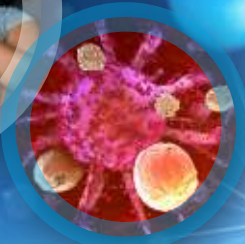


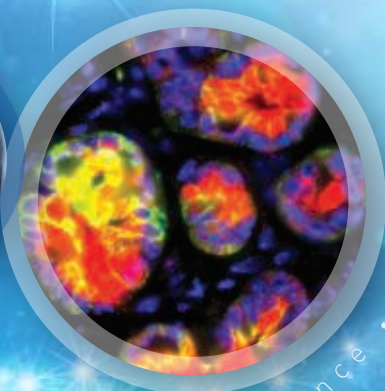
clinical care • translational • immunotherapy

genomics

diversity



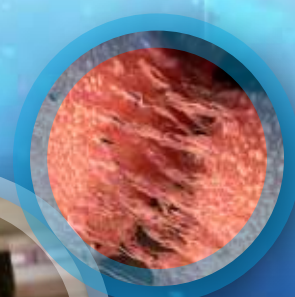
drug discovery • patient care • mentoring



data science • policy

ANNUAL MEETING 2023

equity and inclusion



ADVANCING THE FRONTIERS OF CANCER SCIENCE AND MEDICINE

ORLANDO • APRIL 14-19
#AACR23 • AACR.ORG

EXHIBITOR PROSPECTUS

Exhibit Dates:
April 16-19

AACR

American Association
for Cancer Research®

ANNUAL MEETING 2023

JOIN US APRIL 14-19!

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ABOUT THE COVER IMAGE:

The collaborative efforts of scientists and clinicians to prevent and cure cancer in all populations around world are at the center of the AACR's mission.

Science images on front cover, left to right:

T cells, Getty Images; *Molecular Cancer Therapeutics* cover, March 2019; cancer cell division, Getty Images.

Science images on back cover, left to right:

Human microbiome, Getty Images; *Cancer Immunology Research* cover Jan 2020; *Molecular Cancer Therapeutics* cover July 2020.

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American Association for Cancer Research
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106
exhibits@aacr.org



PLEASE JOIN US AT THE AACR ANNUAL MEETING 2023

The Premier Educational and Networking Event for Specialists in the Field of Cancer Research

We invite you to participate in the AACR Annual Meeting 2023 in Orlando, FL. This is the world's preeminent event where the latest and most exciting discoveries in cancer research are presented. This forum provides a unique opportunity for members of the worldwide cancer research community to discover, interact, and collaborate.

The mission of the AACR is to prevent and cure cancer through research, education, communication, and collaboration. Through its programs and services, the AACR fosters research in cancer and related biomedical science; accelerates the dissemination of new research findings among scientists and others dedicated to the conquest of cancer; promotes science education and training; and advances the understanding of cancer etiology, prevention, diagnosis, and treatment throughout the world.

Join us in Orlando, FL at the Orange County Convention Center from April 14-19, 2023 (Exhibits April 16-19) to meet with over 20,000 scientists and other cancer professionals who are projected to attend from around the world. AACR Annual Meeting attendees are laboratory scientists and clinical investigators specializing in all aspects of cancer research including experimental therapeutics, molecular targeted therapies, chemistry, molecular biology and genetics, immunology and immunotherapy, tumour biology, virology, toxicology, prevention, and clinical and translational research.

ADVANCING THE
FRONTIERS OF
CANCER SCIENCE
AND MEDICINE



TOP REASONS TO EXHIBIT

- **Connect** with more than 20,000 scientists and other cancer professionals from around the world.
- **Target** highly influential decision makers and opinion leaders.
- **Interact** face to face with cancer research professionals from across the U.S. and around the world.
- **Build** visibility for your company in a competitive marketplace.
- **Expand** your prospect base.
- **Strengthen** existing customer relationships.
- **Introduce** new products and services.
- **Generate** new sales leads.
- **Give** product demonstrations.
- **Exhibitor-only** benefits.

Benefits to AACR Exhibitors

- Access to over 20,000 cancer research professionals.
- Opportunity to hold a presentation at the Exhibitor Spotlight Theater, which is promoted by AACR in the Program Book, Mobile App, and signage. Companies also receive complimentary registration mailing list to help promote their presentation.
- Opportunity to rent an Exhibitor Meeting Room for your meeting needs.
- Traffic Builders - Explore!, TrafficMax, Enhanced Refreshment Breaks, Headshot Lounge, Coffee Breaks.
- Five (5) complimentary exhibitor booth personnel registrations per 10'x10' booth. Additional badges available at \$75 each.
- One Exhibitor/Conference Registration per 10x10 booth, with maximum of 10 per company.
- Opportunity to rent the pre-or-post registration list.
- Listing in the AACR Annual Meeting Mobile App. This complimentary listing directs attendees to your booth.
- Advertising opportunities on site and various other AACR publications.
- Enhanced Refreshment Breaks placed throughout the Exhibit Hall to increase traffic.
- Representation by the Exhibitor Advisory Committee.
- Monthly Exhibitor e-Bulletin, which contains helpful tips, resources, and reminders.



PRESS COVERAGE AND SOCIAL MEDIA

Attracting Journalists Worldwide, Generating Major News Coverage

The AACR is the authoritative resource and voice for cancer research, and the AACR Annual Meeting garners the best in national and international news coverage. The AACR Annual Meeting 2022 attracted nearly 220 registered reporters and generated more than 4,700 media clips in leading consumer and trade outlets including *USA Today*, *STAT*, *Science*, and *Forbes*, among many others.

All abstracts accepted for presentation at the meeting will be considered for inclusion in the official AACR Annual Meeting 2023 press program. For more information on the AACR Annual Meeting press program, please contact Julia Gunther at julia.gunther@aacr.org or Rick Buck at rick.buck@aacr.org.

Utilizing Social Media to Amplify the Conversation

The AACR Annual Meeting 2022 also generated significant social media activity in the cancer research community. Social media highlights included:

7,000+

PEOPLE JOINING THE CONVERSATION ON TWITTER

29,000+

TWEETS ABOUT THE MEETING

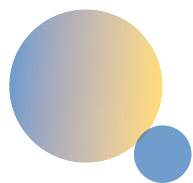
236,500,000

TOTAL IMPRESSIONS

“

The content of the meeting
and execution were
excellent, everything I have
come to expect from AACR.

”

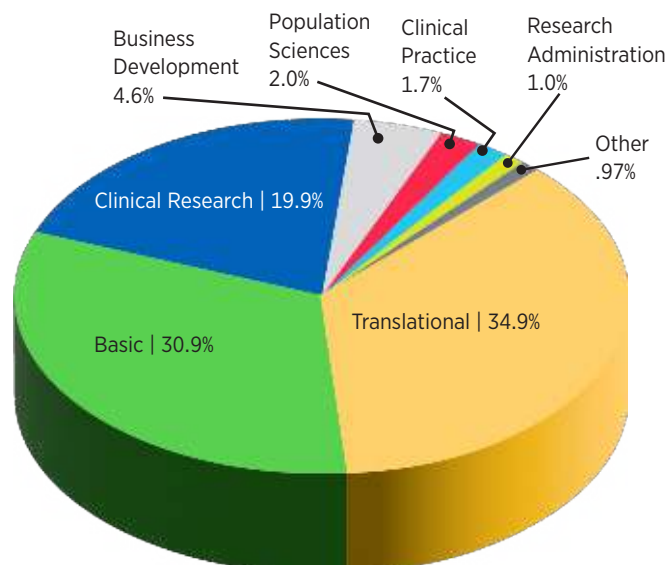


DEMOGRAPHICS

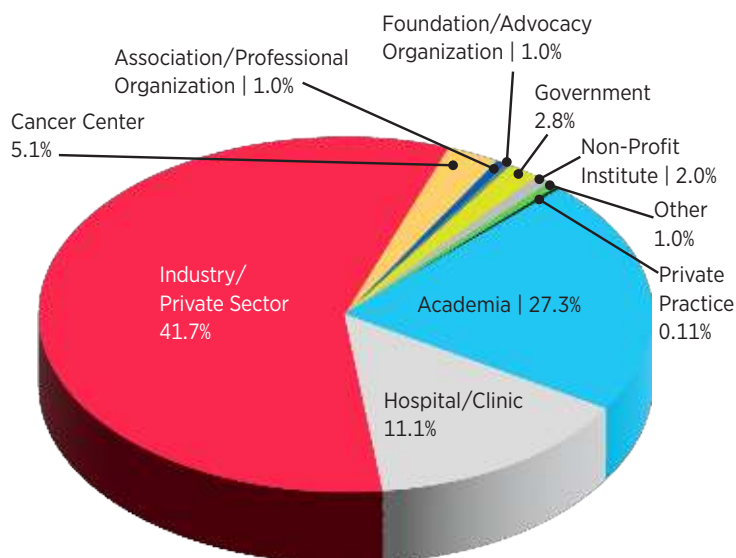
Professional Attendee History

2022	New Orleans, LA	19,325 (In-person and virtual attendees)
2019	Atlanta, GA	21,200
2018	Chicago, IL	22,600
2017	Washington, DC	17,624
2016	New Orleans, LA	16,470

