



AIBD 2017

ADVANCES in INFLAMMATORY
BOWEL DISEASES

NOVEMBER 9–11, 2017
ORLANDO, FLORIDA
WALT DISNEY WORLD DOLPHIN HOTEL

EXHIBITOR MANUAL

2017 Advances in Inflammatory Bowel Diseases

Multidisciplinary Approaches to IBD Patient-Centered Care
November 9-11, 2017
Orlando, Florida

Chairs

Richard P. MacDermott, MD, MACG
Emeritus Professor of Medicine
Albany Medical Center
Albany, New York

Stephen B. Hanauer, MD, FACG
Northwestern Feinberg School of Medicine
Chicago, Illinois

Miguel D. Regueiro, MD, FACG
University of Pittsburgh School of Medicine
Pittsburgh, Pennsylvania

Clinical Organizing Committee

Jean-Frederic Colombel, MD
Raymond K. Cross, Jr., MD, MS
Philip Fleshner, MD
Sandra C. Kim, MD
Gary R. Lichtenstein, MD, FACG
Amy L. Lightner, MD
Millie D. Long, MD, MPH, FACG
Uma Mahadevan, MD, FACG
Gil Y. Melmed, MD, FACG
Alan C. Moss, MD, FACG

Feza Remzi, MD
David T. Rubin, MD, FACG
Michele Rubin, APN, MSN, CNS, CGRN
William J. Sandborn, MD, FACG
Bruce E. Sands, MD, MS, FACG
Bo Shen, MD, FACG
Corey A. Siegel, MD, MS
Eva Szigethy, MD, PhD, FACG
Daniel von Allmen, MD
Douglas C. Wolf, MD, FACG

Endorsed by:





AIBD|2017

ADVANCES in INFLAMMATORY
BOWEL DISEASES

NOVEMBER 9–11, 2017
ORLANDO, FLORIDA
WALT DISNEY WORLD DOLPHIN HOTEL

Exhibition Information

Conference and Exhibit Venue

Walt Disney World Dolphin Hotel
1500 Epcot Resorts Boulevard
Lake Buena Vista, Florida 32830
Tel.: +1 (407) 934 4000
Fax: +1 (407) 934 4884
<http://www.swandolphin.com/home.html>

Exhibition Details

EXPO Convention Contractors, Inc. is providing complete exhibit services for the 2017 Advances in Inflammatory Bowel Diseases, Multidisciplinary Approaches to IBD Patient-Centered Care. Please review the [EXPO Convention Kit](#) sent accompanying this document for further information and important deadlines.

Exhibition Dates and Times

Thursday, November 9, 2017

High Traffic times

1:30 pm – 5:30 pm

2:00 pm – 2:30 pm (Afternoon break #1)

4:40 pm – 5:10 pm (Afternoon break #2)

Friday, November 10, 2017

High Traffic times

6:55 am – 7:30 pm

11:45 am – 1:45 pm (Closed)

6:50 am – 7:50 am (Continental Breakfast)

10:00 am – 10:30 am (Morning Break)

3:45 pm – 4:15 pm (Afternoon Break)

6:30 pm – 7:30 pm (Poster Reception)

Saturday, November 11, 2017

High Traffic times

6:50 am – 4:30 pm

11:45 am – 1:45 pm (Closed)

6:50 am – 7:50 am (Continental Breakfast)

10:00 am – 10:30 am (Morning Break)

3:45 pm – 4:15 pm (Afternoon Break)

Move In and Set Up

If you choose to have your own carrier deliver your materials instead of using EXPO, you **MUST** schedule your arrival with Andy Rosditsky. You will **NOT** be permitted to use the loading dock unless you have previously scheduled your arrival with EXPO. Andy's contact info: (e) andy@expocci.com or (p) 305-751-1234.

Tuesday, November 7, 2017

12:00 pm – 8:00 pm

Wednesday, November 8, 2017

8:00 am – 8:00 pm

Thursday, November 9, 2017

8:00 am – 11:00 am – *Collateral only*





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Caravan from ACG

We are excited to announce that Imedex has arranged Freight Caravan Service for those exhibitors who will transition from ACG to the AIBD 2017 Exhibition.

