Executive MBA for Physicians
caresyntax, Inc.
CDx Diagnostics
Cine-Med, Inc
Colorado Therapeutics
ConMed Corporation
Cook Medical
CooperSurgical
Digital Surgery
EndoGastric Solutions
enlightenVue
Erbe USA
FDM
Fortimedix Surgical B.V.
FUJIFILM New Development USA, Inc.
Galiano
General Surgery News
Gore & Associates
Hangzhou Optcla Medical Instrument Co., Ltd.
Heron Therapeutics, Inc.
Human Xtensions Ltd
Intuitive
JET Surgical
Johnson & Johnson Medical Devices Companies
KARL STORZ Endoscopy Latino-America
KARL STORZ Endoscopy-America, Inc.
Key Surgical
Levita Magnetics
Lexion Medical
LG Electronics
LIVSMED
Lumendi LLC
Mauna Kea Technologies
MediCapture Inc
Medtronic
Merit Medical
Micro-Tech Endoscopy
New Wave Endo
NN Life Sciences
Obalon Therapeutics
Olympus
OpinionSite
Pacira Pharmaceuticals LLC
Pajunk Medical Systems
Palliare Ltd
PENTAX Medical
Perrenity
Qualiteam
Restech/ 11 Health
Richard Wolf Medical Instruments Corporation
SeCQure Surgical
SEGER SURGICAL SOLUTIONS, LTD
Sejong Medical Co., Ltd.
Sequence Health
Simbionix
Standard Bariatrics
Stryker
SubQ It!
Surgical Science, INC
Symmetry Surgical
Teleflex
THD America Inc.
Theator Inc.
TransEnterix, Inc
UCSD Center for the Future of Surgery
United States Army Healthcare
Via Surgical LTD
VitaFlex Soft-stretch Hoods
Xenocor, Inc
Xodus Medical
SAGES SCIENTIFIC SESSION & POSTGRAD
APRIL 1 - APRIL 3, 2020
HUNTINGTON CONVENTION CENTER - HALL C - CLEVELAND, OHIO
POLICY FOR EXHIBITORS ATTENDING SCIENTIFIC SESSIONS

Exhibitors may attend didactic sessions or postgraduate courses, with the caveat that if a session becomes too full, an exhibitor may be asked to give up their seat for a registered meeting attendee. Exhibitors may not attend hands-on labs, luncheon sessions, or any course that is not part of the general sessions and for which attendees have to register and pay separately.

SPACE ASSIGNMENT & FEES

EXHIBITOR QUALIFICATION

All products and services to be exhibited must be directly related to the practice of surgery, medicine, or medical/surgical education, or contribute to the educational, instructional and professional atmosphere of the meeting. All exhibiting companies are subject to approval by Show Management, whose decisions in this regard are final. Exhibitors must comply with FDA regulations concerning the exhibition of investigational products and class III devices.

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, 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. Violators may be sanctioned 50% of their current priority point total.

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 $50 per badge (as outlined on page 19). An exhibitor may not register as staff any person eligible for registration as a meeting attendee.

Complete your exhibit application today!
https://www.sages2020.org/exhibitors/
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 SAGES by the Exhibitor shall be retained as follows:

- **$100 per 10’ x 10’ space** if application is canceled by October 16, 2019.
- **$1,000 per 10’ x 10’ space** if application is canceled after October 16, 2019 and prior to January 17, 2020.

NO REFUNDS for any cancellations or reductions after January 17, 2020.

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).

PRIORITY POINTS

SAGES priority points system is in accordance with HCEA guidelines, which insures fairness for all exhibitors. The initial assignment of booth space occurs just after the **October 25, 2020 priority point deadline**.

Applications received after the **October 25, 2020** deadline will not be included in the initial space allocation and will be assigned space on a “first come, first served” basis.

The system has been applied to all companies who have exhibited with SAGES since 2006. The points will be applied toward the 2020 meeting as follows:

- 5 points for each year of exhibiting at SAGES
- 5 points for each 10 x 10 space (Maximum 15 points)
- 5 points for receipt of complete exhibit application (including deposit) by October 25, 2020.

The maximum number of points any single company can be awarded in a given year is 25.

