

ACVS



SURGERY SUMMIT®

October 25-27, 2018
 Phoenix Convention Center, Phoenix, AZ
 North Building, 300 Level, Exhibit Hall E

www.acvssurgerysummit.org

EXHIBITOR CONTRACT – FOR USE WITH ONLINE & OFFLINE BOOTH SALES

The exhibiting company (“Exhibitor”) agrees that it has read and will abide by this *Exhibitor Contract* before reserving booth space in the exhibit hall at the 2018 ACVS Surgery Summit.

SPACE SELECTION:

Booth Description	Booth Dimensions	Fee if purchased ON or BEFORE 5/18/2018	Fee AFTER 5/18/2018
Single	10' deep x 10' wide	\$3,000	\$3,250

PURCHASE POLICY: Space must be paid in full using the online or offline payment method. **Deposits are not accepted.** The American College of Veterinary Surgeons (ACVS) reserves the right to refuse the sale of booth space.

CANCELLATION POLICY: The deadline to receive a partial refund for a cancellation is on or before May 18, 2018. For each booth space cancelled on or before May 18, a \$525 refund will be given. No refunds will be given after May 18, 2018.

RAFFLES: ACVS does not allow exhibitors to conduct raffles in the exhibit hall without explicit prior permission from the ACVS.

FLOOR PLAN REVISIONS: ACVS reserves the right to alter the official floor plan and reassign any exhibitor’s location.

REPRESENTATIVE REGISTRATION: Exhibitor can register their representatives for badges by logging in to their ACVS Exhibitor Service Center account. Badges are printed on-site.

ACVS AGREES TO:

- Provide a link between the Surgery Summit website and the exhibitor’s website for *up to 4 months*.
- Provide each exhibitor with a unique login to the ACVS Exhibitor Service Center.
- Provide each exhibitor representative one lunch voucher, per day.
- Provide each exhibitor representative with one drink ticket to the Scientific Poster Session & Reception.
- Provide one lead retrieval scanner for each 10'x10' booth space at no additional charge. Exhibiting companies using complimentary scanners are financially responsible (\$300 per scanner) if a scanner is damaged, lost, or not returned when the exhibit hall closes. Collected data will be uploaded to a secure site after the Surgery Summit ends. Upgraded scanners may be ordered through MTS Tracking no later than September 21, 2018. Go to <http://www.mtsreport.com/acvs/order/> or contact MTS at 847-930-1589.
- **Fit each exhibit area with:**
 - 3' high side drape
 - 8' high back drape
 - One wastebasket
 - One 7"x44" identification sign. The sign will feature the name of the company that purchased the designated booth space(s). Companies purchasing booth space in geographically separate areas will receive an identification sign in each area.

- **Provide 24-hour patrol and controlled-access security.** It is recommended that exhibiting companies provide their own security to protect valuable property.
- **Support its policy of not allowing children under the age of 12 in the exhibit hall at any time.** There are many sharp instruments and equipment of considerable value in the exhibit hall.
- **Provide name badges for up to four company employees for each 10'x10' booth space purchased.** Exhibitor badges allow access to the exhibit hall, Mark W. Allam Lecture, the Scientific Poster Session & Reception, and the Happy Hour. If a company purchases space and allows a representative from another company to share their booth space, these name badges will count toward the number of badges earned by the company purchasing the space. Name badges are printed on-site. Exhibitors will be billed at the rate of \$250 per badge, if more badges than their qualifying allotment are reserved in the Exhibitor Service Center or printed on-site at the Exhibitor Registration Desk. The deadline to cancel additional badges is September 15, 2018. A \$75 cancellation fee will be charged per representative.
- **Provide the following exhibitor registration hours (subject to change):**

ACVS Exhibitor Registration Desk: North Building, 300
Level, Exhibit Hall E

Wednesday	October 24	7:00am-6:00pm
Thursday	October 25	7:00am-6:00pm
Friday	October 26	7:00am-5:00pm

- **Thursday – Friday:** Allow exhibitor representatives to enter the exhibit hall in the morning at 8:00am. The hall opens to attendees at 9:00am.

EXHIBITING COMPANY AGREES TO:

- Log in to the Exhibitor Service Center account to:
 - provide/verify company information for the *Final Program & Exhibits Guide* and *Surgery Summit Mobile App*.
NOTE: Company information for **space purchased after July 31** will only be included on the *Surgery Summit Mobile App*.
 - register exhibit booth personnel. NOTE: After September 15, booth personnel will need to register on-site.
- Keep booth open at all times during exhibit hall hours.
- Keep noise to a minimum if giving talks or hosting events.
- Provide the best possible experience to attendees when the exhibit hall is open and by being available during refreshment and lunch breaks.
- Not be in the exhibit hall without permission by show management when the hall is closed.
- Not extend or have company signs, equipment, etc. outside, beyond, or above the borders of the assigned booth space.
- Not begin to pack or dismantle the display area before the hall closes at 5:15pm on Friday, October 26, 2018.
- Not submit a Bill of Lading (which means you are packed and ready to leave) before the hall closes at 5:00pm on Friday, October 26, 2018.
- Wear an ACVS Surgery Summit exhibitor name badge when entering and exiting the exhibit hall and at all times while inside the exhibit hall. It is ACVS policy that name badges must be worn for all ACVS functions and events. Badges are not transferable to corporate or personal guests.
- Comply with Union regulations provided in the Brede Exposition Services *Exhibitor Services Manual*. Questions about Union regulations? Contact ACVS Customer Service at Brede Exposition Services at 301-937-8600.
- Not bring children under the age of 12 in the exhibit hall at any time. There are many sharp instruments and valuable equipment. ACVS does not want to endanger the welfare of any child or have exhibitors' property damaged. Please contact the Sheraton Grand Phoenix at (602) 262-2500, if you would like assistance finding childcare resources. The ACVS does not guarantee the availability of childcare service and assumes no liability whatsoever in the matter of childcare.
- **Liability:** Phoenix Convention Center (PCC) is not responsible for any injury, loss or damage that may occur to the Exhibitor, Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a PCC employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases the PCC from such liabilities and agrees to indemnify PCC against any and all claims for such injury, loss or damage.

