



# Annual District Meetings

## Terms and Conditions

The following rules and regulations apply to Exhibitors and Sponsors (collectively “Exhibitors”) of the 2026 Annual District Meetings (ADMs) and District III Junior Fellow Day (the “Event(s)”), and will be referred to as the Agreement. The Exhibitors understand and agree to be bound by this Agreement and all other applicable ACOG policies, in consideration of the opportunity to participate in the Event(s).

All Exhibitors, must be approved by ACOG. All organizations participating as Exhibitors must have a product or service that is related to the field of obstetrics or gynecology or that may otherwise benefit the attendees. ACOG reserves the right in its sole discretion to accept or reject any application to exhibit or sponsor, and to modify eligibility criteria or to revoke approval at any time and for any reason. If ACOG revokes its approval, ACOG will refund the Exhibitor’s payment. All Exhibitors and their agents, including booth personnel are required to comply with these terms and conditions.

### Space and Assignments

Although ACOG will attempt to accommodate requests for specific Industry Workshop time slot and booth spaces, there is no guarantee that an Exhibitor will be assigned the specific time slot/space requested. ACOG reserves the right to re-arrange the floor plan at any time prior to the conference even if a location has already been confirmed. It also reserves the right to reject at, ACOG’s discretion, an application to exhibit. ACOG will attempt, but cannot guarantee, to separate direct competitors. Exhibit materials are confined to the exhibit area. An Exhibitor may not assign, sublet, share, or exchange all or any part of their Industry Workshop/booth space with/or to another Exhibitor, organization

or business unless prior written authorization has been obtained from ACOG. Please refer to the Exhibitor Toolkit for more information.

### **Promotional Brochures and Invitations**

ACOG does not endorse, recommend, or promote any products or services related to Exhibits or Industry Workshops. There can be no implication in any promotion materials, handouts or enduring materials that the Exhibits or Industry Workshops are planned, sponsored by, or endorsed by ACOG. All announcements and invitations should clearly indicate on the “covers” the name(s) of the sponsoring organization for each Exhibit or Industry Workshops and the sources of financial support, if any. The name American College of Obstetricians & Gynecologists, the acronym ACOG and the ACOG logo are registered trademarks of the American College of Obstetricians & Gynecologists. Use of the ACOG’s logos, marks and intellectual property in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, Exhibitor is not permitted to use the name American College of Obstetricians & Gynecologists or the acronym ACOG in a company website address, email signature/tag line, etc.

### **Industry Workshops**

All marketing and promotional materials for an Industry Workshop must include the following statement: “This Industry Workshop is a promotional activity and is not approved for continuing education credit. The content of this Industry Workshop and opinions expressed by presenters are those of the sponsor or presenters and not of the American College of Obstetricians & Gynecologists.” ACOG must approve, prior to printing, all promotional announcements, invitations, and all materials including websites, broadcast email messages, and other materials intended for distribution to ADM attendees to promote an Industry Workshop presentation. In addition, all advertisements or invitation brochures must be approved by ACOG in order to participate in any of ACOG’s marketing opportunities. Any approved materials must be distributed through one of ACOG’s marketing opportunities. The materials in no manner may state or imply, either directly or indirectly that the program is a part, or an official activity, of ACOG. No promotional materials for Industry Workshops may use language or terms such as “presented during” “presented in conjunction with,” “preceding,” “live from” or statements similar in nature.

### **Exhibit Hall Hours**

All exhibitors must commit to having their exhibits displayed and staffed during the posted exhibit hours, which are subject to change. Exhibitors will not setup late or tear-down early.

Exhibitors agree to pay a \$500 fee in the event they break down their exhibit space before official tear-down hours.

### **Responsibility of ACOG**

ACOG will not be responsible for any loss, injury or damage to goods or property of exhibitors prior to, during or subsequent to the ADM or the District III Junior Fellow Day.

### **Attendance**

ACOG may estimate, but cannot guarantee the total number of attendees anticipated at the conference.

### **Security**

Exhibitors are strongly urged to secure all valuables nightly or take them to their hotel rooms. ACOG, the hotel, and their contractors are not responsible for lost or stolen items.

### **Registration of Exhibitors**

All individuals representing an exhibiting company must register as an Exhibitor and wear the appropriate name badge. Badges are non-transferable. A valid picture ID will be required to pick up Exhibitor conference badges.

### **Infringement**

Interviews, demonstrations, distribution of literature, samples, and detailing should take place inside booths in order to avoid infringement on the rights and privileges of other exhibitors.

### **Nonexhibiting Companies**

Nonexhibiting companies and their personnel, agents, and contractors will not be permitted in the Exhibit Hall at any time. In addition, nonexhibiting companies will not be allowed to register for the meeting.

### **Confidentiality**

ACOG and Exhibitor, on behalf of themselves and their respective agents and employees, agree not to use or disclose at any time any confidential information of the other party or its affiliated groups, unless expressly authorized in writing and/or required by law. Both parties acknowledge that the obligations undertaken in this Section will survive the termination or expiration of this Agreement.

