



Email completed application to [ACFAS@conventusmedia.com](mailto:ACFAS@conventusmedia.com).

## OFFICIAL COMPANY INFORMATION

List your company information as it should appear in the Final Program and on your exhibit space identification sign.

Company Name *(Required)* \_\_\_\_\_ Company Website *(https://)* \_\_\_\_\_  
 Company Street Address *(Required)* \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_ State/Province/Region \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone \_\_\_\_\_

## CONTACT INFORMATION

*(Person to receive all meeting correspondence)*

Contact Name *(Required)* \_\_\_\_\_  
 Contact Title \_\_\_\_\_ Phone *(Required)* \_\_\_\_\_  
 Mobile Phone *(Optional)* \_\_\_\_\_ Email *(Required)* \_\_\_\_\_

## PRODUCT AND SERVICE CATEGORIES (REQUIRED)

Please select categories that best fit your product and services:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Complete Medical Group Management Software | <input type="checkbox"/> Medical Publications     | <input type="checkbox"/> Orthopedic Devices | <input type="checkbox"/> Practice Management Resources |
| <input type="checkbox"/> Implants                                   | <input type="checkbox"/> Medical Records Software | <input type="checkbox"/> Orthoses           | <input type="checkbox"/> Publishers/Video Producers    |
| <input type="checkbox"/> Instruments                                | <input type="checkbox"/> Orthobiologics           | <input type="checkbox"/> Pharmaceuticals    | <input type="checkbox"/> Wound Management Products     |

## EXHIBIT SPACE REGISTRATION

Choose your exhibit space: *(Required)*

<input type="checkbox"/> Inline	<input type="checkbox"/> Corner	<input type="checkbox"/> Island Booth*
_____ x _____ = \$ _____		
Rate	Total Square Feet	Amount
Number of Corners _____ x \$550*	=	\$ _____
		Amount
		\$ _____
		Total Amount

Payment Schedule

☐ May 1, 50% due ☐ July 1, 100% due

How will you be planning to pay? *(Required)*

☐ Credit Card ☐ ACH / Wire

☐ Pay by Check

\*Island booths must be a minimum of 20 x 20 nsf

\*Island booths do not pay a corner fee

Consult the Exhibit Hall Floorplan and indicate 3 choices and exhibit space will be confirmed following our online space assignment process at the end of April. You will be invoiced once your exhibit space is assigned. Payment will be due upon receipt via credit card or by check within 10 business days.

Booth #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

ACFAS will make every effort to avoid conflicting space assignments with competitors where known conflict exists. However, due to the nature of the exhibit space selection process, conflicts may be unavoidable.

If possible, please try to avoid placing our exhibit space near the following companies: \_\_\_\_\_

## AUTHORIZATION – VOID WITHOUT SIGNATURE

I am an authorized representative of the company with full power to sign and deliver this application. The company listed agrees to comply with all instructions, rules, and regulations and agrees to promptly submit all information required by the ACFAS. Contract binding once signed.

\_\_\_\_\_  
Authorized Officer Name

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

By submitting this application, the exhibitor agrees to receive materials by email, U.S. Mail, and phone from ACFAS and its representatives and agents.

### HOTEL INFORMATION

Specialized benefits are available to ease your planning and reduce the impact on your budget. Deep Discounts Buy-in-bulk hotel rates, with savings passed on to you. Exceptional Service We're your advocate before, during and after your stay. Best Rate Pledge We comparison shop to ensure our rates remain the lowest. Pay Delay Book now, pay later to ease your commitment. Hotel Rewards Points Get credit for your hotel royalty program.

### Housing alert!

Please be aware of housing companies falsely claiming to represent the ACFAS Conference. Reservations should only be made through onPeak, the official housing company. Visit the [ACFAS Conference website](#) for official hotel listings. We need your help: please use our official hotels. To secure the amount of meeting and exhibit space required to hold our meeting, ACFAS must guarantee our attendees will occupy hotel rooms at our official hotels. If they don't, the College incurs financial penalties—which would increase our costs and fees. So, it's very important that all attendees and exhibitors stay in official ACFAS hotels to keep our costs as low as possible.

### COMPANY DESCRIPTION

Submit your company description – 30-word limit—subject to final editing by ACFAS staff, plus company name in your online exhibitor profile. ACFAS does not guarantee narratives will be listed if received after February 1, 2026.

