

**FLORIDA VASCULAR SOCIETY  
23<sup>RD</sup> Annual Scientific Sessions**

**Exhibitor Rules and Regulations**

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**Company Name**

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**Booth Assignment**

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1. **EXHIBIT SPACE.** Will be 6' x 10' booths which includes:  
8' high back drape and 3' high side dividers  
Back drape signage with company name  
One 6' draped table, two chairs and one wastebasket  
Two complimentary representative badges (additional badges may be purchased for \$250.00 each)
  
2. **EXHIBITOR SETUP/TEARDOWN TIMES. Exhibit Set-Up is Thursday, April 22, 2010.**  
All exhibits must be set-up between the hours of 1:00 pm - 5:00 pm on Thursday, April 22, 2010. The Welcome Reception will be held in the Exhibit Hall at 6:00 pm. Therefore, all exhibitors are required to have their booth set-up in its entirety by 5:00 pm. **Exhibit Tear-Down/Saturday, April 24, 2010** will begin after the morning coffee break ends.
  
3. **EXHIBIT HOURS.** Thursday, April 22, 2010 - 6:00 pm - 7:30 pm  
Friday, April 23, 2010 - 7:00 am - 12:00 pm  
Saturday, April 24, 2010 - 7:00 am – 11:00 am
  
4. **EXHIBIT SERVICES.** Encinosa Expositions, Inc. is the official service contractor for the 2010 FVS meeting. All Exhibitors can download their Exhibitor Service Kit at [www.fvs.org](http://www.fvs.org). The Exhibitor Service Kit will contain all necessary information and order forms including:
  - Drayage and shipping
  - Labor regulations and rates
  - Furniture, display and decorating rentals
  - Electrical and telephone service
  - Audio/visual and computer rentals
  
5. **SHIPPING GUIDELINES:** All Shipping Guidelines and Forms are contained in your Exhibitor Service Kit. All shipping must go through Encinosa Expositions. The Hotel does not have adequate storage space and will charge additional fees to receive and store boxes.
  
6. **ELECTRICAL AND PHONES.** Electrical and Phone Service Order Forms are included in your Exhibitor Service Kit
  
7. **MEAL FUNCTIONS.** All Continental Breakfast and coffee breaks will be located inside the Exhibit Hall.  
  
**There will be a welcome reception for both exhibitors and registrants on Thursday, April 22, 2010 from 6:00 – 7:30pm. This will be in the exhibit hall.**
  
8. **SECURITY.** A security guard shall be furnished by management to be on duty in the exhibit area when the exhibits are closed, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The Florida Vascular Society and Ritz Carlton Golf Resort in Naples are not responsible for theft, loss or damage which may occur and advise each exhibitor to be sure their stands, equipment and material are insured at full value.
  
9. **SUBLETTING EXHIBIT SPACE.** Exhibitors are not allowed to sublet, share or transfer their exhibit space without agreement of the Florida Vascular Society.

10. **NAME BADGES.** Each exhibit space is allowed two name badges. All name badges will be given out at registration. Name badge forms are contained in your Exhibitor Service Kit and must be submitted via fax or email no later than April 1, 2010. Additional badges may be purchased at the registration desk for \$250 each.

11. **Liability**

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Florida Vascular Society and Ritz Carlton Golf Resort, Naples and its officers, employees and agents, harmless against all claims, losses or damages 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 exhibition premises or a part thereof, excluding any such liability caused by the sole negligence, gross negligence or willful misconduct of the FVS and Ritz Carlton Golf Resort, Naples, its employees and agents. Exhibitor acknowledges that the FVS and Ritz Carlton Golf Resort, Naples do not maintain insurance covering the Exhibitor's property and thus, it is the sole responsibility and obligation of the Exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

12. **Fire Protection**

All materials used in the exhibit area must be flame-proof 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 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 Prevention Bureau. Any exhibit or parts thereof found not to be fire-proof may be dismantled. All aisles and exits must be kept clear at all times. Fire stations and fire extinguisher equipment are not to be covered or obstructed.