Attendees by Professional Scientific Research Focus



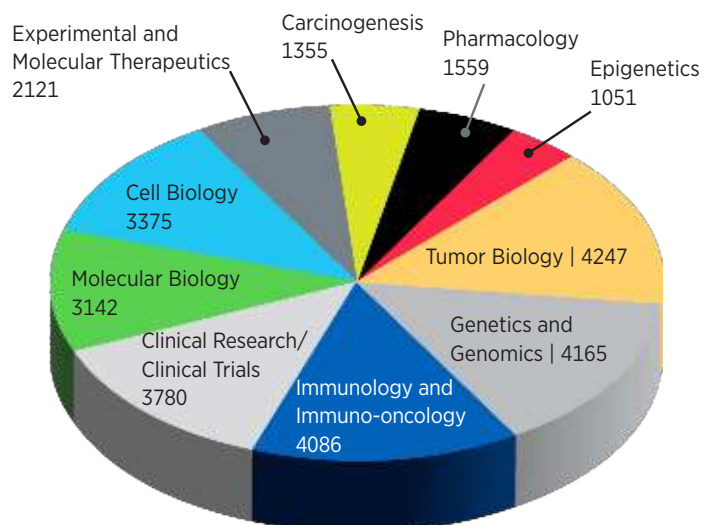
Attendees by Work Setting



Top Ten States Represented

California	16.8%
Massachusetts	10.6%
New York	6.3%
Maryland	5.5%
Texas	5.3%
New Jersey	4.8%
Pennsylvania	4.6%
Illinois	2.1%
Florida	2.1%
North Carolina	1.5%

Attendees by Top Ten Field of Research



Top Ten Countries Represented

United States of America	77.5%
United Kingdom	3.1%
South Korea	2.2%
China	2.0%
Germany	1.6%
Canada	1.8%
France	1.5%
Japan	1.5%
Switzerland	1.2%
Netherlands	0.7%



GENERAL INFORMATION

Exhibits Show Schedule

Hours are subject to change. Set up, tear down and registration hours will appear in the exhibitor service kit.

Registration Hours

Friday, April 14	3:00 p.m.-7:00 p.m. (Exhibitors: 8:00 a.m.-7:00 p.m.)
Saturday, April 15	7:00 a.m.-6:00 p.m.
Sunday, April 16	6:30 a.m.-6:00 p.m.
Monday, April 17	6:30 a.m.-5:00 p.m.
Tuesday, April 18	6:30 a.m.-5:00 p.m.
Wednesday, April 19	6:30 a.m.-12:00 p.m.

Exhibit Show Dates and Times

Sunday, April 16.....	1:00 p.m.-5:00 p.m.
Monday, April 17.....	9:00 a.m.-5:00 p.m.
Tuesday, April 18	9:00 a.m.-5:00 p.m.
Wednesday, April 19.....	9:00 a.m.-12:30 p.m.

Poster Session Dates and Times

Sunday, April 16.....	1:00 p.m.-5:00 p.m.
Monday, April 17.....	9:00 a.m.-12:30 p.m.; 1:30 p.m.-5:00 p.m.
Tuesday, April 18	9:00 a.m.-12:30 p.m.; 1:30 p.m.-5:00 p.m.
Wednesday, April 19.....	9:00 a.m.-12:30 p.m.

Exhibit Hall Move-in

Thursday, April 13	12:00 p.m.-5:00 p.m.
Friday, April 14	8:00 a.m.-5:00 p.m.
Saturday, April 15	8:00 a.m.-5:00 p.m.

Exhibit Hall Move-out

Wednesday, April 19.....	12:31 p.m.-5:00 p.m.
Thursday, April 20	8:00 a.m.-12:00 p.m.

Exhibit Space Fees

Inline Space	\$4,300
Corner Charge	\$200 per corner
Premium	\$4,500 (Opposite Posters, Coffee Breaks, Wellness lounge or AACR Central)
Island Booth	\$45.00 per sq. ft.
Non-Profit Booth	\$900.00 (For booths providing information only about grants or educational materials)

GENERAL INFORMATION *(cont'd)*

Inline exhibit space packages include:

- 8' high back drape and 3' high side drape booth dividers in show colors (standard booth spaces).
- 44"x7" booth identification sign with company name and booth number (standard booth spaces).
- 24-hour general security in the exhibits.
- Aisle carpeting and nightly vacuuming of aisles.

Meeting Venue

The AACR Annual Meeting 2023 will be held at Orange County Convention Center in Orlando, FL.

Exhibits	Halls B-D
Registration	Lobby D
Exhibitor Lounge	Hall B and D
Exhibitor Management Office	Hall D
Exhibitor Spotlight Theaters	Hall C
Exhibitor Meeting Rooms.....	Hall E
Poster Sessions.....	Halls A and C
Food Court.....	Hall B and D
Opening Ceremony	Hall A
Plenary Sessions	Hall A
Educational Sessions	Throughout the Convention Center

Important Deadlines

Dates are subject to change. Be sure to check the Exhibitor Service Kit and Exhibitor Bulletins for any updates.

September 2022

September 20 Exhibitor Housing opens for exhibitors that have submitted applications with 50% of the booth fee.

Affiliate Group request form available.

October 2022

October 7 Deadline to submit exhibit application in order to be included in priority point system assignments.

October 10-14 Space Assignments issued using priority point system. All others on a first-come, first-serve basis.

October 17 Space Assignment Letters and Invoices issued (priority point system only). All others issued as applications are processed.

November 2022

November Exhibitor Registration Open (available through Map Your Show Dashboard).

December 2022

December Exhibitor Service Kit Available.

January 2023

January 24 All Applications must be submitted with 100% booth fee before booth space will be assigned
All Final Payments are Due.

February 2023

February 1 Deadline to submit Exhibitor Spotlight Theater content for on-site promotional distribution material.

Deadline to submit Exhibitor-Appointed Contractor Registration (if applicable).

February 1	Deadline to submit Certificate of Liability Insurance Form for Exhibitor Appointed Contractor.
	Deadline to submit Booth Activity Form (if applicable).
	Deadline to submit Giveaway Items Form (if applicable).
	Deadline to submit an application for an Exhibitor Spotlight Theater (if applicable).
	Deadline to submit an application for an Exhibitor Meeting Room (if applicable).
	Deadline to submit renderings for island booth space (if applicable).

March 2023

March 1	Deadline to submit to Exhibitor Rooming Lists to CMR (Convention Management Resource).
	Deadline to cancel Groups room blocks. (10+ rooms)
March 13	Advance shipments to the warehouse to begin.
March 14	Deadline to submit request for affiliate space to receive discount.
March 23	Discount order deadline for Freeman.

April 2023

April 5	Last day to request housing and make changes based on availability.
April 6	Deadline for advance warehouse receiving.
April 7	Housing Reservation changes and cancellations must be made directly with the hotel(s).
April 13	On-site shipments accepted at Orange County Convention Center.

Assignment of Space

Booth space assignment is based on a priority point system. Spaces will be assigned the week of October 10, 2022. Any applications received on or after October 10, space will be assigned on a first-come, first-served basis. **Assignments will only be made for those exhibitors whose applications are accompanied by the required deposit.**

Priority points are established as follows:

- One point for each 100 square feet of space.
- One point for each prior year of participation.
- One point for each Exhibitor Spotlight Theater Presentation purchased and presented
- One point for every \$25,000 spent in Annual Meeting sponsorships (Five points for \$100,000)*
- Five points for Sustaining Members who have paid their 2023 dues.
- Eight points for Sustaining Members at the Strategic Level who have paid their 2023 dues.
- Ten points for Sustaining Members at the Leadership Level who have paid their 2023 dues.

*Max of five points permitted.