This value add service will save you thousands in exhibition freight charges! We are very pleased to share the following:

Freeman Logistics (via their freight carrier UPS Freight) will provide full carrier, storage and delivery services to move, store, inventory, retag your Exhibit Structure and Collateral between the ACG and AIBD Exhibition. The services provided by UPS Freight will include the following post ACG:

- 1) Pick-up and transport of your organization's packed crates delivered to a secure Orlando warehouse
- 2) Inventory and retagging for delivery to AIBD
- 3) Storage for 4 weeks in Orlando
- 4) Transport to AIBD exhibit location on November 7th

This full service package is available by freight weight using the following scale.

Minimum Charge- \$104

By weight up to 1250 lbs.

- A) 1-299 = .43 lbs.
- B) 300 – 499 = .41 lbs.
- C) 500 - 999 = .39 lbs.
- D) 1000 – 1250 = .37 lbs.

Maximum Charge- \$500 (above 1250 lbs)

Yes, you read that correctly. For a maximum \$500 your organization's exhibit booth and marketing material can be conveniently and carefully stored in Orlando and delivered directly to the Dolphin Hotel for the AIBD Exhibition.

Full details on how to take advantage of this amazing service will be available on-site at ACG and in the AIBD EXPO Manual. Questions? Just give us a call.

Best,

Stacy S. Brandau |
Global Corporate Development
Imedex
M +1. 404.384.8416 |
E s.brandau@imedex.com
Imedex | www.imedex.com

Andrew Rosditsky
Account Executive
Expo Convention Contractors, Inc.
15959 NW 15th Ave., Miami, FL 33169-5607
Ph: [305-751-1234 ext. 231](tel:305-751-1234)
Cell: [\(305\) 216 - 9775](tel:305-216-9775)
Fax: [\(786\) 248 - 3026](tel:786-248-3026)



Break Down and Move Out

Saturday, November 11, 2017

4:30 pm – 10:00 pm

EXPO will begin return of empty crates to exhibitor’s I & D Houses at 4:30 pm. Carriers may pick up on Saturday as long as this has been previously scheduled with EXPO. All carriers must check in no later than 8:00 pm. You will **NOT** be permitted to use the loading dock without scheduling your pickup with Andy Rosditsky. Andy’s contact info: (e) andy@expocci.com or (p) 305-751-1234.

Sunday, November 12, 2017

8:00 am – 10:00 am

Booths can continue dismantling on Sunday from 8:00 am to 10:00 am. EXPO will begin to remove all crates starting at 9:00 am. All carriers must check in no later than 9:00 am. You will **NOT** be permitted to use the loading dock without scheduling your pickup with Andy Rosditsky. Andy’s contact info: (e) andy@expocci.com or (p) 305-751-1234.

Exhibition Details

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Exhibit Floor Plan

See accompanying documents

- *Exhibit Hall Floor Plan (coming soon – final edits with EXPO)*
- [Walt Disney World Dolphin Hotel Floor Plan](#)

Exhibit Room: Atlantic Hall B-C

Floor: First Level

Height of Exhibition Hall: 30 Feet

Rigging of Signage: Contact PSAV with questions and orders - please see the attached [EXPO Convention Kit](#) for order forms (pg 30)

Power: 120/208 volts, 60 cycles -Must order through GES Electrical - please see the attached [EXPO Convention Kit](#) for order forms (pgs 34-57)

Shipping Information for 10x10, 10x20, 20x20 and larger Exhibits

It is recommended that all exhibitors use the shipping labels provided on page 19 of the [EXPO Convention Kit](#). Please ship exhibit materials up to 30 days prior to the conference dates to the EXPO Advanced Freight Receiving Warehouse. All freight shipments must be shipped prepaid and received **no later than October 31, 2017**. The conference location will not have the facilities to receive and store such





materials in advance and may refuse your shipment and/or additional charges may be incurred. Outbound shipping can be handled by your own provider given that they schedule their pickup with Andy Rosditsky at EXPO.

Shipping Information for Table Top Exhibits

We recommend you use the same shipping instructions as listed above. Should you choose to ship your exhibit materials directly to the Walt Disney World Dolphin Hotel; your shipment **cannot arrive any earlier than Tuesday, November 7, 2017**. To ensure prompt delivery onsite, it is recommended that all exhibitors shipping directly to the Walt Disney World Dolphin Hotel use the shipping labels provided on page 20 of the [EXPO Convention Kit](#).