### EXHIBITOR APPOINTED CONTRACTOR

Exhibitors planning to use an independent contractor must complete the Request for Exhibitor Appointed Contractor form found in your online service manual (T3expo.com). The contractor must submit an EAC Form and Certificate of Insurance no later than December 2025.

### SPONSORSHIP OPPORTUNITIES

Sponsorship gives you the unique opportunity to get your brand in front of physicians throughout the scientific conference. There are numerous ways to creatively engage with attendees at the ACFAS 2026. To start the conversation, contact [Patricia Swift: pswift@conventusmedia.com](mailto:pswift@conventusmedia.com).



## EXHIBITOR RULES AND REGULATIONS

**Please review these rules and regulations carefully. Your signature on the application binds you and your company to this contract and the terms expressed herein.**

**1. ELIGIBILITY TO EXHIBIT.** The American College of Foot and Ankle Surgeons (ACFAS) reserves the right in its sole discretion to decline applications for exhibits. In addition, ACFAS will not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with ACFAS programs, products, and/or services (See also, Regulation #17).

**2. EXHIBIT SPACE ASSIGNMENT.** Space assignments will be held on-site by appointment. Selection will be based on ACFAS priority points and exhibitors will select space during their appointment times. ACFAS show management will select space for companies who are unable to participate during their appointment times based on application preferences. After April 1, 2025, exhibit space will be assigned on a first-come first served basis based on available exhibit space.

**3. COMPLIMENTARY EXHIBITOR BADGES.** Per Exhibit Space: 3 Badges: 100 Sq. Ft., 6 Badges: 200-300 Sq. Ft, 12 Badges: 400-1,000 Sq. Ft., 25 Badges: 1,100-3,600 Sq. Ft. Includes: Complimentary Exhibitor Lunch Station provided prior to attendee lunch break in Exhibit Hall and the Thursday welcome reception. Additional badges are available for \$300 each. After February 1, 2026, additional badges or changes to badges must be made on-site.

**4. EXHIBITOR REGISTRATION.** Temporary set-up badges will be available at the entrance to the exhibit hall during set-up hours. Exhibitors may pick up their Exhibit Hall badges during the hours listed above. To purchase a badge on-site, Exhibitor staff will be required to show a business card with the exhibiting company name and a photo ID. All exhibit space personnel must be identified with an ACFAS Exhibitor badge. Physicians or other individuals who are registered for this meeting must remove any other badges and/or ribbons and display the ACFAS Exhibitor badge when staffing or working within an exhibit space. False certification of an individual as an exhibitor's representative, or any other methods used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses may be cause for expelling the violator from the exhibition, removing a violator's exhibit from the exhibit floor without further obligation on the part of ACFAS.

**5. NON-EXHIBITING COMPANY REPRESENTATIVES/DISTRIBUTORS.** Representatives of any company that is NOT a registered Exhibitor at the ACFAS Annual Scientific Conference will not be admitted to the Exhibit Hall.

**6. PURCHASING BADGES FOR NON-EXHIBITOR.** Exhibiting companies may not purchase badges for physicians, consultants, or distributors, unless they are full-time employees of that company. Exhibitor badges are to be issued only to company employees, and/or any other individuals working in the exhibit space. False certification of an individual as an Exhibitor's representative, or any other method used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses will be cause for expelling the violator from the exhibition or removing a violator's exhibit from the exhibit floor without further obligation on the part of ACFAS.

**7. SHARING/SUBLETTING OF SPACE.** No part of any exhibit space assigned to an Exhibitor may be reassigned, sublet, or shared with any other party. Sharing of exhibit space is permitted only for divisions of the same company and must be noted on the application form.

**8. CANCELLATIONS OR REDUCTIONS IN SPACE.** Requests for cancellations or reductions in exhibit space must be made in writing. Refunds will be made in accordance with the following schedule: Requests received by June 24, 2025: 50% retained, Requests received after June 24, 2025: 100% retained. Refunds will be mailed approximately 30 days after the Conference.

**9. REGISTRANT LISTS.** Pre-conference registrant list requests for promotional mailers are evaluated on a case-by-case basis and limited to ACFAS Sponsors Only, Silver Level and above, with pre-approval of material by the ACFAS Director of Marketing. A post-conference list will be e-mailed approximately two weeks after the conference to each exhibiting company's contact who has signed the usage agreement.

