

Annual Session Exhibitor Contract

SAO & SWSO Joint Meeting

November 14-16, 2019

The Rosen Shingle Creek

Orlando, Florida



BOOTHS WILL BE A MIXTURE OF TRADITIONAL PIPE AND DRAPE BOOTHS (8'X10', 8'X15', AND 8'X20') AND TABLE TOP EXHIBIT SPACES.

Exhibit Contract

Company Name _____

List the company name as it should appear in the Program, SAO/SWSO app and booth sign:

Brief Product/Service Description (*Required*) _____

Name and Title of Person Completing Form _____

Email _____ Contact Phone _____

Onsite Representative Name _____ Email _____

Onsite Representative Name _____ Email _____

BOOTH SELECTION

_____ 8' x 20' Booths \$5,000 _____ 8' x 10' Booths \$2,500

_____ 8' x 15' Booths \$3,750 _____ 5'x7' Table Top \$1,800

ADDITIONAL FEE

_____ Corner Booth + \$300 (see map)

_____ Main Entrance or Near Orthovation Corner Booth + \$500 (see map)

_____ Registration Packet Inserts + \$400 (800pc, 8.5in. x 11in.)

Booth Number (s): 1st Preference: _____ 2nd Preference: _____ 3rd Preference: _____ 4th Preference: _____

Top four exhibitors we prefer not to be located near or next to (*Required*)

PAYMENT

Once you submit your signed contract with acknowledgment of terms and conditions, with your payment information, we will contact you about booth placement.

Payment Method: Check: *made payable to SAO* Visa Master Card AMEX

Credit Card No. _____ Exp. Date _____ CVV _____

Billing Address _____ City _____ State _____ Zip _____

Payment Amount:\$ _____ Signature: _____

Completed contract can be mailed, faxed or emailed to:

Southern Association of Orthodontists

32 Lenox Pointe ■ Atlanta, GA 30324

((404) 261-5528 ■ FAX (844) 214-1224

saoevents@saortho.org

Authorization:

I am an authorized representative of the company with full power to sign and deliver this application. The company listed agrees to comply with all instructions, terms and conditions and agrees to promptly submit all information required by the SAO and SWSO.

Authorized Officer Name: _____ Officer Title: _____

Authorized Officer Signature: _____ Date: _____

EXHIBITOR TERMS AND CONDITIONS

I HAVE REVIEWED THE TERMS AND CONDITIONS IN FULL AND SIGN TO ACKNOWLEDGE MY UNDERSTANDING AND ACCEPTANCE OF THEM:

Signature _____ Date _____

Please read the Rules and Regulations for Cancellation, Insurance, Name badge policies and other items of importance.

Official Contractor & Service Kit

Shepard Exposition Services is The Official Contractor selected for the SAO Annual Meeting. The contractor acts in their own behalf and are not agents, employees or representatives of the SAO. The contractor will bill Exhibitors directly for their services. The SAO does not assume any liability or responsibility for any act performed or omitted by the official contractor. An official Exhibitor Service Kit will be emailed to registered exhibitors and will be available on the SAO web site (www.saortho.org) to all exhibitors July 2019. The Exhibitor Service Kit will include information and order forms for electricity.

1. Assignment of Booth Space: SAO reserves the right to make variations in the assignment system and/or relocate previously assigned space. The SAO reserves the right to determine island configuration availability.

2. Terms of Payment and Refund Policy: Any space not claimed and occupied may be reassigned by SAO without refund of rental paid. Exhibit displays cannot be opened unless fee is paid in full.

Refund Policy for Cancellations or Reductions in Space: Requests for cancellations or reductions in exhibit space must be made in writing. Refunds will be made in accordance with the following schedule less an administrative fee and mailed approximately 30 days after the conclusion of the meeting.

Prior to April 1: Full refund less \$100.00

April 1-September 1: Full refund less \$250.00

After September 1: No refund will be given

3. Exhibit Space: Booth cost includes identification signage. It does not include electrical use. Shepard's online exhibitor service kit will include forms for your additional requirements. Flooring: **The Exhibit Hall is carpeted.**

4. Installation and Dismantling: Exhibit installation is Thursday, November 14, 2019 between 8:00AM and 4:00PM. All exhibits must be completely installed by 4:00PM. The SAO staff reserves the right to reassign space to another exhibitor or to make other use of space, as deemed necessary or appropriate, with no refund being made to the original exhibitor. Booths must be kept intact until the closing of the exhibits (Saturday, November 16, 2019 at 1:00PM). All display materials must be fully removed by 2:00PM Saturday, November 16, 2019. If displays are not removed by 2:00PM, management has the right to remove them and charge the expense to the exhibitor.

5. Fire Regulations: No combustible decorations such as crepe paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the hall. All muslin, velvet, silken or any other cloth decorations must withstand a flameproof test as prescribed by local fire ordinances. Gasoline, kerosene, acetylene or other flammable or explosive substances will not be permitted in the exhibit area. Exhibits must meet local fire code regulations. An inspection will be conducted prior to the opening of the exhibition; violations must be corrected before the show will be allowed to open.

6. Care of Exhibit Space and Property: The exhibitor must surrender the display space in the same condition as it was when it was first occupied. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Special care shall be taken to protect the carpet in the exhibit hall from damage. Application of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

7. Show Cancellation: In case the facilities shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for the SAO to permit the contracted space to be occupied by the exhibitor, this lease shall terminate and the exhibitor shall waive claim for damages or compensation except to request return of the amount paid for the space less \$100 for the initial cost and promotion.