Exhibitor Services Manual from Brede-Washington, Inc.

Beginning in mid-July, the *Exhibitor Services Manual* will be available on the Surgery Summit website (www.acvssurgerysummit.org). Brede-Washington, Inc. will also send each exhibiting company an email with details about accessing the online *Exhibitor Services Manual*.

EXHIBIT HALL SCHEDULE:

➤ **Exhibitor move-in:**

When: Wednesday, October 24, 8:00am-6:00pm

Where: Phoenix Convention Center, North Building, Level 300, Hall E. Phoenix, AZ

Note: Except for minor "finishing touches," all exhibits must be "show ready" by 6:00pm for the ACVS management walk-through.

➤ **Exhibitor move-out:**

When: Friday, October 26, 5:15-10:00pm

Saturday, October 27, 8:00-12:00pm

➤ **Show hours:**

➤ Thursday, October 25 (9:00am-7:30pm)

Attendee breaks and lunch in the exhibit hall:

- Morning refreshments: 9:30-10:15am
- Lunch: 11:30am-1:00pm
- Afternoon refreshments: 3:15-4:00pm
- Scientific Poster Session & Reception: 6:00-7:30pm

➤ Friday, October 26 (9:00am-5:00pm)

Attendee breaks and lunch in the exhibit hall:

- Morning refreshments: 9:15-10:00am
- Lunch: 12:00-1:30pm
- Afternoon refreshments: 3:15-4:00pm

**EXHIBITING COMPANIES MAY NOT BE INVITED
TO PARTICIPATE IN FUTURE YEARS IF THEY FAIL TO ADHERE TO
ALL OF THE REQUIREMENTS SET FORTH IN THIS CONTRACT.**

PAYMENT INSTRUCTIONS

Note: The **deadline** to provide/verify company information for the *Final Program & Exhibits Guide* and *Surgery Summit Mobile App* is July 31. Company information for space purchased after July 31 will be on the *Surgery Summit Mobile App*.

Name of Exhibiting Company/Organization _____

Name of Parent Company/Organization, if different from Exhibiting Company/Organization _____

Top three (3) booth selections by exhibiting company: 1) _____ 2) _____ 3) _____

Total amount enclosed/to be charged. \$ _____

The ACVS is a 501(c)6 tax-exempt organization. Tax charged is \$0.00.

THE UNDERSIGNED UNDERSTANDS AND ACCEPTS THE FOLLOWING POLICIES:

Purchase Policy: Booth space must be purchased in full using the offline payment method. Deposits are not accepted. Payment made by a company/organization check or credit card information must be received within 7 business days after the booth reservation has been completed or booth space will be returned to open inventory. ACVS reserves the right to refuse the sale of booth space.

Cancellation Policy: For each booth space cancelled on or before May 18, 2018, a refund of \$525 will be given. No money will be refunded after May 18, 2018.

Type of Payment:

- 1) Check Check number: _____ Make checks payable to the *American College of Veterinary Surgeons*
- 2) AMEX, MasterCard or Visa - Card number _____ Exp. Date _____ (mm/yyyy)

Name on Card _____

Signature _____

Credit Card Billing Address (required for credit card payments):

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

For payment by company/organization check or credit card, the exhibitor, by signing this contract, agrees to comply with the information set forth in this contract during the 2018 ACVS Surgery Summit.

Signature

Date

Print Name

Print Title

OFFLINE PAYMENTS:

CREDIT CARD PAYMENT: Credit Card account information, a copy of the completed, signed *Exhibitor Contract* and the booth confirmation email (emailed to the exhibitor as part of the reservation process) must be received within **7** business days after the booth reservation has been made or booth space will be returned to open inventory. Fax to ACVS at 301-916-2287, attention: Industry Relations Manager.

CHECK PAYMENT: Company/organization check, a copy of the completed, signed *Exhibitor Contract* must be received within **7** business days after the booth reservation has been completed or booth space will be returned to open inventory. Make check payable to: American College of Veterinary Surgeons. Checks must be paid in U.S. funds drawn on a U.S. bank.

Mailing address: American College of Veterinary Surgeons, 19785 Crystal Rock Dr, Ste 305, Germantown, MD 20874

PAYMENT RELATED QUESTIONS: Accounting Manager; phone 301-916-0200 x105

NON-PAYMENT RELATED QUESTIONS: Industry Relations Manager; phone 301-916-0200 x100