Note: When companies merge or are involved in a buyout, the new company will receive the highest number of points that have been earned by either company. Applications for exhibit space must be made on the Official Application Form. Exhibitors wishing to avoid assignment of booth space adjacent to a competitor should indicate this on the application. Careful consideration will be given to all requests but cannot be guaranteed.

Application and Floor Plan

Exhibit space may be reserved at https://aacr23.exhmapyourshow.com/6_0/boothsales/index.cfm? by selecting the "I Need Space" option to the right of the page. A completed application for exhibit space using the online system, along with appropriate payment, must be received before an application is approved and space is assigned. Booth confirmations will be emailed to approved Exhibitors in a reasonable timeframe after the application submission.

The most updated floor plan can be found here: https://aacr23.exhmapyourshow.com/8_0/exhview/index.cfm.

Eligibility Requirements

The AACR is committed to providing a quality exhibition. Exhibits will be limited only to the company and the product(s) listed on the application and are subject to approval by the AACR Exhibits Committee for accepted and acknowledged effectiveness and commercial availability. Only the sign of the company whose name appears on the contract may be placed in the booth or appear on any printed list of exhibitors. The AACR reserves the right to accept or reject a potential exhibitor based on its assessment of whether that company or organization's products and/or services are relevant to AACR members and their meeting attendees. All exhibits will be reviewed onsite.

Full documentation as to the extent and results of any research done on the exhibited items must be available at the company's booth throughout the AACR Annual Meeting. All exhibited items must comply with local, state, and FDA regulations, and must be related to cancer research.

Non-Profit Exhibitors

Exhibit space at the Non-Profit rate is limited. The AACR Exhibits Committee has the responsibility of approving applications for not-for-profit exhibitors. The organization must be a government entity or must be recognized by the IRS as a 501(c)3 charitable organization. The organization must have demonstrated support for cancer research through financial contributions or provisions of infrastructure. The organization may not offer a product or service for sale on the exhibit floor.

The Non-Profit rate is only available to booths in the Non-Profit Section. When space is no longer available in the Non-Profit Section, or organization chooses to be placed in another location on the floor, full exhibit rates will apply. Any organization reserving two or more booths in the Non-Profit Section will pay the Non-Profit rate for the first booth and full rate for any additional space.

New Exhibitors

Companies applying for exhibit space that have never exhibited at the AACR Annual Meeting will need to go through an approval process. The potential exhibitor is required to submit an application for exhibit space, a product summary form, and company literature, which is sent to the AACR Exhibits Committee. The booth chosen by the company is put on hold during the approval period. The company is notified of the Committee's decision in a timely manner. Upon approval, the application is processed and the booth is released to the company. Upon rejection, the application is denied and the booth becomes available.

Booth Relocation Policy

Every effort will be made not to relocate an exhibitor's booth. However, should relocation be deemed necessary, the exhibitor will be notified and offered the opportunity to relocate their exhibit or cancel with no further penalty.

Payment Policy

The exhibitor agrees to enclose with the application for booth space a deposit of 50% of the total fee. Payment can be made by either credit card (AMEX, Visa or MasterCard) or check in U.S. dollars, drawn on a U.S. bank payable to the American Association for Cancer Research. All payments should be sent to:

AACR, 615 Chestnut Street, 17th Floor, Philadelphia, PA 19106, Attn: Finance Department. If you require wire transfer instructions, please email exhibits@aacr.org.

The final balance will be due 30 days from date of invoice or by January 24, 2023. Exhibitors who are not paid in full will not be listed in the mobile app. Any company with an outstanding balance and not paid in full by Thursday, April 13, 2023 will not be able to set-up their exhibit.

Cancellations/Reductions*

Notification of booth space cancellation or space reduction must be submitted in writing and received on or before the following dates. The following fees will apply to any cancellations or reduction in exhibit space:

- **Prior to September 14, 2022**—Cancellation/Reduction of Space will be accepted with no penalty.
- **September 14 through October 7, 2022**—Exhibitor is refunded entire payment less \$500.00 per booth space.
- **October 8 through November 21, 2022**—Exhibitor is responsible for 50% of the total booth fee.
- **After November 21, 2022**—Exhibitor is responsible for the entire booth fee. No Refund will be issued.

*Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by the AACR and to the cancellation/reduction policy as stated above.

No Show Policy

In the event that an exhibiting company has not arrived on the exhibit floor by 5:00 p.m. on Saturday, April 15 and has not been granted pre-approval for late set-up, the AACR reserves the right to use the vacant exhibit space as it sees fit, with no obligation to issue a refund. Any exhibit materials, either in the vacant booth or on the loading dock, for that exhibit space, will be placed in storage at the exhibitor's expense. Substitute booth space will be available at the discretion of the AACR. The exhibitor is responsible for all fees associated with removing freight from storage.

If an exhibitor requires additional time to set up beyond the hours listed, they must obtain permission from Management. Therefore, should special circumstances arise and additional time is required for set up, please submit a request to the Exhibits Team at exhibits@aacr.org. **Note:** All exhibit booths must be show ready by 5:00 p.m. on Saturday, April 15.

Subletting and/or Sharing of Exhibit Space

No exhibitor may sublet, share, apportion, or assign all or any part of its exhibit space with or to another organization or business unless prior written consent has been obtained from AACR. If the exhibitor submits a written request prior to AACR Annual Meeting 2023, at its sole discretion, may grant exceptions to the following: a recent merger/acquisition; divisions of the same company and companies co-marketing a product. Exhibitors must provide to AACR written documentation of the particular relationship. AACR retains the right to remove from the exhibit halls any company or organization without a signed contract. Only those companies and organizations that are the authorized occupants of each exhibit space will be entitled to exhibitor badges and only those authorized companies will be included on published exhibitor lists.

Unofficial Housing and Registration Vendors

Please be aware that you may be contacted by telephone by companies or hotels claiming to be the official AACR Annual Meeting 2023 housing providers or magazine advertisers. Neither AACR nor CMR will call you to solicit reservations. You may receive emails regarding housing but note that the only official emails will come from an email address ending in AACR.org or CMR. All lodging for the AACR should be arranged using the links provided through the Exhibitor Dashboard or by calling the phone numbers on the AACR Annual Meeting 2023 page. If you are unsure of who has contacted you regarding your hotel reservations or an advertising opportunity, or if one of these scammers contacts you, please notify AACR as soon as possible by emailing exhibits@aacr.org.

AACR Annual Meeting 2023 Official Contractors

During the planning of this meeting, you will most likely receive emails, mailings and/or calls from companies using the AACR name to offer their booth displays, shipping, audio visual and other services. Please note that AACR evaluates and chooses vendors who offer superior service and quality products to exhibitors.

Please be assured that AACR never provides AACR exhibitor lists to those other than official AACR Show Vendors. When evaluating a particular vendor, please be sure they display the official AACR Vendor Seal. Each official AACR Annual Meeting 2023 vendor is required to use the official Vendor Seal on all forms and website landing pages. If you do not see this seal on a vendor reaching out to you, or if you receive an email or a phone call and are not sure if this is an official show vendor, please do not hesitate to contact Tammy Berger, AACR Director of Exhibits at 215-440-9300 (x170) or via email exhibits@aacr.org.





KEY CONTACTS

American Association for Cancer Research
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106

Exhibits

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Director of Exhibits
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Caroline Sylvia

Exhibits Associate
Meetings and Exhibits
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Holly Rush

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Corporate Alliances
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Email: corporaterequests@aacr.org

Media Relations

Julia Gunther

Associate Director,
Media and Public Relations
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Payal Ray

Assistant Director, Scientific Programs
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Email: payal.ray@aacr.org

Abstract Deadline:

Thursday, November 17, 2022

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Event Media Strategist
TriStar Event Media
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Maura Paoletti

National Sales Manager
The Walchli Tauber Group
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Email: maura.paoletti@wt-group.com

Exhibitor Advisory Committee (EAC)

The AACR enlists the help and support of industry by maintaining an Exhibitor Advisory Committee (EAC) consisting of elected industry professionals who serve in an advisory capacity to the AACR. The Committee's goal is to foster communications and corporation between exhibitors and the association. Members of the EAC meet to find ways to improve the exhibits portion of the AACR Annual Meeting.

Members represent a broad cross-section of the exhibitor population. Company representatives interested in serving on the Exhibitor Advisory Committee should send requests to exhibits@aacr.org.

AACR Exhibits Committee

The AACR would like to thank the Exhibits Committee for their support of the AACR and the AACR Annual Meeting Exhibit Show. This committee is responsible for ensuring the content displayed by exhibiting companies meets the standards set forth by the AACR. All companies new to the AACR Annual Meeting Exhibit Show must go through a very thorough review process by submitting an application to exhibit, along with supporting documents. Please contact the Exhibits Team at exhibits@aacr.org, should you have any questions regarding this process or members of this committee.