8. Operations/Restrictions: Exhibitor will keep the exhibit open and staffed at all times during the show hours. Firms are restricted to two authorized representatives from their company for each Table Top or 8'x10' booth rented. Additional representatives (employees) from that company will be charged \$225.00 each. Maximum capacity for a Table Top booth is 3 people. No additional reps will be permitted beyond that. Maximum capacity for an 8' x 10' booth is 5 people. All business, contacts and demonstrations shall be confined to the exhibitor's own booth. Any treatment demonstration must be performed by an orthodontic specialist licensed to practice in Louisiana. SAO and SWSO reserves the right to restrict exhibit to a minimum noise level, and to suitable methods of operation and display of materials. No loudspeakers, in-house sound systems, tape recorders, sound movies, etc. that interfere with adjoining exhibitors will be permitted.

If for any reason, an exhibit or its contents are deemed objectionable by SAO and SWSO, the exhibit will be subject to removal. In the event such an eviction or and restriction is enforced, SAO and SWSO will not be liable for refunding rental fees or funds for exhibit equipment rental, except at its own discretion and agrees that SAO and SWSO may substitute actual space assigned to exhibitor if necessary.

9. Booth Guidelines: If an exhibitor is using its rental space in a manner that is detrimental to the Association, convention or exposition, or infringes on the rental of space by other exhibitors (including sight observation, soliciting products or services outside of the booths assigned, excessive noise, heat, light or pollution emanating from exhibits), or if an exhibitor's display is not in keeping with the character and purpose of the show, the SAO and SWSO, reserves the right to request corrective action. If an exhibitor is unable or refuses to comply with this request, the Association reserves the right to cancel the use for that space, or bar from the Exhibit Hall that exhibit or any part of that exhibit, person or thing, and to remove the exhibit from the Hall. In the event that such action is necessary, the exhibitors shall forfeit all money paid or due the Association for rental of the booth space.

10. Subletting/Sharing Space: Exhibitors cannot sublet, assign or share any portion of the assigned exhibit space to any other person or company. Nor can there be a display of any product or service in the assigned exhibit space other than the product or service normally distributed in the regular course of business without written consent of the SAO and SWSO. Violations can result in immediate closure and removal of the exhibit from the Exhibit Hall without refund of space rental fees.

11. Security: SAO and SWSO will provide overall security guard service for the show period but neither the SAO, SWSO, the Rosen Shingle Creek or their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provision for the safe-guarding of his/her goods, materials, equipment and display at all times.

12. Hold Harmless Clause: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

13. Functions: Educational or Social functions sponsored by exhibitors or other organizations cannot be held during exhibit hours or conflict with any meetings or activities conducted by the SAO and SWSO. An exhibitor may not host any function without prior approval of the SAO or SWSO President. The SAO and SWSO reserves the right to unilaterally terminate the exhibitor's space contract at any time before or during the session for any violation of the Exhibitor's Rules and Regulations. In case of termination, the exhibitor surrenders possession of booth space immediately upon notice and will be prohibited from exhibiting at the SAO and SWSO meeting the following year.

14. In-Booth Hospitality: SAO and SWSO will provide a lounge area with food and drinks available. Exhibitors may NOT bring attendees into the lounge or use the lounge for meetings. The lounge is strictly for registered SAO and SWSO exhibitors. Any in-booth hospitality must be provided by the Rosen Shingle Creek.

15. Arrangement of Exhibits: All displays must be confined in order to avoid blocking the sightline from the aisle to the adjoining booth. **The SAO and SWSO reserves the right to reconfigure the floor plan as necessary according to final space assignment, facility restrictions and fire codes. Exhibitors must arrange their displays so as not to obstruct the general view of other exhibits.**

16. Use of Music: The use of music in an exhibitor's booth requires an appropriate license from BMI, ASCAP and/or other similar licensing agencies. It is the exhibitor's responsibility to obtain these licenses and have such licenses on the show premises for inspection and to pay for all and any related fees. The exhibitor agrees to hold harmless SAO and SWSO, its agents and/or employees if such licenses are not obtained.

17. Distribution of Printed/Promotional Material: Distribution of materials or promotional items by exhibitors or their agents is limited to the area rented by the exhibitor in the exhibit hall. Flyers or other printed material may not be delivered to hotel rooms of SAO or SWSO registrants without advance permission from the SAO or SWSO Executive Committee and the hotel. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit booths, and may not be placed in any other areas of the exhibit hall, convention center or hotel.

18. Solicitation or Admittance by Non-Exhibitors or Guests: Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form in the exhibition area or elsewhere in the convention facilities. Representatives of firms not exhibiting will be prohibited from admittance to exhibit hall. **Exhibitors may not register orthodontists, dentists, representatives from another company or other individuals as exhibitors unless they are employed by or officially represent the company and will staff the exhibit. Exhibitors who do so will be assessed a fee representative of the on-site fee for non-members and must be paid prior to closing on Saturday, November 16, 2019. Firms attempting to register representatives who are not employed by their firm may be prohibited from exhibiting with the SAO and SWSO following year.**

19. Amendments: These rules and regulations are to be construed as part of all space contracts. SAO and SWSO reserves the right to interpret the rules and regulations as well as to make final decisions on all points the rules and regulations do not cover. These rules and regulations may be amended at any time by the SAO and SWSO and will be equally binding to all parties affected. Written notice of any such amendments will be forwarded to exhibiting companies.