

Exhibitor Registration Form

2010 SSRF Annual Course

April 8-10, 2010, Kiawah Island Golf Resort, Kiawah Island, SC

1

CONTACT INFORMATION

Company Name

Office Contact

Address

City, State, Zip

Phone (Required)

Email Address (Required)

2

EXHIBITOR ATTENDEES & ACTIVITIES

Main Attendee/Name Badge 1

Phone

Email Address

Additional Name Badges (Maximum of 3 Total Unless Additional Representative Fees are Included or Purchased with Patron Levels. Excludes Bronze Level.)

- We will attend the Thursday Cocktail Party
____ Number Attending

3

PATRON LEVELS

On or Before March 8:

After March 8:

Platinum - \$10,000

Platinum - \$10,300

Gold - \$7,500

Gold - \$7,800

Silver - \$5,000

Silver - \$5,300

Bronze* - \$3,000

Bronze* - \$3,300

4

ADD-ONS

____ # of Additional Representatives - \$200 each*

*Additional company representatives may not be purchased at the Bronze patron level

____ # of Additional Table(s) - \$500 each

5

REGISTRATION TOTAL

Number 3 Total \$ _____

Number 4 Total \$ _____

TOTAL \$ _____

6

METHOD OF PAYMENT

CASH \$ _____ Name on Card (Required)

CHECK # _____ Billing Address (Required)

Billing City, State, Zip (Required)

VISA _____
 DISCOVER _____
 MASTERCARD _____
 AMEX _____

Credit Card Number (Required)

Expiration Date (Required) CVV Code (Required)

WHAT DO I GET WITH REGISTRATION?

- 6-foot table with tablecloth (30" x 6')
- Assigned booth space
- Company name on SSRF website
- Carpeted exhibit hall
- Recognition in meeting program and signage
- 1-time list of attendees prior to meeting and after
- Complimentary registration for (3) representatives
- Invitation to the SSRF Cocktail Party

REGISTRATION CHECKLIST

- Exhibitor Registration Form
- Shipping/Electrical Form
- 50-words or Less Company Description
(Email Amber@TheAssociationCompany.com)
- Contract
- Payment

HOW CAN I REGISTER?

1. **Fax** (305) 422-3327
2. **Phone** (770) 613-0932
3. **Online**
<http://www.southernstatesrhinology.org/>
4. **Mail***
SSRF
6134 Poplar Bluff, Suite 101
Norcross, GA 30092

*Please make checks payable to SSRF

Contract

EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the Annual Southern States Rhinology Course (SSRC). Exhibitors are required to have a representative at their table at all times during exhibit hours.
2. A maximum of three (3) sales representatives are allowed to exhibit at the meeting upon payment for each patron level. Each additional representative is \$200.
3. Exhibitor set-up begins at 5:00PM Wednesday, April 7, 2010 and break-down must be completed by 12:00PM on Friday, April 9, 2010.
4. All sound equipment must be regulated so that it does not disturb neighboring exhibits. Southern States Rhinology Foundation (SSRF) reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
5. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
6. SSRF authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
7. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
8. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
9. Objectionable practices by exhibitors or official suppliers should be reported immediately to SSRF management and not after the show is completed.
10. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
11. It is agreed that SSRF and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
12. The exhibitor agrees to indemnify and hold harmless SSRF and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
13. SSRF will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
14. Neither SSRF nor the Kiawah Island Resort maintains insurance covering property brought onto or stored on the aquarium's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
15. Exhibitors will not offer educational/training programs within the show facility simultaneous to the SSRC and related programs.
16. This agreement includes a one-time list of pre-show and post-show attendees.

BOOTH CONSTRUCTION

17. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
18. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
19. All materials used for decorating must be flameproof.
20. Construction and signs that are above 8 feet in height must be approved by the SSRF.
21. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
22. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
23. In order to meet the set-up deadline, the SSRF management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 6:00AM Thursday, April 8, 2010. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 12:00PM Noon, Friday, April 9, 2010.
24. The interpretation of all rules and regulations is the responsibility of the SSRF Executive Committees or their designated representative. All decisions of said group or representatives are final.

REFUND POLICY

25. Cancellations for all registered exhibitors 30+ days prior to Wednesday, April 7, 2010 are eligible for 50% refund. Cancellation 29 days or less before Wednesday, April 7, 2010 are not eligible for a refund.

Signature: _____

Date: _____

By signing this document, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the 2010 SSRC Annual Meeting must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to Wednesday, April 7, 2010. Cancellations 29 days or less before Wednesday, April 7, 2010 are not eligible for a refund. Must allow 6-8 weeks for refund processing.