Vision
To Prevent and Cure Liver Disease

Mission
To advance and disseminate the science and practice of hepatology, and to promote liver health and quality patient care.
Fast Facts

Venue
Hynes Convention Center
Boston, MA

Exhibit Dates and Times
Saturday, November 14
5:00 pm–7:30 pm
Sunday, November 15
9:30 am–3:00 pm
Monday, November 16
9:30 am–3:00 pm

Installation Schedule
Friday, November 13
8:00 am–5:00 pm
Saturday, November 14
8:00 am–2:30 pm

Dismantle Schedule
Monday, November 16
3:00 pm–10:00 pm
Tuesday, November 17
8:00 am–10:00 am

Space Assignments
Priority for space assignment is based on a point system and the date on which the exhibit space contract is received.

Booth Sizes and Fees
Standard booth is 10 ft x 10 ft; maximum booth size is 40 ft x 40 ft.
In-line Booth $3,000
Corner Booth $3,200
Island Booth $34 per sq.ft.
Nonprofit $525

Hotel Accommodations
Reservations for hotel accommodations at The Liver Meeting® will be made through the official housing vendor for The Liver Meeting®, OnPeak.

Contacts
Official Decorator: Freeman
275 Bodwell Street
Avon, MA 02332
P: 508-894-5100
E: FreemanBostonES@freemanco.com

Official AV Provider: PSAV
P: 800-966-4498
E: exhibits@psav.com

AASLD
1001 North Fairfax Street, 4th Floor
Alexandria, VA 22314
P: 703-299-9766
F: 703-299-9622

Exhibits
Sharon Grant
Manager, Registration and Exhibits
E: sgrant@aasld.org

Affiliate Event and Industry-supported Satellite Symposia:
Melissa Morrison
Manager, Meetings and Conferences
E: mmorrison@aasld.org

Corporate Support:
Melissa Boagey
Director, Meetings & Conferences
E: emboagey@aasld.org

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Attendee Demographics

Reach Thousands of Liver Disease Specialists from Across the Nation and Around the World

During The Liver Meeting® 2020—the 71st Annual Meeting of the American Association for the Study of Liver Diseases—thousands of hepatologists and hepatology health professionals from across the nation and around the world will gather in Boston to exchange the latest liver disease research, discuss treatment outcomes, and interact with colleagues at the annual, must-attend event in the science and practice of hepatology.

AASLD is the leading organization focused solely on advancing the science and practice of hepatology. The Liver Meeting® defines the cutting edge in the study and treatment of liver and biliary diseases and offers the best possible atmosphere to discuss groundbreaking research and progressive clinical treatments.

Don’t miss AASLD’s premier scientific and educational event and your opportunity to spotlight your products and services for this targeted audience of leaders in the field.

Reserve your booth space today!

Who Attends The Liver Meeting®

- Physicians 36%
- Scientists 18%
- Industry Representatives 10%
- Trainees/Students 13%
- Hepatology Associates 7%
- Phys. Scientists 9%
- Surgeons 2%
- Others 4%
## Attendees by Region (Based on 2019 data)

<table>
<thead>
<tr>
<th>Color</th>
<th>Region</th>
<th>Total Count Per Region</th>
<th>% of the World</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>North America</td>
<td>6,093</td>
<td>61.76%</td>
</tr>
<tr>
<td></td>
<td>Central America</td>
<td>5</td>
<td>0.05%</td>
</tr>
<tr>
<td></td>
<td>South America</td>
<td>237</td>
<td>2.40%</td>
</tr>
<tr>
<td></td>
<td>Europe</td>
<td>1,644</td>
<td>16.66%</td>
</tr>
<tr>
<td></td>
<td>Africa</td>
<td>84</td>
<td>0.85%</td>
</tr>
<tr>
<td></td>
<td>Middle East</td>
<td>115</td>
<td>1.17%</td>
</tr>
<tr>
<td></td>
<td>Central Asia</td>
<td>22</td>
<td>0.22%</td>
</tr>
<tr>
<td></td>
<td>South Asia</td>
<td>162</td>
<td>1.64%</td>
</tr>
<tr>
<td></td>
<td>East and Southeast Asia</td>
<td>1,372</td>
<td>13.91%</td>
</tr>
<tr>
<td></td>
<td>Australia and Oceania</td>
<td>132</td>
<td>1.34%</td>
</tr>
<tr>
<td></td>
<td><strong>World Total</strong></td>
<td><strong>9,866</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
**Booth Fees, Assignment Procedures, and Cancellation Information**

**Booth Space Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Booth</td>
<td>$3,000</td>
</tr>
<tr>
<td>In-line Booth</td>
<td>$3,200</td>
</tr>
<tr>
<td>Corner Booth</td>
<td>$4,000</td>
</tr>
<tr>
<td>Island Booth</td>
<td>$34/sq. ft</td>
</tr>
<tr>
<td>Nonprofit</td>
<td>$525</td>
</tr>
</tbody>
</table>

The exhibitor agrees to enclose full payment of the rental fee with their application and forward to:

**AASLD**

Attention: Sharon Grant  
1001 North Fairfax Street,  
4th Floor  
Alexandria, VA 22314  
P: 703-299-9769  
F: 703-299-9622  
E: sgrant@aasld.org

All checks must be made payable to AASLD in US dollars drawn on a US bank.

**Exhibit Eligibility**

All products and services exhibited must be germane to the study and practice of hepatology and have appropriate governmental and agency approval, if applicable. AASLD retains the sole authority to determine the eligibility of any company and/or its product. AASLD reserves the right to accept or refuse any application in its sole discretion, including but not limited to, refusing applications of organizations not meeting standard requirements or expectations. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc.

**Priority Point System**

A priority point system is used to determine the order in which exhibitors are assigned booth space each year. AASLD utilizes the following exhibitor priority point system:

- One (1) point for each 10 feet x 10 feet of exhibit space purchased since 2000
- One (1) point for every $5,000 in corporate support of The Liver Meeting® since 2001

Priority points are maintained on a cumulative basis. An exhibiting company with accrued points may decide not to exhibit one out of five consecutive years and maintain all accumulated points. Any company that does not exhibit two times in five consecutive years will lose all accumulated points.

Exhibiting companies’ priority points may not be combined. In the event an AASLD exhibiting company merges with, buys, or is bought by another AASLD exhibiting company, the total points from the company with the highest number of points will be utilized as the point total for the new company. All requests to transfer points must be made in writing on company letterhead and verified by the parent or subsidiary company.