### **Compliance**

ACOG reserves the right to remove any exhibit/sponsorship, or bar future exhibit/sponsorship participation if, in ACOG's opinion, the Exhibitor disregards or refuses to observe ACOG's rules, policies, or written or verbal instructions or if ACOG determines that the material is offensive or not in keeping with the professionalism or standards of the practice of obstetrics and gynecology (non-compliance). If Exhibitor is removed for non-compliance, ACOG will neither refund any fees paid, nor be liable for any costs incurred by Exhibitor. If, in ACOG's opinion, the Exhibitor flagrantly disregards ACOG's guideline(s), policies, or directives, ACOG reserves the right to impose an appropriate penalty which may not be stated above. By agreeing to the terms and conditions during registration, the Exhibitor agrees to abide by all of the requirements contained in the Exhibitor Prospectus, and any correspondence from ACOG to the Exhibitor, its staff, officers or agents. These Terms and Conditions are binding on Exhibitor and constitute consideration in exchange for Exhibitor's ability to exhibit at the Event. Further, all Exhibitor must abide by the [ACOG Meetings Anti-Harassment Policy](#).

### **Outside AV**

All AV needs for exhibit booths must be purchased through the official meeting AV vendor. Should an Exhibitor choose to work with a different AV company to set up their booth or supply their AV needs, the Exhibitor will be subject to a shadow fee. This fee will be billed directly to the Exhibitor by ACOG.

### **Photography**

ACOG may have meeting photographers to photograph or video all aspects of the meeting. Photography or video may occur in the exhibit hall. Exhibitor consent to reasonable requests from ACOG or the Event photographers to photograph or film Exhibitor's booth and personnel.

### **Payment**

All exhibit space must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the exhibit halls. Badges will also be withheld until full payment has been received.

### **Cancellation Policy**

Exhibitors participating in the ADM may cancel or reduce their exhibit space at any time by submitting written notice to:

Mary-Margaret Harmon  
[mary-margaret.harmon@spargoinc.com](mailto:mary-margaret.harmon@spargoinc.com)

or

ACOG Exhibits  
[acogexhibits@spargoinc.com](mailto:acogexhibits@spargoinc.com)

All exhibit and sponsorship commitments are non-refundable. In the event of cancellation or space reduction by the Exhibitor/Sponsor, 100% of the total contracted amount remains due.

If ACOG cancels the exhibit or sponsorship without cause, a full refund of fees paid will be issued.

### **Force Majeure.**

In the event that an ADM is postponed due to any occurrence not occasioned by the conduct of ACOG, whether such occurrence be an act of God; the common enemy; the result of terrorism, war, riot, civil commotion, sovereign conduct; widespread dissemination of an infectious disease; curtailment of transportation facilities; or the act or conduct of any third party (individually and collectively referred to as the "Occurrence"), then the performance of the parties of their respective meeting obligations shall be excused for such period of time as is reasonably necessary after the Occurrence to remedy the effects thereof. If the Occurrence results in cancellation of the 2026 ADMs or the District III Junior Fellow Day, the obligations of the parties under applicable agreements shall automatically be terminated and all payments shall be refunded to Exhibitor, less any pro rate adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ACOG through the date of sponsors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

### **Term and Termination**

This Agreement is effective as of the date of application, and will terminate (i) upon conclusion of the post promotion of the exhibits or (ii) upon the occurrence of a material breach (including failure to make timely payments) by either party if such breach is not cured within thirty (30) days after written notice of such breach is received, or (iii) upon thirty (30) days' notice of ACOG to Exhibitor, with or without cause. In the event of termination for material breach by ACOG, or termination without cause by ACOG, ACOG will refund payments made by Exhibitor. Upon termination of this Agreement, any licenses that may have been granted for use of the other party's Intellectual Property related to the Event shall expire and each party shall discontinue the use of the other party's Intellectual Property.

These policies are subject to change without prior notice at the discretion of ACOG.

## **Advertising Regulations and Specifications**

Advertising at the Annual District Meetings is only allowed through the established marketing and advertising opportunities. Any marketing or advertising used outside of these options will be removed or disposed of at exhibitor's expense.

### **Exhibitor Listing**

The exhibitor listing will include Exhibitor's name, website, and contact information. Information must be provided 30 days prior to the meeting.

### **Signage**

Any signage should be sent to ACOG for approval before finalization and printing. Please send signage to Mary-Margaret Harmon at [mary-margaret.harmon@spargoinc.com](mailto:mary-margaret.harmon@spargoinc.com) or ACOG Exhibits at [acogexhibits@spargoinc.com](mailto:acogexhibits@spargoinc.com) for review and approval.

### **Conference Bag Inserts\***

Items must follow the same guideline as other ACOG deliverables. Exhibitor will be responsible for production and cost of printing, and all bag inserts must be shipped to ACOG and must arrive no later than two weeks prior to the meeting. Insert items must be approved by ACOG before printing. Please send insert proofs to Mary-Margaret Harmon at [mary-margaret.harmon@spargoinc.com](mailto:mary-margaret.harmon@spargoinc.com) or ACOG Exhibits at [acogexhibits@spargoinc.com](mailto:acogexhibits@spargoinc.com) for review and approval. ACOG reserves the right to reject any materials submitted for bag inserts in its sole discretion for any reason.

\*District II only.