



Vendor Packet

4th Annual American College of Clinical Electrodiagnosis Symposium
March 6-8th, 2020 Rosen Plaza Hotel, Orlando Florida

World Renowned Lecturers in Electrodiagnosis

Come and join us in the sunshine state, with as many as 40-70 attendees expected to the ACCE. Don't miss out on this year's amazing opportunity to market your business to American College of Clinical Electrodiagnosis (ACCE) to include Doctor of Chiropractic, PT's, Medical Doctors and/or technologists at the Rosen Plaza Hotel, Orlando Florida. Please view the enclosed documentation to read more about exhibitor pricing, sponsorship opportunities and general information.

2020 AMERICAN COLLEGE OF CLINICAL ELECTRODIAGNOSIS ANNUAL SYMPOSIUM

The ACCE invites you to be an exhibitor and sponsor at our Annual Symposium.

Where/Venue: Rosen Plaza Hotel: 9700 International Drive, Orlando FL 32819

When: March 6th-8th, 2020.

Attendance: projected 40-70 attendees at ACCE symposium

Exhibit Info: Exhibitor space includes 6' x 30" draped table, two chairs, one wastebasket and one Symposium registration. You must exhibit within your allotted space. If more space is needed, an additional fee will be charged for the extra space.

Pricing: \$900.00. 6' x 30" TABLE. This entitles you to a website logo and link. If you would like to advertise on our website, contact Dr. Anthony Inglese at dringlese@accedx.org *Note: Location of your Booth and Table is based on order of your registration. Example: the first vendor registered has the first choice of location, the second vendor registered has the second choice of location, the third vendor registered has the third choice of location..... *Note: Logo positioning on our website, positioning on our preferred vendor page, positioning on a vendor educational page is based on order of your registration as described above.

ACCE Website: www.accedx.org

EXHIBITORS & SPONSORS

RULES & REGULATIONS

The following regulations have been established for the best interest of all parties. All Exhibitors and Sponsors, by submission of their application, agree to abide by the following regulations:

1. Eligibility: Exhibitors and Sponsors are subject to approval by the American College of Clinical Electrodiagnosis.

2. Payment: Payment is due in full, with the submission of your application to guarantee space.

3. Codes and Agreement: Exhibitor and Sponsor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.

4. Space Assignments: Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor and Sponsor booth locations are on a first come, first served basis. The College reserve the right to move Exhibitor and Sponsor and make final assignments. Within these rules, decisions regarding space are solely at the discretion of the Council.

Expo Hall Hours (subject to change)

Setup (Date & Time): March 6, 2020 7:00 am – 8:00 am

Hours (Date & Time): March 6, 2020 8:00am – 5:30 pm,

March 7, 2020 8:00 – 6:00, March 8, 2020 8:00 – 10:30 am

Dismantle (Date & Time): March 8, 2020 10:30 am

5. Use of Space: Exhibitor and Sponsor shall not sublet or share the booth provided by the College, nor shall Exhibitor and Sponsor assign space in whole or in part without written notice to and approval from the College. Exhibitor and Sponsor, as specified in these rules and regulations, will forfeit space not occupied by the close of the setup period. The space may be resold, reassigned, or used by the exhibit management. Exhibitor and Sponsor may not block the view of other Exhibitors and Sponsors.

6. Early Dismantling of Booths: Exhibits are to remain set up until 10:30 am on March 8, 2020. You may not dismantle your booth before 10:30 am on March 8, 2020 Early dismantling of booths may result in loss of Exhibitor and Sponsor privileges in future years.

7. Exclusion: The College reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. The College shall have the right to prohibit the use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. The College reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.

8. Safety Regulations: The use or storage of flammable liquids, gases, or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked. Exhibitor and Sponsor must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed, and other material must comply with fire department regulations.

9. Insurance: Exhibitor and Sponsor will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

10. Liability: Exhibitor and Sponsor shall be fully responsible to pay for any and all damages to property owned by the Rose Plaza Hotel and its owners or managers, which results from any act or omission of Exhibitor and Sponsor.

Exhibitor and Sponsor agrees to defend, indemnify and hold harmless, the Rosen Plaza Hotel and the College, their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's and Sponsor's use of the property. Exhibitor's and Sponsor's liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor and Sponsor, its agents, employees, and business invitees which arise from or out of the Exhibitor and Sponsor's occupancy and use of the exhibition premises, the Venue or any part thereof.

11. Hall Security: The exhibit hall will be locked when it is closed. The College does not provide additional hall security. The College, its officers, agents, employees, subsidiaries, affiliates, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an Exhibitor and Sponsor either from fire, theft, or accidents or other causes.

12. Food and Beverage: If you plan on distributing food and/ or beverage from your booth, you must receive prior approval from the College and any additional fees that are levied by the Venue will be your sole responsibility. Please contact the College prior to the event to determine the cost associated for your consumable give away.

13. Minimum Age for Entry: To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall but must remain in the stroller and be accompanied by an adult at all times.

14. Official Service Contractor: To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, PSAV has been selected as our official service contractor. PSAV will send all confirmed Exhibitors and Sponsors a service kit containing information on material handling, furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental, and recommended transportation carriers.

15. Amendment of Rules: Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the College and the Venue. These rules and regulations may be amended at any time by the College and the Venue. All amendments shall be binding on Exhibitors and Sponsors.

16. Force Majeure: If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, College may terminate this Agreement upon written notice to the other party without liability.

17. Cancellation and Refunds: In the event the Exhibitor and Sponsor cancels its reservation for space or sponsored item, and sends written

cancellation notice on or before February 6, 2020, then Exhibitor and Sponsor will be refunded the Exhibitor and Sponsor registration fee less a 50% nonrefundable fee. Cancellations received after February 6, 2020, will

forfeit the entire fee. No refunds will be made if exhibit space is not used or for space used part of the time.

RESERVE YOUR SPACE

EXHIBITORS AND SPONSORS CONTACT INFORMATION

Primary Contact Name: _____ Title: _____
Company Name: _____
Industry / Product: _____
Address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Email: _____

EXHIBITOR BADGES (First and last name for badges and email address)

1. _____
2. _____

EXHIBITOR OR SPONSORSHIP SELECTION

_____ Symposium Vendor Booth / \$900
Includes logo with link on website

PAYMENT INFORMATION

- Payment enclosed / Make check payable to American College of Clinical Electrodiagnosis
- Credit card, I authorize American College of Clinical Electrodiagnosis to charge \$ _____
to my: Mastercard Visa American Express

Card Number: _____
Expiration Date: _____ CVV: _____
Name on Card: _____
Billing Address: _____
City: _____ State: _____ Zip code: _____
Signature: _____ Date: _____

Refer to Exhibitor & Sponsor RULES AND REGULATIONS for cancellation and refund policies.

PAYMENT SUBMISSION

FAX: (833) 322-2339
EMAIL: dringlese@accedx.org
MAIL: American College of Clinical Electrodiagnosis
1130 Creekside Pkwy, #110653
Naples, FL 34108

QUESTIONS? Call (833) 322-2339 or email dringlese@accedx.org.