**Space Assignments**

Space assignments are made in one of the following three ways:

1. Onsite exhibitors are given the first opportunity to submit applications and reserve space for 2020 based upon accumulated priority points as of October 1, 2019.

2. Space assignments for exhibitors whose applications are received by AASLD through email, fax, or USPS between November 17, 2019, and January 16, 2020, will be made based upon accumulated priority points by the exhibiting company as of October 1, 2019 and the date the application is received by AASLD. In the event two or more companies have the same total points, priority for space assignment will be determined by the date the application and payment are received by AASLD.

3. Applications received after January 16, 2020, will be assigned space on a first-come, first-served, space availability basis and the point system will no longer apply.

Application for exhibit space must be made on the official AASLD Exhibit Space Application and Contract. Tentative reservations will be accepted via email after January 16, 2020. All tentative reservations are held for 10 working days only. Within this time period, the application and payment must be forwarded to AASLD or tentative space will be released. No space will be assigned until both an application and full payment have been received.

Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate the company on their applications. Careful consideration will be given to all such requests, but relocation cannot be guaranteed.

In the event of conflicts regarding space requests or conditions beyond the control of exhibit management, AASLD reserves the right to revise, relocate, or realign exhibit booths at any time for the overall benefit of the meeting. A revised floor plan will be provided upon request.

**View Floorplan**
Designated Nonprofit Area
Exhibitors defined as nonprofit companies and who receive the reduced booth price of $525 have a designated area on the show floor. Nonprofit exhibitors do not have the option to choose booth space in other locations on the exhibit floor for this reduced rate. Nonprofit rate includes: rental of one 10 x 10-foot booth space, side and back drape, and one identification sign. Any additional requirements will be the responsibility of the exhibiting organization. Additional booths requested are charged the regular booth price.

Booth Space Fees
Standard booth is 10 ft x 10 ft; maximum booth size is 40 ft x 40 ft.

NEW THIS YEAR! Island booths limited to a maximum 1600 sq. ft. per company per hall due to space constraints at the Hynes Convention Center.

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-line Booth</td>
<td>$3,000</td>
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The exhibitor agrees to enclose full payment of the rental fee with their application and forward to:

AASLD
Attention: Sharon Grant
1001 North Fairfax Street, 4th Floor
Alexandria, VA 22314
Phone: 703-299-9766
Fax: 703-299-9622
E-mail: sgrant@aasld.org

All checks must be made payable to AASLD in US dollars drawn on a US bank.

Payment of Previous Debts
All debts owed by the exhibitor to AASLD must be paid in full prior to contracting for booth space at The Liver Meeting®. Booth space will not be assigned to a company that has accounts due to the Association.

Cancellation or Downsizing of Booth Space
Cancellations or requests to downsize space must be submitted to AASLD in writing. The date on which the exhibitor’s written notice of cancellation is received in AASLD’s office will be the official cancellation date.

If space is cancelled on or before July 1, 2020, AASLD will retain 25% of the total booth cost. Any exhibitor who cancels space after July 1, 2020, will be responsible for the total booth cost. No refunds will be given for cancellations received after July 1, 2020. Priority Points will be based on booth size at the time exhibiting begins.

If written notification of booth space downsizing is received on or before July 1, 2020, the exhibitor is responsible for 25% of the original exhibit space contract, plus the cost of the redefined exhibit space. No decreases in booth size or configuration will be made after July 1, 2020. AASLD retains the right to relocate an exhibitor after downsizing. Priority Points will be based on booth size at the time exhibiting begins.

Failure to Occupy Space
Exhibitors not occupying booth space by 2:30 pm on Saturday, November 14, 2020, will forfeit their booth space without refund. The space may be resold or used by AASLD. No Priority Points will be awarded if space is unoccupied at time exhibiting begins.

Food and Drug Administration (FDA) Market Clearance
All products exhibited must have fulfilled all applicable FDA regulations. Products that are not FDA approved for a particular use in humans or are not commercially available in the United States will be permitted to be displayed only when accompanied by appropriate signs that indicate FDA clearance status. The signs must be clearly and easily visible and placed near the product and on any graphics depicting the product.

Display of investigational products is to remain within the expectations and limitations of the Food and Drug Administration’s Guidelines on Notices of Availability. Any investigational product graphically depicted on a commercial exhibit should:

• Contain only objective statements about the product.
• Contain no claims of safety, effectiveness, or reliability.
• Contain no comparative claims to other marketed products.
• Exist solely for the purpose of obtaining investigators.
• Be accompanied by directions for becoming an investigator and list of investigator responsibilities.

• Contain a statement on signage: “Caution—Investigational Product—Limited to Investigational Use” (or similar statement) in prominent size and placement.

It is the exhibitor’s responsibility to contact the FDA to ensure compliance with the current FDA guidelines. Contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug and Cosmetic Act.

Industry Guidelines
AASLD reminds exhibitors and their agents or designees of their responsibility to be aware of and to abide by all guidelines and codes regarding the relationship between the pharmaceutical and medical device/equipment industry and healthcare professionals, including but not limited to:

• Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support
• Advanced Medical Technology Association (AdvaMed) Code of Ethics for Interactions with Healthcare Professionals
• American Medical Association (AMA) Opinion 8.061 Gifts to Physicians from Industry
• Office of Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers
• Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interaction with Healthcare Professionals
2020 Exhibit Hall Floor Plan
2019 Exhibitors