Please ensure your shipment arrives during the following times:

- **Tuesday, November 7, 2017** 8:00 am – 8:00 pm
- **Wednesday, November 8, 2017** 8:00 am – 8:00 pm
- **Thursday, November 9, 2017** 8:00 am – 11:00 am

**Please note that each exhibitor will be responsible for all associated shipping and handling fees duties and taxes, and drayage fees for their shipments. Imedex will not assume any fees for exhibitors.*

Imedex Contact Information

Michele Wicker

11675 Rainwater Drive, Suite 600, Alpharetta, GA 30009
Mobile: +1 (678) 642 0290
Fax: +1 (770) 751 7334
m.wicker@imedex.com

Stacy Brandau

11675 Rainwater Drive, Suite 600, Alpharetta, GA 30009
Mobile: +1 (404) 384 8416
Fax: +1 (770) 751 7334
s.brandau@imedex.com

EXPO Contact Information

Andy Rosditsky
andy@expooci.com
Tel.: +1 (305) 751 1234
Mobile: +1 (305) 216 9775

Educational Measures Contact Information

**For AV Equipment Rentals – (pgs 25-27 [EXPO Convention Kit](#))*
Roland Baumgardner
rbaumgardner@educationalmeasures.com
Mobile: +1 (303) 521 5251

GES Electrical Contact Information

**For Electrical Orders (pgs 34-57 [EXPO Convention Kit](#))*
Tel.: +1 (800) 866 2098





PSAV Rigging Contact Information

**For Rigging Questions & Orders (pg 30 [EXPO Convention Kit](#))*

Tel.: +1 (407) 939 5794

Xponet Internet and Telecom Contact Information

Internet and telecom services should be ordered through the xponet, +1 (407) 934 5108, dolphin@xponet.net. *Please see the accompanying document, [EXPO Convention Kit](#), for order forms (pgs 28-19).*

Buning the Florist

Plants and floral arrangements can be arranged through Buning the Florist. *Please see the accompanying document, [EXPO Convention Kit](#), for order forms (pgs 31).*

UPS Tradeshow Freight

Shipping & freight can be arranged through UPS. *Please see the accompanying document, [EXPO Convention Kit](#), for order forms (pgs 32-33).*



Conference Bag Inserts

Imedex will accept a restricted number of inserts to be included in the conference bag. Some exhibitors receive a complimentary insert as part of their overall support (*please check your contract*). If you would like to purchase an additional bag insert, please contact Stacy Brandau at s.brandau@imedex.com.

The material may not be larger than 8-1/2 x 11-format and not heavier than 30 grams per piece. The design, style, and shape of your insert is your preference. Imedex must review and approve the design before you go to print. Please send 2,400 pieces.

In order to assist in the transfer of all bag inserts to Orlando, you must label "**BAG INSERTS – AIBD 2017**" on the outside of each box sent. **Bag inserts must be shipped separately from any exhibition materials so they can be sorted properly on-site.** All inserts **MUST** arrive at the EXPO Miami **no later than November 2, 2017**. Due to the number of inserts, **NO** exceptions will be granted.

Please send your bag insert shipment to the following address:

EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169

For: 2017 Advances in Inflammatory Bowel Diseases Multidisciplinary Approaches to IBD Patient-Centered Care

Conference Lead Retrieval Service

Lead Retrieval service will be offered by Bartizan Connects. Should you wish to rent lead retrieval(s) for your booth, please use the order form accompanying this document: [Lead Retrieval Order Form](#). Should you have any questions prior to ordering, please contact Michele Wicker, m.wicker@imedex.com or by telephone +1 678 642 0290.

Ancillary Space

All Ancillary space requests must be approved by Imedex. Please contact Teresa Lovich for additional information and the required application. Email: t.lovich@imedex.com Telephone: +1 (214) 679 8736. Space is assigned on a first come first served basis as contracts are signed. Please reserve early!



Exhibitor Information

Company _____

First Name _____ Last Name _____

Email _____

Telephone _____ Fax _____

Address _____

City/State/Zip _____ Country _____

Company Onsite Contact

Name _____ Mobile No _____

Email _____

Information on the Exhibit Activities

Please select the category that best reflects your exhibit:

- Investigational Drugs/Treatments
- Patient Advocacy
- Publication
- Medical Devices
- Pharmaceutical Drugs
- Other (please specify)

Logo Request

For use in conference printed materials, please submit a hi-resolution logo to Stacy Brandau (s.brandau@imedex.com) by **September 28, 2017**.

