



# IVECCS 2005

## EXHIBIT SPACE CONTRACT

### TERMS & CONDITIONS

#### General Guidelines

The word *Society* shall mean the *Veterinary Emergency & Critical Care Society (VECCS)*, its officers, committees, agents, or employees acting for them in the management of IVECCS. The VECCS logo is a federally-registered trademark and is the exclusive property of VECCS. This trademark will not be used in any way by the exhibitor or any organization without the Society's express written approval.

VECCS reserves the right to determine the eligibility of any exhibit for inclusion in the Symposium, either before or after the proper execution of the exhibit space contract. All products and services to be exhibited must be directly related to use in the practice of veterinary medicine. The Society reserves the right to require modification of any exhibit that in its opinion is not in character with this symposium.

The Society shall have full power in the interpretation and enforcement of all guidelines, rules and regulations governing exhibitors. All matters and questions not specifically covered by the regulations shall be subject to the final judgment and decision of the Society. The guideline regulations may be amended at any time by the Society upon written notice by the Society to such exhibitors as may be affected by them.

The Exhibit Hall is limited to registered attendees of IVECCS 2005, as well as registered representatives of business firms and dealers who have contracted or paid for exhibit space assignments. No other persons or companies will be permitted to demonstrate their products, distribute advertising materials, or solicit orders in the Exhibit Hall.

#### Date and Location

**Date:** September 7-11, 2005

**Location:** Hyatt Regency Atlanta, 265 Peachtree St., NE, Atlanta, GA 30303-1294

**Exhibit Hall:** Hyatt Regency Grand Hall, lower level, in close proximity to the meeting rooms.

**Specifications:** Ceiling height is 14'. The ballroom is carpeted.

#### Hours

Thursday, September 8 .....9 a.m. – 5:30 p.m.

Friday, September 9... .....9 a.m. – 1:30 p.m.

Friday, September 9... ..2:30 p.m. – 6:45 p.m.

Saturday, September 10..... 9 a.m. – 3 p.m.

Hours may vary slightly; exhibitors will be notified of final show hours at the time booth assignments are made.

**Move-in:** 8 a.m. - 10 p.m. Wednesday, September 7. Exhibit set up must be complete by 7:30 a.m., Thursday, September 8.

**Move-out:** 3 p.m. – Midnight, Saturday, September 10.

#### Exhibit Space Reservation

Companies who wish to exhibit at IVECCS 2005 must complete and return the *IVECCS 2005 Exhibit Space Contract* with the appropriate payment or deposit amount. This application is the only means by which space may be reserved. NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.

#### Fees and Payment

##### Fee Schedule

- ♦ Regular Registration .....\$1550
- ♦ Previous (IVECCS 2004) Exhibitor  
Early Registration Discount .....\$1350  
(50% deposit received by February 11, 2005)

##### Payment

Full payment or a minimum deposit of 50 % of the exhibit fee must accompany the IVECCS 2005 Exhibit Space Contract. The application will not be processed without the required deposit or payment in full. All outstanding balances must be paid in full on or before May 16, 2005. If full payment is not received within this time period, assigned space may be reassigned or sold. If space is reserved after May 16, the full amount of the booth reservation fee must accompany the request for space.

Exhibitors will not be allowed to occupy assigned space until all fees due to the Society are paid in full. Payment is by check or credit card. Checks should be made payable to the Veterinary Emergency & Critical Care Society.

##### Cancellations

Listed below is the refund schedule. Notification of intent to cancel must be made in writing and received on or before the dates listed.

##### Written Cancellation – Amount Retained

- Prior to March 1, 2005.....\$100 retained
- March 1 – June 1.....50% of total contracted fees retained
- After June 1.....100% of total contracted fees retained

The above policies regarding payments and refunds will be strictly adhered to.

##### Inclusions

VECCS will provide those items specified in the Exhibitor Prospectus, to include:

- ♦ Pipe, drape and sign with company name
- ♦ Listing of company on VECCS web site and a link to company web site
- ♦ 4 Exhibitor Badges per 10'x10' booth
- ♦ Lunch and refreshments for exhibitors
- ♦ 1 IVECCS Proceedings book or CD per booth
- ♦ Mailing list of attendees within 14 days after close of IVECCS
- ♦ Complimentary admission to program lectures
- ♦ 24-hour Exhibit Hall Security
- ♦ Lead retrieval system available

##### Registration and Badges

###### Exhibiting Firms

- ♦ 4 personnel badges are provided for each 10' x 10' booth space reserved.
- ♦ Additional badges are \$100 for each.
- ♦ All exhibitors are to register their personnel in advance on the form provided.
- ♦ Badges are personal and nontransferable.
- ♦ Each exhibitor must wear their IVECCS badge at all times while in the exhibit area, attending social functions, seminars, etc.

