

EXHIBITOR INFORMATION



EXHIBIT SPACE

Exhibit booths will be located in the Pavilion at the TradeWinds Island Grand, allowing for maximum visibility to attendees. Exhibit space is one 10' deep by 10' wide booth, which includes curtain side rails and backdrop, 6' x 30" skirted table, two chairs, and identification sign.

To receive the early-bird pricing, exhibitor applications and payments must be received by March 2, 2020. The last day that applications will be considered is March 30, 2020 (although exhibit space may sell out before that date and space is not guaranteed). Exhibit space is assigned on a first-come, first-served basis.

To reserve exhibit space, please submit the online [Exhibitor/Advertiser Application](#). No telephone reservations will be accepted. Upon receipt of your application, an invoice will be emailed to you.

Complimentary advance registration for four staff is included with each exhibit space. Staff names and email addresses should be entered on the Exhibitor Application. Additional representatives must pay the applicable meeting registration fee. All exhibitors and their representatives are required to wear badges in the exhibit area.

Exhibitor information, which includes information about shipping, storage, conference registration and special requests, will be sent to you in April, 2020.

PAYMENT & DEADLINES

The final deadline for reserving exhibit space and a listing in the VSS 2020 Meeting Program is March 30, 2020.

The early-bird fee for exhibit space is \$1,800. After March 2, 2020, the fee is \$2,000.

EXHIBIT HOURS (Due to the special 20th Anniversary events, exact exhibit times are TBD)

DATE	HOURS	EVENT
Friday, May 15	4:00 - 7:00 pm	Exhibits Load-in/Set up
Saturday, May 16	7:00 - 9:00 am 9:00 am - 5:30 pm	Exhibits Set up Exhibits Open
Sunday, May 17	TBD	Exhibits Open
Monday, May 18	TBD	Exhibits Open
Tuesday, May 19	9:00 am - 5:30 pm 5:30 - 7:30 pm	Exhibits Open Exhibitor Tear-Down

Setup may not begin before 4:00 pm on Friday, May 15, 2020. Any exhibit space not set up and occupied by 9:00 am on Saturday, May 16, 2020, may be cancelled without refund and reassigned by VSS.

No materials may be removed and no packing will be allowed before 5:30 pm on Tuesday, May 19, 2020

EXHIBITOR AGREEMENT



EXHIBIT SPACE: Exhibit space is one 10' deep by 10' wide booth, which includes curtain side rails and backdrop, 6' x 30" skirted table, two chairs, and identification sign.

Exhibit space is assigned on a first-come, first-served basis. No telephone reservations will be accepted.

EXHIBIT SPACE RESERVATION: Exhibit space will be reserved upon receipt of the completed Exhibitor Application and payment. Confirmation of booth reservation will be sent via email. Booth reservation can be made by mail or fax.

PAYMENT: Payment must accompany your Exhibit Application. Payment can be made by check, money order, or credit card. To reserve by fax, complete the Exhibitor Application, including credit card information, and fax to 415.593.7606. To reserve by mail, complete the Exhibitor Application and mail, along with payment, to: VSS Exhibits, 19 Richardson Road, Novato, CA 94949. There is a \$25 charge for returned checks.

BOOTH STAFFING: Each booth reservation includes complimentary meeting registrations for up to four company representatives. Named badges will be issued as indicated on the Exhibitor Application. Exhibitors are required to wear badges at all times when in the exhibit area. Additional representatives must pay regular meeting fees to attend.

EXHIBIT SPACE SETUP/TEARDOWN: Exhibitors shall not set up or tear down their exhibit space during exhibit hours. Any exhibit space not occupied by the start of exhibit hours may be cancelled without refund and reassigned by VSS. Failure to occupy booth space in no way releases an exhibitor from the obligation to pay the full exhibitor fee.

EXHIBIT POLICY: All exhibitors are responsible for being aware of and adhering to the following policies.

- Exhibitors must keep their exhibit space open and staffed during exhibit hall hours.
- Exhibitors shall not schedule or promote competitive activities during the time of the meeting, except with the approval of VSS.
- Exhibitors may not sublet or assign any portion of their exhibit space.
- Exhibitors agree to comply with all decisions of the Exhibit Manager.
- VSS shall deny, within its sole discretion and for whatever reason, participation at the Meeting of any exhibitor which VSS deems to be inappropriate for the Meeting or which VSS believes would be disruptive to the activities of the Meeting.
- Exhibitors acknowledge that the term "VSS" and "VSS 2020" and any associated logos are servicemarks of VSS. These servicemarks, or any other servicemark owned or controlled by VSS, may not be used by exhibitors except as prescribed by VSS. Exhibitors may not use any VSS servicemark as a basis for scheduling or promoting any events that would be competitive to the activities of the Meeting.
- VSS reserves the right to relocate booths for the overall benefit of the meeting.

SECURITY: Security will be provided during non-exhibit hours, from the end of the exhibit day hours until exhibits open the following morning. However, liability for all equipment and materials remains with the individual exhibitor.

MEETING SERVICES: Exhibitor information will be emailed to you in April, 2020, which describes your options for ordering equipment and

services, such as furniture, computer, audiovisual, electrical, Internet access, and telecom.

FREIGHT HANDLING: Shipment of equipment and supplies must be arranged through Gulf Coast Expo, which will transport your shipment to the meeting, deliver it to your booth, remove it at the conclusion of the meeting, and ship it back to your company. All your representatives have to do is set up your exhibit and dismantle it. Confirmed exhibitors will receive shipping information along with a complete kit from Gulf Coast Expo approximately 60 days prior to the meeting.

CANCELLATION POLICY: Exhibit space cancellations must be sent in writing to the Exhibits Manager. Cancellations made after March 2, 2020 and on or before April 6, 2020 will receive a 50% refund. There will be no refunds for exhibit space cancellations received after April 6, 2020. For cancellations, contact the VSS Exhibit Manager at 833.444.5777 or exhibits@visionsciences.org.

INSURANCE: All exhibitors may be required to sign an Indemnity and Liability Limitation Agreement.

INDEMNITY AND LIMITATION OF LIABILITY: Neither the Meeting nor VSS, nor any of their officers, agents, employees, affiliates or other representatives shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The exhibitor shall also indemnify and hold harmless VSS from demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of whatever kind of nature, including but not limited to, claims of damage or loss resulting from the breach of these terms, conditions and rules, claims of property or personal injury caused by or attributable in whole or in part to any action or failure to act whether by negligence or otherwise, on the part of the exhibitor or any of its officers, agents, employees or other representatives, and claims of damage or loss to any third party resulting from an infringement of a copyright or patent or the unauthorized use of a registered trademark.

MUSIC AND AMPLIFICATION: The use of amplification, recordings, videos, slides or other audio-visual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

SOLICITATION: All demonstrations and interviews must be conducted within your assigned booth space. All exhibitor printed materials, souvenirs and other articles must be distributed within your assigned booth space. Aisle space must be kept clear to permit for a smooth flow of traffic. Distribution of printed materials, souvenirs and other articles in the registration area, common areas outside the exhibit area, meeting rooms, or food and beverage areas is prohibited. The operation of lotteries or games of chance is permitted within applicable law. VSS reserves the right to prohibit the distribution of items it deems objectionable or otherwise inappropriate.