American Society of Clinical Oncology®
Conquer Cancer Foundation®
Guidelines on Prioritizing the Selection of Exhibit Space and Hotel Accommodations for the
2019 ASCO Annual Meeting

(Effective: October 2017)

These guidelines explain the system that the American Society of Clinical Oncology and the Conquer Cancer Foundation (collectively, “ASCO”) will use to prioritize the selection of exhibit space and hotel accommodations by Exhibitors1 for the 2019 ASCO Annual Meeting.2 Exhibitors will pay applicable exhibit space fees and hotel accommodation fees regardless of the order in which they select exhibit space and hotel accommodations.

All Exhibitors at the ASCO Annual Meeting and ASCO-planned symposia and meetings and their guests must procure exhibit space and hotel accommodations for current and future ASCO Annual Meetings and ASCO-planned symposia and meetings through ASCO or ASCO’s designated vendor and must submit their requests to ASCO in a complete and timely manner. While ASCO will rely on these Guidelines to prioritize selection of exhibit space and hotel accommodations for the ASCO Annual Meeting, ASCO retains authority over exhibit space and hotel accommodations for the ASCO Annual Meeting and ASCO-planned symposia and meetings and reserves the right to change the location of exhibit space and hotel accommodations. Exhibitors are not guaranteed any specific exhibit booth or exhibit hall location, hotel accommodations, or any priority for selection of exhibit space or hotel accommodations under these Guidelines. Any ambiguities about these Guidelines and the selection of exhibit space and hotel accommodations will be resolved by ASCO.

A. Nonprofit Patient Organizations, ASCO State and Regional Affiliates, and Nonprofit Medical Professional Societies

ASCO recognizes the importance of the participation in ASCO meetings of nonprofit patient advocacy and support organizations, ASCO State and Regional Affiliates, and nonprofit medical professional societies. Typically, ASCO will set aside exhibit space for these organizations. The eligibility for and availability of this exhibit space are at ASCO’s discretion.

B. Other Exhibitors

Exhibitors that are not nonprofit patient organizations, ASCO State and Regional Affiliates, or nonprofit medical societies will be prioritized for selection of exhibit space and hotel accommodations based on a point system as explained below. The process for selection of hotel accommodations will also take into account the size of the Exhibitor’s group.

1 An “Exhibitor” is the company or organization identified in a signed Exhibitor Agreement for the 2018 ASCO Annual Meeting.

2 These Guidelines are part of the American Society of Clinical Oncology® and Conquer Cancer Foundation’s® current Policy for Exhibitors and Other Organizations at ASCO Meetings.
1. **History of Exhibiting.** An Exhibitor will accrue points for the number of consecutive years that it has exhibited as follows:

   **For participation at the ASCO Annual Meeting:**
   a. 1 point for the past year
   b. 2 points for the past two years
   c. 3 points for the past three years
   d. 4 points for the past four years
   e. 5 points for the past five years
   f. 6 points for the past six years
   g. 7 points for the past seven years
   h. 8 points for the past eight years
   i. 9 points for the past nine years
   j. 10 points for the past ten years

   **For participation at any one or more of the following ASCO-planned symposia or meetings through March 31, 2018 (including, but not limited to) — the Best of ASCO Meetings, ASCO Oncology Practice Conference/ASCO Quality Care Symposium³, Palliative Care in Oncology Symposium, Cancer Survivorship Symposium, Gastrointestinal Cancers Symposium, ASCO-SITC Clinical Immuno- Oncology Symposium, and Genitourinary Cancers Symposium:**
   a. 1 point for the past year
   b. 2 points for the past two years
   c. 3 points for the past three years
   d. 4 points for the past four years
   e. 5 points for the past five years

2. **Total Amount of Exhibit Booth Square Footage, Meeting Room Square Footage, and Table Space Contracted in Prior Year.** An Exhibitor will accrue points for the amount of space the Exhibitor contracted in the prior year as follows:

