

Office of Continuing Medical Education

Exhibitor Guidelines

Texas Heart Institute at St. Luke's Episcopal Hospital
The Denton A. Cooley Building
6770 Bertner Avenue
Houston, Texas

When exhibiting with the Texas Heart Institute, exhibitors are to meet ACCME guidelines for Commercial Support. Exhibitors cannot influence planning or interfere with the presentation of CME activities. Exhibit placement will not be a consideration of support for the CME Activity. No commercial promotional materials shall be displayed or distributed in the same room immediately before, during, or immediately after an educational activity certified for credit. Representatives of commercial supporters may attend an educational activity, but may not engage in sales activities while in the room where the activity takes place.

EXHIBIT SIZE: Exhibits will be tabletop displays only. Each company will be provided a 6-foot draped table. The display table will include one identification sign and two chairs.

REGISTRATION: There will be no registration fee for authorized exhibit personnel. Persons obtaining official name badges to host displays must be employees of the company sponsoring the exhibit. Exhibitor badges will be valid for admission to the scientific sessions.

EXHIBIT HOURS: Peak exposures will be during the breaks, breakfast, and lunch, determined based on the event.

SET-UP AND DISMANTLING OF EXHIBITS: Determined based on the event.

DELIVERY OF EXHIBIT MATERIALS: All exhibits materials should be sent to (no more than 2 days before the program):

Physical Address (for Fed Ex/shipping):

Texas Heart Institute
ATTN: Brenda Jones
Meeting Planning Assistant
6770 Bertner Avenue, Suite C550
Houston, TX 77030

Phone: 832-355-2157

Fax: 832-355-3089

Packages must be properly identified with your company's name and the dates of the program.

TABLE ASSIGNMENTS: Tabletops will be assigned according to receipt of applications. Every attempt will be made to accommodate the requests of each company.

STATEMENT OF LIABILITY: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of loss or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Texas Heart Institute and shall indemnify and hold harmless the agents and employees of the Texas Heart Institute for any such losses.