EXHIBITOR FEES

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linear Booths - 10’ x 10’</td>
<td>$3,700</td>
</tr>
<tr>
<td>Corner Booths - 10’ x 10’</td>
<td>$3,900</td>
</tr>
<tr>
<td>ISLAND - 20’ x 20’</td>
<td>$15,600</td>
</tr>
<tr>
<td>ISLAND - 20’ x 30’</td>
<td>$23,400</td>
</tr>
<tr>
<td>ISLAND - 30’ x 30’</td>
<td>$35,100</td>
</tr>
<tr>
<td>ISLAND - 30’ x 40’</td>
<td>$46,800</td>
</tr>
<tr>
<td>ISLAND - 40’ x 40’</td>
<td>$62,400</td>
</tr>
<tr>
<td>ISLAND - 40’ x 50’</td>
<td>$78,000</td>
</tr>
</tbody>
</table>

PAYMENT SCHEDULE

- A deposit of 50% of the total exhibit rental charge must accompany submitted application.
- **Total balance due January 17, 2020**

Applications not accompanied by at least a 50% deposit will be considered invalid. If full payment is not received by January 17, 2020, the space may be reassigned or resold. All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to SAGES from any previous year will not be processed without full payment of delinquent accounts.
All exhibitor registration must be completed online. Do not submit hard copy lists of your exhibitor staff. Complete instructions for online staff registration will be emailed with your confirmation packet.

- Exhibitor badges may be picked up on-site by the individual. Badges are filed under the company name. BADGES MUST BE WORN AT ALL TIMES the exhibitor is on the show floor.
- The exhibit registration fee includes a maximum of 5 personnel per 10’ x 10’ space. Regardless of booth size, the total maximum number of personnel included in an exhibit registration fee is 45.
- Registration of exhibit personnel beyond maximum allowed (45 staff members), either in advance or on site, will have an additional registration badge fee of $50. Companies will be invoiced after the meeting for all badges over their maximum allowance.
- Exhibitor badges must not be given or lent to any individual except the exhibit personnel to whom the badge has been issued.
- Business cards may not be inserted over badge name.
- The person who signs the application, or a designee, shall be the exhibitor’s official representative.

ONSITE BADGE POLICY

For companies submitting a list of 10 or more name additions or changes onsite:

- Companies will be charged a $250 fee per list of 10 or more name additions or changes onsite and will be invoiced after the meeting.
- The list must be typed and printed or sent via email formatted in an Excel spreadsheet to include first and last names, company and name.
INSTALLATION OF EXHIBITS
Exhibit space will not be released to the Exhibitor until all conditions are met and all balances paid. Except for those in designated freight aisles, please abide by the following schedule. If set-up of an exhibit has not started by 12:00 pm, Wednesday, April 1, 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.

Set-up Hours:
Tuesday, March 31  1:00 pm – 6:00 pm
Wednesday, April 1  8:00 am – 3:00 pm

All construction must be completed and aisles cleared by 3:00 pm, Wednesday, April 1, 2020. All Exhibits must be fully operational by 3:30 pm, Wednesday, April 1, 2020.

DISMANTLING & REMOVAL OF EXHIBITS
Breakdown Hours:
Friday, April 3  4:00 pm – 9:00 pm
Saturday, April 4  8:00 am – 12:00 pm
Exhibitors may not begin dismantling until 4:00 pm, Friday, April 3. All Exhibits must be packed and ready for shipment by 12:00 pm, Saturday, April 4. Any materials not called for by that time will be shipped at the exhibitor’s expense by the carrier selected by the official drayage contractor. All space occupied by an exhibit must be left in the same condition as it was before set up. Exhibitors are responsible for removal of excess debris, bulk quantities of printed material, floor covering, and any items other than those that can be easily swept up.
OFFICIAL SHOW SERVICE CONTRACTOR
Freeman
Contact: Tony Buonacorsi
Phone: 775-355-4615
Provided that all payments and information required have been submitted, Freeman will e-mail an Exhibitor Service Kit to you in December 2019.