   **For participation at the 2018 ASCO Annual Meeting (includes exhibit booth and meeting rooms in the exhibit hall, registration, N100 level and/or the West Building) square footage if the Exhibitor has executed a contract for such exhibit space with ASCO by Friday, March 31, 2018):**
   a. 1 point for up to 1,000 square feet
   b. 2 points for 1,001 – 2,000 square feet
   c. 3 points for 2,001 – 3,000 square feet
   d. 4 points for 3,001 – 4,000 square feet
   e. 5 points for 4,001 – 5,000 square feet
   f. 6 points for 5,001 – 6,000 square feet
   g. 7 points for 6,001 – 7,000 square feet
   h. 8 points for 7,001 – 8,000 square feet
   i. 9 points for 8,001 – 9,000 square feet
   j. 10 points for 9,001-10,000 square feet
   k. 11 points for 10,001 – 11,000 square feet
   l. 12 points for anything over 11,001 square feet
For participation in any of the following ASCO-planned symposia or meetings that take place between April 1, 2017 – March 31, 2018 (including, but not limited to)—the Best of ASCO Meetings, ASCO Oncology Practice Conference/ASCO Quality Care Symposium3, Palliative Care in Oncology Symposium, Cancer Survivorship Symposium, Gastrointestinal Cancers Symposium, ASCO- SITC Clinical Immuno-Oncology Symposium, or Genitourinary Cancers Symposium: a. 1 point for contracting exhibit space and actively exhibiting onsite at each symposium or meeting (maximum 3 points)

3. Meeting Payment Requirements for Prior Exhibit Hall Space. An Exhibitor will accrue a maximum of 2 points if the Exhibitor submitted all payments for exhibiting at the 2018 ASCO Annual Meeting as required, including meeting all applicable payment schedules (including payment of deposits) and paying for its exhibit booth or table space in full on or before the deadline for the applicable meeting. (1 point for payments submitted by 50% deposit deadline and 1 point for payments received in full by the 100% deadline)

4. Charitable Contributions. An Exhibitor will accrue points for being a donor to the Conquer Cancer Foundation to support its Mission Endowment or to support any Conquer Cancer Foundation endowment fund, or by conducting a booth activity that raises funds for the Conquer Cancer Foundation, as follows4:

   a. Initial Founding Donors to the Mission Endowment: 3 points if the Exhibitor was an initial founding donor to Conquer Cancer Foundation Mission Endowment.

      i. If an Exhibitor that was an initial founding donor to the Mission Endowment makes an additional donation to the Mission Endowment during the time period of April 1, 2017 – March 31, 2018, the Exhibitor will accrue 1 additional point.

   b. Subsequent Donors to the Mission Endowment (non-Initial Founding Donors): 2 points if the Exhibitor donated to the Mission Endowment for the first time after the initial year of the Mission Endowment.

      i. If an Exhibitor that was a subsequent donor to the Mission Endowment (i.e., not an initial founding donor to the Mission Endowment) makes an additional donation to the Mission Endowment (i.e., not the Exhibitor’s first Mission Endowment donation) during the time period of April 1, 2017 – March 31, 2018, the Exhibitor will accrue 1 additional point.

   c. Donors who make a donation to support any endowment fund of the Conquer Cancer Foundation (not including the Mission Endowment): 2 points for any donation to support an endowment fund of the Conquer Cancer Foundation during the time period of April 1, 2017 – March 31, 2018.

3 Exhibiting companies who sign the contract for and participate in the ASCO Oncology Practice Conference and ASCO Quality Care Symposium will receive one point total since the two meetings are sold as one package.

