

Ritz-Carlton • Naples • Florida

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Southern Association  
for Vascular Surgery

# 35th Annual Meeting January 19–22 • 2011

## EXHIBITOR INFORMATION

### Dates and Hours\*

Thursday, January 20, 2011	7:00 – 11:00 a.m. 6:00 – 7:30 p.m.**
Friday, January 21, 2011	7:00 – 11:00 a.m.
Saturday, January 22, 2011	6:30 – 11:00 a.m.

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

\*Exhibit schedule subject to final program

\*\*General Exhibit Hall Reception

### Exhibits and 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 August 6, 2010. 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. After August 6, 2010 applications with deposits will be accepted on a space available basis.

### 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 September 3, 2010. Checks should be made payable to The Southern Association for Vascular Surgery and mailed with your application. Applications received after September 3<sup>rd</sup> will be accepted on a space available basis.

### Cancellation Policy

Cancellations received in writing on or before September 3, 2010 will be subject to a 25% administrative fee. No refund is possible for cancellations received after September 3, 2010.

### Electrical / Telecommunications / Computers / AV / Hotel Accommodations

Order forms for these services will be included in the online Exhibitor Service Kit, which will be available at the end of October, 2010.


### Installation of Exhibits

The exhibit area will be available for set-up on Wednesday, January 19 from 3:00 p.m. to 7:00 p.m. All exhibits must be set by 7:00 p.m. 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 a.m. on Saturday, January 22, 2011 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 p.m. on Saturday, January 22.

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**EXHIBITOR INFORMATION CONTINUED**

### **Shipping Instructions**

Please refer to the shipping instructions in the on-line service kit.

### **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.

### **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, flameproof 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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**EXHIBITOR INFORMATION CONTINUED**

**Security**

There will be security furnished in the exhibit area 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.

**Liability and Insurance**

Each Party hereto agrees to indemnify, hold harmless and defend the other Party of any of the other Party's parent or subsidiary corporations (and each of their officers, directors, and shareholders) from and against any and all liability, damages, losses and expenses (inclusive to any attorney fees and legal costs) arising out of or resulting from their respective negligent acts or omissions.

Failure (in whole or in part) or delay on the part of either party in the performance of any of the obligations imposed upon such parties under this agreement shall be excused and such parties shall not be liable for damages or otherwise on account thereof, when such failure or delay is the direct or indirect result of any of the following causes which render the Event impossible to conduct: (1) acts of god, such as hurricanes, tornadoes, fire, or flood materially affecting the operations of the Ritz Carlton, (2) malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, or other labor disturbance materially affecting the operations of the Ritz Carlton, (3) a civil disturbance including a legally declared war or an act of terrorism occurring in the United States where such act render it impossible for the Exhibitor to travel to attend the Event, or (4) compliance with any United States law.

The Exhibitor and designated contractor agree to carry adequate personal property, liability, and other insurance protecting themselves against any claims arising from any activities conducted in the Hotel during the meeting. Upon request, the Exhibitor and designated contractor will provide a certificate evidencing such insurance to SAVS. Neither SAVS nor the Hotel will be responsible for the security of exhibits, presentation materials, or other personal property of Exhibitors or designated contractors. Exhibitor and designated contractor acknowledge that the SAVS and hotel, their owners and operators do not maintain insurance covering such exhibits, materials, or personal property.

**For Further Exhibiting Information Contact:**

Jennifer Gecawicz  
Exhibits Coordinator  
The Southern Association for Vascular Surgery  
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Beverly, MA 01915  
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**For Support Information please contact:**

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