



**EXHIBITOR INFORMATION**

**Exhibit Hall Dates and Hours\***

---

<b>Wednesday, January 24.....</b>	no exhibit hours but exhibitors invited to attend Welcome Reception
Exhibit Set Up	10:00 am-5:30 pm
Welcome Reception	6:00 pm-7:30 pm
<b>Thursday, January 25 .....</b>	<b>7:00 am-11:00 am</b>
	<b>6:00 pm – 7:00 pm</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 **
<b>Friday, January 26 .....</b>	<b>6:30 am-11:00 am</b>
Continental Breakfast	6:30 am-7:30 am**
Coffee Break	9:00 am-9:30 am**
<b>Saturday, January 27 .....</b>	<b>6:30 am-11:00 am</b>
Continental Breakfast	6:30 am-7:30 am **
Coffee Break	10:00 am-10:30 am **
Teardown	11:00 am-2:00 pm

\*Exhibit schedule subject to final program.

\*\* held in the exhibit hall

**Exhibit Location and Details**

---

The exhibit hall is located in the Herberger Ballroom 1-3. 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' 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 27, 2023**. 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 \$3,500. 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, 2023**.



## EXHIBITOR INFORMATION

### **Cancellation Policy**

Cancellations received in writing on or before **Friday, November 3, 2023** will be subject to a 25% administrative fee. No refunds are possible for cancellations received after **Friday, November 3, 2023**.

### **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, 2023.

### **Installation of Exhibits**

The exhibit area will be available for set-up on Wednesday, January 24 from 10:00 am to 5:30 pm. All exhibits must be set by 5:30 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 27, 2024 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 2:00 pm on Saturday, January 27, 2024.

### **Shipping Instructions**

Please refer to the shipping instructions in the on-line service kit which will be available in October 2023.

### **Exhibit Personnel**

All participants affiliated with an exhibit 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.

### **Pop Up Banner Restrictions**

Pop up banners are permitted with some restrictions: For a table top exhibit the width of the banner(s) should not exceed the width of the table (6 feet ) and not exceed 8 feet in height. Banners must be placed behind the table and cannot obstruct the view of neighboring exhibit spaces.

**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.

**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 afternoon for safekeeping.

**Mutual Indemnification**

Exhibitor agrees to indemnify and hold SAVS, The Westin Kierland Resort 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 Resort 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 Resort 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 Resort 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:**

Yvonne Grunebaum  
Southern Association for Vascular Surgery  
Tel: (978) 927-8330 | Fax: (978) 524-0498  
[Ygrunebaum@prri.com](mailto:Ygrunebaum@prri.com) | [Industry@savs.org](mailto:Industry@savs.org)

Stan Alger  
Southern Association for Vascular Surgery  
Tel: (978) 927-8330 | Fax: (978) 524-0498  
[Salger@prri.com](mailto:Salger@prri.com) | [Industry@savs.org](mailto:Industry@savs.org)



# SAVS 48<sup>th</sup> Annual Meeting Exhibit Space Agreement

## January 24 -27, 2024 • The Westin Kierland • Scottsdale, Arizona

Sign and return both sides via email [industry@savs.org](mailto:industry@savs.org). **DO NOT EMAIL credit card information. We will send online payment instructions once we receive the application by email.** Applications must be received with 50% deposit. Final payment is due in full no later than Friday, November 3, 2023. Any questions, please contact the SAVS offices at 978-927-8330.

