



45<sup>TH</sup> ANNUAL  
**MEETING**  
 JAN. 27-30, 2021  
 THE WESTIN  
 KIERLAND  
 SCOTTSDALE, AZ

## EXHIBITOR INFORMATION SHEET

### EXHIBIT HOURS\*

Marriott International and local government mandates that masks/face coverings are required in public spaces at all times, so any vendors/exhibitors will also be required to wear these. We kindly ask that guests bring a mask/face covering while on property; however, the hotel's front desk can provide them should anyone forget.

<b>Wednesday, January 27</b>	<b>No Exhibit Hours</b>
Welcome Reception	6:00 pm – 7:30 pm (Exhibitors Invited)
<b>Thursday, January 28</b>	<b>7:00 am – 11:00 am</b>
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	10:05 am – 10:35 am
Cocktail Reception	6:00 pm – 7:00 pm (exhibitors invited)
<b>Friday, January 29</b>	<b>7:30 am – 11:00 am</b>
Continental Breakfast	7:30 am – 8:30 am
Coffee Break	9:00 am – 9:30 am
<b>Saturday, January 30</b>	<b>6:30 am – 11:00 am</b>
Continental Breakfast	6:30 am – 7:30 am
Break	10:00 am – 10:30 am

*\*Times subject to change based on final program.*

### EXHIBIT DETAILS

The exhibits will be located in the Herberger Ballroom 1-2 immediately adjacent to the scientific sessions in Herberger Ballroom 3.

**TABLE TOP** exhibit space will include:

- ✓ 1 6' x 30" skirted table top
- ✓ 1 Chair (Social distancing requirement due to COVID-19)
- ✓ Use of contracted space
- ✓ Daily cleaning
- ✓ Two registrations
- ✓ Listing in Mobile App

Standing equipment in table top exhibit spaces will be permitted provided it fits in the 6' x 30" space. In most cases this would preclude the use of the 6' x 30" table. Equipment larger than the table top exhibit space will not be allowed to be displayed unless the company purchases additional space. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting.

### EXHIBITOR REGISTRATION & SOCIAL EVENTS

**Wednesday, January 27** **3:00 pm – 6:00 pm**

All exhibitors are invited to the Welcome Reception on Wednesday evening from 6:00 pm until 7:30 pm. All exhibit personnel must be

registered and wearing their badge to attend the Welcome Reception. All exhibit staff must be employed by the Exhibitor or have a direct business affiliation. Each registered exhibitor will be issued an exhibitor badge. Each company is allotted two (2) badges per table top or booth purchased. Additional badges are \$100. *Refunds will not be issued for unclaimed badges.*

### INSTALLATION

The exhibit area will be available for set-up from 3:00pm – 6:00pm on Wednesday, January 27. All exhibits must be set by 6:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### ELECTRICAL AND AUDIO VISUAL NEEDS

Please refer to the Exhibitor Order forms in the online service kit for information.

### DISMANTLING

**Saturday, January 30** **11:00 am – 1:00 pm**  
 All exhibits must remain intact until the official closing time of 11:00 am and may not be dismantled or removed, in whole or in part, before that time. After close of exhibits, all material must be removed by 1:00 pm.

### SHIPPING INSTRUCTIONS\*

Shipments **must** be received by the hotel no earlier than 3 days prior to the show or Saturday, **January 23, 2021.**

### OUTBOUND SHIPPING INSTRUCTIONS\*

Outbound shipping must be sealed, labeled, and pick-up must be arranged with the Fed Ex office in the hotel by completing the exhibitor form that details your company's shipping needs. This is on page 3 of the Shipping and Handling instructions in the SAVS 2021 Service kit. Any boxes left on the exhibit floor without proper arrangements will not be the responsibility of the hotel. Special arrangements will need to be made if shipping freight or oversized items.

### SAVS CONTACT INFORMATION

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