



Thank you for your interest in exhibiting at The Rosenthal Memorial Lecture Series being hosted by the Georgia Vascular Foundation ("Organization"). All exhibitors agree to the following information, guidelines, and regulations for purposes of exhibiting at our meeting, superseding all prior discussions. This may be supplemented by additional rules included in the exhibitor prospectus as well as any other information or updates provided by the Organization.

**EXHIBIT HALL HOURS** All exhibitors must commit to having their exhibits displayed and staffed during the posted exhibit hours. Please do not set up late or tear down early.

**EXHIBIT BOOTH/SPONSORSHIP CANCELLATIONS AND NO-SHOWS** Once the application has been received, cancellation must be submitted, in writing, no later than forty-five (45) days prior to the meeting. Upon receipt of a timely cancellation notice, a full refund minus a \$500 processing fee will be returned. If no cancellation notice in writing is received, no refund will be made. There are no refunds for no-shows or for those cancelling within the forty-five (45) days.

**CANCELLATION AND POSTPONEMENT** In the event that The Rosenthal Memorial Lecture Series is postponed due to any occurrence not occasioned by the conduct of the GVF or the Exhibitor, whether such occurrence be an act of God; the common enemy; the result of terrorism, war, riot, civil commotion, sovereign conduct; widespread dissemination of an infectious disease; curtailment of transportation facilities; or the act or conduct of any third party (individually and collectively referred to as the "Occurrence"), then the performance of the parties of their respective meeting obligations shall be excused for such period of time as is reasonably necessary after the Occurrence to remedy the effects thereof. If the Occurrence results in cancellation of the 2022 Rosenthal Memorial Lecture Series, the obligations of the parties under applicable agreements shall automatically be terminated and all display payments shall be refunded to Exhibitor, less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by the GVF through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

**SPACE ASSIGNMENT** Space will be assigned according to the order in which application and full payments are received. No space will be assigned without full payment. Organization will confirm the receipt of money/contract along with a space assignment. Organization reserves the right to rearrange the floor plan at any time prior to the event (even if a location has already been confirmed). It also reserves the right to reject, at its discretion, any application to exhibit. Organization will make every effort to separate direct competitors. Exhibit materials are confined to the exhibit area.

**EXHIBITOR BADGES AND REGISTRATION** Sponsorship level determines the number of badges afforded to exhibitor. Representatives without badges will not be permitted in the exhibit area. Exhibitors may pick up badges at the onsite registration desk.

**DISPLAY REQUIREMENTS AND RESTRICTIONS** Organization retains the right to deny the exhibition of inappropriate items and products. Please contact the Exhibit Coordinator with any questions. Drugs, chemicals, or other therapeutic agents listed in AMA's New and Non-Official Remedies, National Formulary or U.S. Pharmacopeia, may be displayed. Proprietary drug mixtures and special formulas may be displayed if documentary evidence of their acceptance by ethical medical organizations is on file with the Exhibit Coordinator. New, unlisted, and/or initial display items must be submitted for clearance prior to the opening of the convention. Clinical and laboratory tests and evaluation on such items must be submitted at least 90 days prior to opening date of the meeting. The same restrictions apply to books, advertisements in medical journals or other publications on display and to all promotional literature.

**ELECTRICAL REQUIREMENTS** Machines and apparatus operated by electricity must not disrupt or annoy other exhibitors. Electrical arrangements must be made through the hotel, subject to their prices and conditions.

**PROHIBITED CONDUCT** The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitors. No signs or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, etc. in such manner as to deface or destroy them. No attachments shall be made to the floors by nails, screws, or any other device. Exhibitor is responsible for damage to property. Organization reserves the right to restrict exhibits that may be objectionable, or to order the removal of any portion of an exhibit which, in the judgment of the Organization, is detrimental to or detracts from the general order of the exhibits. This applies to persons advertising, soliciting, or anything of a similar nature.

**LIVE DEMONSTRATION** The use of models, biological tissues, or animals is strictly prohibited unless approved in advance.

**UNAUTHORIZED CANVASSING AND DISTRIBUTION OF ADVERTISING MATTER** Solicitation of outside business or conferences in the interest of business (except by exhibiting firms) is prohibited. Exhibitors are urged to report any violations of this rule to the Exhibit Coordinator. Canvassing by exhibitors outside of their display is forbidden. Advertising material of any description shall not be distributed outside of the exhibitor's display except by specific permission of the Organization.

**PHOTOGRAPHY** Organization may contract an official meeting photographer to photograph or video all aspects of the meeting. Photography or video may occur in the exhibit hall, limited to attendee activity. Exhibitor agrees to allow reasonable request from the Organization or the official meeting photographer to take pictures outside the exhibitor's display.

**SUBLETTING OF SPACE** No subletting of space will be permitted. Only one company may exhibit per table. Each company represented in the exhibit hall must sign the exhibit application. Any person or company subletting a space, as well as the company purchasing the space, will be subject to eviction from the exhibit hall. No refund will be made in this case.

**SECURITY** Exhibitors are strongly urged to secure all valuables or take them when they leave. The Organization, the hotel, and Burkhardt Planning and Consulting, LLC. will not be responsible for lost or stolen items.

**CERTIFICATE OF INSURANCE AND LIABILITY** The property hosting The Rosenthal Memorial Lecture Series will take all reasonable precautions against damage or loss by fire, water, storm, theft, strike, or any other emergencies of that character but does not guarantee or insure the exhibitor against loss by reason thereof. The organization will not guarantee exhibitors against loss of any kind. Reasonable care should be exercised by the Exhibitor to protect all Exhibits. Exhibitors must provide the Organization with a certificate of insurance no later than seven (7) days prior to the meeting. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend the Organization, Burkhardt Planning and Consulting, LLC, the affiliates, officers, directors, agents, employees and partners of each ("Indemnified Parties") harmless against all claims, losses, and damages (including negligence) to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit premises or a part thereof. In addition, the Exhibitor acknowledges that the Indemnified Parties do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption, property damage, and comprehensive general liability insurance. Exhibitors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire damage, etc.

**DISCLAIMER** The Organization neither warrants nor endorses any of the products or services advertised. The Exhibitor agrees to indemnify, defend, and hold harmless Organization for any and all costs, including reasonable attorney fees, associated with any claim based on product.

**ATTENDANCE** The Organization may estimate the number of attendees anticipated at the conference. However, such estimate does not intend to guarantee a number of attendees.

**PAYMENT** Applications will be confirmed with the submission of an application and full payment. Any company that submits an application to exhibit but is not paid in full four weeks prior to the meeting, will be required to place a credit card on file with the Organization in order to receive an exhibit assignment. Check payments are due prior to the beginning of the meeting. If payment is not received by beginning of meeting, the credit card on file will be charged.

**COOPERATION** The Organization requests the full cooperation of the exhibitor in their observances. Please be sure that your promotional department, exhibitor appointed contractor, and anyone else involved in the arrangements for your exhibit has a copy of these guidelines.

