

EXHIBITING OPPORTUNITIES

EXHIBIT DATES AND HOURS*

Wednesday, April 7th	2:00 pm – 6:30 pm
Thursday, April 8th	7:00 am – 11:30 am
Friday, April 9th	7:00 am – 11:00 am 12:00 pm – 2:00 pm

* *Times are subject to change prior to final program.*

EXHIBITOR FEES

Your exhibit fee of **\$2,500** includes:

- ❖ 1 Table top Exhibit Space
Includes 1 6' x 30" table and 2 chairs
- ❖ 2 complimentary registrations
- ❖ Recognition in Final Program Book

EXHIBIT HALL LOCATION

The Exhibit Hall is located in the Trailblazers Terrace which is adjacent to the scientific sessions that are in The Kierland Ballrooms 2&3

EXHIBIT SPACE

Exhibits will be table-top only. **No free-standing floor exhibits will be permitted.** Standing equipment may be used in lieu of a table, but requests must be sent in writing to Show Management, attn: Jennifer Gecawicz, for approval **by January 8, 2010.**

INSTALLATION OF EXHIBITS

Wednesday, April 7, 2010 11:00 AM – 1:30 PM

All exhibits must be set by 1:30PM without exception. **Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.**

DISMANTLING OF EXHIBITS

Friday, April 9, 2010 2:00 PM – 5:00 PM

All exhibits must remain intact until the official closing time of 2:00 PM on Friday, April 9th 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 no later than 5:00 PM. If any company removes its exhibit prior to the closing of the exhibits, the company priority points may be revoked or reduced for the 2011 Annual Meeting.

SPACE ASSIGNMENT

Preferred space assignment will be given to previous exhibitors based on the priority point system. The priority point deadline is November 7, 2009. All others will be assigned in the order in which applications are received. Exhibitors wishing to avoid assignment of space adjacent to a particular competitor should indicate this on their application. Careful consideration will be given to such requests. The Society has the right to alter the Floor Plan at any time.

PRIORITY POINT SYSTEM

A point system based on SCVS exhibit history and date of receipt of application, will guide the assignment of space. Three points will be given for each year beginning with 1984, for each booth or table. One point will be given for each additional booth or table for a maximum of six points annually. Applications must be received by November 7, 2009 to be included in the priority point deadline.

PAYMENT / REFUNDS / CANCELLATIONS

Table Top Exhibits are \$2,500. A 50% deposit of the contracted space must be forwarded with the Application for Exhibit Space. The balance must be paid by January 8, 2010. Checks should be made payable to the Society for Clinical Vascular Surgery and mailed to:

SCVS
Attn: Jennifer Gecawicz
900 Cummings Center, Suite 221U, Beverly, MA 01915
Telephone: 978-927-8330 / Fax: 978-524-0498
Email: jgecawicz@prri.com

Cancellations received in writing by January 8, 2010 will be subject to a 50% administrative fee. There will be no refunds for cancellations received after January 8, 2010.

GENERAL INFORMATION

HOTEL ACCOMMODATION

Reservation forms will be included in the online Exhibitor Service Kit which will be available in December.

AV / ELECTRICAL / TELECOMMUNICATIONS

Order forms and information will be included in the online Exhibitor Service Kit which will be available in December.

SHIPPING INSTRUCTIONS

Freight shipments should be made on straight bills of lading and should be carefully prepared to show number of pieces, weight, classification, etc. Shipments made by other than straight bills of lading should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. All shipments to the Westin Kierland must be prepaid.

RULES AND REGULATIONS

INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own space will not be permitted.

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 the approval of the Society. The right is reserved to refuse applications, which do not meet standards required or expected, as well as the right to curtail exhibits or parts of exhibits, which 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 flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local County 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 Prevention Bureau. Any exhibit or parts thereof found not to be fireproof will 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.

EXHIBIT PERSONNEL

All participants affiliated with exhibits must be registered. Each person will be issued an Exhibitors badge and must be employed by the Exhibitor or have a direct business affiliation. Each company is allotted two badges per tabletop purchased. Additional badges are \$100. A personnel registration form will be included in the online Exhibit Service Kit.

SPECIAL NEEDS

Please contact the Society for Clinical Vascular Surgery office if you have a disability, which will require accommodation.

SECURITY

A Security Guard shall be furnished by Management to be on duty in the exhibit area when exhibits are closed, but the safekeeping of the Exhibitor's property shall remain the responsibility of the Exhibitor. The Society for Clinical Vascular Surgery assumes no responsibility for any losses sustained by the exhibitor.

PROTECTION OF THE HOTEL BUILDING

Exhibitors will be held liable for any damage caused to the 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. If any controversy arises as to the need or propriety thereof, the Convention Service Manager of the Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

INDEMNIFICATION

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action result from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

LIABILITY AND INSURANCE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Hotel will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the Hotel's own negligence.