**10. LEAD RETRIEVAL SYSTEMS.** The lead does not include phone or fax numbers, or e-mail addresses based on ACFAS compliance with the Anti-Spam Act and GDPR. Order forms will be available in the service manual at t3expo.com. Release of the above information is at the discretion of the conference attendee, on-site.

**11. EXHIBITOR APPOINTED CONTRACTOR.** Exhibitors planning to use an independent contractor must complete the Request for Exhibitor Appointed Contractor (EAC) form found in their online service manual. The contractor must submit a Certificate of Insurance (See also, Regulation #22). Exhibitors should note that the Exhibitor Service Manual will be available online at t3expo.com; it is the exhibitor's responsibility to provide third parties with the necessary information and forms from their manual. EAC forms and Certificates of Liability are due no later than:

**12. FLOORING.** The Exhibit Hall IS NOT carpeted; all booths require carpet or a type of flooring covering. Tables, carpet, equipment, and/or other furnishings are available in the exhibitor service manual, t3expo.com.

**13. OFFICIAL SERVICE CONTRACTOR.** T3 Expo-Exhibitor Services Department Phone: 888.698.3397, e-mail: help@t3expo.com.

**14. INSTALLATION AND DISMANTLING.** Exhibit installation is Sunday, February 22, 2026 from 8:00 a.m. - 5:00 p.m. (Island Booths Only), and Monday, February 23, 2026 from 8:00 a.m. - 6:00 p.m. Booth installation MUST BE COMPLETED or in process by 6:00 pm on Monday, February 23, 2026. No installation will be available on Thursday morning. Be sure to make the necessary travel arrangements. The ACFAS staff reserves the right to reassign space to another Exhibitor or to make other use of space, as deemed necessary or appropriate, with no refund being made to the original Exhibitor. Booths must be kept intact until the closing of the exhibits (presently scheduled Thursday, February 26, 2026, at 2:00 p.m. Early dismantling of exhibits is strictly prohibited. Dismantling, or "preparing to dismantle," prior to the show closing will result in a \$500 penalty, loss of future space priority considerations and/or ineligibility to exhibit at future meetings. All display materials must be fully removed by midnight Thursday, February 26, 2026. If displays are not removed by midnight, management has the right to remove them and charge the expense to the Exhibitor.

**15. EXHIBIT HALL HOURS.** Tentative hours are as follows, but are subject to change in which case Exhibitors will be notified in writing: Tuesday, February 24, 2026: 9:00 am-4:30pm, Wednesday, February 25, 2026: 9:00 am-4:30 pm, Thursday, February 26: 9:00am-2:00 pm.

**16. CHARACTER OF EXHIBITS.** The ACFAS reserves the right to decline to permit an Exhibitor to conduct and maintain an exhibit if, in the judgment of the management, said Exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. Professional dignity and discretion should be observed at all times. Exhibit space set up and contents may not obscure the view of surrounding Exhibitors' exhibit space. Display area may not exceed the 3' sidewalk or extend into an aisle causing the obstruction of an adjacent booth. ACFAS may also decline to permit persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other items without limitation, which affect the character of the exhibit. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other Exhibitors and visitors. All exhibit material must be on the table or floor within the allotted space. Attachment of display material to walls will not be permitted. Nothing can exceed exhibit space dimensions. No other area can be used for display purposes. Exhibitors will be allowed in the Exhibit Area 90 minutes before the Exhibit Hall opens the first day and 45 minutes before the exhibits open on Days 2 and 3. Exhibitors may remain in the area for 30 minutes after the hall closes. Each booth must be staffed during show hours. Exhibitors may not enter another Exhibitor's exhibit space without permission.

**17. SOUND EQUIPMENT/ISLAND BOOTHS.** Do not point or angle any of your speakers into the aisle. Speakers must face into your booth and sound emitting from the booth space shall not exceed 85 decibels. Companies receiving notices from Show Management to reduce the noise level must immediately comply or be subject to having power to the sound system disconnected.

