



EXHIBITOR INFORMATION

Dates and Hours*

Wednesday, January 17	no exhibit hours
Welcome Reception	6:00 pm – 7:30 pm (Exhibitors are invited)
Thursday, January 18	7:00 am – 11:00 am
	6:00 pm – 7:30 pm (Reception)
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	10:05 am – 10:35 am
General Reception	6:00 pm – 7:00 pm
Friday, January 19	6:30 am – 11:00 am
Continental Breakfast	6:30 am – 7:30 am
Coffee Break	9:45 am – 10:15 am
Saturday, January 20	6:30 am – 11:00 am
Continental Breakfast	6:30 am – 7:30 am
Coffee Break	10:00 am – 10:30 am

Continental breakfast, as well as scheduled coffee breaks, will be served in the exhibit area daily.

***Exhibit schedule subject to change with final program.**

Exhibits & Signs

Each exhibit space will include one 6' x 30" draped table and two chairs. Exhibits will be tabletop only. There will be no pipe and drape. No freestanding floor exhibits will be permitted. Any standing equipment used as a display (does not include booth displays) must be no larger than 6' x 30" wide, and must be used IN LIEU of a table. Permission must be obtained from Show Management in advance of the meeting for this option. A tabletop sign will be provided to each exhibiting company.

Space Assignment

Space assignments are made on the basis of a priority point system, number of tables and the choices listed. The priority point system consists of three points provided annually (since 1985) for the first table contracted; additional tables contracted earn one point. All other applications will be assigned in order of receipt. The priority point deadline is **Friday, October 6, 2017**. Exhibitors wishing to avoid assignment of space adjacent to a particular competitor should indicate this on their Application for Exhibit Space. Careful consideration will be given to such requests. The Southern Association for Vascular Surgery reserves the right to alter the floor plan at any time.

Payment

Table Top Exhibits are \$3,000. A 50% deposit of the contracted space should be forwarded with the Application for Exhibit Space. The balance must be paid by **Friday November 3, 2017**. Checks should be made payable to The Southern Association for Vascular Surgery and mailed with your application. Applications received after October 6th will be accepted on a space available basis.

Cancellation Policy

Cancellations received in writing on or before **Friday November 3, 2017** will be subject to a 25% administrative fee. No refunds are possible for cancellations received after **Friday November 3, 2017**.



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Electrical / Telecommunications / Computers / AV / Hotel Accommodations

Order forms for these services will be included in the online Exhibitor Service Kit, which will be available in October, 2017.

Installation of Exhibits

The exhibit area will be available for set-up on Wednesday, January 17 from 1:00 pm to 5:00 pm. All exhibits must be set by 5:00 pm on Wednesday. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.

Dismantling of Exhibits

All exhibits must remain intact until the official closing time of 11:00 am on Saturday, January 20, 2017 and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed by 1:00pm on Saturday, January 20th.

Shipping Instructions

Please refer to the shipping instructions in the on-line service kit which will be available in October 2017.

Exhibit Personnel

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each exhibiting company is allotted two complimentary badges per tabletop purchased. Additional badges are \$100 per badge.

Special Needs

Please contact the Southern Association for Vascular Surgery office if you have a disability that will require special accommodations.

Conducting Exhibits

No drawings, raffles or quiz-type contests of any type will be permitted. No bags or containers for collection of samples are to be distributed by an exhibitor. This applies to any envelope, folder, portfolio, box, etc., that provides carrying space for more than a single sample. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Association. The Association reserves the right to refuse applications which do not meet the standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Fire Protection

All materials used in the exhibit area must be flame proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or corrugated paper, flame proof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

Protection of the Hotel Building

Exhibitors will be held liable for any damage caused to hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor.



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Security

Exhibit hall doors will be locked when exhibits are closed. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor, and we strongly advise all valuables be removed each night for safekeeping.

Mutual Indemnification

Exhibitor agrees to indemnify and hold SAVS, The Westin Kierland Hotel and parent companies, directors, agents and employees harmless against any and all claims, costs and expenses, including reasonable attorney's fees, arising out of or relating to the other's performance under this agreement.

Insurance

Exhibitor, SAVS, and The Westin Kierland Hotel agree to maintain insurance reasonably commensurate with all activities arising from or connected to the Event, including, but not limited to, Commercial General Liability insurance with limits not less than Two Million US dollars (\$2,000,000 US) per occurrence covering property damage, products-completed operations, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. The Exhibitor agrees to add The Westin Kierland Hotel Indemnified Parties as additional insureds under all applicable policies for the Event, and Exhibitor's insurance will apply as primary to any insurance maintained by The Westin Kierland Hotel Indemnified Parties. The Exhibitor agrees not to endorse or change insurance to make it excess over other available insurance. Neither Exhibitor's failure to provide, nor our failure to obtain, proof of compliance shall act as a waiver of any of term in this Agreement.

The Southern Association for Vascular Surgery does not allow any Satellite Symposia or Industry related activities to occur during the Annual Meeting.

For Further Exhibiting & Promotional Support Information Contact:

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