EXHIBITOR APPOINTED CONTRACTORS
Use of exhibitor appointed contractors is permitted. Submission of a completed Exhibitor Appointed Contractor form is required and will be included in the Exhibitor Confirmation Packet. Exhibitor Appointed Contractor information must be accompanied by Certificates of Insurance and received by Show Management before February 21, 2020. Exhibitors who use independent contractors and do not provide Certificates of Insurance will not be allowed on the exhibit floor.

AUDIO VISUAL
A form for ordering AV will be included in your service kit.

LABOR
Freeman will provide the labor for set-up, dismantling, and material handling. Labor for electrical will be provided by Freeman. Labor will be available based upon advance orders. To ensure that the correct craftsmen are available, exhibitors are urged to order labor in advance. Complete details and order forms will be provided in your service kit to be emailed December 2019.

INSTALLATION/DISMANTLING LABOR
(Rates subject to change. Updated and detailed information will be provided in Exhibitor Service Kit.)

Order in advance:
Straight time: $118.25 per hour
Overtime: $165.75 per hour

On Site orders:
Straight time: $177.50 per hour
Overtime: $248.50 per hour

ELECTRICAL LABOR:
Updated and detailed information will be provided in Exhibitor Service Kit, to be emailed December 2019.

PLUMBING LABOR:
Complete details and order forms will be provided in service kits to be emailed December 2019.

FREIGHT HANDLING & SHIPPING
The official drayage contractor will have total control of all dock and loading facilities and will receive direct and advance shipments and handle all freight. All services not ordered in advance must be obtained on-site through the Exhibitor Service Desk, on-site freight handling, also called drayage, is charged by weight. Shipments made directly to the convention center are billed at the same rate than those shipped in advance to the warehouse. Advance shipment rates include up to 30 days of storage for your shipment in the contractors warehouse facility. Drayage rates include delivery of shipment to your booth and the removal of empty crates to storage.

Drayage rates are calculated per hundred pounds (hundred weight [cwt.]). A minimum of two hundred pounds (cwt.) will be charged for each round-trip shipment. Shipments of less than 100 pounds will be rounded up (75 lbs. to 1 cwt.), shipments of less than 200 pounds will be rounded up (125 lbs. to 2 cwt.), and so on.

Warehouse Crated Rate: $148.50 per cwt., 200 lbs. minimum
Accepted up to 30 days in advance to contractor’s warehouse. Address to be published in exhibitor kit.

Show site Crated Rate: $140.25 per cwt, 200 lbs. minimum.

For shipments sent directly to show site, address and dates that shipments can be received, to be published in Exhibitor Service Kit.

NOTE: To facilitate move-in, exhibitors are advised to send shipments to the warehouse. Warehouse and on-site shipping information will be included in Exhibitor Service Kit. For further details, contact Melanie Camero at (310) 437-0544, ext. 113 or via e-mail: melanie@sages.org.
A complete set of construction specifications will be sent with the service kit to be emailed December 2019.

- Exhibits must conform to the educational/professional environment of the meeting.
- Exhibits must be designed and exhibit personnel must operate so that traffic in aisles is not impeded.
- Exhibitor identification on all signs, graphics & literature must be the company name submitted on the Exhibitor Application.
- Exhibits must be assembled and dismantled safely.
- Materials used in the exhibit must be flame retardant in accordance with the Fire Ordinances of the City of Cleveland, OH.
- Electrical equipment must conform to the electrical codes of the City of Cleveland, OH.

**HANGING SIGNS OR BANNERS**

Information about hanging signs will be available in the Exhibitor Service Kit.

**LINEAR EXHIBITS**

(One or more exhibits in a straight line)

- Minimum space is 10’ x 10’.
- The rear half of the exhibit may be occupied up to a height of eight (8) feet.
- The front half of the space may be occupied up to a height of four (4) feet, except for equipment which may be up to eight (8) feet provided it does not block sight lines of other exhibitors.
- Live or video demonstrations must not block sight lines of other exhibitors.
- Exhibits located along perimeter walls may have a rear height of up to twelve (12) feet, with prior approval.

**ISLAND EXHIBITS**

(20’ x 20’ or larger free-standing - Island)

**Maximum height, including hanging signs, is 22 feet.**

All island exhibits should have access from all four sides.

