

Southern States Rhinology Course

exhibitor support

OPPORTUNITIES



Thursday, May 2 - Saturday, May 4, 2013
Kiawah Island Golf Resort
Kiawah Island, SC



Annual Meeting

This three-day meeting will take place on Thursday, May 2 - Saturday, May 4, 2013 at the Kiawah Island Golf Resort in Kiawah Island, SC (1 Sanctuary Beach Drive, Kiawah Island, SC 29455, (843) 768-2121).

From the outstanding educational program to relaxing by the beach, you will not want to miss this year's course at Kiawah Island. Kiawah Island Golf Resort features world-class recreational facilities. Only guests have access to exclusive use of resort pools, preferred golf and tee times, preferred tennis and court times, preferred nature programs and kids camp, complimentary door-to-door resort transportation, advance dining reservations and preferred availability, advance spa reservations and preferred availability, resort charging privileges, personal service, and complimentary trash and towel services.

Kiawah Island, SC

Kiawah Island is a resort and residential community where decades of dedication have preserved the beauty of Kiawah's pristine ten-mile beach, tidal marshes, maritime forests and freshwater ponds. The result is a nurturing habitat for wildlife — and for those who choose to call Kiawah Island home. Residents live surrounded by Lowcountry nature, yet close to Kiawah's luxury amenities and is only 27 miles from Charleston, SC.

Kiawah Island Golf Resort

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 **April 1, 2013** in order to be guaranteed.

For more information on the Kiawah Island Golf Resort, please visit www.kiawahresort.com.

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, May 1, 2013.** Exhibitors must be ready to exhibit promptly at 7:00 AM on Thursday, May 3, 2012. Each patron level includes one table per exhibitor unless additional tables are purchased.

AGENDA

Thursday, May 2

7:00 AM - 1:00 PM Exhibit Viewing

6:30 PM - 8:00 PM Exhibit Viewing/Cocktail Reception

Friday, May 3

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, May 3.** 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 05/02/13

DIRECTIONS

Kiawah Island Golf Resort, 1 Sanctuary Beach Drive, Kiawah Island, SC 29455, (843) 768-2121

- From the North or West

Approach the Charleston area on I-95 South and/or I-26 East to I-526 West. Follow I-526 to 17 South, travel about 5 miles and turn left onto Main Road. Follow the signs to Kiawah Island.

- From the South

Follow I-95 North to US-17 North (Charleston - Exit 33). Travel 52 miles on US-17, then turn right onto Main Road. Follow the signs to Kiawah Island.

- From the Charleston International Airport

Departing Charleston International Airport, follow International Boulevard for two miles. Follow signs for Interstate 526 West (Savannah). Follow Interstate 526 for 6 miles to end of the interstate. At the end, turn right onto Savannah Highway/US 17 South. Continue on Savannah Highway/US 17 South for five miles, at the 5th Traffic Light, turn left onto Main Road. (Landmark - Burger King/BP Gas Station). Continue on Main Road for 15 miles, you will arrive at a roundabout (Main Road will change names three times: Main to Bohicket Road, Bohicket Road turns into Betsy Kerrison Parkway). Stay in the left lane as you enter the roundabout and proceed 3/4 way around to the exit: Kiawah Island Parkway. Once on the island, you will pass through the security gate (left lane), the resort will be 2 miles past the gate, 7th street on the right.

Patron Levels

Platinum Level

\$10,000

- Featured 'Company of the Month' online spotlight including your company's logo, clickable link to your company's website and a short 75-words or less "About Us" (Maximum: 1 month) on SSRF website
- Home Page banner on SSRF website for 3 months
- One online article listed on SSRF website for a maximum of 30 days (Content is subject to approval and based on a first-come, first-serve basis. Only 1 available at a time. All other articles will be placed on a waiting list and rotated out.)
- 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
- Company logo 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) notifications in conference app
- Complimentary registration for (6) company representatives
- One minute company introduction at beginning of activity
- Exclusive top-placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table
- Opportunity to provide equipment and participate in lab portion of meeting