We prefer the vectorized Adobe Illustrator source files (.ai or .esp file extension) are preferred as it allows the logo to be used for multiple purposes. You may also submit a .jpeg or .tif format that is at least 360 dpi (dots per inch).

Please complete this form and send back to Stacy Brandau:
(E) s.brandau@imedex.com or (F) +1 (770) 751-7334.





Complimentary Registrations

Exhibitor fees include a limited number of Complimentary Registrations as outlined in your contract. You may use these for Full Registrations or Exhibitor Only Registrations. All Full Registrations will receive all conference materials and have access to scientific sessions, exhibit and poster hall, symposia, and any receptions related to this conference. Please use the Excel template accompanying this document to submit your complimentary names: [Complimentary Registration Template](#). The deadline to submit your complimentary names is **no later than October 20, 2017**.

Additional Full Registrations can be purchased on the conference website (<http://www.advancesinibd.com/registration.asp>) by selecting the Industry Rate. Please do not include attendees who have already registered and paid online.

Additional Exhibitor Only Registrations can be purchased. The fee is \$300 and provides access to the exhibit and poster hall, symposia, and any receptions related to this conference. Exhibitor registrations receive a badge only. This type of badge does not have access to any educational sessions. To purchase additional exhibitor badges, please include them in your Excel template marking that they are "Exhibit Paid" and complete/return the Credit Card Authorization Form with your completed template.

Hotel Accommodations

Walt Disney World Dolphin Hotel

1500 Epcot Resorts Boulevard
Lake Buena Vista, Florida 32830
Tel.: +1 (407) 934 4000
Fax: +1 (407) 934 4884
<http://www.swandolphin.com/home.html>

Ideally located, the Walt Disney World Dolphin Hotel provides an extraordinary backdrop for business or pleasure. Nestled between lush landscape, beautiful waterways and unique architecture, the Walt Disney World Dolphin Hotel creates an impressive landmark. You will embark upon their stunning lobby and unique restaurants while enjoying the many comforts provided as one of their guests.

For the convenience of participants, a room block with a limited number of rooms has been reserved at the discounted conference rate of **\$205*** single/double occupancy, plus tax, currently at 12.5%. This limited number of discounted rooms will be available until October 9, 2017. This discounted rate is not guaranteed outside the conference dates. Reservations received after October 9, 2017 or after the room block has been filled (whichever comes first) are subject to availability and prevailing hotel rates.

To reserve your room please contact the Walt Disney World Dolphin Hotel reservations department at +1 (800) 227 1500 or for international guests +1 (407) 934 4000. To receive the conference rate, callers must identify themselves as attending the 2017 Advances in IBD conference. You may also visit the following link at <http://www.swandolphin.com/groupres/IMDEX7/>. Reservation requests received after October 9, 2017 may not be guaranteed the conference rate.

Mandatory Resort Package - Included in room rate*

* The mandatory resort service package of \$20 (exclusive of taxes) per room per day has been included in the room rate.



Groups

If you are bringing a group of 5 or more people, you must go through Imedex for housing. Please contact Teresa Lovich at t.lovich@imedex.com or +1 (214) 679-8736. Room blocks are assigned on a first come first served basis as contracts are signed. Please reserve early!



Exhibition Regulations

Exhibit Space Selection

Imedex shall assign exhibit space and reserves the right to change the location of exhibit space at any time. The exhibitor shall have no claim against Imedex in respect of any change of the exhibit space layout.

Prohibited in the Exhibit Hall

- Live, videotaped, or audio taped delivery of didactic presentations by experts in Inflammatory Bowel Diseases
- Activities offering CME credits
- Theater-style presentations
- Distribution of coupons or vouchers for meals, entertainment, or personal services to meeting attendees
- Distribution of any item of more than minimal value
- Demonstration, promotion, or sale of the products of any non-exhibiting companies, unauthorized reproduction or distribution of 2017 Advances in IBD Conference abstracts
- Contests, lotteries, raffles, or games of chance
- Games or group activities of any kind

Admission to the Exhibition

Participants fully registered for the conference may enter the exhibition. During times that the exhibition is closed, admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models, hosts, or similar personnel not commercially connected with the industry may be employed to assist in the exhibit; any costume, if not standard business attire, must conform to proper decorum of the 2017 Advances in IBD Conference and is subject to approval by Imedex.

