



EASTERN VASCULAR SOCIETY
 31st Annual Meeting
 OCTOBER 5-8, 2017
 THE WESTIN SAVANNAH HARBOR
 Savannah, GA



EXHIBITOR INFORMATION

Exhibitor

\$3,000

Each exhibit space includes:

- ✓ One 6' x 30" draped table and two chairs
- ✓ 2 Exhibitor Registrations
- ✓ Recognition in the Mobile App

Location

The exhibits are located in Grand Ballroom Salons C-F, directly adjacent to the Scientific Sessions in Grand Ballroom A-B.

Exhibit Hall Dates and Hours*

Friday, October 6, 2017	7:30 am – 12:00 pm
Saturday, October 7, 2017	7:00 am – 12:00 pm
Sunday, October 8, 2017	6:30 am – 12:00 pm

Continental breakfast, as well as scheduled coffee breaks, will be served in the exhibit area daily.

**Exhibit schedule subject to final program*

Additional Function

Exhibitors are invited to attend the Reception which will be held in the Exhibit Hall on Saturday, October 7, 2017 at 6:30 pm.

Payment

A 50% deposit of the contracted space should be forwarded with the Application for Exhibit Space. The balance must be paid by **Friday, June 23, 2017**. Applications received after June 23rd will be accepted on a space available basis. Checks should be made payable to the Eastern Vascular Society and mailed with your application to:

EVS
 500 Cummings Center, Suite 4400
 Beverly, MA 01915
 Secure Fax: 978-524-0461

Space Assignment

Preference of space assignment will be given in the order in which applications are received. Following the June 23rd deadline, exhibit assignments will be made on a space available basis. Exhibitors wishing to avoid assignment of space adjacent to a particular company should indicate that on their application. Careful consideration will be given to such requests. The EVS reserves the right to alter the exhibit floor plan at any time.

Cancellation Policy

Cancellations received in writing on or before June 23, 2017 will be subject to a 25% administrative fee. No refund is possible for cancellations received after June 23, 2017.

Exhibitor Space Requirements

Exhibits will be tabletop only and will include one 6' x 30" draped table and two chairs. There will be no pipe and drape. No freestanding floor exhibits will be permitted. Any standing equipment used as a display (does not include booth displays) must be no larger than 6' x 30" wide, and must be used IN LIEU of a table. Permission must be obtained from Show Management in advance of the meeting for this option. A tabletop sign will be provided to each exhibiting company.

Electrical / Telecommunications / Computers / AV / Hotel Accommodations

Order forms for these services will be included in the online Exhibitor Service Kit, which will be available June 2017.

Installation of Exhibits

Thursday, October 5th 6:30 pm - 9:00pm

The exhibit area will be available for set-up on Thursday, October 5th from 6:30 pm - 9:00 pm. All exhibits must be set by 9:00pm on Thursday without exceptions. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.

Dismantling of Exhibits

Sunday, October 8th 12:00 pm – 5:00 pm

All exhibits must remain intact until the official closing time of 12:00 p.m. Sunday, October 8, 2017 and may not be dismantled or removed, in whole or in part, before that time.

Shipping Instructions

Please refer to the shipping instructions in the on-line service kit.

Exhibit Personnel

All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor badge and must be employed by the Exhibitor or have a direct business affiliation. Each exhibiting company is allotted two complimentary badges per tabletop purchased. Additional badges are \$100 each.

Special Needs

Please contact the Eastern Vascular Society office if you have a disability that will require special accommodations.

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 approval of the Society. The Society reserves the right to refuse applications which do not meet the standards required or expected, as well as the right to curtail exhibits or parts of exhibits that 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 flame proofed and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local 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 Department. Any exhibit or parts thereof found not to be fireproof may 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.

Protection of the Hotel Building

Exhibitors will be held liable for any damage caused to 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.

Security

There will be security furnished in the exhibit area when exhibits are closed. The safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor, and we strongly advise all valuables be removed each night for safekeeping.

Liability

Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Westin Savannah Harbor, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, The Westin Savannah Harbor, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Indemnification

The exhibitor, hotel and EVS agree to indemnify, defend and hold the each other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from 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 as individuals are acting within the scope of their employment or agency, as applicable.

Insurance

The exhibitor shall obtain and maintain and provide evidence of insurance upon request in amount sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the parties respective obligations pursuant to this contract

For Further Exhibiting Information Contact:

Yvonne Grunebaum
Eastern Vascular Society
500 Cummings Center, Suite 4400
Beverly, MA 01915
Tel: (978) 927-8330 / Fax: (978)-524-0461
Email: ygrunebaum@prri.com

For Support Information please contact:

Stan Alger
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500 Cummings Center, Suite 4400
Beverly, MA 01915
Tel: (978) 927-8330 / Fax: (978)-524-0461
Email: salger@prri.com