**18. ADVERTISING.** Advertising materials cannot be distributed outside the Exhibitor's exhibit space. This applies to distributing flyers, handbills, invitations, magazines, or other advertising materials to hotel rooms of Annual Scientific Conference attendees. Except for the Exhibitor's exhibit space, canvassing or distributing materials in the facilities used by ACFAS is forbidden, unless approved by the ACFAS.

**19. PHOTOGRAPHY AND VIDEOTAPING.** Exhibitors, Attendees, Guests, and Media are strictly prohibited from taking still photography, video or audio recording of the Exhibit Hall or any educational session or event of the meeting.

**20. FIRE REGULATIONS.** No combustible oils or bottled gases, open flames of any type, no batteries containing electrolyte, nor any corrosive will be permitted in the Exhibit Hall. Questions regarding specific problems should be referred to management who will obtain the necessary rulings from the Phoenix Fire Marshall

**21. INSURANCE AND LIABILITY.** The Exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. The Exhibitor is responsible for all damages to the Exhibit Hall, and for any and all claims or demands on account of any injury or death or damage to property occurring in or upon the Exhibitor's display area or because of the acts of the Exhibitor, his employees, agents, licensees, or contractors. Each Exhibitor must make provision for the safeguarding of his goods, materials, equipment and display at all times. General overall security will be provided by the ACFAS, however, neither the ACFAS members, officer representatives or employees, nor Venetian Resort Convention Center officers, representatives or employees are responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract. Exhibitor assumes responsibility and agrees to indemnify and defend Venetian Resort Convention Center, its subsidiaries and affiliates and their respective owners, employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the ACFAS nor the Venetian Resort Convention Center maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Each Exhibitor shall carry comprehensive general liability coverage, including premises, operations and contractual liability coverage of at least \$1 million for personal injury liability and \$1 million for property damage liability and statutory Workmen's Compensation coverage with Employers' Liability limits of at least \$100,000. A Certificate of Insurance must be furnished to the ACFAS with final exhibit space payment and is a condition of being permitted to exhibit. The Certificate of Insurance shall name the AMERICAN COLLEGE OF FOOT AND ANKLE SURGEONS and Venetian Resort Convention Center as additional insureds. The COI should indicate the policy will be in effect overall installation and dismantling dates, February 22, 2026 through February 26, 2026. The COI is necessary even if the exhibitor is using an Exhibit Appointed Contractor (EAC) to provide exhibit space services. Guidelines for EAC insurance requirements will be included in the Exhibitor Service Manual. For inquiries related to Certificates of Liability, contact Show Management.

**22. EXHIBITOR HOUSING.** Reduce costs! Stay at an ACFAS hotel! As you may already know, convention centers allocate exhibit space to shows based on the amount of hotel rooms picked up. To ensure that our hotel block is full and that we receive the needed exhibit floor space at the convention center for you, we ask that all Exhibitors book their housing through onPeak, the official ACFAS housing partner. Failure to do so will lead to increased costs to conduct this event. The link to onPeak, our official housing partner, will be available on the ACFAS website. Please visit the [ACFAS Conference website](#) for official hotel listings. Poaching Advisory Exhibitors and attendees may be subjected to improper solicitation from unaffiliated hotels, third-party housing agencies, and third-party vendors. Book through trusted ACFAS official contractors. Report any unauthorized solicitations to show management.

**23. CANCELLATION OF EXPOSITION.** It is mutually agreed that in the event of total or partial cancellation of the annual conference due to fire, strikes, natural disasters (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement shall be terminated immediately, and the ACFAS shall determine an equitable basis for the refund of a portion of the exhibit fees, after due consideration of expenditures and commitments already made. Under no circumstances is the ACFAS responsible for any Exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

**24. NON-CONTRACTED EXHIBIT SPACE.** Persons, companies, or organizations that have not contracted with the ACFAS to occupy space in the Exhibit Hall will not be permitted to display or demonstrate products or services, solicit orders, or distribute advertising materials in the Exhibit Hall, parking lots, or outside or inside the hotel(s), and convention center contracted by the ACFAS. Non-compliance with this regulation will result in the prompt removal of the offending person and property from the area.

**25. PRIZE DRAWINGS/GIVEAWAYS/ FOOD & BEVERAGE.** Prize Drawings and Giveaways are permissible within an Exhibitor's exhibit space only, with prior approval of the ACFAS. You may post winners' names in your booth; announcements will not be made over the public address system. Food & Beverage distributed from an Exhibitor's exhibit space for hospitality is permissible with prior approval of the ACFAS. All supplies must be purchased through the official convention center caterer.