**SEE-THROUGH VISIBILITY GUIDELINES**

Vertical wall rules:
Any booth with a vertical wall that encompasses ≥ 40% of any side of the display will be placed on the periphery of the exhibit hall. A vertical wall that occupies ≥ 40% of any one side of a booth blocks the exhibit sight lines. NOTE: after initial booth assignments, if it is determined that a booth design includes such a wall, the Exhibit Manager has the right to relocate that booth.

Setback rules:
A minimum setback of 1’ on all sides must be maintained for display counters, and/or any solid wall construction. Booth must have sufficient space to accommodate booth staff and booth visitors, so that aisle traffic is unimpeded.
INSURANCE & LIABILITY

The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury to any person, or any 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 SAGES, 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 SAGES, Show Management and the Huntington Convention Center of Cleveland 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 Huntington Convention Center of Cleveland and SAGES regarding the exhibit premises, and further, an exhibitor shall at all times protect, indemnify, save and keep harmless SAGES, Show Management and the Huntington Convention Center of Cleveland 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. Though security is provided by Show Management, the furnishing of such security shall not be deemed to affect the non-liability SAGES and Show Management, their members, officers, representatives or the official service contractors or the Huntington Convention Center of Cleveland to modify in any way the assumptions or risk provided herein. If any part of the exhibit hall is damaged or destroyed in such a way as to prevent SAGES 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 SAGES 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 SAGES 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 SAGES 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 SAGES 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 SAGES or Show Management, their members, directors, agents or employees for losses or damages that may occur due to such inability to occupy assigned space.

SECURITY

Show Management will furnish security staff to be on duty in the exhibit hall when exhibits are closed, but the safekeeping of the exhibitor’s property shall remain the responsibility of the exhibitor at all times. Exhibitors may hire additional security personnel for their booths. Complete information for obtaining security services will be provided in your Exhibitor Service Kit.

SAGES and Show Management assume no responsibility for any losses sustained by exhibitors.

CARE OF BUILDING

Nothing shall be affixed to walls, drapes, electrical outlets, etc., by the use of nails, tacks, staples, or Scotch tape. Where food and liquids are displayed there must be suitable floor coverings to protect facility property. Any damage to facility property through carelessness of exhibitors or their employees or agents will be the financial responsibility of the exhibitor causing such damage.

FIRE PRECAUTIONS

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used by Exhibitors in the Exhibit Halls at any time during the exhibition. All packing containers, excelsior, and wrapping paper, which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, or any other cloth decorations, must withstand a flame proof test. All materials and fluids that are flammable are to be kept in safety containers. Open flame, butane gas, oxygen tanks, etc. are not permitted without permission of the Huntington Convention Center of Cleveland. No obstructions shall be placed in any aisle, passageway, lobby or exit leading to any fire extinguishing appliance. Direct passageways leading to any fire alarm or telegraph communication must be kept free of any obstructions. A complete set of applicable fire regulations will be included in the Exhibitor Service Kit sent by Freeman.
RULES & REGULATIONS

AMERICANS WITH DISABILITIES ACT

Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their booth space. This includes, but is not limited to, the wheelchair access provisions.

POLICY ON ACCME STANDARDS FOR COMMERCIAL SUPPORT (SCS)

As an ACCME accredited provider, SAGES is committed to presenting CME activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, SAGES requires clear separation between exhibit/marketing/advertising activities and educational activities.

Exhibitors are requested to review the ACCME Standards for Commercial Support (http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support), and in particular:

Standard 4: Appropriate Management of Associated Commercial Promotion:

STANDARD 4.1 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 CME activities.

STANDARD 4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. There will be no ‘commercial breaks.’ For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

STANDARD 4.3 Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.
STANDARD 4.4 Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement.

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.

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 SAGES. 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 investigators.
- Be accompanied by directions for becoming an investigator and list of investigator responsibilities.
- Display a statement: “Caution—Investigational Device—Limited to Investigational Use” (or similar statement) in prominent size and placement.

It is the responsibility of each exhibitor to comply with FDA regulations. Please contact the Regulatory Affairs Department with any questions on Food and Drug Administration guidelines.