AbbVie
AcariaHealth
Accredo
Alexion Pharmaceuticals
Alfa Wassermann Diagnostic Technologies
Allergan USA, Inc.
Alnylam Pharmaceuticals
Alpha-1 Foundation
American Board of Internal Medicine (ABIM)
American Liver Foundation
American Porphyria Foundation
Amsety LLC
Asian Pacific Association for the Study of the Liver (APASL)
Asociacion Latinoamericana para el Estudio del Hígado (ALEH)
Asociacion Mexicana De Hepatologic
Autoimmune Hepatitis Association, Inc.
Banner Health: Banner University Medical Center - Tucson
Baxter Healthcare Corporation
Bayer Healthcare
BioMatrix Specialty Pharmacy
BioPredictive
Blue Faery: The Adrienne Wilson Liver Cancer Association
Bon Secours Health System
BriovaRx
Bristol-Myers Squibb
Canadian Association for the Study of the Liver (CASL)
Charles River
Cholangiocarcinoma Foundation, The
Chronic Liver Disease Foundation
CN-Bio Innovations LTD
Cochrane Hepato-Biliary Group, The Community Liver Alliance
CTI Clinical Trial and Consulting CVS Specialty
CymaBay Therapeutics
DiaPharma Group, Inc
Diem Direct - Hepaxa®
DILysm Services
Dynavax Technologies Corporation
Echosens North America, Inc.
Eiger BioPharmaceuticals, Inc.
Eisai Inc.
Eisai Inc. (Second Contact)
Enanta Pharmaceuticals
ENDRA Life Sciences
European Association for the Study of the Liver (EASL)
ExeGi Pharma
Exelixis, Inc.
Fibronostics
FUJIFILM Wako Diagnostics U.S.A. Corporation
Galmed Pharmaceuticals
Gastroenterology and Endoscopy News
Gastroenterology and Hepatology
GENFIT CORP
Gilead Sciences, Inc.
GlaxoSmithKline
Global Liver Institute
Gore & Associates
Gubra
Healio Gastroenterology
HealthWell Foundation
Hep C Action Aotearoa
Hepatiq, Inc.
Horizon Solutions Consulting LLC.
IIAM
Indiana University Health
INDIGO Biosciences, Inc.
Insphero Inc.
Intercept Pharmaceuticals
KCI Biotech (SUZHOU) Inc.
LabCorp/Covance
Laboratory for Advanced
Medicine
Madrigal Pharmaceuticals
Mallinckrodt Pharmaceuticals
Mayo Clinic Laboratories
MYR Pharma
National Institute on Alcohol Abuse and Alcoholism (NIAAA)
NOhep (World Liver Alliance)
Novartis Pharma AG
Novo Nordisk A/S
OraSure Technologies
PBCers Organization
Perspectum Diagnostics LTD
PhoenixBio
Precision MedCare
Promethera Biosciences SA
ProSciento, Inc.
Provider Solutions + Development
PSC Partners Seeking a Cure
Recordati Rare Diseases
Research Diets, Inc.
Resoundant Inc.
Retrophin
Salix Pharmaceuticals, Inc. Valeant
Sanyal Biotechnology
Sarepta Therapeutics
Shionogi Inc.
Siemens Healthineers
SonoVol, Inc.
Taiwan Association for the Study of the Liver Foundation
UPMC Transplant
Virology Education
Visikol, Inc.
Wiley
Woodland Biosciences
World Gastroenterology Organisation
WuXi AppTec, Inc.
Yecuris Corporation

(as of October 2019)
Industry-supported Satellite Symposia

AASLD offers commercial supporters of The Liver Meeting® the opportunity to organize a limited number of independent educational symposia to be presented during its Annual Meeting for registered attendees. These symposia will take place on designated evenings, following scheduled educational events of The Liver Meeting®.

Your $75,000 investment will provide the following benefits to your company:

- Exposure to a select audience of influential liver specialists from around the world.
- Inclusion of symposium announcement in the official AASLD Program Book.
- Inclusion of symposium announcement on the AASLD website.
- Inclusion of approved special announcements in AASLD Annual Meeting registration bags.
- One-time use of The Liver Meeting® pre-registration list, with pre-approved mailing piece, at no charge. Postage is at the supporter’s expense.
- Inclusion of promotional poster and invitations on the Industry-Supported Satellite Symposia information display onsite in Boston. The display will be located in the Hynes Convention Center and will allow attendees to review information for all Industry-Supported Satellite Symposia being presented for attendees of The Liver Meeting®.

Overview of Requirements

- Symposium industry supporter(s) must be an exhibitor at The Liver Meeting®.
- Symposium will be held at AASLD designated convention hotels.
- Satellite symposia must be sponsored/organized by an ACCME accredited organization and offer CME credits. Providers must designate activities for category 1 (one) credit in advance; no activity can be designated retroactively. AASLD does not provide CME credit for satellite symposia.
- All supporters, organizers, agents, and presenters must abide by all of AASLD’s policies including the Abstract Embargo Policy.
- Organizers of a satellite program must submit a proposal to AASLD. The proposal must be emailed or mailed to AASLD no later than July 1, 2020.

To review complete requirements and to download an application, please visit our website at www.aasld.org. Information will be available beginning February 2020.
Affiliate Events

AASLD understands the value of having a large number of specialists in one place and we offer the opportunity for universities, government agencies, nonprofit and corporate/industry groups to organize non-educational events over the course of The Liver Meeting®. These events, planned independently of AASLD, allow for time to gather with colleagues and/or network with others within the field.

Affiliate events, limited to no more than 150 AASLD attendees, include, but are not limited to, the following:

- Advisory Board Meetings
- Committee Meetings
- Focus Groups
- Hospitality Suites/Lounges
- Investigator Meetings
- Social/Networking and University Alumni Events
- Staff Offices/Meetings

Events that include formal presentations, equipment demonstrations, procedural instructions, or continuing medical education (CME) will be regarded as educational and must be approved according to satellite symposia guidelines.

Overview of Requirements

All applications for affiliate event meeting space should be emailed by Wednesday, September 16, 2020 to Melissa Morrison mmorrison@aasld.org for review and approval. ALL affiliate events must be approved by AASLD.

- All affiliate events must take place during designated times which will be included in the full requirement information on www.aasld.org.
- Exhibitors and/or meeting coordinators are not permitted to reserve meeting rooms for affiliate events directly through the convention hotels contracted by AASLD.
- Approval will be based on the regulations outlined. Available space is limited and will be assigned on a first-come, first-served basis.

Other Events

AASLD is protective of its attendees’ time, energy, and attention. Events conducted by exhibitors, their agents, or designees for The Liver Meeting® attendees that are held at official and nonofficial AASLD meeting facilities without prior approval by AASLD may result in the loss of exhibitor priority points. AASLD strongly objects to third party initiatives scheduled prior to the start of AASLD activities and will not release space to any organization for such initiatives.

To review complete requirements and to download an application, please visit our website at www.aasld.org. Information will be available beginning April 2020.
Shipping Information
Advance shipments will be received at the warehouse beginning Monday, October 12, 2020. The discount deadline for advance shipments is Friday, November 6, 2020. Advance shipments should be labeled as follows:
Exhibiting Company Name/Booth #_____
American Association for the Study of Liver Diseases
C/O Freeman
25 Doherty Avenue
Avon, MA 02322
Onsite shipments will not be accepted prior to November 13, 2020, and should be labeled as follows:
Exhibiting Company Name/Booth #_____
American Association for the Study of Liver Diseases
C/O Freeman
Hynes Convention Center
900 Boylston Street
Camba Street Entrance
Boston, MA 02155
Note: Collect shipments will not be accepted.