##### Non-Exhibitors – Badge Required

Representatives of firms or organizations not assigned space in the Exhibit Hall will not be permitted into the Exhibit Hall unless they have registered and obtained a badge. Non - Exhibitor Corporate Badges may be purchased for:

- ♦ \$250 - allows access for all 3 days.
- ♦ \$100 - one day access

##### Assignment of Space

*Booth assignments will be made approximately June 1<sup>st</sup>.* The Society will assign space based on Corporate Honor Points; date of IVECCS 2005 paid in-full registration; exhibitor preferences (as much as possible); and general Exhibit Hall flow. The exhibitor will accept assignment of exhibit space as designated by the Society. The Society reserves the right to rearrange the floor plan and may relocate any exhibit with the understanding that the exhibitor shall be notified prior to such relocation.

##### No Shows

All companies must have booths set up and operational by 7:30 a.m., Thurs., Sept. 8. Companies not establishing and confirming their presence in their exhibit space by this time will be considered "no shows", and all assigned space will be subject to reallocation to another company without recourse to the "no show."

##### Subletting of Space

Exhibitors may not assign or sublet their space and may not advertise or display goods other than those manufactured or normally sold by them. Sharing space is permitted, however VECCS must be notified by July 1 of such intent and reserves the right to deny the request.

##### Service Contractors

Complete information, instructions and pricing schedule regarding shipping and drayage labor for installation and dismantling, electrical work, furniture rental, sign paintings, storage, general labor, carpet rental (note that the exhibit hall is carpeted), booth cleaning, florist, and telephone and computer service will be included in the **Exhibitor's Service Kit**. This packet will be mailed to each exhibitor after booths have been assigned, approximately June 15.

##### Official IVECCS Service Contractor

General Exposition Services  
750 Maxham Rd, Suite 300  
Lithia Springs, GA 30122  
Ph: 404-460-6568  
Fax: 404-460-6574

An Exhibitor's Service Center will be maintained on site to facilitate service requests from exhibitors. If you have early inquires, please contact Mr. Mark Herrington at GES.

##### Labor Regulations

All material handling, installation and dismantling labor services must be accompanied by personnel having jurisdiction over this work. Order forms for services will be included in the Exhibitor's Service Kit.

### **Labor Regulations (continued)**

Any exhibitor using labor services other than that provided through the official service contractor must notify the Society no later than July 1, 2005, and must provide the following information: (1) name and address of the contractor; (2) name of the supervisor to be in attendance; and (3) certificate of insurance. The outside contractor must comply with all rules and regulations and be responsible to the Society's official service contractor for move-in and move-out scheduling.

### **Storage**

Storage under tables is acceptable if it does not constitute a safety hazard or an unsightly appearance. Society officials will make final decisions. Large crates, boxes, etc., may be stored with GES. All packaging materials such as paper, excelsior, etc., must be in containers.

### **Drayage Information**

Complete shipping information will be included in your Exhibitor's Service Kit. Direct shipments to the hotel are discouraged and may not be accepted.

### **Operation of Exhibit Space**

The Society reserves the right to restrict exhibits that, for any reason, become objectionable, and reserves the right to prohibit or evict any exhibit that, in the opinion of the Society, detracts from the character of the meeting. In the event of such restrictions or eviction, the Society is not liable for any refunds of rentals or other exhibitor expenses.

### **General Conduct**

- ♦ All display items of the exhibitor must be within the exhibitor's assigned space.
- ♦ Each exhibit is to be staffed at all times during exhibit hours by registered employees or representatives of the exhibiting company.
- ♦ Booth abandonment or premature booth dismantling will be considered disrespectful of IVECCS and attendees and will result in loss of a minimum of five corporate honor points or other potential sanctions against the exhibitor.
- ♦ Literature distribution is limited to the exhibitor's assigned booth.
- ♦ Compressed-gas cylinders are permitted, but VECCS must be notified and cylinders must be properly secured and stored.
- ♦ Only company mascots, celebrity and personal assistance animals will be permitted in the symposium area. Approval for animals must be obtained from VECCS by July 1.

### **Restrictions & Regulations**

- ♦ Noisemakers, obtrusive lighting/signage or other undignified methods and materials (as determined by the Society) are prohibited in exhibit booths. *Questions should be directed to the VECCS Exhibits Coordinator.*
- ♦ Audiovisual and other sound and attention-getting devices are permitted only in those locations and in such intensity as to not interfere with the activities of neighboring exhibitors. No exhibitor may use a platform to elevate him/herself above the floor to address visitors and/or demonstrate product(s).
- ♦ No smoking in meeting rooms or exhibit hall. Smoking allowed in designated areas only.
- ♦ No personal pets.
- ♦ No biohazards. No demonstrations on fresh meat.
- ♦ No food or beverage give-aways except wrapped candy, bottled water/soft drinks.

