



**EXHIBIT SPACE APPLICATION**

Please complete all sections of this application and sign and return both sides either with a check payable to SCVS, 500 Cummings Center, Suite 4400, Beverly, MA 01915 or fax both sides with a credit card number to 978-524-0461. Space will be assigned per priority point number on November 2, 2018. Applications received prior to **November 2, 2018** must be accompanied by a 50% deposit. Payment is due in full no later than **November 2, 2018**. Applications will be received after **November 2, 2018** on a space available basis.

**CONTACT INFORMATION**

**Contact Person** this person will receive all correspondence pertaining to this meeting.

**Title**

**Telephone number**

**Fax number**

**Email address**

**Company Name**

**Street Address**

**City/State/Zip/Country**

**EXHIBIT SPACE:**

8' X 30" Tabletop \$3,000

**Location preferences: (List Table/Booth Numbers)**

1<sup>st</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

# of Booth(s) \_\_\_\_\_ x \$5,000 = Total Amount \$ \_\_\_\_\_

# of Tables (s) \_\_\_\_\_ x \$3,000 = Total Amount \$ \_\_\_\_\_

**50% deposit is due before November 2, 2018. After December 7, 2018 applications must be accompanied with payment in full.**

**We would like to be near** \_\_\_\_\_

**We would not like to be near** \_\_\_\_\_

**The Society will make every effort to honor your location requests.**

**PROGRAM BOOK LISTING:**

Please email a 50 word description to industry@scvs.org along with your application to be included in the Mobile App. When emailing description please include the following:

1. "SCVS" in the subject line of your email.
2. Company Name
3. Mailing Address
4. Appropriate contact email address
5. Company website address
6. 50 word description

If your description is substantially over 50 words we reserve the right to edit your submission.

**PAYMENT METHOD:** Please note that as part of our compliance we can no longer accept credit card numbers via e-mail. This policy is designed to increase data security for cardholders and merchants. Emails received containing credit card information will be blocked. Please use the following methods of payment:

**Check** Amount enclosed: \$ \_\_\_\_\_

**CREDIT CARD**

**DO NOT EMAIL CREDIT CARD INFORMATION. Secure Fax: + 978.524.0461 This form must be faxed if credit card number is showing.**

American Express  MasterCard  Visa

Amount to be charged: \$ \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (3-4 numbers on front or back of card) \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

If billing address is not the same please enter below.

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE PROSPECTUS AND THIS APPLICATION (FRONT AND BACK). ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT CONSTITUTES A CONTRACT.

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

**PRINT NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**FOR SCVS USE ONLY**

Date received: \_\_\_\_\_ Total Amount due: \$ \_\_\_\_\_

Amount received: \_\_\_\_\_ Accepted by: \_\_\_\_\_

ID #: \_\_\_\_\_

50% with application submission \$ \_\_\_\_\_

PIF by November 2, 2018 \$ \_\_\_\_\_

Space Assignment: \_\_\_\_\_ Date assigned: \_\_\_\_\_

New space assignment: \_\_\_\_\_ Date assigned: \_\_\_\_\_

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The Society for Clinical Vascular Surgery and its authorized representatives are hereinafter referred to as "Show Management."

**1. PAYMENT AND REFUNDS.** Applications submitted prior to **November 2, 2018** must be accompanied by a deposit in the amount of 50% of the total exhibit space fee. The balance of the space rental charge will become due and payable on December 7, 2018. Applications submitted after November 2, 2018 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 of space on or before November 2, 2018 the exhibitor will be liable for a 50% processing fee. For cancellations received on or after November 2, 2018, no refunds will be issued.

**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 his 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 his 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 his exhibit or display, Show Management will endeavor to answer them. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. 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 his 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. Excess supplies must be stored in areas which will be made available for such purpose. 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.

Independent contractors must conform to IAEE, ESCA and ED&PA guidelines. All exhibitor labor must comply with established labor jurisdictions.

**8. STORAGE OF PACKING CRATES AND BOXES.** The Aria Hotel in its sole discretion may allow delivery, shipment, and storage of certain items for SCVS. Pricing is available upon request. If allowed, deliveries for your SCVS may be sent to arrive at the WDW Resort no more than three days before the first day of the Annual Meeting. Storage charges will be applied to shipments held more than three days after the last day of the meeting, or the Hotel may dispose of these items at Exhibitor's cost. Neither the Aria Hotel nor any of their affiliates are responsible for any damage or loss to any items shipped or delivered to or from the WDW Resort or for the storage of any such items.

**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.** All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the exposition.

**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 Supporting 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. INSURANCE.** Exhibitor agrees to indemnify and hold SCVS, The Boca Raton Hotel 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.

**12. INDEMNIFICATION.** Exhibitor, SCVS, The Boca Raton Hotel and Hilton Worldwide Inc. 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 Boca Raton Hotel 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 Boca Raton Hotel 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.

**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 REGULATION, 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.**

DATE

AUTHORIZED SIGNATURE

TITLE