Installation Schedule
Friday, November 13
8:00 am–5:00 pm
Saturday, November 14
8:00 am–2:30 pm
All exhibit construction or setup must be completed by 2:30 pm on Saturday, November 14.

Dismantle Schedule
Monday, November 16
3:00 pm–10:00 pm
Tuesday, November 17
8:00 am–10:00 pm
Exhibits clear by noon
Dismantling of exhibits begins at 3:00 pm on Monday, November 16. Dismantling or tearing down of exhibits prior to the official close of the exhibition is prohibited and will result in the loss of priority points. Repeated violations could result in denial of future year’s exhibit application.

Booth Construction
Every exhibit space should allow for the visibility of other spaces. The following rules for booth construction ensure that every exhibitor has reasonable site lines to the aisle. All exhibits must conform to the standards set by the Healthcare Convention and Exhibitors Association, which are as follows:

- No obstructions in the front half of an in-line booth above a height of 40 inches are permitted. The booth height of 8 feet, inclusive of company name and logo, may be maintained up to 50% of the distance from the back wall toward the front of the space.
- All booths must be fully carpeted or have floor covering for the entire booth space.
- Island booth height is restricted to 16 feet for the booth structure and there must be access from all four sides with a 40% see-through effect from front to back and from side to side. All island booths must submit the booth layout for approval at least 60 days prior to the meeting. Layouts must include the dimensions and elevations of all booth components on a scaled grid (1’x1’).
- Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.
- The reverse side of any wing panel extending from the back wall of a display must be draped in order to avoid raw exposure to a neighboring booth. To remedy instances of noncompliance, AASLD show management will have exposed areas draped at the exhibitor’s expense.
- No part of any equipment, or signs relating thereto, shall be posted, taped, 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.
The exhibit hall will be inspected during installation hours. An effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by AASLD at their own expense or risk removal from the exhibition without notice and without obligation on the part of AASLD for any refund.

In-line Booth
An in-line booth is 10 feet wide, 10 feet deep, and 8 feet high. In-line booths confined to perimeter walls may be up to 12 feet in height.

Corner Booth
A corner booth is 10 feet wide, 10 feet deep, 8 feet high, and is at the end of a row of in-line booths with access to two through aisles.

Island Booth
An island booth is 20 feet wide and 20 feet deep or larger. The island exhibitor receives the following benefits: a) 32 additional feet of “sales interface” area; b) waiver of the 8-foot height restriction; c) waiver of sidewall restrictions; and, d) increased visibility from all areas of the exhibit hall. Island height is restricted to 16 feet (as allowed by ceiling height) and there must be access from all four sides with a 40% see through effect from front to back and from side to side.

- Forty Percent See-Through Rule - Any structure that is more than 4 feet in height must have 40% visibility in height beyond 4 feet on all sides. Exhibitor must use Plexiglas or a similar transparent material to create any structure or wall that will allow for a line of sight above 4 feet. Booth components and fixtures cannot be arranged within the booth to build a wall that violates this rule.
- Five Foot Set Back Rule - Side rail and counter height restrictions are waived with the understanding that any side rail, counter, or display fixture that exceeds 4 feet in height will not be allowed within 5 feet of the aisle to protect the sight lines of the surrounding exhibitors.

All island booths must submit the booth layout for approval at least 60 days prior to the meeting. Layouts must include the dimensions and elevations of all booth components on a scaled grid (1’x1’).

Island Booth: Multi-story
Multi-story island exhibits require fire marshal approval, making the review of blueprints well in advance essential. Design material should be submitted to AASLD at least 60 days prior to the meeting for review and approval by the Hynes Convention Center fire marshal.

Booth Furnishings and Decorations
AASLD provides the pipe and drape, 8-foot-high backdrop, 36-inch side rails, and a 7-inch x 44-inch name sign. Each exhibitor is responsible for carpeting his booth space. Order forms for rental furniture and other special materials will be included in the Exhibitor Services Online Manual.

Exhibitor Services Online Manual
Exhibitors will receive a link to access the services manual online in August 2020. The online manual will include order forms for all services, including telephone, audiovisual equipment, floral, booth furnishings, and booth cleaning services.

Exhibitors are encouraged to place orders no later than two weeks before the opening of the meeting to take advantage of discounts and minimize delays during setup. Be sure to consult each form for deadlines, as they may vary depending on the supplier.

While a schedule of rates and equipment will be included in the Exhibitor Services Online Manual, special electrical requirements must be arranged directly with the convention center.

Hanging Signs, Banners, Lights
Island booths of 400 sq. ft or more are allowed to have hanging signs, banners and lighting truss. These must be within the confines of the booth. The maximum height for signs is 20 feet (as allowed by ceiling height) from the floor to the top of the sign. Truss and lighting may be higher based on approval and ceiling height.

Labor: Carpenters, Expo Workers, and Exhibitor Appointed Contractors
The official contractor will have available a staff of carpenters, decorators, and laborers during the periods of installation and dismantling. Please note that union regulations require that carpentry and labor involved in the installation and dismantling of exhibits must be done by accredited union labor.

While every effort is made to minimize the exhibitor’s cost to install and exhibit on the show floor at the convention center, the practices of the nation’s building trades will be followed. This means that union labor must be used where applicable. To avoid any misunderstandings in advance or at the show on this specific point, contact show management in writing for additional clarification.

Exhibitors shall employ only union labor, as made available by official contractors in the installation or dismantling of their exhibit and in its operation when required by union agreements. An exhibitor using an outside contractor for the above work must employ only union display companies and must notify show management no later than 30 days prior to the meeting identifying the contractor(s), listing the supervisory personnel, and supplying evidence of adequate liability insurance coverage by original copy. Further details and regulations will be included in the Exhibitor Services Online Manual.

Storage of Crates and Boxes
Storage of crates and boxes can be arranged with Freeman, as outlined in the Exhibitor Services Online Manual. All cartons, crates, containers, packing materials, etc., that are necessary for re-packing, must be labeled with “empty” stickers, and they will be removed from the floor by Freeman. Crates and boxes cannot be stored behind booth displays.

