2027 ANNUAL MEETING
EXHIBITOR RULES & REGULATIONS

JUNE 23–26, 2027 | FAIRMONT SCOTTSDALE PRINCESS

WAGO
Western Association of Gynecologic Oncology

GENERAL: All matters and questions not covered by these Rules and Regulations are subject to the decision of the Western Association of Gynecologic Oncology (WAGO). In the event of any such decision being of general interest, written notice will be given by the Association to Exhibitors that may be affected. The words "the Association or WAGO" used herein shall mean the Western Association of Gynecologic Oncology, its committees, agents, or employees acting for the management of the Meeting and Exhibition.

EXHIBIT PARTICIPATION: The Exhibition is for the express purpose of furthering WAGO's mission, which is to stimulate and promotes original scientific investigation of gynecologic oncology and disseminates information concerning new developments in gynecologic oncology and assists in the education of physicians and others interested in the gynecological cancer patient. Companies may exhibit commercially available gynecologic and/or related products, equipment and services approved, where applicable, by the Food and Drug Administration (FDA).

Displays or graphical depictions of drugs or devices that are investigational or not approved by the FDA must include prominent signage noting which product(s) are for viewing by non-U.S. attendees only and guide attendees accordingly. WAGO does not guarantee, warrant, endorse or otherwise approve of the companies exhibiting at the WAGO meeting nor any of the products, equipment or services exhibited by the companies. Each exhibitor is solely responsible for compliance with FDA Rules and Regulations which address the labeling of displayed products and for determining if a product may be promoted for a use that is generally accepted among oncologists or other medical professionals and for which FDA approval is not required.

Compliance with all applicable laws and regulations is required of every organization which participates in WAGO meetings. Organizations that violate WAGO policies, applicable law, or the terms and conditions as set forth in the Application for Exhibit Space will be subject of disciplinary action that could include loss of priority in selection of exhibit space and/or hotel accommodations, termination of the Application for Exhibit Space, or loss of the opportunity to participate in future WAGO meetings.

SALES ON EXHIBIT FLOOR: The Western Association of Gynecologic Oncology exhibit program educates attendees by providing information, services, and products, and presenting industry trends pertinent to the physician's professional interest. Therefore, taking orders and selling exhibited products will be permitted. The sale of non-gynecologic oncology-related products is strictly prohibited. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. Exhibiting companies that sell taxable goods or services on-site are responsible for registering as a dealer with the respective state's department of revenue.

ELIGIBLE EXHIBITS: Exhibits will be limited to the company and the product(s) listed on the Exhibit Application and are subject to approval by the WAGO Executive Board for accepted and acknowledged efficacy, and commercial availability. Only the sign of the company whose name appears on the application may be placed on the tabletop exhibit or appear on any printed list of exhibitors. No exhibits or advertising will be allowed beyond the perimeters of the assigned space.

SUBLETTING OF SPACE: Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method of assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit area without obligation on the part of WAGO for refund of any fees. The demonstration of products, advertising of products or distribution of advertising and/or solicitation of business on behalf of non-exhibiting companies is strictly prohibited in any part of the exhibit area (including but not limited to guest rooms, suites, and function space).

TABLETOP EXHIBIT PAYMENT: Full payment must be submitted within thirty (30) days of your accepted application.

TABLETOP EXHIBIT CONSTRUCTION: WAGO will provide the standard tabletop exhibit consisting of a six (6) foot draped and skirted table, two (2) chairs. Exhibits must conform to the contracted space and all display rules as set forth in the Exhibitor Service Kit. Any exposed part of the display must be covered so as to not be objectionable to the other exhibitors, or in the best interest of the overall exhibition. Any variances in exhibit construction must be approved by WAGO after a written request is made by the exhibitor.

EXHIBIT DATES AND HOURS: The WAGO Annual Meeting Exhibit Area opens at 6:30am on Thursday, June 16, 2027, and closes on Saturday, June 19, 2027, at 12:00pm.

USE OF SPACE – GENERAL:

A. All exhibit materials must be displayed on the top of the provided table.
B. Limited storage of extra handout materials may be kept underneath the display table.
C. Flammable materials are not allowed.

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D. Only informational/educational papers, promotional pieces or small equipment samples which will fit on six (6) foot table and/ or items which do not exceed five (5) feet in height from the tabletop will be allowed.

TABLETOP EXHIBIT SPACE INCLUDES: One (1) six-foot skirted table, and two (2) chairs. WAGO will provide complimentary badges based on the contracted support level.

ADDITIONAL EXHIBIT ORDERS: To request additional items for your booth including extension cords, power strips, etc., please contact Cori Niskala, Director of Meetings and Education.

TABLETOP EXHIBIT REGULATIONS & ATTENDANTS: Set-up time for the tabletop exhibits is restricted to the published hours. No installation or dismantling of exhibits or display material is allowed during open exhibition viewing hours. All demonstrations shall be confined to the exhibitor's own tabletop exhibit. Excessive audio or visual attention-getting devices or effects are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. Admission to the exhibit area is limited to registered owners, representatives, and employees of exhibiting companies. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's tabletop exhibit; any costume, if not standard business attire, must conform to proper decorum of the meeting and may be subject to approval by WAGO exhibit management. Sales representatives of an exhibitor who also represents one or more other companies may not demonstrate, promote, or sell products or services of any non-exhibiting companies. Exhibits must remain fully intact and staffed during published meeting hours. The dismantling of exhibits and removal of products or display material is limited only to published move-out hours. Premiums and giveaways must be approved by WAGO exhibit management prior to the exhibition. The WAGO name and/or logo may not be part of any exhibitor's materials.

