



## **GENERAL EXHIBITION INFORMATION**

### **SPACE ASSIGNMENT AND RENTAL FEE** **\$5,000 per table top space**

Your exhibit fee includes the following:

- ✓ Daily aisle cleaning
- ✓ 1 -6 ft. table with 2 chairs
- ✓ Two (2) exhibitor badges
- ✓ HVS website listing
- ✓ Program listing

Standing equipment in table top exhibit spaces will be permitted provided it fits in the 8ft x 5 ft space. In many cases this would preclude the use of the display table. Should equipment be larger than the table top exhibit space reserved, that equipment will not be allowed to be displayed. Space assignment is based on the order of application receipt. If two applications are received at the same time, priority will be given to sponsors of the meeting. Space will be assigned and confirmed in **February 2018**.

### **EXHIBIT DATES AND HOURS\***

**Thursday, April 12** **7:00 am – 5:00 pm**

**Friday, April 13** **7:00 am – 6:00 pm**

*\*All Times are subject to change based on final program*

### **LOCATION OF EXHIBITION**

The exhibit area is located in the Empire Ballroom Foyer directly outside of the Scientific Sessions.

### **ADDITIONAL MEETING REGISTRATION BADGES**

Each exhibit stand includes 2 registrations for your company. You may register additional industry personnel at the discounted price of \$250 per badge. Industry registration includes Scientific Sessions, Welcome Reception on Thursday, and morning / afternoon Coffee Breaks.

### **APPLICATION AND DEPOSIT**

Your exhibitor application must be accompanied by 50% of the contracted space in order to reserve space and must be received by January 12, 2018. The balance of the contracted space must be paid in full by Friday, January 31st, 2018. Credit card information or checks (USD) should be sent to:

HVS - Attn: Yvonne Grunebaum  
500 Cummings Center – Suite 4400  
Beverly, MA 01915 USA  
Fax: +1.978.524.0461



## **GUIDELINES & REGULATIONS**

### **GENERAL**

All matters and questions not covered by the regulations are subject to the decision of HVS. "The Society" or "HVS" shall mean the Heart Valve Society, its committees, agents or employees acting for the management of the Scientific Meeting and Exhibition.

### **NATURE OF EXHIBITION**

The Heart Valve Society Scientific Meeting includes a scientific exhibit designed to provide a showcase of products and services either specifically designed for, or customarily used in, purchasing or delivery of healthcare products. HVS reserves the right to refuse rental space to any company whose products and services are not, in the opinion of the Society, compatible with the mission of HVS and the objectives of the HVS exhibition. The Society does not guarantee that any space will be available to any applicant. If space is not available, a waiting list will be held in the order of receipt of application and 50% deposit. HVS will either apply payment for the following year or refund all payments received in the event space does not become available.

### **TERMS IN CASE OF DEFAULT**

If any exhibitor or partner fails to pay, when due, any sum agreed upon, or if any exhibitor or sponsors fails to meet any term or condition of the application, or fails to observe and abide by these Rules & Regulations, HVS reserves the right to terminate the contract immediately without refund of any monies previously paid.

### **CHANGES**

All times, program schedules and floor plans in this prospectus are subject to change based on the final program. All changes will be communicated in subsequent material.

### **PRELIMINARY PROGRAM**

The HVS Preliminary Program will be posted on the HVS website in December 2017.



### **SPECIAL NEEDS**

Please contact the HVS office if you have a disability, which requires special accommodations.

### **INSURANCE**

Exhibitor, HVS and Hotel shall each maintain sufficient insurance to insure their obligations set forth in the Section of this Agreement titled "Indemnification and Hold Harmless," and each shall provide evidence of such insurance upon request.

### **CONTRACTORS**

For any activity introduced onto Hotel's premises by an outside provider engaged by exhibitor, exhibitor will ensure that such providers comply with the terms of this Agreement and with any requirements for such providers as provided to exhibitor by HVS. Exhibitor will be fully responsible for such providers' actions or inactions and agrees to remove from Hotel's premises any outside provider that Hotel and HVS deem objectionable or whose activities cause reasonable concern. Upon request, exhibitor will provide a certificate of insurance from such outside providers covering their actions and naming HVS, Hotel, the Hyatt Corporation and their affiliates as additional insureds with regard to their activities.



## **LIABILITY and INDEMNIFICATION**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Grand Hyatt New York, its owners or managers that result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, HVS, Grand Hyatt New York, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from or out of or by reason of any accident or bodily injury or other occurrences to any persons, including the injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitors occupancy and use of the exhibition premises, the Hotel or any part thereof, unless the damage or loss is the result of an act, error, or omission of a Hotel employee, representative or subcontractor.

## **ENTERTAINMENT AND PRIVATE MEETINGS HVS controls all function space at the Hyatt during the dates of the Scientific Meeting.**

Forms are available to rent rooms for company meetings, events and industry symposia in this prospectus. These events may only be held during designated times and will be charged a fee regardless if event is held onsite or offsite. The Company assumes full responsibility for property damage, personal injury or death to any party, by reason of occurrences at or related to any such functions conducted by it. Signage and promotion will be allowed only in HVS designated areas and must be approved by HVS staff prior to display.

## **EXHIBIT SERVICE KIT**

The Service Kit will be available online in December and will provide you with complete information regarding: ➤ Shipping

- utility services
- personnel registration
- pre-registration mailing labels
- product description requirements
- hands on demonstration requirements

And any additional information needed during installation, exhibiting and dismantling of your exhibit.

For more information regarding **Exhibiting**, please contact **Yvonne Grunebaum**  
[ygrunebaum@pri.com](mailto:ygrunebaum@pri.com) or +1.978.927.8330