Please Note: Exhibit Hall C at the Hynes Convention Center has a total height of 20’ and hanging signage pick points are limited.
Additional Rules and Regulations

The AASLD Exhibitor Prospectus and Booth Application/Contract is the agreement and terms and conditions for exhibiting. Generally, AASLD will not execute separate agreements for booth space. In the event AASLD agrees to execute a separate agreement in writing, AASLD will not agree to terms and conditions which override, modify, or conflict with these terms and conditions. This Agreement is the entire agreement between AASLD and Exhibitor with respect to its subject matter, and supersedes all prior oral and written understandings, communications, or agreements between AASLD and Exhibitor. No amendment or modification of this Agreement, in whole or in part, will be valid or binding unless it is in writing and executed by authorized representatives of both AASLD and Exhibitor. In the event that the terms of a separate agreement conflict with the terms of this Agreement, the terms of this Agreement shall control. If any provision of this Agreement is void or unenforceable, the remainder of this Agreement will remain in full force and will not be terminated.

AASLD shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by these regulations are at the discretion of AASLD. AASLD reserves the right to rule on all matters pertaining to The Liver Meeting® 2019, whether expressly mentioned or not, and Exhibitor, by completing the application process, agrees that all rulings shall be binding upon both Exhibitor and AASLD. These rules and regulations may be amended at any time by AASLD, and all amendments, upon notification, shall be equally binding on all parties affected by them as the original regulations. Amendments will be binding without notification in the event of an emergency or if such amendment is required by the current convention center. Notification may be verbal or in writing, before or during The Liver Meeting®, and may be given to any authorized agent, designee, or representatives of the exhibitor. Whenever possible, AASLD will issue a warning and ask the exhibitor to correct the violation. If the issuance of such a warning is not practical, or will not serve to immediately correct the violation, then a penalty may be imposed and/or remedied at Exhibitor expense.

In the event of a violation of this Agreement, AASLD may evict Exhibitor from the exhibit space and/or have exhibit materials removed. No fees will be returned to Exhibitor and Exhibitor shall be liable to AASLD for the costs associated with such eviction. In addition to remedies provided in this Agreement, AASLD shall have, and may exercise, all other remedies afforded to it by law for costs or damages suffered on account of such violations. The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the meeting is held.

Abstract Embargo Policy

Accepted abstracts are made available to the public on the AASLD website and are published in the October supplement of HEPATOLOGY. Information contained in those abstracts may not be released until the abstracts appear on the AASLD website. Academic institutions, private organizations, and companies with products whose values may be influenced by information contained in an abstract may issue a press release to coincide with the availability of an abstract on the AASLD website. However, information beyond that contained in the abstract, e.g., discussion of the abstract done as part of a scientific presentation or presentation of additional or new information that will be available at the time of the meeting is embargoed from release to the general public until Tuesday, November 17, 2020 at 9:00 am (EST). Information released prior to this day is a violation of the AASLD Abstract Embargo Policy and the abstract is subject to withdrawal from The Liver Meeting® program. Authors are responsible for notifying financial and other sponsors about this policy.

AASLD may allow for exceptions, on a case-by-case basis, to the Abstract Embargo Policy for compelled disclosures mandated by federal securities laws. However, AASLD requires the company President, General Counsel, or other appropriate official of a company seeking such an exception to attest in writing to the specific facts in support of the request, including exactly how the securities laws are implicated, with statutory citation(s). General statements of the need to comply with the law will not be considered sufficient. Requests for an exception must be sent to the AASLD Chief Executive Officer. AASLD requires a minimum of five (5) days from receipt of the request to evaluate the request. In granting an exception, AASLD requires the company to state in their public disclosure that the complete and final results will be presented at The Liver Meeting®. The AASLD will also require the inclusion of unreleased and unique data in such a presentation at The Liver Meeting®.

Public release of a journal article relevant to the abstract will be considered an exception to the Embargo Policy if at the time of the abstract submission deadline, the decision concerning the manuscript had not been revealed to the authors.

Abstract and Poster Compilations by Industry

Abstract and poster compilation requests must be submitted to AASLD by October 1, 2020, for review and approval prior to production. This includes all formats including print, USB, website, app, etc. Compilations may only be displayed and/or distributed from the exhibitor’s booth. Display or distribution of approved compilations may not begin before the official opening of exhibits. Approved compilations
Additional Rules and Regulations (continued)

may not be distributed by poster presenters or in the poster area, but presenters are encouraged to refer attendees to the exhibit booth where compilations can be obtained. Unapproved abstract and poster compilations distributed from any location will be immediately removed.

The following elements are to be included on the cover page and/or opening screen:
- Product class and scientific name(s)
- “As presented at The Liver Meeting®—the 71st Annual Meeting of the American Association for the Study of Liver Diseases®”
- November 13–17, 2020
- Boston, MA
- “Compilation produced by (sponsoring company’s name and/or company logo)”

For any compilation, regardless of format:
- Abstracts are the only items to be included.
- Product logos are not permitted.
- Table of contents should include the abstract titles and numbers.
- Abstracts must be reproduced exactly as submitted with abstract titles and numbers included.
- Only abstracts accepted for presentation at The Liver Meeting® may be included.
- No promotional materials or trade names may be included.
- AASLD reserves the right to request additional requirements upon review of the proposal before approval.

Admission of Guests
Proper application is required from an exhibitor who invites a number of distributors, representatives, or guests to visit the display area. Any exhibitor who wishes to bring a guest into the hall must check in at the Exhibitor Registration Desk with the guest. Visitors will receive a temporary guest pass for one day only and the badge must be returned to the Exhibitor Registration Desk at the end of the day. The exhibiting company will be responsible for the actions of anyone authorized to receive a badge under the exhibiting company’s name.

Agents and Designees
AASLD holds the exhibitor responsible for the management of its agents or designees. To reduce the probability of infractions and loss of priority points, agents and designees should be knowledgeable of the policies in this Prospectus and aware that sanctions for violations will be assessed against the exhibiting company and the agent or designee, including but not limited to the loss of the exhibitor’s priority points.

Americans with Disabilities Act
In compliance with the Americans with Disabilities Act of 1990, AASLD will make reasonable efforts to accommodate persons with disabilities. Please contact AASLD to make arrangements. Each exhibitor is responsible for compliance within their assigned space, including, but not limited to ensuring access to their booth.