Chairperson, Wafik S. El-Deiry, MD, PhD, Professor of Pathology and Laboratory Medicine; Menco Family University Professor of Medical Science; Associate Dean for Oncologic Science, Brown University

Ana Luisa Correia, PhD, Principal Investigator, Department of Physiology and Cancer Champalimaud Foundation

Laura M. Heiser, PhD, Associate Professor and Vice Chair of Biomedical Engineering, OHSU Center for Spatial Systems Biomedicine; Program Co-Leader, Quantitative Oncology, OHSU Knight Cancer Institute, School of Medicine

Iain D. G. Watson, PhD, Associate Principal Scientist, AstraZeneca Oncology

Amanda W. Lund, PhD, Associate Professor, Ronald O. Perleman Department of Dermatology; Associate Professor, Department of Pathology, NYU Langone Health

Esther A. Obeng, MD, PhD, Assistant Member, Molecular Oncology Division, St. Jude Children's Research Hospital

Feyruz V. Rassool, PhD, Professor, Department of Radiation Oncology, University of Maryland School of Medicine

Rachel M. Syme, PhD, MSc, Assistant Director, Canadian Institutes of Health Research, University of Calgary

Ruoning Wang, PhD, Principal Investigator, Center for Childhood Cancer and Blood Disease, Nationwide Children's Hospital

“There were many excellent talks to attend – I felt like there was always something to do at this meeting.”



EXHIBITOR MARKETING OPPORTUNITIES

Continually Improving Your Marketing Experience!

Every year AACR implements traffic building ideas suggested by our exhibitors. Now more than ever, with the Sunshine Act as well as industry-imposed PhRMA codes limiting the points of contact with healthcare professionals, the AACR is working with exhibitors to utilize every possible traffic building generator.

Detailed information such as pricing will be available on the Exhibits Page of the AACR Annual Meeting website, which will be available in October 2022. Please do not hesitate to contact exhibits@aacr.org for information on any of the following Traffic Builders:

- Explore! (using the mobile app)
- Exhibitor Spotlight Theaters
- TrafficMax
- Exhibit Floor Sponsorship Opportunities
- Exhibitor Meeting Rooms
- Wellness Lounge
- Mobile Charging Stations throughout the convention center and exhibit hall
- Water Stations
- Hand Sanitizer Stations
- Pre- and Post-Meeting Mailing Lists
- Enhanced Refreshment Breaks
- Advertising Opportunities (Including mobile app and printed publications)

Advertising Opportunities

AACR Annual Meeting News and Out-of-Home Marketing

AACR Annual Meeting News, the official news source of the AACR Annual Meeting 2023, is available in a digital platform. TriStar Media, our official vendor partner, will be responsible for the selling and managing the news website as well as any out-of-home

marketing. Build traffic to your exhibit space by taking advantage of advertising opportunities in the official online daily news site and around Orlando. To learn more about AACR Annual Meeting News and the advertising offerings available, please contact Melanie Holt, Senior Media Strategist at TriStar Event Media at mholt@tristarpub.com or by phone at 913-491-4200, ext. 487.

Print Program Guide, Annual Meeting App, Daily Alerts, the Best of AACR Journals, and AACR Journals online collections

The Walchli Tauber Group is responsible for selling advertising in the print Program Guide, Annual Meeting App, Daily Alerts and anything related to AACR Journals. Daily Alerts are sent each morning of the meeting and will feature breaking conference news and program updates. The *Best of AACR Journals* highlights the most cited articles published in the journal portfolio in both a print and online collection. In addition to the *Best of AACR Journals*, topical article collections that are widely distributed at the Annual Meeting have advertising opportunities both in print and online. For information on advertising in any of these formats, or to inquire about year-round advertising opportunities with the AACR journals, please contact Maura Paoletti, of The Walchli Tauber Group. She can be reached at maura.paoletti@wt-group.com or at 443-512-8899 (x110). For more details, such as rate cards and a media kit, please visit www.wt-group.com/aacr.

Both TriStar Publishing and The Walchli Tauber Group are the only official advertising vendors of the AACR Annual Meeting 2023. Before contracting your advertising, make sure the publication is official. If you have any question on legitimacy, contact the Exhibits Team exhibits@aacr.org.

Pre- and Post-Meeting Registration Lists and Email Blasts (TrafficMax)

Pre-meeting mailings and email blasts increase booth traffic and exposure of your company's products and services, while post-meeting communications can keep you in touch with the meeting attendees. Exhibitors have the option to purchase the pre- and post-meeting registration lists or send an email blast through AACR's TrafficMax. Information will be listed on the Map Your Show Dashboard in November or by contacting Valerie Morris at mailinglists@aacr.org.



SUPPORT OPPORTUNITIES IN 2023

Why Support?

- Target highly influential decision makers and opinion leaders.
- Interact face to face with cancer research professionals from across the U.S. and around the world.
- Build visibility for your company in a competitive marketplace.
- Demonstrate your organization's support of the life-saving cancer research.

To find out more about increasing your visibility to conference attendees and AACR members throughout the year and to gain additional priority points for preferred booth assignment at the Annual Meeting, contact Holly Rush at 215-446-7192 or at corporaterequests@aacr.org

“

I thoroughly enjoyed the sessions and educational sessions as well! The MICR sessions and platform have inspired me to focus on particular things in my career as a scientist.

”



EXHIBITOR SERVICES

Marketing Opportunities Available to Exhibitors

Information on additional opportunities for exhibitors will be available Fall of 2022. These include support and sponsorship opportunities, Exhibitor Spotlight Theaters, Exhibitor Meeting Rooms, and Traffic Builders. For additional information, please contact the Exhibits Team at exhibits@aacr.org.

Exhibitor Bulletin

The AACR Exhibits Team distributes a monthly Exhibitor Bulletin e-blast containing important upcoming deadlines, guidelines for exhibitors, and also highlights timely issues of interest.

Exhibitor Service Kit

The Exhibitor Service Kit will be available to all exhibitors in December through the Map Your Show Dashboard. This comprehensive kit will provide you with complete information on all contractor services, lead retrieval, labor and more. When available, all elements of the kit will also be located on the Exhibit Show section of the AACR Annual Meeting webpages.

Exhibitor Housing

Exhibitors who submit their exhibit space application with a 50% deposit will be able to make reservations or book a block of rooms when Exhibitor Housing opens on Tuesday, September 20, 2022.

Reservation requests are processed in the order in which they are received and from a protected block of rooms for exhibitors.

Exhibitors are not permitted to reserve rooms at the Hyatt Regency Orlando. A maximum of 25 rooms will be allowed at the Rosen Centre Hotel.

Housing Deadline Dates

Wednesday, March 1, 2023

Rooming list deadline date for group blocks.

Wednesday, April 5, 2023

Last day to make changes through AACR Housing.

Friday, April 7, 2023

Reservation changes/cancellations must be made directly with the hotel(s).

Cancellation Policies

Individually booked reservations

72-hours prior to arrival.

Groups of 10+ rooms

Last day to cancel is March 1, 2023.

Government Rated Rooms

Please call the AACR Housing Customer Contact Center directly to reserve a room.

AACR Housing Support Center

Monday-Friday, 9:00 a.m.-9:00 p.m. (Eastern Time)
6:00 a.m.-6:00 p.m. (Pacific Time)

888-381-7166 (Toll-Free U.S. & Canada)

+1-415-979-2262 (Outside U.S. & Canada)

The American Association for Cancer Research has partnered with Convention Management Resources (CMR) as the official provider of Housing services for the AACR Annual Meeting 2023. Exhibitors are strongly encouraged to book within the AACR block as we cannot guarantee any hotel reservations made directly with hotels or third party websites.

Exhibitor Registration

- Exhibitor Registration opens in November 2022.
- Exhibitors will receive five (5) complimentary exhibitor badges per 100 sq. ft.
- Additional badges for exhibit personnel may be purchased for \$75 per badge.
- Exhibitor Registration log-in credentials will only be sent to Official Exhibitor Contact.
- Badges will not be mailed in advance. Badges will be available onsite at Exhibitor Registration.
- Each person issued an exhibitor's badge must be employed by the exhibiting company.
- Badges must be worn at all times while in the exhibit hall.
- The exhibiting company will be responsible for the actions of anyone authorized to receive a badge under the exhibiting company's name.