Exhibitor Registration

All exhibitors and their staff must be registered and display an official conference badge during all times of the conference. Badges for move-in and move-out are not necessary.

Identification of the Exhibitors

False certification of individuals as exhibitor's representatives or any method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition or barring him from further entrance to the exhibit floor, or removing his exhibit from the exhibit floor without refund of any fees.

Equality of Exhibition Attendants

Exhibitors must apply equality in their approach to the attendants. Discrimination of attendants according to nationality, academic position or any other factor is against Imedex policy.

Operation of the Exhibit

All exhibit activities and queuing must be contained in the individual exhibitor's assigned space. Excessive audio/visual devices or effects and offensive displays or odors are prohibited. Sound effects, including the use of a microphone, are discouraged due to their potential to interfere with other exhibits and distract from the professional atmosphere of the exhibition.



Subletting of Space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the conference facility is strictly prohibited.

Exhibit Restrictions

Exhibits must conform to the contracted space and all display rules as set forth in this exhibitor manual. Exhibits or displays must not obstruct the view of or interfere in any way with the displays of neighboring exhibits. Any exposed part of the display must be covered so as not to be objectionable to the other exhibitors, or in the best overall interest of the exhibition. All business and selling demonstrations shall be confined to the exhibitor's own assigned space. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

Management of the Exhibit

Exhibits must remain fully intact and staffed at all times exhibition is open to the public. Dismantling of exhibits and removal of products or display material is limited only to published hours and restrictions.

Exhibits are not to be disassembled until Saturday, November 11, 2017 at 4:30 pm.

Exhibits must be removed no later than 10:00 am on Sunday, November 12, 2017.

Security and Insurance

Neither Imedex nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or of any person, or for the loss, damage or destruction by theft or fire or from any other cause to such exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The exhibitor shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the exhibitor, his staff, agent or personnel hired on a temporary basis to staff the exhibition stand. As Imedex and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should affect his own insurance against any risk of loss, damage, injury or liability.

Stand Decoration

Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated. Imedex does not permit the total enclosure of the stand. The exhibitor or his/her contractor may not interfere with the exhibition building in any way whatsoever. Any damage caused by their acts of negligence will be the responsibility of the exhibitor, who will be required to indemnify Imedex and its contractors against any claim arising from such damage.

Photography, Video and Audio taping

Exhibitors must receive prior approval from Imedex for any photography, videotaping or audio taping of any activity in conjunction with the exhibition and the conference, except for limited activities occurring within the individual exhibitor's assigned space. Photography, videotaping or audio taping of scientific or educational sessions is not permitted.

Unapproved Therapies

Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services nor is Imedex supporting those products or services for their sole promotion at the 2017 Advances in IBD Conference. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach.



Surveys and Marketing Research

Surveys are authorized within the physical limits of the company's assigned space only. The appointed personnel must be identifiable at all times as member of a "marketing research team."

Social Functions/Activities

Social functions and other activities supported by exhibitors cannot be held during exhibit hours or in conflict with any scheduled scientific sessions, meetings or activities conducted by the 2017 Advances in IBD Conference. No programmatic activities or scientific/educational activities may take place during exhibitor/supported functions. Self-assessment tests, such as computer assisted learning which the delegate can choose to start and end at his/her wish, are allowed.

Postponement or Abandonment

Imedex reserves the right to postpone the conference including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, Imedex will not be held liable for expenses incurred other than the cost of rental of exhibition space.

Use of the Logos

The use of all logos and/or names, including the 2017 Advances in IBD Conference logo on distributed material or other items are subject to expressed written approval from Imedex.

Non-Smoking Event

The 2017 Advances in IBD Conference is a non-smoking event.

Storage

If you require storage during the exhibition, please contact EXPO Convention Contractors. An additional charge may apply.

Dismantling

The exhibitor must vacate the exhibition space on Sunday, November 12, 2017 by 10:00 am. Exhibitors failing to do so will be liable for additional rental costs and will be liable for a late fee of up to 5% of the total exhibition sponsorship cost.

Venue Rules and Regulations

For more information on the Walt Disney World Dolphin Hotel and the rules for exhibitors please see the accompanying document – [Exhibit Hall Regulations Dolphin Hotel](#). Another document that might be helpful for your group is – [Shipping Receiving Information Dolphin Hotel](#).