Booth Conduct
AASLD reserves the right to approve all exhibits and related activities. Exhibitor cannot violate the rules of the convention center or otherwise undertake any action which increases the insurance obligation of AASLD. To avoid costly errors, exhibitors should obtain approval for booth activities from AASLD prior to finalizing materials (e.g., marketing brochures, booth construction, interactive electronics, etc.). Programs or presentations must be straightforward in nature, must avoid the use of sideshow or theatrical gimmicks, and cannot offer CME credits. AASLD may require that an exhibit be curtailed if it does not meet the standards required or expected, if it reflects against the character of AASLD or The Liver Meeting®, or if it exceeds the bounds of good taste as interpreted by AASLD, in its sole discretion. An exhibitor of a questionable exhibit or activity must submit a description of the exhibit or activity to AASLD for approval. AASLD reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not in keeping with character and/or spirit of The Liver Meeting®.

Exhibit personnel may not enter another exhibitor’s booth without obtaining permission. Linger ing in the aisles surrounding another exhibitor’s booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited.

Canvassing, suit casing, or distributing advertising matter outside the exhibitor’s own booth is not permitted.

Commerical Disputes with Other Exhibitors
AASLD has no obligation to screen, evaluate, or exclude as an exhibitor any company based on its business practices. The exhibitor will not attempt to compel AASLD to take action against a company with which the exhibitor has a patent, trademark, or other commercial dispute. The exhibitor will not seek legal recourse or remedy against AASLD, and AASLD will not be liable, for the display of a product that infringes the patent, trademark, or other rights of exhibitor.

Breaches of Contract
Breaches or infractions of the exhibitor’s contractual obligations could affect the status of the company’s future eligibility to exhibit and/or result in the termination of the exhibitor’s privileges at The Liver Meeting®. Termination may become effective during the exposition, at which time the exhibitor must remove his exhibit as soon as possible without disruption of the exposition. Expulsion of or restrictions placed
**Additional Rules and Regulations (continued)**

on an exhibitor may not give rise to a claim for any refund of rental or other exposition expenses.

**Cancellation of Exposition**

It is mutually agreed that AASLD shall not be liable for failure to deliver exhibit space to an Exhibitor as contracted for due to causes beyond AASLD’s control, including, without limitation, acts of God, fire, strikes, governmental regulations, war, terrorism or causes which would prevent its scheduled opening or continuance, supplier failures, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, flood, epidemics, riots, or unavailability of the exhibit hall. Exhibitor should carry event cancellation insurance in the event AASLD is unable to refund exhibit fees.

**Celebrities**

Celebrities (nationally known figures in the arts, sports, politics, etc.) including those primarily employed (primarily employed is defined as 50% or more of an individual’s working time) by and/or company spokespersons, are prohibited from taking part in any event held during The Liver Meeting®. Industry supporters may promote in any of the approved corporate support and advertising opportunities outlined in the official rate card distributed by early Summer. These include print, web, mobile, out-of-home, hotel and convention center tactics.

TriStar and/or AASLD’s agent on record will be the exclusive partner through which The Liver Meeting® exhibitors may reserve all advertising and corporate support tactics. All products and services provided by TriStar meet AASLD attendee standards in communications.

Contracting directly with any other third-party vendor for print or digital assets of any kind including, but not limited to, ad retargeting, geofencing and geo-targeting, out-of-home or hotel tactics will be considered a violation and may result in point deductions. Opportunities are subject to availability at time of reservation and may not be exclusive to one supporter. Pre-payment may be required for designated tactics.

All advertising must be factual, dignified, tasteful and intended to provide useful booth, product and service information. These standards apply to all product-specific promotional material submitted for inclusion in the official AASLD programs. The publication of an advertisement is not to be construed as an endorsement or approval by AASLD unless the advertisement specifically includes an authorized statement that such approval or endorsement of the product or service being offered has been granted by AASLD.

AASLD reserves the right to accept or reject advertising at its sole discretion for any product or service submitted for advertisement.

**Exhibit Hall Access**

Exhibitor personnel will be permitted on the exhibit floor one hour prior to opening and may remain one-half hour after closing.

**Character of Exhibits**

All exhibits must conform to the standards set by the Healthcare Convention and Exhibitors Association, which include the following:

- Contests, lotteries, raffles and games of chance are prohibited. Exhibitors may not register attendees for contests, lotteries, raffles and games of chance that will be conducted during or after the meeting.
- Costumed staff and other non-professional images are not permitted, including magicians, fortune tellers, dancers, mimes, puppet shows, robots or other entertainment of this nature.

- The use of a microphone in exhibit space is permitted only if the volume is at a reasonable level and does not interfere with surrounding booths. Exhibit management reserves the right to require exhibitors to discontinue any activity that interferes with the normal traffic flow or another exhibit.
- Activities that involve CME credits awarded during or after the meeting are prohibited.

**Children’s Admission to the Exhibit Hall**

Children are admitted in the hall during show days only when accompanied by a registered attendee or exhibitor. The accompanying person must remain with the child at all times during their visit, is responsible for the child, and assumes all liability for damage to exhibits and equipment. Children are not permitted in the exhibit hall during installation and dismantling of exhibits. Strollers are prohibited for safety purposes.

**Corporate Support and Advertising Guidelines**

AASLD provides unique and high-impact corporate support and advertising opportunities throughout The Liver Meeting®. Industry...
Additional Rules and Regulations (continued)

Exhibit Personnel Badges
Each person will be issued an exhibitor’s badge and must be employed by the exhibitor or have a direct business affiliation with the exhibiting company. The number of badges issued to each exhibitor may be limited. Exhibitor registration should be completed online. Badges will not be mailed in advance and must be picked up on site at the Exhibitor Registration Desk during the following hours:

- **Friday, November 13**
  8:00 am–5:00 pm
- **Saturday, November 14**
  8:00 am–7:30 pm
- **Sunday, November 15**
  8:30 am–3:00 pm
- **Monday, November 16**
  8:30 am–3:00 pm

Exhibitor badges with Exhibitor Ribbon provided by AASLD must be worn at all times in the exhibit area. Business cards, ribbons from other meetings, and company logos do not supplement the AASLD badge. Exhibitor badges allow access to the exhibit and poster halls only—any staff wishing to attend scientific sessions must upgrade to exhibitor conference badge status and pay course fees.

Food and Beverage Products
With prior approval from AASLD, food and beverage services are permitted at the exhibitor’s booth. All food and beverage service must be coordinated through the convention center caterer. Food preparation and cooking are prohibited in the exhibit hall.