Exhibitor/Conference Registrations

- Exhibitors are allotted one 'Exhibitor/Conference' registration per 10x10 booth reserved. The maximum number of these registrations per exhibiting company is ten.
- 'Exhibitor/Conference' MUST be tied to an exhibitor record.
- Individuals registered as 'Exhibitor/Conference' will wear a badge holder 'Exhibitor/Conference' – no exceptions.
- Registrations are non-transferrable. The individual registered for the 'Exhibitor/Conference' is the only person able to use it.

AACR Annual Career and Biomedical Research Career Fair

Employers and recruiters should get ready to meet scientific talents they are looking for at the AACR Annual Career and Biomedical Research Career Fair. This event will be held on Saturday, April 15, 2023 from 9:00 am to 3:00 pm. As a Career Fair exhibitor, your organization will gain exposure to the best scientists in basic, translational, clinical, and preventive cancer research and biomedicine. Employers will also have the ability to post up to ten (10) open positions on the CancerCareer.org's Job Board, potentially reaching thousands of scientific jobseekers.

Discounted Career Fair exhibit space will be provided to any company exhibiting in the main exhibit show. In addition, companies will have an added bonus of being able to use their lead retrieval units for the Career Fair and Freeman will transfer booth material from the Career Fair to the main booth in a timely manner.

Career Fair booths are furnished, equipped with a table, chair, carpet, pipe/drape, and an identification size. Companies will also have the opportunity to order enhancements from Freeman.

Lead Retrievals

CompuSystems, Inc., the official registration company, will once again offer lead retrieval services to exhibiting companies. Additional information and application can be found exclusively through the Map Your Show Exhibitor Dashboard.

Shuttle Bus Service

AACR will provide shuttle bus service from designated AACR hotels. Information will be found on the AACR Annual Meeting webpages when available.

Exhibitor Lounge

There will be two Exhibitor Lounges provided by the AACR for all exhibitors during the AACR Annual Meeting. It will be open to exhibitors only beginning Friday, April 14 through Wednesday, April 19, during setup and show hours. Only exhibitors are permitted in the lounges. As a courtesy to other exhibitors, Guests and Conference Attendees are not permitted. The lounge will have complimentary snacks and beverages to be consumed within the lounge, as well as comfy furniture, computers, printers, and internet access.

Exhibit Management Office

The AACR Exhibits Team will have an office, located in Exhibit Hall D, starting on Friday, April 14 through Wednesday, April 19. The 2024 floor plan will be available for review, as well as information on exhibiting at all AACR conferences.

“

The best conference
I have ever attended.
Perfectly organized
and executed.

”



EXHIBITOR RULES AND REGULATIONS

I. Terms and Conditions

By signing the AACR Annual Meeting 2023 Application and Contract for Exhibit Space (Application), the undersigned agrees to abide by all rules (Terms), requirements, restrictions and regulations as set forth in the Exhibitor Prospectus, the Rules and Regulations enclosed herewith and any regulations especially designated by the AACR, Orange County Convention Center, and the city of Orlando, FL. Failure to abide by such rules and regulations may result in forfeiture of all monies paid or due the AACR under the terms of this agreement.

General

All matters and questions not covered by these regulations are at the discretion of AACR Exhibits Management (Management). Management may amend these regulations at any time, and all amendments that may be made shall be equally binding, upon publication on all parties affected by them as the original regulations.

Exhibitor and AACR agree that any funding provided by Exhibitor shall not be used for gifts, promotional items, prohibited meals, travel, lodging, entertainment or recreation for healthcare providers or their guests.

Violations

Violation of any of these regulations on the part of the exhibitor, its employees, or agents shall annul the right to occupy the space and such exhibitor will forfeit to Management all monies, which may have been paid. Upon evidence of violation, Management may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses, or damages, which Management may incur.

Failure to adhere to the AACR rules and regulations will result in immediate penalties onsite. AACR strictly enforces the rules and regulations and will make all parties responsible for upholding them.

Violations of AACR's rules and regulations will result in the following penalties:

- First violation: Loss of current year priority points.
- Second violation: Loss of remainder of all accrued priority points.
- Third violation: One-year suspension of exhibiting privilege.

Notice of Disability

In compliance with the Americans with Disabilities Act, the AACR will make all reasonable efforts to accommodate persons with disabilities at the meeting. Please email exhibits@aacr.org to make arrangements, no later than March 1, 2023.

Cancellation of Exposition

It is mutually agreed that in the event of cancellation of the AACR Annual Meeting due to fire, strikes, government regulations, or causes, which would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and the AACR shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

II. Application and Space Availability

Eligibility Requirements

The AACR is committed to providing a quality exhibition. Exhibits will be limited only to the company and the product(s) listed on the application and are subject to approval by the AACR Exhibits Committee for accepted and acknowledged effectiveness and commercial availability. Only the sign of the company whose name appears on the contract may be placed in the booth or appear on any list of exhibitors. The AACR reserves the right to accept or reject a potential exhibitor based on its assessment of whether that company or organization's products and/or services are relevant to AACR members and their meeting attendees. All exhibits will be reviewed onsite.

Full documentation as to the extent and results of any research done on the exhibited items must be available at the company's booth throughout the AACR Annual Meeting. All exhibited items must comply with local, state, and FDA regulations, and must be related to cancer research.

Non-Profit Exhibitors

Exhibit space at the not-for-profit rate is limited. The AACR Exhibits Committee has the responsibility of approving applications for not-for-profit exhibitors. The organization must be a government entity or must be recognized by the IRS as a 501(c)3 charitable organization. The organization must have demonstrated support for cancer research through financial contributions or provisions of infrastructure. The organization may not offer a product or service for sale on the exhibit floor.

Assignment of Space

Booth space assignment is based on a priority point system. Spaces will be assigned the week of October 10, 2022. Any applications received on or after October 10, space will be assigned on a first-come, first-served basis. Assignments will only be made for those exhibitors whose applications are accompanied by the required deposit.

Priority points are established as follows:

- One point for each 100 square feet of space.
- One point for each prior year of participation.
- One point for each Exhibitor Spotlight Theater Presentation purchased and presented
- One point for every \$25,000 spent in Annual Meeting sponsorships (Five points for \$100,000)*
- Five points for Sustaining Members who have paid their 2023 dues.

- Eight points for Sustaining Members at the Strategic Level who have paid their 2023 dues.

- Ten points for Sustaining Members at the Leadership Level who have paid their 2023 dues.

*max of five points permitted.

Note: When companies merge or are involved in a buyout, the new company will receive the highest number of points that have been earned by either company. Applications for exhibit space must be made on the Official Application Form. Exhibitors wishing to avoid assignment of booth space adjacent to a competitor should indicate this on the application. Careful consideration will be given to all requests but cannot be guaranteed.

Advance Sales

AACR Exhibits Team will conduct Advance Sales for the upcoming Annual Meeting for companies with 40+ priority points. These companies will receive an invitation to a sales appointment that will occur during the AACR Annual Meeting 2022. During the appointment, we will be renewing your exhibit application online. After the appointment, the company contact will receive their link to the Map Your Show (MYS) dashboard. The dashboard holds a copy of your application, invoicing, payment methods and when ready, registration and housing information. The booth space deposit of 50% is due no later than Friday, August 5, 2022. Failure to submit deposit by the due date will result in forfeit of pre-selected booth space. All final payments are due Tuesday, January 24, 2023.

New Exhibitors

Companies applying for exhibit space that have never exhibited at the AACR Annual Meeting will need to go through an approval process. When the application is received, a copy of the application, a product summary form, and company literature is sent to the AACR Exhibits Committee. The booth chosen by the company is put on hold during the approval period. The company is notified of the Committee's decision in a timely manner. Upon approval the application is processed, and the booth is released to the company. Upon rejection, the application is denied, and the booth is released back into inventory.

Payment Policy

The exhibitor agrees to submit with the application for booth space a deposit of 50% of the total fee. NO EXCEPTIONS. Payment can be made by either credit card (AMEX, Visa or MasterCard) or check in U.S. dollars, drawn on a U.S. bank payable to the American Association for Cancer Research. All payments should be sent to:

EXHIBITOR RULES AND REGULATIONS *(cont'd)*

AACR, 615 Chestnut Street, 17th Floor, Philadelphia, PA 19106, Attn: Finance Dept., AM23 Exhibits. If you require wire transfer instructions, please email exhibits@aacr.org.

The final balance will be due 30 days from date of invoice or by January 24, 2023.

