



# SOUTHERN STATES RHINOLOGY FOUNDATION

*exhibitor support*

## OPPORTUNITIES



Thursday, April 11 - Saturday, April 13, 2019  
Kiawah Island Golf Resort  
Kiawah Island, SC

# Exhibitor Information

## SET-UP

The lecture portion of this conference will be held at the Kiawah Island Golf Resort's East Beach Conference Center, 12 Kiawah Beach Drive, Kiawah Island, South Carolina 29455. **Exhibitors are allowed to set-up from 5:00 PM - 7:00 PM on Wednesday, April 10, 2019.** Exhibitors must be ready to exhibit promptly at 7:00 AM on Thursday, April 11, 2019. Each patron level includes one table per exhibitor unless additional tables are purchased.

## AGENDA

Thursday, April 11, 2019

7:00 AM - 1:00 PM Exhibit Viewing

6:30 PM - 7:30 PM Exhibit Viewing/Cocktail Reception

Friday, April 12, 2019

7:00 AM - 1:00 PM Exhibit Viewing

## BREAK-DOWN

You may break down your exhibit at anytime; however, **all exhibits must be fully broken down by 3:00 PM, Friday, April 12.** Due to strict rules and regulations all exhibit areas must be clean and free of debris before departing. If you wish, you may neatly leave additional materials for attendees to take on their own.

## SHIPPING

Please ship all of your deliveries to the Kiawah Island Golf Resort. They will accept (10) registration boxes free of charge. Any additional boxes or freight will require a \$5.00/box handling fee. Exhibits and larger boxes (over 50 lbs.) will incur an additional fee (minimum of \$25.00 per piece). To insure that your freight is delivered to the proper destination, please address to:

*Please ship all deliveries to:*

Barbara Steele - Conference Services Office  
Kiawah Island Golf Resort  
1 Sanctuary Beach Drive  
Kiawah Island, SC 29455  
ATTN: SSRF 04/10/2019

## HOTEL INFORMATION

To book your hotel reservation at the Kiawah Island Golf Resort, please call (800) 654.2924.

Use code: **Southern States Rhinology'** when booking your room

Group room rates for 1 bedroom scenic villas are \$209/night

Group room rates for 2 bedroom scenic villas are \$254/night

Group room rates for 3 bedroom scenic villas are \$288/night

Room rates for The Sanctuary are based on availability and current Kiawah Resort rates

**Reservations must be made by March 11, 2019 in order to be guaranteed.**

\*Rates are presently subject to a 6.5% South Carolina state tax and a total of 6% local taxes (taxes are subject to change). A Resort Service Fee of 9% per villa per day will apply to all guest rooms.

For more information on the Kiawah Island Golf Resort, please visit [www.kiawahresort.com](http://www.kiawahresort.com).

# Patron Levels

## Platinum Level

**\$10,000**

- Company logo on SSRF website noted as a Platinum Patron with clickable link to your website
- AV Support - Your company name and logo will be displayed in the conference room on the overhead until scientific meeting begins. (Logo to be removed at meeting start time in accordance with CME regulations)
- Company logo on patron signage throughout the activity
- Recognition in conference app noted as a Platinum Patron
- 50-words or less company description in conference app
- Banner ad in conference app and three (3) push notifications in conference app
- Complimentary registration for (6) company representatives
- Exclusive top-placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table

## Gold Level

**\$7,500**

- Company logo on SSRF website noted as a Gold Patron with clickable link to your website
- Company logo on patron signage throughout the activity
- 50-words or less company description in conference app
- 2 push notifications in conference app
- Recognition in conference app noted as a Gold Patron
- Complimentary registration for (4) company representatives
- Priority placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table

## Silver Level

**\$5,000**

- Company name on SSRF website noted as a Silver Patron
- Company name on patron signage throughout the activity
- Recognition in conference app noted as a Silver Patron
- 50-words or less company description in conference app
- 1 push notification in conference app
- Complimentary registration for (3) company representatives
- Assigned placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table

## Bronze Level

**\$3,000**

- Company name on SSRF website noted as a Bronze Patron
- Company name on patron signage throughout the activity
- Recognition in conference app noted as a Bronze Patron
- Complimentary registration for (2) company representatives\*
- Assigned placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table\*

# Additional Exhibitor Support

## PACKAGE ADD-ONS

### FOOD & BEVERAGE STATIONS

Your exhibit booth will be strategically placed next to your selected food or beverage station. This is a great opportunity to ensure that your sales representatives will be able to interact with the attendees.

#### Food & Beverage Station Perks:

- Ability to provide cocktail napkins with your company logo on them
- Ability to provide coffee mugs with your company logo on them  
*(Available to Coffee/Tea Hosts only)*
- Company signage will be provided at a station

FOOD & BEVERAGE	
Coffee/Tea*	\$1,000
Soft Drinks/Water	\$600
Snack Breaks	\$400

*\*Only two available*

### COCKTAIL RECEPTION

Sponsor the Southern States Rhinology Foundation Thursday Night Cocktail Reception. Signs will be displayed at the Cocktail Reception.