Handouts and Giveaways
With the exception of descriptive company/product literature, all handouts and giveaways must be approved by AASLD prior to the meeting. Forms for this purpose will be included in the Exhibitor Services Online Manual and must be submitted by October 1, 2020. Non-professional products or services cannot be shown or given away and exhibitors are expected to adhere to the professional nature of the event with respect to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc. Food and beverages (food, water, soda, whole fruit, etc.) may be distributed but must be purchased through the convention center caterer or additional fees may apply. Other items may be distributed from the booth with prior written approval. All items to be distributed must be useful to the participants at the meeting and/or in the professional activities of the booth visitor. All giveaways must comply with all guidelines and codes regarding the relationship between the pharmaceutical and medical device/equipment industry and healthcare professionals. No unapproved items may be distributed. Any exhibitor found distributing materials that have not been officially accepted will be required to cease distribution immediately.

Independent Contractors
Exhibitors who plan to use service contractors other than those appointed by show management, must notify AASLD in writing by October 1, 2020, using the Exhibitor-Appointed Contractor Form in the Exhibitor Services Online Manual. Exhibitor-appointed contractors also are required to submit certificates of liability insurance.

Insurance
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. Certificates of liability insurance must be submitted to AASLD by October 1, 2020 and should cover liability and fire and theft. The certificate should name The American Association for the Study of Liver Diseases as additional insured under General Liability for all aspects of the show dates November 13–17, 2020. Both the exhibitor and the exhibitor-appointed contractor are required to submit certificates of liability insurance. Exhibitors who insure their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident or loss of any kind, do so at their own expense.

Liability
Exhibitor agrees to protect, save and keep AASLD and the occupied convention center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his/her employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between AASLD and the occupied convention center regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless AASLD 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 any reason of any act or omission of exhibitor, his/her employees or agents with the exception of that caused by or resulting from the sole and gross negligence of AASLD or the Convention Center.
Market Research
Market research cannot be conducted under the manufacturer’s name for any product that is pending governmental approval; however, it may be conducted under the auspices of a market research firm. Market research companies are welcome to exhibit provided they submit a letter of authorization from the sponsoring company. The name of the sponsoring company will be kept confidential. AASLD retains the right to determine the relevance of and deny exhibiting privileges to market research companies.
Priority points between the sponsoring company and its designated market research firm are not exchangeable. The sponsoring company is responsible for the conduct of the market research firm. Research must be conducted within the confines of the booth assigned and activities must conform to all the procedures, rules, and regulations published in this Prospectus.

Music Licensing
AASLD has not obtained a music license authorizing the performance of either live or recorded music on the meeting’s premises. As a condition of exhibit management’s acceptance of the exhibitor’s application, exhibitor hereby warrants and presents that no copyrighted music will be performed, either live or recorded, at the direction of the exhibitor floor or in company-leased rooms during the meeting dates unless the exhibitor has obtained written permission from the copyright owner for such use.
All copyright fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. The exhibitor must make payment of the fees directly to the applicable copyright agency. Should the exhibitor violate the provision, the exhibitor agrees to indemnify, save, hold harmless, defend, and bear all expenses as they are incurred by AASLD and the convention center, and its respective directors, officers, agents, employees, and each of them, from and against any and all claims, costs and expenses (including legal fees and expenses), demands, actions, and liabilities of every kind and character whatsoever with respect to the unauthorized use of copyrighted music.

Photography and Videography
Only the official AASLD photographer may take photographs in the exhibit hall. Details about the official photographer will be included in the Exhibitor Services Online Manual. AASLD does not permit videography.

Press Room
Use of the press room is limited to the media representatives with press passes and to annual meeting attendees granting interviews or otherwise engaged in AASLD publicity. Industry representatives are not allowed in the press room.
AASLD does not make available any list of press attendees or their affiliations.

Registration Bags & Program Books
Registration bags are only available to those exhibitors who upgrade to exhibitor conference badge status and pay course fees. Each exhibiting company will be entitled to one copy of the Program Book for every 100 sq. ft of exhibit space up to a maximum of four copies. These books will be available at the Exhibitor Registration Counter.

Purpose of Exhibits
The purpose of the exhibits, an integral part of The Liver Meeting® and AASLD’s educational activities, is to complement the scientific sessions by enabling attendees to evaluate the latest developments in products that are presented for use by hepatologists and hepatology health professionals. Each exhibitor is responsible for ensuring all agents, designees, and attending representatives are aware of this purpose.

Sales and Solicitation of Orders
The Liver Meeting® is designed to educate attendees and the exhibit floor is an integral part of the education program. The sole purpose for contracting exhibit space is to display and/or demonstrate products and services. Sales and order taking are permitted provided all transactions are conducted in a professional manner that is in keeping with the nature of the meeting. Products must be the exhibitor’s own products and must be pertinent to the attendees’ professional interest. Exhibitors must comply with all sales tax requirements and must be aware of and adhere to business license, sales, and use tax regulations which vary from state to state.

Security
As a courtesy to exhibitors, watchman service for the exhibit area will be scheduled as deemed necessary by AASLD. The safekeeping of the exhibitor’s property shall remain the responsibility of the exhibitor. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

Signs
Signs, banners, posters, or flyers advertising a booth, symposium or any event or activity sponsored by the exhibitor may not be posted, distributed, or displayed at any location inside or outside the convention center other than the exhibitor’s booth.

Sound Restriction
Exhibitors may not use audible electronic, mechanical apparatus or open audio systems that may be heard outside the exhibitor’s assigned space or may interfere or prove objectionable to attendees or other
exhibitors. AASLD reserves the right to require exhibitors to discontinue any activity that causes the annoyance or interference of others.

**Staffing of Exhibits**

Exhibits must be staffed at all times during exhibit hours. AASLD requests strict adherence to the opening and closing hours. Exhibits that do not keep their booths staffed and operating until the official closing time jeopardize their participation at future AASLD meetings.

**Subletting Space**

The subletting, assignment, or appointment of the whole or any part of space by any exhibitor is prohibited. No exhibitors may permit any other party to exhibit in their space any goods other than those manufactured or handled by the contracting exhibitor, or permit the solicitation of business by others within their space.

**Use of AASLD Name, Logo, and/or Acronym**

The names, logos, and acronyms of the American Association for the Study of Liver Diseases and The Liver Meeting® are the exclusive property of and are trademarked by AASLD. They may not be used in any way, for any purpose or at any time (including but not limited to announcements, invitations, emails, Web publications, etc.) without the express written permission of AASLD, which may be withheld or conditioned in AASLD’s sole discretion.