Cancellations/Reduction of Space*

Notification of booth space cancellation or space reduction must be submitted in writing and received on or before the following dates. Prior to September 14, 2022, cancellation will be accepted with no penalty. The following fees will apply to any cancellations or reduction in exhibit space:

Prior to September 14, 2022—Cancellation/Reduction of Space will be accepted with no penalty

September 14 through October 7, 2022—Exhibitor is refunded entire payment less \$500.00 per booth space.

October 7 through November 21, 2022—Exhibitor is responsible for 50% of the total booth fee.

On or After November 21, 2022—Exhibitor is responsible for the entire booth fee. No Refund will be issued.

*Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by the AACR and to the cancellation/reduction policy as stated above.

Booth Relocation Policy

Every effort will be made not to relocate an exhibitor's booth. However, should relocation be deemed necessary, the exhibitor will be notified and offered the opportunity to relocate their exhibit or cancel with no further penalty.

Late Applications

Exhibitors who apply for booth space after January 24, 2023 or exhibitors who have not sent in their final booth payment will not be listed in the Program Guide exhibitor list.

No Show Policy

In the event that an exhibiting company has not arrived on the exhibit floor by 5:00 p.m. on Saturday, April 15, 2023, and has not been granted pre-approval for late set-up, the AACR reserves the right to use the vacant exhibit space as it sees fit, with no obligation to issue a refund. Any exhibit materials, either in the vacant booth or on the loading dock, for that exhibit space, will be placed in storage at the exhibitor's expense. Substitute booth

space will be available at the discretion of the AACR. The exhibitor is responsible for all fees associated with removing freight from storage.

If an exhibitor requires additional time to set up beyond the hours listed above, they must obtain permission from Management.

Subletting and/or Sharing of Exhibit Space

No exhibitor may sublet, share, apportion, or assign all or any part of its exhibit space with or to another organization or business. AACR, at its sole discretion, may grant exceptions to the following: a recent merger/acquisition (since January 1, 2019); divisions of the same company and companies co-marketing a product. Written consent must be obtained from AACR and exhibitors must provide to AACR written documentation of the particular relationship. Only those companies and organizations that are the authorized occupants of each exhibit space will be entitled to exhibitor badges and only those authorized companies will be included on published exhibitor lists. AACR retains the right to remove from the exhibit halls any company or organization without a signed application to exhibit.

III. Exhibitor Conduct and Booth Activity

Off-site/Affiliate Events

If you plan to hold a function during the AACR Annual Meeting 2023, you must complete the Affiliate Group Function Space Request Form. In order to be able to secure an event, the Affiliate Group Function Space Request Form must be submitted, along with the appropriate payment. "Affiliate Groups" include corporate and institutional affiliates of the AACR who request meeting/function space for the purpose of social events (<100 guests) and small committee or staff meetings. Organizations that do not meet the criteria and are not exhibiting at the AACR Annual Meeting are subject to approval and a non-exhibitor fee per submission.

Requests for meeting/function space from Affiliate Groups will be considered for the purpose of social events and small committee and staff meetings. The unauthorized presentation of educational symposium or other scientific program activities is prohibited during the AACR Annual Meeting. The form, along with rules and regulations will be available in October on the exhibits page of the AACR website or by contacting the Exhibits Team at exhibits@aacr.org.

If an exhibitor is found to be in violation of the rules governing affiliate events, they will forfeit priority points for the current year and face a stiff penalty.

Exhibitor Access to Exhibit Hall

Exhibitor personnel will be allowed access to the exhibit hall 60 minutes prior to its opening on Sunday through Wednesday. Request for access to the hall before these hours, or after closing hours, must be made in advance by contacting the Exhibits Team. Each representative issued an exhibitor's badge must be employed by the exhibitor. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered via the exhibit registration form. Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors, or others who wish to gain admittance for the purpose of making contacts.

Entering Another Exhibitor's Booth

Exhibit personnel should not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth.

Staffing/Early Dismantle

Exhibits must be staffed at all times during official show hours. All exhibitors are expected to make their travel arrangements in accordance with this policy. Any exhibitor found breaking down or vacating their booth prior to the end of the show will be prohibited from exhibiting in all future AACR meetings.

Exhibitor/Booth Activity

If you are planning to conduct any booth activities, you will need to complete the booth activity approval form which will be included in the Exhibitor Service Kit. The AACR Annual Meeting is a professional, scientific, educational meeting.

Please keep this in mind when selecting booth activities. Please be sure they are appropriate and are in compliance with the AACR Rules and Regulations. All requests must be submitted to the AACR February 1st for review and approval. Any exhibitor found conducting contests, raffles, drawings, or unauthorized events will be required to cease immediately. The AACR will not accept requests on-site.

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.

Market Research/Surveys

Market research companies must indicate on the exhibit application the companies for which they are conducting market research. All market research surveys must be conducted only within the market research booth.

All surveys must be conducted within the confines of the booth space assigned. At no time should exhibit personnel leave the booth to encourage attendees in the aisles to complete a questionnaire or survey.

Activities Prohibited in the Exhibit Hall

- Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted.
- Solicitation of business except by exhibiting firms is prohibited. The nature of the exhibits is subject to the approval of Management and the AACR Exhibits Committee.
- Nonprofessional products or services are not to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.
- Contests, raffles, lotteries, and games of any chance without prior written approval from the AACR.
- All games and activities must be approved by AACR. No group activity is permitted.
- Lines of any kind may not be formed outside of the exhibit space. All activity must be contained within the booth area.
- Soliciting attendees in the aisle(s) outside of booth space, including session rooms, public space, and poster area.
- Fundraising, without prior written approval from the AACR.
- Press events are strictly prohibited without prior approval by the AACR Communications Department.
- Live, videotaped, or audiotaped delivery of didactic presentation.
- Activities offering CME credits.
- Playing or performing of copyrighted recorded or live music during the published Exhibit Hall Hours.
- Distribution of coupons or vouchers for meals, entertainment, or personal services to meeting attendees.
- Distribution of alcoholic beverages in exhibit booth.
- Distribution of any item of more than the minimal value without the prior written approval from the AACR.
- Demonstration, promotion, or sales of the products of any non-exhibiting companies.

EXHIBITOR RULES AND REGULATIONS *(cont'd)*

- Affixing the AACR name or logo to, incorporating them in, or otherwise making them a part of exhibitor-distributed materials without prior written approval from the AACR.
- Unauthorized reproduction or distribution of AACR abstracts.
- Magicians, jugglers, motivational speakers, sleight of hand artists, or illusionists.
- Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.
- Market research companies must indicate on the exhibit application the companies for which they are conducting market research. All market research surveys must be conducted only within the market research booth.

AACR Embargo Policy

Abstracts selected for the official AACR Annual Meeting program are embargoed until date and time of presentation during the Annual Meeting. Companies are required to follow the AACR Embargo policy by not displaying posters until after they are presented at their poster session.

Distribution of Giveaways

Door drops in hotels are not permitted. Please keep in mind that the AACR Annual Meeting is a professional, educational, scientific meeting when considering giveaway items. Product samples, giveaways, or literature may only be distributed within the exhibitor's booth and must not interfere with other exhibitors' spaces. Representatives may not distribute materials in any hotel utilized by the AACR or in any areas of the convention center other than their exhibit space or company leased rooms, or in public areas outside the convention center or hotels. Customary items such as descriptive product literature, notepads, pens, pencils, company information on USBs/CDs or journals may not be distributed from the booth without written approval by AACR Management.

Food Service

Food service is permitted at the exhibitor's booth with AACR approval. All food service arrangements must be coordinated through the convention center caterer. No alcoholic beverages or popcorn can be served or given away.

Contests, Raffles, Drawings

The AACR Annual Meeting is a professional, scientific, educational meeting. Please keep this in mind when planning your contest,

drawing, raffle, etc. All contests, lotteries, drawings, raffles, and games of chance must be approved by AACR Exhibits Management. All drawings must be held off the exhibit hall floor. All requests must be submitted to the AACR for review by February 1. A booth activity approval form will be provided in the Exhibitor Service Kit to facilitate this process. No unapproved items may be used as a "prize." All "prizes" need to be submitted on the Distribution of Giveaways form. Any exhibitor found conducting contests, raffles, or drawings that have not been approved by the AACR will be required to cease immediately.

Sales and/or Order Taking

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. 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 exhibitors' own unaltered products and the products or services must be pertinent to the attendees' professional interest. The AACR reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors must comply with all sales tax requirements.

