



EXHIBITOR INFORMATION

EXHIBIT HALL LOCATION

The Exhibit Hall is in Grand Ballroom Salon D, adjacent from the Scientific Sessions in Grand Ballroom Salon A-C.

EXHIBIT DETAILS

10' x 10' BOOTH exhibit spaces include:

- (1) 6' x 30" draped (white) table and 2 chairs
- Pipe & drape to delineate: 8' high (gold) back drape and 3' high side rails (gold and white)
- ID Sign 7" x 44"
- 3 complimentary registrations
- 2 Annual Reception tickets

TABLE TOP exhibit space includes:

- (1) 6' x 30" draped (White) table and 2 chairs
- ID Sign 7" x 44"
- Waste basket
- 2 complimentary registrations

Standing equipment in **table top** exhibit spaces will be permitted **provided it fits in the 8' x 30" space**. In most cases this would preclude the use of the 8' 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 15 | 2:00 pm – 6:30 pm |
| Coffee Break & ePosters | 3:20 pm – 3:50 pm |
| SVS Announcement | 3:50 pm – 4:05 pm |
| Welcome Reception | 5:20 pm – 6:20 pm |
| Monday, March 16 | 7:00 am – 11:30 am |
| Continental Breakfast | 7:00 am – 8:00 am |
| Coffee Break & ePosters | 9:20 am – 10:00 am |
| Tuesday, March 17 | 7:00 am – 5:00 pm |
| Continental Breakfast | 7:00 am – 8:30 am |
| Coffee Break & ePosters | 9:35 am – 10:15 am |
| Lunch with Industry | 12:30 pm – 1:30 pm |
| Coffee Break & ePosters | 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 Reception

Tuesday, March 17

6:30 pm – 8:30 pm

Location: Lighthouse Courtyard

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 15, 2020 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 5:00 pm on Tuesday, March 17, 2020, 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

Alliance Exposition Services is the official contractor for the SCVS meeting. All shipments must be routed through the Alliance Exposition warehouse starting February 14 until March 10, 2020. Within a day or two of submitting your SCVS exhibitor agreement, you should receive an email from Alliance with login information to access their service kit and complete your shipping order. If not please contact them via email: ExhibitorAssistance@alliance-exposition.com OR phone: 888-528-2011.

SAMPLE SHIPPING LABEL:

| | |
|--|--|
| Alliance Nationwide Exposition | |
| RUSH | |
| DO NOT DELAY | |
| Must Arrive Between | |
| Fri, February 14 2020 - Tue, March 10 2020 | |
| To: | _____ |
| | (Exhibitor Name) |
| | c/o Alliance Exposition / Old Dominion Freight |
| | 640 W Taft Ave |
| | Orange, CA 92865 |
| ADVANCE WAREHOUSE | |
| SCVS 48th Annual Symposium - WAITING FOR APPROVAL | |
| BOOTH NUMBER: | _____ No. _____ of _____ Pcs. |
| Carrier: | _____ |

SCVS CONTACT INFORMATION

Yvonne Grunebaum

500 Cummings Center, Suite 4400

Beverly, MA 01915

Telephone: 978-927-8330 | Industry@scvs.org