The only terminology that will be approved for use in all printed material referencing the meeting (including emails and publication on the Web) is:

1. While attending The Liver Meeting® 2020
2. While attending the 71st AASLD Annual Meeting
3. At the 71st AASLD Annual Meeting
4. At the 71st AASLD Annual Meeting
5. In conjunction with The Liver Meeting® 2020
6. In conjunction with the 71st AASLD Annual Meeting.

**Use of AASLD Scientific Program Content**

Information presented during The Liver Meeting® is the property of AASLD and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced, or distributed without the written permission of AASLD and the presenter. Any use of the program content which includes, but is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts, without the written consent of AASLD is prohibited.

**Violations and Loss of Points**

Any exhibiting company found to be in violation of AASLD’s rules and regulations outlined in this Prospectus will be subject to penalty and reduction of points, up to and including suspension of the company’s eligibility to exhibit at The Liver Meeting®. The number of points reduced is dependent upon the nature of the violation and is at AASLD’s discretion. Violation of any of these rules, regulations and guidelines on the part of the exhibitor, its employees or agents, shall result in loss of the right to occupy space and forfeiture of all money that may have been paid. Upon reasonable belief of a violation, AASLD and/or its agents, may reenter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the expense and liability of the exhibitor. AASLD also reserves the right to refuse exhibit privileges for the following year. Exhibiting companies participating in The Liver Meeting® are responsible for communicating the rules, regulations, and guidelines of AASLD to their agents, employees, contractors, and anyone connected with or authorized by the exhibiting company.
The Liver Meeting® 2020 Exhibit Space Application and Contract

Upon acceptance of this contract by AASLD, the undersigned company agrees to the conditions, rules and regulations outlined below, printed in the exhibitor prospectus and/or on aasld.org and contained in the exhibitor’s manual. The undersigned company further agrees that AASLD shall have full power to interpret and enforce all regulations contained herein, and the power to make such amendments and such further rules and regulations as may be deemed necessary for the proper conduct of the exhibition. Failure to abide by such rules and regulations may result in forfeiture of all monies paid or due to AASLD, loss of priority points, loss of ability to exhibit in future years, and any other remedy in AASLD’s sole discretion.

Signature          Date

Important: Please type or print clearly. This information as it is provided below will be used in both print and electronic exhibitor listings.

Company
Address
City    State  Zip
Country
Phone (For inclusion in the final program)
Fax (For inclusion in the final program)
Email (For inclusion in the final program)
Web Site (For inclusion in the final program)
Submitted by
Contact person   Title
Phone
Fax
Email

Payment Information

☐ Check Payment #________
☐ Credit Card Payment (A 3% non-refundable administrative fee will be added to all credit card payments.)
☐ Visa  ☐ MasterCard  ☐ American Express  ☐ Discover

Credit Card Number    Expiration Date

Authorized Signature

Name as it appears on Credit Card

Billing Address

Fees (Initial ________)

Full payment must accompany this application in US Dollars. Checks should be made payable to AASLD and sent to: AASLD, Attn: Exhibit Processing, 1001 North Fairfax Street, 4th Floor, Alexandria, VA 22314. Credit card payments may be faxed to: 703-299-9622.

Cancellations/Downsizing (Initial ________)

Cancellations and downsizing of booth notifications must be submitted in writing to AASLD by July 1, 2020. Please see information in the prospectus regarding specific cancellation and downsize information, dates and fees.

Booth Selection

All booths will be equipped with 8-foot backdrop and 3-foot side draperies. The basic rate includes: watchman, daily cleaning of aisles, and a 7-inch x 44-inch identification sign indicating your company name, city, state, and booth number(s). You are required to fully carpet booth space.

1. Total number of booths requested:________
2. Preferred location:

<table>
<thead>
<tr>
<th>Booth Choice</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Management reserves the right to rearrange the floor plan or relocate booths. (Initial ________)

3. List any probable exhibitor you wish to be near: __________________________________________________________________________________________

4. List any probable exhibitor you do not wish to be near: __________________________________________________________________________________________

5. Booth/product category (select all that apply):
   ☐ Computers/Software  ☐ Patient Information
   ☐ Lab Services/Equipment  ☐ Pharmaceuticals
   ☐ Market Research  ☐ Publications/Books
   ☐ Medical Equipment/Devices  ☐ Specialty Pharmacy
   ☐ Nonprofit Organization  ☐ Other

6. Market research firms must indicate corporate/pharmaceutical client(s)

7. Company Description: (Initial ________)
A 50-word description of your company’s services and products should be e-mailed to sgrant@aasld.org no later than July 1, 2020, for inclusion in the Program Book and web listing. AASLD reserves the right to edit any descriptions that exceed the 50-word limit.

8. In August 2020 you will receive a link to access the Exhibitor Services Online Manual.

9. Please provide the following information:

Chief Marketing Officer
Email    Phone

Chief Medical Officer
Email    Phone

10. Primary Medical Education/Grants Contact:

Name
Email    Phone

AASLD OFFICE USE ONLY

Date Received    Booth(s) Assigned    Dimensions
Cost of Booths    Deposit Received    Balance Due

BOOTH PRICES

| Standard Booth Size: 10 ft x 10 ft | Inline Booth: $3,000 |
| Maximum Booth Size: 40 ft x 40 ft | Corner Booth: $3,200 |
| Nonprofit: $525 |
| Island Booth: $34/sq. ft |
## 2020 Dates to Remember

### January 16
- Exhibit Space Application deadline for priority point consideration

### May 14
- 2019 Corporate supporters right of first refusal deadline

### July 1
- Product descriptions due
- Cancellation/downsize deadline—see prospectus for associated costs. No refunds for cancellations/downsizing after July 1.
- Deadline to submit proposal for Industry-supported Satellite Symposium

### August 1
- Corporate support reservation due to ensure recognition in Final Program
- Exhibitor Services Online Manual link available
- Industry-supported Satellite Symposia selections announced

### September 16
- Affiliate event space request deadline

### October 1
- Authorization for use of exhibitor-appointed contractor form deadline
- Certificate of insurance deadline
- Giveaway form deadline
- Registration bag inserts due to
- AASLD vendor
- Payment for approved Industry-supported Satellite Symposium balance due
- Abstract and poster compilation deadline
- Warehouse begins to accept advance shipments (Discount deadline: October 12)
- Exhibitor registration deadline

### November 13
- Onsite shipments accepted

### November 13–17
- The Liver Meeting® 2020 Boston, MA