Photography

AACR Photography and Social Media Policies

- **Photography.** Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, non-commercial use and are not to be published in any form. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.
- **Social Media.** Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Oral presenters may label any or all slides in their presentations with "DO NOT POST." Similarly, poster presenters may label their posters with "DO NOT POST." Attendees must respect the presenters' requests in these instances and refrain from posting any images from these designated slides or posters on social media.

Exhibit Hall

Photography, videotaping, and audio recording are permitted by exhibit booth staff in their own exhibit booth, provided that written permission/authorization is obtained from any distinguishable individuals if the photograph or recording will be used for promotional or commercial purposes (including use in printed materials, websites, and/or social media). AACR is not liable for the failure of any exhibitor to obtain such permission.

EXHIBITOR RULES AND REGULATIONS *(cont'd)*

Exhibitors that choose not to use the official photographer/videographer listed in the Exhibitor Service Kit must submit an Exhibitor Appointed Contractor Form and valid certificate of liability insurance to exhibits@aacr.org by March 1, 2023. Should you need to make arrangements for access to the exhibit hall outside of exhibit hours, and/or require show-level lighting and power, please contact the AACR Exhibits Team at exhibits@aacr.org. Any additional charges from the building will be at the exhibitor's expense.

Should any company or media outlet wish to film interviews in the exhibit hall for advertorial, promotional, or sponsored content purposes, they must secure exhibit space using the online exhibit sales system and film all interviews in their booth, unless they have express written permission from another exhibiting organization to film in that organization's booth. Likewise, exhibitors may not photograph other booths, including AACR Central or the AACR Publications Booth, without express written permission of the exhibiting organization. When said permission is granted, film crew details must be forwarded to the exhibits team at exhibits@aacr.org.

Media outlets who wish to film expert interviews and b-roll in the exhibit hall for purely non-commercial, editorial purposes should contact the AACR Communications & Public Relations Department at communications@aacr.org well in advance of the meeting to discuss their needs.

These activities must be conducted without disruption to exhibition activities or limitation to the accessibility of exhibitions.

Please note that attendees are permitted to take photos or recordings in the exhibit hall for their own personal use, but they are required to obtain verbal permission from the exhibiting company before engaging in photography or audio/video recording of or within said booth.

Music Licensing

License agreements for music are the sole responsibility of the exhibitor.

IV. Food and Drug Administration (FDA) Approval and Off-Label Indications

The mention (directly or indirectly) of pharmaceutical products not approved by the FDA is strictly prohibited. Handouts or literature of any kind that mention such products directly or indirectly are, likewise, prohibited from display in the exhibit space or in spaces contracted by the AACR. An exhibiting organization may disseminate from its exhibit space peer-reviewed journal articles about off-label indications of its product(s), provided the company commits itself to file a supplemental application based on appropriate research, to establish the safety and effectiveness of the unapproved use.

V. Exhibit Booth Configuration

A standard booth size is 10' x 10' (100 square feet).

Inline Booth: "Inline" booths are a row of standard booths that are exposed to the aisle on one side.

Corner Booth: "Corner" booths are standard inline booths that are exposed to an aisle on two sides.

All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows:

- No side rails or counters may exceed 48" in height.
- Backgrounds are limited to 8' in height, including any identification sign, and must not protrude from the back wall more than 50% of the distance from the back wall to the front of the booth.
- No obstructions in the front half of the booth above a height of 48" should be permitted.
- No part of any exhibit, or signs relating thereto, shall be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface same.
- Damage arising by failure to observe these rules shall be payable by the exhibitor.

Set-back rules are in place to maintain an open atmosphere in the exhibit hall by maintaining sight lines and traffic flow. Inline exhibits may not place any display component that is taller than 4' high in the front 5' of the exhibit, unless it is product. Also, all demonstrations must be confined to the back half of the exhibit, so they can be viewed from within the exhibit.

EXHIBITOR RULES AND REGULATIONS *(cont'd)*

Island Exhibit Space

An island is typically defined as 400 square feet (20' x 20') or larger exhibit space surrounded with aisles on all sides. AACR does permit islands of a 10' x 40' nature, but only with permission by management. Island booths should be constructed to allow access from all sides. The maximum height of an island is twenty (20') feet. Multi-story/double-decker booths are permitted additional fees for Fire Watch may apply.

The Island Exhibitor receives the following benefits:

- Waiver of the 8' height restriction, not to exceed 20' where applicable.
- Waiver of sidewall restrictions.
- Increased visibility from all areas of the Exhibit Hall.
- Ability to utilize hanging signs.

Island Booths Exhibit Setback and Sightlines

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design to not obstruct the view of neighboring booths. There is no exception to this rule. Variances may have been granted in the past, but booths must be constructed taking neighboring sight lines into consideration.

20' wide island exhibits must maintain a 1' setback of all exhibit structure from the floor to 8' in height. Reception counters/information kiosks may not be closer than 2' from the aisle. 50' wide island exhibits or larger, must maintain a 2' setback of all exhibit structure from the floor to 8' in height. Reception counters/information kiosks may not be closer than 3' from the aisle. For detailed design specifications with diagrams, or any specific questions, please contact Exhibit Management.

Island Exhibit Space Renderings: Submission Expectations and Requirements

Any company that is assigned island exhibit space must submit floor plans and elevation blueprints to Exhibit Management by uploading renderings to the MYS Exhibitor Dashboard by February 1, 2023. The AACR requires floor plans from every island exhibitor to ensure that the rules and regulations governing exhibit booth design, outlined in this section, are followed. Advance review also provides the AACR with the opportunity to resolve any potential issues. There is no exception. You will not be permitted to set up your booth if the rendering has not been submitted and approved by Exhibit Management. With the submission of your renderings, please include:

- All dimensions of structures within the booth – not to exceed twenty (20) feet.
- The height of any hanging signs from the floor to the top of the sign – not to exceed 22'.
- An outline or CAD drawing of the booth design to ensure all structures abide by the setback rule.
- Ample sight lines.

Failure to Adhere to Policy

Exhibiting companies that violate this policy could face a loss of accrued priority points and suspension of exhibiting privileges. AACR strictly enforces the rules and regulations and will hold all parties responsible for upholding them.

Double-Decker Booths

Double-Decker booths are permitted. Must adhere to guidelines from the Orange County Convention Center and include a fire watch. Contact exhibits@aacr.org for more information.

Hanging Signs

Signs and lighting truss may be suspended from the ceiling in island booths only. Signage must not violate the AACR 22 ft. height restrictions. The suspended height is 22 ft. when measured from the floor up to the top of the sign.

Carpeting

The AACR requires all exhibitors to provide floor covering for their booths/displays. All booths must be carpeted by 5:00 p.m. on Saturday, April 15. There are no exceptions to this rule. If a booth is not carpeted, the AACR will order carpet on the exhibitor's behalf at the exhibitor's expense. Bridging of floor surfaces across aisle is not allowed. Stickers/Clings placed in aisles are prohibited.

Helium Balloons and Drones

At no time are exhibitors allowed to bring helium balloons, including mylar, or motorized drones into the facility.

VI. Contractors, Labor, and Security

Contract Obligations and Liability

The exhibitor agrees to protect, save, and keep the AACR and the occupied convention center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, their employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the AACR and the occupied convention center regarding the exhibition premise. Furthermore the exhibitor shall at all times protect, indemnify, save, and keep harmless the AACR and the occupied convention center against and from any and all loss, cost, damage, liability, or expense which arises out of or from, or by reason of any act or omission by the exhibitor, his employees, or agents.

Installing, Exhibiting, and Labor Policy

Exhibitors shall use proper authorized labor for exhibit installation during move-in, services during open hours, and exhibit dismantling during move-out, according to the official policies/union agreement of AACR, facility management, official general services contractor, and all applicable state and local laws. Exhibitors planning to build special displays on site should employ union display companies in their fabrication, carpentry, and electrical work. Rules and regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

Insurance

Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident, or loss of any kind must do so at their own expense. The AACR does not carry insurance of any sort on the exhibit or other property of Exhibitors and the AACR assumes no liability for loss or damage thereto from any cause. Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

Exhibitor Appointed Contractor (EAC)

All Exhibitors utilizing an Exhibitor Appointed Contractor (EAC) must notify the AACR of all EAC services well in advance of the Show. Official Notification of EAC Forms will be in the Exhibitor Service Kit and are due by February 1, 2023.

If an exhibitor is using an EAC, it is the exhibitor's responsibility to submit the Exhibitor Appointed Contractor Form and valid certificate of insurance by February 1, 2023. Insurance should include:

- Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of no less than \$1 million per occurrence.
- Coverage for workers' compensation and employers' liability within commercially reasonable limits as otherwise required by the laws of the state of Florida.
- Naming of AACR, Freeman, the Orange County Convention Center as additional insured.
- Naming of the exhibiting company/organization and booth # that they are representing in the description area; if said information is not included, the certificate of liability insurance will NOT be accepted by AACR.