Food and Drug Administration
Center for Drug Evaluation and Research
DDMAC5901-B Ammendale Rd.
Beltsville, MD 20705-1266
Phone: (301)796-1200
Fax: (301) 796-9878

DIRECT SALES ON EXHIBIT FLOOR

Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitor’s own unaltered products and the products or services must be pertinent to the attendees’ professional interest. Show Management reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements. Exhibitors selling or taking orders during the meeting must adhere to certain business license, sales, and use tax regulations, which vary from state to state.

DISPLAY OF CLASS III DEVICES

Any display of Class III devices for off-label use must be accompanied by the following statement:

- Display of this device for off-label use is not endorsed by SAGES.

GIFTS AND GIVEAWAYS

Small token gifts may be distributed with Show Management’s prior approval. Requests to distribute handout items must be submitted in writing, along with a sample, photograph or description of each item. Please submit all such requests by February 21, 2020 on the Giveaway Notification Form provided in the exhibitor kit.
**EXHIBITOR HOSTED EVENTS**

**Function Space:**
Neither exhibitors nor their representatives may sponsor, host or participate in any educational or marketing activities aimed at meeting registrants other than as part of an official exhibit or meeting program beginning Wednesday, April 1 at 7:30 am and ending Saturday, April 4 at 3:00 pm.

Exhibitors are prohibited from hosting activities during any official meeting events including educational sessions/courses, exhibit hours, and social events.

Exhibitors may host social events, meetings, or educational activities, with approval by Show Management at the following times:
- **Wednesday, April 1,** after 7:30 pm
- **Thursday, April 2,** prior to 7:30 am
- **Thursday, April 2,** after 7:30 pm
- **Friday, April 3,** prior to 7:30 am
- **Saturday, April 4,** prior to 8:00 am

All events hosted by exhibitors during non-program hours must be cleared through the show office. A completed Function Request Form must be submitted to the show office to obtain space at any of the official hotels. Show Management will contact the appropriate hotel, which will release the space for exhibitor use. A Function Request Form must be submitted for all events to be held off-site. Function Request Forms will be included in the Exhibitor Confirmation Packet.

**TECHNOLOGY SUITES:**
SAGES is offering a limited number of suites in the Exhibit Hall, offering exhibitors the opportunity for private and convenient meeting space inside the exhibit hall. The suites will be located along the perimeter of the Exhibit Hall and will be available during exhibit hours ONLY. **Exhibitors may not host meetings in Technology Suites outside of exhibit hours.** Technology Suites are only available to exhibiting companies.

Technology Suites are available in 10’x10’ and 10’x20’ sizes; included with each Suite is a hardwalled meeting space with lockable door (no ceiling), carpet, and a table and 4 chairs. Space/locations will be assigned by SAGES.

For questions and pricing, please contact Shelley Ginsberg, shelley@sages.org.

For questions and pricing, please contact Shelley Ginsberg, shelley@sages.org.

**EXHIBITOR PROGRAMS AND 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. Exhibitors may be sanctioned if appropriate sound levels are not reasonably maintained.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles. Live-surgery telecasts are prohibited; however, previously taped operations may be shown. Any visual or other transmissions from off-site locations, require written permission from Shelley Ginsberg. To receive approval or for questions contact Shelley via email: shelley@sages.org, or by phone 310-437-0554, ext 111.

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Click on the link below to access the exhibitor application and exhibit hall floor plan: https://www.sages2020.org/exhibitors/
**EXHIBITOR HOUSING/STAFF LIST POLICIES**

**Booking your hotel through the association is good for everyone!**

Save yourself the hassle of finding a good hotel room. SAGES has pre-booked blocks of hotel rooms at three hotels designed to accommodate various budgets. All are within easy walking distance of the Cleveland Convention Center. **We request that you book your housing within the block at the Hyatt Regency Cleveland, the DoubleTree by Hilton Cleveland Downtown or the Westin Cleveland Downtown.**

**WHY?**

- This ensures that exhibitors have accommodations at the current meeting as well as future meetings.
- All conferences are able to reserve hotel space for the future based on hotel space they have filled in the past.
- Show Management strives to procure a variety of accommodations addressing both cost (show rate is usually significantly lower than the hotels’ quoted rate) and proximity to headquarters.
- Hotels are booked three to five years in advance. To protect SAGES and the hotels for this long term commitment, the Society is contractually liable for attrition penalties because of unfilled rooms. Unfilled rooms include un-booked rooms as well as those caused by early departure. Reserve only the number of rooms you need for the time you expect to stay.
- If the Society suffers attrition penalties, this will bear directly on future space and hotel costs.
- Compliance with this policy benefits all exhibitors.

