

# EXHIBITOR PROSPECTUS



# SCANS

South Carolina Association of Neurological Surgeons

## 2020 ANNUAL MEETING & SCIENTIFIC ASSEMBLY

FRIDAY, DECEMBER 4 - SUNDAY, DECEMBER 6  
THE SANCTUARY HOTEL | KIAWAH ISLAND, SC



[www.scneurosurgery.org](http://www.scneurosurgery.org)

# EXHIBITOR INFORMATION

## AGENDA AT A GLANCE

### FRIDAY, DECEMBER 4\*

4:00PM - 6:00PM Exhibitor Registration & Set-Up

6:00PM - 7:30PM Reception in Exhibit Hall

### SATURDAY, DECEMBER 5\*

7:30AM - 8:30AM Breakfast & Exhibit Viewing

8:00AM - 1:00PM General Session

10:00AM- 10:30AM Break & Exhibit Viewing

12:30PM Golf Tournament on the Ocean Course

6:00PM Saturday Night Party

### SUNDAY, DECEMBER 6\*

7:30 - 8:30AM Breakfast & Exhibit Viewing

8:00AM - 1:00PM General Session

10:00AM- 10:30AM Break & Exhibit Viewing

10:30AM Exhibitor Break-down

\*agenda is subject to change



## HOTEL INFORMATION

There are a block of rooms reserved at The Sanctuary. on Kiawah Island Golf Resort.

The group rate is \$209++/night.

You can make your reservation by calling 877-683-1234, ask for Sanctuary reservations and reference your group as the SCANS 2020 Conference and/or use your group booking ID # 17034.

*Reservations must be made by November 3 in order to be guaranteed the group room rate. (rate only applies if there are still rooms available in our block)*

## SET-UP & BREAK-DOWN

The Exhibit Hall will be open for set-up from 4:00 PM until 6:00 PM on Friday, December 4, 2020. If you are unable to set up between these hours, you must set-up on Saturday morning, December 5 by 7:00AM. One table is allowed unless additional tables are purchased.

You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM, Sunday, December 6, 2020. 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

The following information should be included on all packages to ensure proper delivery:

SCANS Annual Meeting, 12/4/20

Your Company/Rep Name

The Sanctuary at Kiawah Island

One Sanctuary Beach Drive

Kiawah Island, SC 29455

## LOAD-IN

Please ship all deliveries to arrive no earlier than 3 days prior to the event. All deliveries must be cleared and scheduled with the Event Services Department. The Sanctuary takes no responsibility for delivered items and cannot inventory items when they arrive. Equipment must be loaded and unloaded at the loading dock or pre-loading dock in accordance with the Resort's rules and local ordinances. Exhibitors are responsible for covering the costs of their shipping fees.

## LOAD-OUT

If items need to be shipped out after the meeting, representatives may leave their deliveries in the exhibitor room; however, all shipping materials must be labeled. Representatives should have all the necessary forms needed to ship out packages as they will not be provided.

# EXHIBIT LEVELS

## GOLD LEVEL

**\$6,000**

- Complimentary registration for (4) company representatives- includes Saturday night party
- Priority placement in exhibit hall
- One 6' exhibit table
- One month online banner on the SCANS website (Includes your company's logo, clickable link to your company's website and a short 75-words or less "About Us")
- Company logo on the website noted as a Gold Patron with live link to company's website
- Company logo on patron signage throughout the activity
- 50-words or less company description in conference app
- Two (2) push notifications in conference app
- Recognition in conference app noted as a Gold Patron

## SILVER LEVEL

**\$4,000**

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

## BRONZE LEVEL

**\$2,000**

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

### TABLE/EXHIBIT LOCATION

All exhibits will be in one ballroom. Table placement will be based on exhibit level.

### ADD'L EXHIBIT REP

\$250 per rep over number included with selected exhibit level.

### NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed

# SUPPORT ADD-ONS

## **FOOD & BEVERAGE STATIONS - \$500**

Have your company name be the first thing the attendees see at breakfasts or breaks. A sign will be placed on the food table noting your sponsorship.