Gold Level

\$7,500

- Company logo on SSRF website noted as a Gold Patron with clickable link to your website
- Home Page Banner on SSRF website for 2 months
- Company logo on patron signage throughout the activity
- Company logo in conference app noted as a Gold Patron
- 50-words or less company description in conference app
- 2 push notifications in conference app
- Complimentary registration for (4) company representatives
- Priority placement in exhibit hall
- Patron level ribbons on name badges
- One 6' exhibit table
- Opportunity to provide equipment and participate in lab portion of meeting

Silver Level

\$5,000

- Company name on SSRF website noted as a Silver Patron
- Company name on patron signage throughout the activity
- Company name 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
- Company name 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 company representatives and tables may not be purchased at this patron level.*

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

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 April 5:

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

After April 5:

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

CHOOSE AN ADD-ON OPTION

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

	QTY	TOTAL
☐ Additional Rep - \$200 each *Above what is noted in patron level	_____	\$_____
☐ Additional Table - \$500 each	_____	\$_____

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:

Online

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, May 1, 2013 and break-down must be completed by 3:00PM on Friday, May 3, 2013.
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, May 2, 2013. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 3:00PM, Friday, May 3, 2013.
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 Wednesday, May 1, 2013 are eligible for 50% refund.

Cancellation 29 days or less before Wednesday, May 1, 2013 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 2013 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, May 1, 2013. Cancellations 29 days or less before Wednesday, May 1, 2013 are not eligible for a refund. Must allow 6-8 weeks for refund processing.



AUDIO/VISUAL & SHIPPING INFORMATION FORM

Please return completed form NO later than Friday, March 11, 2011 to:

Barbara Steele - Conference Services
Kiawah Island Golf Resort
One Sanctuary Beach Drive
Kiawah Island, SC 29455
Phone: 843-768-2766, Fax: 843-768-2736
Barbara_Steele@kiawahresort.com

CONFERENCE NAME: 2013 SSRF Annual Meeting

EXHIBITOR NAME/COMPANY: _____

FUNCTION DATES: May 2 - 4, 2013

**Please note: Completed, signed Order Forms must be returned (2) weeks prior to event to be serviced.*

POWER CORDS

QTY. COST

____ Wireless Mouse - \$50
____ AC Power Cord - \$10
____ AC Power Strip (6-Way) - \$10

INTERNET

____ Hard-Wire Line - \$100

AUDIO/VIDEO EQUIPMENT

QTY. COST

____ DVD Package (55" LCD Monitor) - \$500
____ DVD Package (37" LCD Monitor) - \$300
____ Mini DV Cam (Tripod Included) - \$250
____ VGA Extension Cable - \$25
____ DVD Player - \$75
____ CD Player - \$55

TOTAL AMOUNT TO CHARGE TO ROOM/CREDIT CARD \$ _____

BILLING:

☐ Charge to Room

☐ Charge to Credit Card

Credit card type: ☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover ☐ Other _____

Credit Card number: _____ Exp. Date: _____

Name: _____ Title: _____

Address: _____

Date: _____ Telephone number: _____ Email: _____

ELECTRICAL: Any function requiring more than standard 115-volt outlets must furnish information at least (2) weeks in advance and will be charged an additional fee.

Note: Special servicing or wiring will be charged at prevailing rate for materials and labor. Requests within 2 weeks of event may be charged additional fees. All extension cords, bulbs, furniture and linens are property of Kiawah Island Golf Resort and may not be taken from the premises. If not returned, applicable charges will apply.

FREIGHT INFORMATION: Any boxes or freight will require a \$5.00 per 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:

Barbara Steele
Conference Services Office
Kiawah Island Golf Resort
1 Sanctuary Beach Drive
Kiawah Island, SC 29455
ATTN: SSRF 3/31/11



Southern States Rhinology Foundation
6134 Poplar Bluff Circle, Suite 101
Norcross, GA 30092
Phone | (770) 613-0932
Fax | (305) 422-3327

www.southernstatesrhinology.org