**HOW TO MAKE RESERVATIONS**

Hotel reservation instructions will be included with your confirmation packet and again in the Exhibitor Service Kit.

**HOTEL POLICY**

- Exhibitors are strongly requested to reserve rooms within the meeting room block.
- We request that you book rooms at the Hyatt Regency Cleveland, Doubletree by Hilton Cleveland Downtown and the Westin Cleveland Downtown.
- Any company booking 10 or more rooms at any of these hotels will be required to set up a sub-block contract for reservations. If you would like assistance in reserving a room block of more than 10 rooms, please contact Shelley Ginsberg.
- Exhibitors are required to follow the hotel reservation policy as defined in the Exhibitor Confirmation Packet. This will entail the use of a specific reservation form or a direct reservation system.
- Hotel rooms reserved and occupied by exhibitors will be booked directly with the hotel.
CANCELLATIONS & PENALTIES

- The hotel reservation cut-off date is **February 14, 2020**. Exhibiting companies may reserve one or more rooms without individual names, or a company block until the cut-off date. **After February 14, 2020, rooms or room blocks without individual names (rooming list) will be released.**
- Reservations received after February 14, 2020 will be accommodated as availability permits. If the meeting room blocks are not filled by the cut-off date, the hotels may release the remainder of the rooms within the meeting block for general (public) reservations.
- **Exhibitors reserving 10 or more rooms will be required to sign a sub-block contract directly with the hotel. Any penalties or attrition accrued based on the terms of that contract will be the responsibility of the exhibitor.**
We, the undersigned, apply for technical exhibit space at the above referenced meeting to be held in the Huntington Convention Center of Cleveland, OH.

Please complete and RETURN TO: Show Management, Attn: Melanie Camero, 11300 W. Olympic Blvd., Ste. 600, Los Angeles, CA 90064. Email: melanie@sages.org Fax: 310-437-0585

Company Name (as you want it to appear in the program)      Date

Additional Company Names used presently or in recent past (For Office Reference Only)

Street Address

City    State     Country   Zip

Telephone     Fax     Website

Product or Service

Contact Information

Pre-Meeting        Title

Telephone     E-mail Address

On-site Exhibit Manager        Title

E-mail Address     Cell Phone

Exhibit Reservation: See Prospectus for First come first served guidelines and prices

You are hereby authorized to reserve up to _______ square feet of exhibit space.

Do not limit selection to corner booths or one location. Please list at least 5 choices by booth numbers:

1st choice    4th choice    7th choice
2nd choice    5th choice    8th choice
3rd choice    6th choice    9th choice

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

We prefer 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 Exhibitors Prospectus, and will abide by the payment schedule as outlined above, and have read the rules and agree to distribute them to those involved with your booth.

Payment Schedule: (please see page 10 for booth prices)

• One-half total booth cost due with application
• Balance due January 10, 2020
• Total booth price due with applications submitted after January 10, 2020
• SAGES Tax ID #52-1219359

Total Estimated Cost of Exhibit  $____________
Deposit (one-half total booth cost)  $____________
Total Amount Enclosed  $____________

☐ Check Enclosed (Please make check payable to SAGES)
11300 W. Olympic Blvd, Suite 600, Los Angeles, CA 90064

☐ Credit Card Payment - Please Circle One:
Visa        Mastercard      American Express

Cardholder Name

Credit Card Number

Exp. Date

Security Code

Cardholder Signature

Amount Payment Authorized
SAGES 2020
Society of American Gastrointestinal and Endoscopic Surgeons

Annual Scientific Sessions & Postgraduate courses
April 1-4, 2020

Deadline for Priority Space Assignment: October 25, 2019

https://www.sages2020.org/exhibitors/