## **SOCIAL EVENTS SPONSOR**

Sponsor the South Carolina Association of Neurological Surgeons social functions:

## **COCKTAIL RECEPTION - \$1,500**

The Friday Night Cocktail reception will help kick off the annual meeting.

## **SATURDAY NIGHT DINNER PARTY - \$3,000**

The Saturday night party will be held on The Sanctuary Hotel Oceanfront Lawn.

## **NAME BADGE LANYARDS - \$1,000**

Because every attendee is required to wear a name badge during all meeting times — they will be wearing your brand around their necks at all times! *Sponsor will produce and provide 85 lanyards.*

**SOUTH CAROLINA ASSOCIATION OF NEUROLOGICAL SURGEONS**  
**ANNUAL MEETING | DECEMBER 4 - 6, 2020 | THE SANCTUARY**

**CONTACT INFORMATION**

Company Name

Main Contact Name

Address

City

State

Zip Code

Email

Phone #

Fax #

**NAME BADGES** *\*see patron levels for # of badges included*

Main Onsite Contact | Name Badge 1

Email (req.)

Name Badge #2

Email (req.)

Names of Additional Reps for Silver/Gold levels:

**PAYMENT INFORMATION**

☐ Check *(make payable to SCANS)*

☐ AMEX

☐ MC

☐ VISA

Card Number

Exp. Date

CVV Code

Name as it appears on card

Billing Address

State

Zip Code

**SUBMIT COMPLETED FORMS & PAYMENT**

Online: <http://scneurosurgery.org/> - Under the Patrons Tab

Email: [Cathy@theassociationcompany.com](mailto:Cathy@theassociationcompany.com)

Fax: (305) 422-3327

Mail: SCANS | 6134 Poplar Bluff Cir., Ste 101 | Norcross, GA 30092

**SUBMISSION CHECKLIST**

☐ Registration Form

☐ Contract

☐ Payment

# EXHIBIT APPLICATION

**SELECT EXHIBIT LEVEL:**

☐ Gold \$6,000

☐ Silver \$4,000

☐ Bronze \$2,000

**ADD ONS:**

Add'l Exhibit Representative\* # \_\_\_\_\_ x \$250

\*See # allowed by exhibit level selected

Additional Rep does not include a ticket to dinner.

**ADDITIONAL SUPPORT:**

☐ Name Badge Lanyards \$1,000

☐ Break Sponsor \$500

☐ Cocktail Reception \$1,500

☐ Saturday Night Party \$3,000

**REGISTRATION TOTAL:**

Exhibit Level Subtotal \$ \_\_\_\_\_

Add On Subtotal \$ \_\_\_\_\_

Add'l Support Subtotal \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**CONTACT INFORMATION**

Cathy Jones

SCANS Director of Marketing

/Corporate Support

6134 Poplar Bluff Circle, Suite 101

Norcross, GA 30092

Office: 770.613.0932

Cell: 404.295.1525

Fax: 305.422.3327

[cathy@theassociationcompany.com](mailto:cathy@theassociationcompany.com)

# EXHIBIT CONTRACT

## EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the South Carolina Association for Neurological Surgeons (SCANS) Annual Meeting.
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 is based upon the number assigned in patron level. Each additional representative is \$200.
4. Exhibitor set-up begins on Friday, December 4 at 4:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 3:00 PM, Sunday, December 6.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. SCANS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
6. 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. SCANS 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 SCANS 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 SCANS 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 SCANS 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. SCANS 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 SCANS nor Kiawah Island Golf Resort maintains insurance covering property brought onto or stored on the resort'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 SCANS and related programs.
18. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

## BOOTH CONSTRUCTION

1. 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.
2. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the SCANS.
5. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. In order to meet the set-up deadline, the SCANS management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Saturday, December 5, 2020. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 3:00 PM, Sunday, December 6, 2020.
8. The interpretation of all rules and regulations is the responsibility of the SCANS 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 December 4, 2020 are eligible for 50% refund. Cancellation 29 days or less before December 4, 2020 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 SCANS 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 December 4, 2020. Cancellations 29 days or less before December 4, 2020 are not eligible for a refund. Must allow 6-8 weeks for refund processing.*