- ♦ No obstructing aisles or sightlines to other booths.

### **Restrictions & Regulations (continued)**

*Exhibitors are expected to comply with the rules and ethics of the American Veterinary Exhibitors Association and guidelines of the International Association for Exposition Management.*

### **Booth Height Restrictions**

- ♦ Back-wall draping will be 8-ft. high; side rails will be 3-ft. high.
- ♦ In-line booths with finished back walls may be 10-ft. high; however, materials within the booth will not exceed 8 ft. in height and shall not extend from the back wall more than 42 in.
- ♦ No booths will have banners, lights, etc., above the back wall.
- ♦ End cap booths' back wall will be no more than 10-ft wide, so as to not obstruct adjacent booths.
- ♦ Island booths will not exceed 14 ft. in height.

### **Selling Restrictions**

- ♦ Order-taking and/or related sales activities are permissible provided they are confined to the exhibitor's assigned space and do not detract from the professional tone of IVECCS.
- ♦ All exhibitors who sell or take orders from the exhibit hall are subject to and must adhere to applicable city and state sales tax regulations.
- ♦ Knowledge of and compliance with state and city regulations are exhibitor responsibilities.

### **Security**

The Society will provide 24-hour security service for the Exhibit Hall from the beginning of move-in to the end of move-out. The Society, however, will not be held responsible for the loss of any material for any cause or for injury to persons and urges the exhibitor to exercise normal precautions to discourage loss due to theft or other causes. Exhibitors are required to insure themselves against loss or damage.

### **Liability**

The exhibitor agrees to protect and keep the Society forever harmless from any damage or charge imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the exhibit hall and the Society against and from any and all loss, costs, damages, liability, or expense arising from or out of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arise from or out of any reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. Exhibitors are required to insure themselves against property loss and/or damage and against liability for personal injury.

The Society and the Hyatt Regency Atlanta may designate contractors to perform services on behalf of the exhibitor at the exhibitor's expense. The Society assumes no responsibility for any contractor's failure to perform, any contractor's charges, or any other matters relating to said contractors.

### **Care of Exhibit Space**

The exhibitor shall keep the assigned space in good order. Nothing shall be tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors will be held responsible for any damage they inflict on hotel property.

### **Cleaning Service**

The Society will provide basic cleaning service. Cleaning service for individual booths may be provided upon request to GES.

### **Regulatory Compliance**

The VECCS expects exhibitors to comply with relevant regulations, laws and industry standards.

### **Compounding pharmacies**

The Food and Drug administration (FDA) has recently established applicable regulations (AMDUCA – Code of Federal Regulations, part 21, section 530) and guidelines (CPG 608.400) for pharmaceutical compounding of drugs for use in animals. As such, VECCS expects exhibitors from compounding pharmacies to comply with both the regulations and the guidelines in their compounding practices, and in their advertisements and claims. Evidence that an exhibiting compounding pharmacy's practices are not consistent with those regulations and guidelines may result in removal from the exhibit hall.

### **Equipment and Instrumentation**

Exhibitors are expected to insure that their equipment and instruments are in compliance with all applicable regulations and industry standards for safety and performance. Any questions regarding this policy should be directed to VECCS's Exhibit Coordinator.

### **General Fire Regulations**

Combustible decorations such as crepe paper, foam, tissue paper, cardboard, or corrugated paper shall not be used. All packing containers, excelsior, wrapping papers, etc., are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken, or other decorations must be able to stand a flameproof test as prescribed by the local Fire Marshall.

Electrical equipment and connections must conform to the Electrical Safety Code. If any exhibitor has neglected to comply with safety regulations, or part of the exhibit constitutes a hazard, the Society reserves the right to cancel all or part of the exhibit. Exhibitors will receive an outline of fire and electrical regulations in the Exhibitor's Service Kit.

### **Cancellation of Meeting**

Should any eventuality cause cancellation of IVECCS 2005 exhibition, the Society shall not be liable for any expenses incurred by the exhibitor other than the rental cost of exhibit space. Refund of said rent shall be the maximum limitation of the Society's liability to the exhibitor. The Society assumes no responsibility for having included the name of any cancelled exhibitor or a description of its products in any show catalogs, brochures, news releases, or other materials.

**RESERVE  
YOUR BOOTH  
TODAY!**