



EXHIBITOR INFORMATION

EXHIBIT HALL LOCATION

The Exhibit Hall is in Ironwood Ballroom 4-5 across the hall, from the Scientific Sessions in Juniper Ballroom 3-4.

EXHIBIT DETAILS

10' x 10' BOOTH exhibit spaces include:

- (1) 6' x 30" draped table and 2 chairs
- Pipe & drape to delineate: 8' high beige and white back drape and 3' high beige side dividers.
- 3 complimentary registrations
- 2 Annual Banquet tickets

TABLE TOP exhibit space includes:

- 1 - 6' x 30" beige draped table and 2 chairs*
- 2 complimentary registrations

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. Should equipment be larger than table top exhibit space reserved, that equipment will not be allowed to be displayed or your company will be required to upgrade your exhibit space. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting.

EXHIBIT HOURS*

Sunday, March 18	2:00 pm – 6:30 pm
Coffee Break	3:15 pm – 4:00 pm
Welcome Reception	5:30 pm – 6:30 pm
Monday, March 19	7:00 am – 11:30 am
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	9:25 am – 10:00 am
Tuesday, March 20	7:00 am – 4:30 pm
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	9:25 am – 10:15 am
Lunch	12:30 pm – 1:30 pm
Coffee Break	3:00 pm – 4:00 pm

*Times subject to change based on final program.

PROGRAM GUIDES

One program guide per exhibit space will be provided to each company at registration. This is a limited guide because there will be a mobile app available to all attendees that will include a full product description for each exhibitor and sponsor.

PAYMENT

Full payment is now due. Exhibit space is not guaranteed until payment is received.

SCIENTIFIC SESSIONS

Badged exhibitors are encouraged to attend the scientific sessions.

EXHIBIT REGISTRATION

All exhibit personnel must be registered and employed by the exhibiting company 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 purchased and three (3) badges per 10' x 10' booth. Additional badges are \$100 each. Refunds will not be issued for unclaimed badges. You may register exhibit staff on the Exhibitor Registration Form, which is in the online service kit.

FUNCTIONS EXHIBITORS ARE INVITED TO ATTEND

Annual Banquet

Tuesday, March 20

6:30 pm – 9:00 pm

Exhibitors in 10 x 10 booths receive 2 tickets. All other exhibitors may purchase tickets for a fee of \$150. The order form is in the service kit. Must be 21 and over.

INSTALLATION

The exhibit hall will be available for set-up on Sunday, March 18, 2018 from 10:00 am – 1:30 pm. All exhibits must be set by 1:30 pm without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING

All exhibits must remain intact until the official closing time of 4:30 pm on Tuesday, March 20, 2018, 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 7:00 pm.

SHIPPING INSTRUCTIONS

Freeman Companies* is the official contractor for the SCVS meeting. The hotel has limited storage space and does not accept any direct shipping, therefore all shipments must come through the Freeman Warehouse. Please send shipments to starting February 19 and no later than March 13:

Exhibiting Company Name / Booth # _____

Society for Clinical Vascular Surgery

C/O FREEMAN

6675 W Sunset Rd

Las Vegas, NV 89118

*FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 19, 2018** at the above address. Materials arriving after **MARCH 13, 2018** will be received at the warehouse with an additional after deadline charge. View more information regarding shipping on the [FREEMAN website](#). Discounts available up to February 26th.

SCVS CONTACT INFORMATION

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