Failure to provide these documents to the AACR by the indicated due dates will be caused to exclude the EAC from participation at the Show

EACs may not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC and all exhibitor rules apply to this sub-contractor of the exhibitor. The EAC must provide worker names for each day at the exhibit hall in advance to Orange County Convention Center and Security Company and check in at the convention center/security checkpoint upon arrival to receive installation/dismantling passes allowing access to the exhibit hall. These passes are typically in the form of wrist bands that must be worn on the wrist, for security reasons. Workers without properly displayed exhibit hall access passes will be prohibited from work during set-up.

The AACR reserves the right to remove any EAC or its employees who do not comply with AACR exhibitor rules or the operating rules of the Orange County Convention Center. The AACR reserves the right to prohibit EAC participation at the AACR Annual Meeting, both at Orange County Convention Center and at future exhibit locations, at the sole discretion of the AACR, when such actions are necessary.

Convention, Display, Trade Show Labor Regulations

All exhibits must conform to the rules and regulations of the Convention Center and to the International Association of Exhibitions and Events Display Guidelines adopted by AACR and distributed with booth assignments. The guidelines will also be available in the Exhibitor Service Kit, viewable online through the Exhibits Show webpage, and available upon request.

Labor can be ordered in advance by returning the Display Labor Order Form, included in your Exhibitor Service Kit or at show site at the Freeman Service Desk. To avoid any misunderstandings in advance or at the show, contact the show management by letter for additional clarification. Rules and regulations pertaining to union labor and the convention center will appear in your Exhibitor Service Kit.

Drayage and Shipping

Freeman will control access to the trade show floor, which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services will be included in the Exhibitor Service Kit.

Freeman will receive all crated shipments up to 30 days in advance and deliver them to the booths for installation, remove empty crates from the exhibit area before show time and return same to exhibit booths upon close of the AACR Annual Meeting.

Loading and Unloading: Full-time Exhibitor personnel shall have the right to unload POVs (private-owned vehicles); limited to cars, personal vans, small pick-up trucks and trailers no longer than 12 ft. and limited to a maximum one-hour dock time. No material handling equipment may be used, nor will it be loaned to Exhibitor. Two-wheeled dollies or equivalent are allowed. All vehicles with materials for delivery must first check in at the marshalling yard. Empty crates must be stored in a location that is acceptable to Freeman and will not be permitted to remain in the exhibition area and building during the course of the AACR Annual Meeting.

Storage of Crates and Boxes

Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly. Accessible storage for exhibit materials will be available from Freeman for a fee. Detailed

information regarding accessible storage will be available in the Exhibitor Service Kit.

Proper identification and tags will be available at the Exhibitor Service Desk. Storage of crates and boxes can be arranged with the official service contractor, as outlined in the Exhibitor Service Kit.

All cartons, crates, containers, packing materials, etc. which are necessary to repacking must be labelled with "EMPTY" stickers. They will be removed from the floor and stored by Freeman. Access to storage will be available through Freeman. Arrangements can be made at the Exhibitor Service Desk. In accordance with the fire marshal, crates and boxes cannot be stored behind booth displays.

Porter Service

In an effort to maintain a clean and organized exhibit hall, exhibitors who will be distributing giveaways and providing food and beverage/hospitality in their booth must order porter service through Freeman, the general service contractor. Porter service is exclusive to Freeman and includes monitoring the exhibit booth to empty wastebaskets and collect empty boxes during show hours. Standard wastebasket emptying does not include removal of empty boxes. Empty boxes may not be placed in the exhibit hall aisles, behind or adjacent to columns, or in trashcans in the exhibit hall during show hours. If an exhibitor does not properly handle empty boxes, Freeman will remove the boxes at the exhibitor's expense.

Security

Peripheral watchmen shall be furnished by AACR Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The AACR, the Orange County Convention Center, or the city of Orlando, FL will not be responsible for loss of any material by or for any reason. Each exhibitor is recommended to purchase a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire, damage, etc. Forms to order additional security in booths will be included in the Exhibitor Service Kit.

Electrical Safety

All wiring on booths or display fixtures within an exhibitor's booth must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city, and the Orange County Convention Center Policies and Procedures. This applies to construction, not pre-wired equipment.

EXHIBITOR RULES AND REGULATIONS *(cont'd)*

Federal and Local Fire and Building Codes

All materials used in display construction or decorating will be made of fire retardant materials and be certified as flame retardant. Samples should be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate must be available for inspection. Exhibitor is responsible for compliance with life/safety and fire codes.

Fire Protection

All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof that are found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed. The Orange County Convention Center and the Orlando Fire Department Prevention Division reserve the right to make any final decisions regarding fire and public safety.

Telephone and Internet Services

Telephones and internet service in the exhibit hall is supplied exclusively by Orange County Convention Center. Information on ordering these services will be available in the Exhibitor Service Kit.

Food and Beverage

Food service is permitted at the exhibitor's booth with AACR approval. All food service arrangements must be coordinated through the exclusive provider of food and beverages at the Orange County Convention Center. AACR prohibits the distribution of alcoholic beverages and popcorn. Information on ordering these services will be available in the Exhibitor Service Kit.

Fundraising

Exhibitors may not engage, directly or indirectly, in any fundraising in the Exhibit Hall. Any organization seeking such an exception, including to make AACR Foundation a recipient of any fundraising activities, must submit the Booth Activity form at least thirty (30) days prior to the first day of move-in.

“It was GREAT to be at
an IN PERSON event.”



CODE OF CONDUCT, POLICIES, AND PROCEDURES

The AACR Annual Meeting 2023 will bring together representatives from academia, industry, government, and advocacy organizations from across the globe. In order for all participants to have the opportunity to gain the most benefit from this conference, the AACR is committed to providing a safe and secure environment. Please review the following policies and procedures for conference participants. By registering for the AACR Annual Meeting 2023, you agree to the following terms:

- **NEW AACR Policy Regarding Photography.** Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, non-commercial use and are not to be published in any form. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.
- **NEW AACR Policy Regarding Social Media.** Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Oral presenters may label any or all slides in their presentations with “DO NOT POST.” Similarly, poster presenters may label their posters with “DO NOT POST.” Attendees must respect the presenters’ requests in these instances; while attendees may take photographs of all slides and posters, they must refrain from posting on social media any images from slides or posters labeled “DO NOT POST.”
- No photographing or videotaping of the exhibit hall is allowed. Photographing another exhibit or display items is strictly prohibited. Unauthorized photographs (digital and analog) and photographic equipment storage, including emails, electronic distribution on social media sites and systems, cellular phones, electronic tablet devices, etc., will be confiscated. may request permission in writing from the AACR to photograph their own booth for internal marketing purposes only.
- The AACR prohibits intimidating, threatening, or harassing conduct of any kind during this program. This applies to all participants—attendees, presenters, exhibitors, staff, vendors, etc.
- The AACR is committed to a safe, hospitable, and productive environment for all participants of this program, regardless of age, disability, ethnicity, gender, religion, or sexual orientation.
- The AACR expects all participants to communicate professionally and constructively, handling dissent and disagreement with courtesy, dignity, and an open mind, being respectful when providing feedback, and being open to alternate points of view.
- Children under 12 years of age are not permitted in any scientific session, poster session, the exhibit hall, or any official event taking place at this program at any time. Children cannot be left unattended or unsupervised in the convention center. The AACR provides supervised child care services in the Convention Center for a nominal cost for children under 12 years of age. The exact hours, location, and costs of this service will be available on the AACR website.
- The AACR expects participants to share information about this program responsibly and clearly distinguish individual opinion from fact.
- A professional photographer and videographer will be on-site to document conference events and activities from April 14 to April 19, 2023. Photographs and video footage are the sole property of AACR. By registering for and attending these events, attendees understand that AACR may use their likenesses for future promotional purposes. If you do not wish to be photographed, please notify the photographer and/or videographer on-site.
- Participants must obey all applicable laws and regulations of the relevant government authorities while attending this program. Participants must comply with all applicable safety guidelines related to the conference venue.
- The hours of the exhibit hall are published in the Program Guide, the mobile app, and on signage at the exhibit hall entrances. Exhibitors and attendees are expected to follow these rules and to abide by the instructions of posted security guards and AACR Staff.



AACR American Association
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