<b>CONTACT INFORMATION</b> <hr/> <b>Contact Person</b> <i>This person will receive all correspondence pertaining to this meeting.</i> <hr/> <b>Title</b> <hr/> <b>Telephone number</b> <b>Fax number</b> <hr/> <b>Email address</b> <hr/> <b>Company Name</b> <hr/> <b>Web Address</b> <hr/> <b>Street Address</b> <hr/> <b>City/State/Postal Code /Country</b>	<b>PAYMENT METHOD:</b> <input type="checkbox"/> Check amount enclosed: \$ _____ <b>CREDIT CARD</b> <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa  Amount to be charged: \$ _____  <b>CONFIRMATION WILL BE SENT IMMEDIATELY WITH AN ONLINE PAYMENT LINK.</b>  <hr/> <b>WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE PROSPECTUS AND THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT.</b>  <hr/> <b>AUTHORIZED SIGNATURE</b> <hr/> <b>PRINT NAME</b> <hr/> <b>TITLE</b> If you have any questions please contact us at 978-927-8330 or email us at <a href="mailto:industry@savs.org">industry@savs.org</a>  <input type="checkbox"/> I acknowledge that the Southern Association for Vascular Surgery does not allow any Satellite Symposia or Industry related activities to occur during the Annual Meeting.
<b>EXHIBIT SPACE:</b> <input type="checkbox"/> \$3,500 – Annual Meeting 6' X 30" Tabletop  Location preferences: (List Table numbers)  1 <sup>st</sup> Choice _____ 3 <sup>rd</sup> Choice _____  2 <sup>nd</sup> Choice _____ 4 <sup>th</sup> Choice _____  50% deposit is due with application. After November 4, 2022, applications must be accompanied with payment in full. <hr/> <b>We would like to be near</b> _____  <b>We would <i>not</i> like to be near</b> _____  The Association will make every effort to honor your location requests.	<hr/> <b>FOR SAVS USE ONLY</b> Date received: _____ Total Amount due: \$ _____ Amount received: _____ Accepted by: _____ ID #: _____ PIF by November 3, 2023 \$ _____ Space Assignment: _____ Date assigned: _____ New space assignment: _____ Date assigned: _____
<b>COMPANY PROFILE:</b> Please email a 50 word product description to <a href="mailto:industry@savs.org">industry@savs.org</a> along with your exhibit space application. Descriptions will be handed out onsite. When emailing description please include the following:  <ol style="list-style-type: none"><li>1. "SAVS" in the subject line of your email.</li><li>2. Company Name</li><li>3. Mailing Address</li><li>4. Company website address</li><li>5. 50 word description</li></ol> If your description is substantially over 50 words we reserve the right to edit your submission. We will also ask you to include your description with your registration entries in the Cvent online exhibitor portal. <hr/>	

**EXHIBITOR TERMS & CONDITIONS**

SAVS 48<sup>th</sup> ANNUAL MEETING ♦ January 24-27, 2024 ♦ The Westin Kierland ♦ Scottsdale, Arizona

**The Southern Association for Vascular Surgery (SAVS) and its authorized representatives are hereinafter referred to as "Show Management."**

**1. PAYMENT AND REFUNDS.** Applications submitted prior to **November 3, 2023** must be accompanied by a deposit in the amount of 50% of the total booth fee. The balance of the space rental charge will become due and payable on November 3, 2023. Applications submitted after November 3, 2023, must be accompanied by payment IN FULL. Applications received without such payment will be processed but space assignments will not be made.

If Show Management receives a written request for cancellation or downgrade of space on or before **November 3, 2023**, the exhibitor will be liable for a 25% processing fee. For cancellations or downgrades received after November 3, 2023, no refunds will be issued.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning its use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for its space reservation, regardless of whether or not the Show Management enters into a further lease for the space involved.

**2. SPACE RENTAL AND ASSIGNMENT OF LOCATION.** Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

**3. USE OF SPACE, SUBLETTING OF SPACE.** No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

**4. EXHIBITORS AUTHORIZED REPRESENTATIVE.** Each exhibitor must name one person to be its representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, children sixteen (16) years of age and under will not be admitted to the exhibit halls at any time.

**5. INSTALLATION AND REMOVAL.** Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition.

Any space not claimed and occupied three hours prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of its exhibit until after the closing of the Show.

**6. ARRANGEMENT OF EXHIBITS.** Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

**7. EXHIBITS & PUBLIC POLICY.** Each Exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to its exhibit or display, Show Management will endeavor to answer them. All booth decorations must be flame-proofed. Electrical wiring must conform to the National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of its exhibit as may be irregular, and effect the removal of same at exhibitor's expense.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. If unusual equipment or machinery is to be installed or if appliances that might come under fire codes are to be used the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations.

**8. STORAGE OF PACKING CRATES AND BOXES.** Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty". Because of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes, or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by Show Contractors for removal time and materials at prevailing rates.

**9. OPERATION OF DISPLAYS.** Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Direct Sales.** No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

**Contests, Drawings & Lotteries.** No drawings, raffles or quiz-type contests of any type will be permitted.

**Literature Distribution.** All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

**Live Animals.** Live animals are prohibited.

**Models.** Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

**Sound.** Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

**10. SOCIAL ACTIVITIES.** Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management.

**11. LIABILITY AND INSURANCE.** Exhibitor, SAVS, and The Westin Kierland Resort 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 Resort 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 Resort 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.

**12. INDEMNIFICATION.** Exhibitor agrees to indemnify and hold SAVS, The Westin Kierland Resort 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.

**13. CARE OF BUILDING AND EQUIPMENT.** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and décor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**14. AMERICANS WITH DISABILITIES ACT.** Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Show Management, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

**15. OTHER REGULATIONS.** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_