**26. SELLING AND ORDER TAKING.** The purpose of the exhibits is to further the education of meeting attendees through product displays and demonstrations. Order taking within the exhibit space is permitted if conducted in a professional manner. Items sold for delivery on the show floor are not permitted.

**27. EXHIBITOR/AFFILIATE SOCIAL EVENTS.** Exhibitor may not conduct any activity outside of the exhibit area during show hours that will potentially remove any portion of the attendee audience from the exposition or any part of the conference without prior approval of the Chief Learning Officer, i.e. the opening general session or the professional session hours. Furthermore, under no circumstances are mobile labs or other promotional displays allowed within a three-mile radius of the ACFAS Annual Scientific Conference Convention Center, contracted hotels and event space without prior written approval by the Chief Learning Officer. Breach of this policy will result in removal of the company's booth and personnel from the conference. The ACFAS must review and approve ANY event affecting ACFAS meeting attendees during the inclusive dates of the Annual Scientific Conference, whether they are being held at ACFAS contracted facilities or otherwise. Do not attempt to make reservations directly with convention center or hotel venues. This will forfeit your request for space. For events beginning approval is required. Otherwise, Exhibitors must confine their activities to their allotted exhibit space. No entertainment functions, meetings, courses, or social functions may be scheduled to conflict with Annual Scientific Conference hours, activity hours, or exhibit hours. Entertainment and social functions must be in good taste and conform to the purpose of the meeting. Failure to comply with this request will be in violation of Rules & Regulations (See also, Regulation #19). Announcements and invitations addressed to members of the medical profession concerning such industry sponsored events should clearly indicate the name(s) of the sponsor and must in no manner imply, directly or indirectly, that the event is a part of or an official activity of the ACFAS.

**28. HOSPITALITY/INDUSTRY EVENTS.** Hospitality or Industry Events cannot conflict with the official College scientific programming, and may not be scheduled during the following times: Monday, February 23, 2026, 7:30am-6:30pm, Tuesday, February 24, 2026, 7am-8:30pm, Wednesday, February 25, 2026, 7am-6pm, Thursday, February 26, 2026, 7am-6pm and Friday, February 27, 2026, 7am-12pm.

**29. EXHIBITOR ATTENDANCE AT ASC CLINICAL SESSIONS.** Exhibitors are welcome to attend the open clinical sessions (excluding programs titled "workshops") to gain new perspectives on surgical techniques and the perspective of the speakers and attendees. With the increased scrutiny by federal and state governments, and medical organizations themselves, on industry-physician relationships, it is imperative that the College ensures its clinical sessions maintain their objectivity and independence from industry, and foster professional behavior by speakers, attendees, and industry representatives. Therefore the College expects that industry representatives/Exhibitors: Refrain from asking any questions of the speakers in the meeting room. Do not approach the podium/stage at any time and sit in the rear half of the room to avoid any perception of undue industry presence, and hold any questions you may have for speakers until you and the speaker are outside of the meeting room. ACFAS reserves the right to remove exhibitors and industry representatives from clinical sessions. Your cooperation is greatly appreciated.

**30. VIOLATION OF RULES AND REGULATIONS.** As a condition of exhibiting, each Exhibitor shall agree to observe all ACFAS policies. The action taken against an Exhibitor for violation of policies will be determined on the basis of the particular circumstances of each case. For example, some infractions will be communicated in a warning notice that may not result in a violation if, in the sole discretion of the ACFAS Exhibits Manager, it is deemed that corrective measures were completed within a timely fashion and no other parties were negatively impacted. Prior year's warnings and actions may be taken into account in determining actions for the Annual Scientific Conference. The College reserves the right to determine a more severe action, including refusal or termination of the exhibit, at its sole discretion without progressing through a series of steps.

**31. RESERVATION OF RIGHT TO MAKE CHANGES.** Any matters not specifically covered herein are subject to decision by the American College of Foot and Ankle Surgeons. The College reserves the right to make such changes, amendments, and additions to these rules as it considers advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such changes.

**32. AMERICANS WITH DISABILITIES ACT.** Each Exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to their exhibit space, including, but not limited to, wheelchair access.