MUSIC LICENSE: No exhibitor shall allow any copyrighted music to be played or performed at any time during the published official exhibition hours. Exhibitors are responsible for individual ASCAP/BMI music licensing fees if applicable.

SAFETY & FIRE LAWS: All applicable safety and fire laws and regulations must be strictly observed by all exhibitors. Cloth decorations must be flameproof. Wiring must comply with local fire department and conference facility rules. Aisles and fire exits must not be blocked by exhibits. No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may not be stored under tables/behind exhibits. Open flames, butane gas and oxygen tanks are not permitted.

SOCIAL FUNCTIONS & ACTIVITIES: Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities sponsored by WAGO. Requests for social functions and other activities must be submitted in writing and are subject to approval by WAGO.

SET-UP & TEARDOWN OF TABLETOP EXHIBIT SPACE: The set-up of exhibits begins at 4:00pm on Wednesday, June 16, 2027, and must be completed by 8:00pm. If an exhibitor is not set-up or in order by that time, the WAGO reserves the right to reassign space to another exhibitor, or to make other use of the space as deemed necessary or appropriate, with no refund being made to the original contacting exhibitor. Teardown of exhibits will begin at 12:00pm on Saturday, June 19, 2027, and must be completed by 2:00pm. If exhibits are not removed by that time, WAGO has the right to remove the exhibits and charge the expense to the exhibitor. **Teardown of exhibits may not begin prior to 12:00pm on Saturday, June 26, 2027.**

RAFFLES AND DRAWINGS: Raffles and drawings are not permitted in the exhibit hall.

INSURANCE AND LIABILITY: Exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the Exhibition (except as otherwise provided in the Lease Agreement between the WAGO and the Coeur d'Alene Golf & Spa Resort). It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state, and local laws and City of Park City ordinances for any activities conducted in association with or as part of the Exhibition. Exhibitor shall protect, indemnify, hold harmless and defend the WAGO, its officers, directors, agents, and employees against all such claims, liabilities, losses, damages, and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of the WAGO, its officers, directors, agents, or employees. Exhibitor, its agents and representatives shall maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with Exhibitor's participation in the Exhibition, in an amount of not less than one million dollars ($1,000,000) for personal injury, death or property damage in any one occurrence. Such insurance shall include coverage of the indemnification obligations of the Exhibitor under the rules and regulations and shall cover the WAGO and the decorator as additional named insurers. Exhibitor shall provide the WAGO with a copy of such insurance policy at least 30 days prior to the Exhibition.

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Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as Exhibitor deems appropriate.

Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any right of subrogation as to any claims against the WAGO, its officers, directors, agents, or employees. In the event an part of the exhibit hall is destroyed or damaged so as to prevent the WAGO from permitting Exhibitor to occupy assigned space during any part or the whole of the Exhibition period, or in the event occupation of assigned space during any part or the whole of the Exhibition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of The Society, Exhibitor will be charged for space during the period it was or could have been occupied by Exhibitor; Exhibitor hereby waives any claim against the WAGO, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against WAGO being for a refund of rent paid for the period it was prevented from using the space.

AMERICANS WITH DISABILITIES ACT: Each exhibitor shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold WAGO harmless from any consequences of exhibiting companies who fail in this regard.

SECURITY: Neither WAGO nor the hotel facility will guarantee exhibitors against loss and will not be held responsible for loss of any material by or for any cause. Exhibitors must make provisions for safeguarding of their goods, materials, equipment and display at all times, and exhibitors are urged to carry their own insurance through their own sources at their own expense.

REGISTRATION/MINIMUM AGE FOR ADMISSION: All exhibitors must pre-register and will be issued badges, which must be worn at all times. Exhibitor's badges are personal and are not transferable. All exhibitors will receive their badges on-site. Exhibitor badges allow access to the Exhibit Area and any meal functions and lunches served in the Exhibit Area. A maximum of four (4) exhibitor registrants is allowed. The minimum age for admission into the WAGO Exhibit Area is 18 years old.

CONDUCT OF EXHIBITORS: Exhibitors shall conduct themselves in an ethical and professional manner at all times and in conformance with these regulations. WAGO reserves the right to deny the privileges of the floor to any and all exhibitors who do not comply.

CARE OF EXHIBIT SPACE: Exhibitors shall care for and keep occupied space in good order. Special cleaning and dusting of exhibit, display, equipment/material will be the exhibitor's responsibility and performed at the exhibitor's expense.

MATERIAL HANDLING: WAGO does not provide material handling for the Annual Meeting. Exhibitors are encouraged to facilitate shipments directly with the venue to secure timely receipt and set-up.

GENERAL/AMENDMENTS: These rules and regulations are to be constructed as part of all space applications and contracts. All interpretations, as well as answers to questions and matters not specifically covered by these rules and regulations, will be decided by WAGO exhibit management. These rules and regulations may be amended at any time by WAGO exhibit management and shall be sent in writing to the participating exhibitor for mutual agreement, which will be equally binding for all parties affected. Written notification of any such amendments will be forwarded to exhibiting companies.

QUESTIONS/CONTACT: Please direct all questions/ comments to WAGO headquarters at wago@wago.org.