4 Any qualifying donations made after March 31, 2018, will be considered for purposes of accruing 2020 points.
d. ASCO Annual Meeting Booth Activities that Raise Funds for the Conquer Cancer Foundation: 1 point towards selection of space at the 2020 ASCO Annual Meeting if the Exhibitor conducts a booth activity that raises funds for the Conquer Cancer Foundation at the 2018 ASCO Annual Meeting. All Exhibitors that conduct booth activities that raise funds for the Conquer Cancer Foundation are subject to the Policy for Exhibitors and Other Organizations at ASCO Meetings, as revised from time to time, including submission of the Booth Activity Approval Form and the Fundraising Request for Approval Form. Whether a proposed booth activity that raises funds for the Conquer Cancer Foundation will be approved will be determined by ASCO and the Conquer Cancer Foundation, in their sole discretion. If the proposed booth activity is approved by ASCO and the Conquer Cancer Foundation, the Exhibitor must sign and submit the Policies and Procedures for Fundraising Events on Behalf of Conquer Cancer Foundation.

5. **Totaling Points.** Exhibitors will be placed in selection order for the 2019 ASCO Annual Meeting based on the total number of points each has accrued from Numbers 1 – 4 above.

6. **Prioritizing Among Exhibitors with the Same Total Accrued Points.** If two or more Exhibitors have the same number of points, ASCO will prioritize that group of Exhibitors (those with the same number of points) based on the number of consecutive years the Exhibitor has supported ASCO’s mission based programs (excluding the purchase of exhibit space and advertising). Donors to the Mission Endowment may receive up to 5 additional points to be used solely for the purpose of prioritizing among Exhibitors with the same total accrued points. An Exhibitor will be credited 1 point for supporting ASCO for the year of the Exhibitor’s first Mission Endowment donation and 1 point for each year following in which the Exhibitor made a donation to support the Mission Endowment (for these purposes, a year is from April 1, 2017 to March 31, 2018). If any Exhibitors still have the same number of points, those Exhibitors will be ordered in alphabetical order (starting with a randomly selected letter of the alphabet).

7. **Addressing the Merger or Acquisition of Exhibitors.** If an Exhibitor merges with, is acquired by, or acquires another Exhibitor and they seek to merge their exhibit hall space, the new company will receive the points and the years of support of the company that had the higher total points if requested by the merged company. The points and years of support of each Exhibitor will not be combined. However, if a newly acquired subsidiary company is a separate corporate entity and the parent and the subsidiary company do not desire to merge exhibit hall space, they can have their own exhibit hall space, as described below.

8. **Companies within a Corporate Family.** Companies in the same corporate family may have their own exhibit hall space if the companies are separate corporate entities. In this situation, each company enters into a separate Exhibitor Agreement, uses its own points and years of support, and has its own place in line. The points and years of support of one company cannot be attributed to another (in other words, the points and years of support of one company cannot be “counted” twice). The company name on the booth and exhibit hall signage (and in the Exhibitor Directory) has to be the same as the company whose name appears at the top of its Exhibitor Agreement.

9. **Penalties.** In order for the ASCO Annual Meeting and ASCO-planned symposia and meetings to attract attendees and operate efficiently, effectively, and safely, Exhibitors must comply with ASCO policies, procedures, guidelines, and the ASCO Exhibitor Agreement. If an Exhibitor fails to comply with any ASCO policies, procedures, guidelines, or the Exhibitor Agreement, the Exhibitor may be penalized,
including by losing points for the current and/or future years for purposes of exhibit space, and/or hotel requests, having its exhibit and/or hotel space relocated or reduced in size, and/or paying a penalty.

10. **Final Selection Order of Exhibitors.** ASCO will give each Exhibitor the opportunity to request exhibit booth space and preferred hotel accommodations in the order the Exhibitor appears on the selection list.

11. **Availability of Information.** These Guidelines will be available through the ASCO website (asco.org/meetings/exhibitors/exhibitor-policies). If an Exhibitor wants to know the number of points the Exhibitor has accrued or its position on the selection list, the Exhibitor can make a request to ASCO via email (exhibits@asco.org). ASCO will not disclose the number of points or the priority order of any Exhibitor to another Exhibitor.

Questions regarding these guidelines may be directed to:

ASCO Exhibits Management
2318 Mill Road, Suite 800
Alexandria, VA 22314
Phone: 571-483-1599
Email: exhibits@asco.org