COCKTAIL RECEPTION	
Cocktail Sponsor	\$1,500

*\*Only two available*

### AUDIO/VISUAL & TECHNICAL SUPPORT

When you support audio & visual, company signage (printed or electronic) will be on display for all attendees to see noting your support.

AUDIO/VISUAL	
A/V & Technical Support*	\$1,500

*\*Included in Platinum Patron Level*

### ONLINE MARKETING

#### Online Banner\*

(7.5" x 1") Your advertisement will be featured on our website. Includes a clickable link to your website.

*\*Limited availability. Included in Platinum and Gold Levels.*

#### Company Spotlight

Features your logo, clickable link to your website, headshot of your local sales representative, contact information, and a short 50-words or less "About Us".

Company Logo & Clickable Link	
Home Page Banner (7.5" x 1")	\$400/mo.
Single Page Banner (7.5" x 1")	\$300/mo.
Company Spotlight	
Home Page (3.5" x 4.5")	\$500/mo.
Single Page (3.5" x 4.5")	\$350/mo.

# Registration Form

## CONTACT INFORMATION

Company Name \_\_\_\_\_

Main Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## EXHIBITOR ATTENDEES

Main Attendee/Name Badge 1 \_\_\_\_\_ Email \_\_\_\_\_

Names of Additional Attendees (refer to patron level for # of reps allowed):  
\_\_\_\_\_  
\_\_\_\_\_

## CHOOSE A SUPPORT LEVEL

*Before March 11:*

- Platinum \$10,000
- Gold \$7,500
- Silver \$5,000
- Bronze\* \$3,000

*After March 11:*

- Platinum \$10,100
- Gold \$7,600
- Silver \$5,100
- Bronze\* \$3,100

## CHOOSE AN ADD-ON OPTION

- Coffee/Tea - \$1,000
- Soft Drinks/Water - \$600
- Snack Breaks - \$400
- Cocktail Reception - \$1,500
- A/V Support - \$1,500

	QTY	TOTAL
<input type="checkbox"/> Additional Rep* - \$200 each	_____	\$ _____

*\*Above what is noted in patron level - bronze patron level not applicable.*

<input type="checkbox"/> Additional Table* - \$500 each	_____	\$ _____
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*\*Additional tables may not be purchased at bronze patron level.*

## CHOOSE ONLINE MARKETING

*Online Company Logo & Clickable Link on Website:*

- Home Page Banner (7.5" x 1") - \$400/mo.
- Single Page Banner (7.5" x 1") - \$300/mo.

*Online Company Spotlight/Editorial:*

- Home Page (3.5" x 4.5") - \$500/mo.
- Single Page (3.5" x 4.5") - \$350/mo.

## REGISTRATION TOTAL

Support Level Subtotal \$ \_\_\_\_\_

Add-On Option Subtotal \$ \_\_\_\_\_

Online Marketing Subtotal \$ \_\_\_\_\_

## TOTAL

## PAYMENT INFORMATION

Check (*make payable to SSRF*)

AMEX       MC

VISA       Discover

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## SUBMIT COMPLETED FORMS/PAYMENT

### Submission Checklist:

- Registration Form
- Contract
- Payment

### Submit Via:

**Email:** [cathy@theassociationcomapny.com](mailto:cathy@theassociationcomapny.com)

**Online:** [www.southernstatesrhinology.org](http://www.southernstatesrhinology.org)

**Fax:** (305) 422-3327

**Mail:**  
SSRF

6134 Poplar Bluff Circle, Ste. 101  
Norcross, GA 30092

# Contract

## EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the Annual Southern States Rhinology Course (SSRC).
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. The number of sales representatives allowed to exhibit at the meeting are based upon number assigned in patron level. Each additional representative is \$200.
4. Exhibitor set-up begins at 5:00PM Wednesday, April 10, 2019 and break-down must be completed by 3:00PM on Friday, April 12, 2019.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits.
6. 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.
7. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
8. 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.
9. 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.
10. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
11. Objectionable practices by exhibitors or official suppliers should be reported immediately to SSRF management and not after the show is completed.
12. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
13. 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.
14. 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.
15. 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.
16. 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.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to the SSRC and related programs.
18. This agreement includes a one-time list of pre-show and post-show attendees.

## BOOTH CONSTRUCTION

19. 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.
20. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
21. All materials used for decorating must be flameproof.
22. Construction and signs that are above 8 feet in height must be approved by the SSRF.
23. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
24. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
25. 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 11, 2019. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 3:00PM, Friday, April 12, 2019.
26. 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

Cancellations for all registered exhibitors 30+ days prior to Thursday, April 11, 2019 are eligible for 50% refund.  
Cancellation 29 days or less before April 11, 2019 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 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 Thursday, April 11, 2019. Cancellations 29 days or less before Thursday, April 11, 2019 are not eligible for a refund. Must allow 6-8 weeks for refund processing.*



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Norcross, GA 30092  
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Fax | (305) 422-3327

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