

# Rules and Regulations

These rules and regulations governing the SAGE Veterinary Centers Small Animal Symposium are part of the exhibitor contract. The interpretation and enforcement of the rules and regulations by Symposium management is final. All matters not specifically covered by these rules and regulations are subject to the decision of Symposium management.

## Assignment of Booth Space

Sponsors and exhibitors have the opportunity to select their booth space. Management reserves the right to make final determination of all space assignments, including changing the floor plan or reassigning booth if necessary, in the best interest of the SAGE Small Animal Symposium. If exhibit space is sold out, companies will be placed on a waiting list based on date of receipt and payment of application. Management retains the right to refuse display space to any company whose goods and/or services are not, in the opinion of management, compatible with the general character and objectives of the SAGE Small Animal Symposium.

## Booth Dimensions

Booth space consists of a 72x30 table and includes a black tablecloth. Premium, Deluxe, and Standard booths receive two chairs. Marketing Sponsorships (Diamond, Platinum, Gold, Silver and Bronze) receive 4 chairs. Fire code regulations prohibit exhibits from extending into aisles. Flooring is carpeted. Display booths cannot block views of other booths, either beside or behind the booths.

## Subletting, Sharing, or Reassignment

Subletting, sharing, or reassignment of space by an exhibitor is strictly prohibited. The exhibitor agrees not to assign, sublet, or apportion space or any part thereof contracted for, nor to exhibit, advertise, or offer for sale merchandise or services other than those manufactured or sold by the exhibiting company in the regular course of business.

## Public Aisles and Risk

Public aisles may not be used by exhibitors. All business must be conducted within the booth and display materials must be arranged so that attendees are not required to stand in the aisles to examine products.

The exhibitor acknowledges that the show site and surrounding areas are active work zones. Exhibitor, its agents, employees, and representatives are present at their own risk. In the interest of safety, only those individuals directly responsible for set up and/or

break down of booths are permitted in the exhibit area. Children under the age of 18 are not allowed during installation and dismantling of exhibits – **no exceptions**.

## Default of Occupancy

- Default of occupancy is the responsibility of the exhibitor.
- The onsite contact for the company must check-in with SAGE show management no later than 7:30 AM on **Sunday, March 24, 2019**, or the exhibitor will be considered a “no show.” Space will be re-assigned at the discretion of show management. “No shows” at the Symposium do not get a refund.
- Exhibitors must be show-ready by 8:00 AM on **Sunday, March 24, 2019**.
- Failure to occupy by the designated set-up time does not excuse payment in full for the contracted booth.
- Removing display items and/or dismantling a booth before the scheduled breakdown time of 5:00 pm for all exhibitors is a violation of this contract and will be considered the same as a “no show.”

## Badges

All exhibitors must wear a badge at all times. The exhibitor reserving the space is responsible for letting the SAGE Small Animal Symposium know the names of their staff members by **March 1, 2019**. Additional exhibitor badges are available for \$125, which includes all break refreshments, box lunches and Yappy Hour. Veterinarians and veterinary technicians who are registered for the Symposium through an exhibitor can attend CE classes, but they must register for the Symposium as an attendee and pay the appropriate fees to receive a certificate of attendance and access to lecture notes.

## Exhibitor Contract Information

### Booth Payment

Exhibitors must register for their booth on the SAGE Symposium website ([www.sagesymposium.com](http://www.sagesymposium.com)) and pay 50% at time of registration. The balance must be paid in full by **February 10, 2019**.

Booths contracted and not paid in full by **February 10, 2019**, may become available for resale. Prior to this deadline, companies with an outstanding balance will be contacted by Symposium management for final payment. If full booth payment is not received by **February 10, 2019**, the company will forfeit their deposit and their booth will be put back in inventory for resale.

Payment must be made by credit card (Visa, MasterCard, AMEX, or Discover). Exhibitors may pay the first 50% when they register, and the balance by check if they choose. Dishonored checks or credit cards will prevent booth(s) being assigned until rectified. There is a \$25 charge for returned checks.

## Cancellation Policy

All cancellation and refund requests must be received in writing on company letterhead. Fifty percent of the total booth cost is non-refundable before **February 10, 2019**. No refunds are given for cancellations made after **March 10, 2019**.

## Rules/Regulations and Floor Plan Changes

The exhibitor agrees that the SAGE Small Animal Symposium shall have the right to make such rules and regulations or changes in the floor plan arrangement of booths for said exhibition as it shall deem necessary. All determinations by the SAGE Small Animal Symposium regarding the enforcement of rules, regulations, and conditions under this contract shall be final and binding.

## Events, Activities, and Hospitality Suites

All requests for any exhibitor/sponsor events, activities, and hospitality suites must first be approved by the SAGE Small Animal Symposium. **Competing events are prohibited** and include: seminars, sessions, or receptions conducted at the Oakland Marriott Hotel. Exhibitors/sponsors requesting a suite must notify the SAGE Small Animal Symposium if it will be used for hospitality. Industry-related events, entertainment, and hospitality activities may not overlap with SAGE Small Animal Symposium program events.

## Raffles

Raffles must be approved at least **30** days in advance of the SAGE Small Animal Symposium by the management of the SAGE Small Animal Symposium. Raffle drawings are permitted within a booth, but the exhibit floor and/or public address system cannot be used to promote these raffles in any way, or to announce the winners. Exhibitors must make it clear, both during and after the symposium, that the raffle is theirs and not an official SAGE Small Animal Symposium raffle.

## Electricity

You will be prompted in the SAGE exhibitor registration system to decide if you will want electricity at your booth. More information is available in the Oakland Marriott Exhibitor Kit.

## Oakland Marriott Exhibitor Kit

We require that exhibitors review the Oakland Marriott Exhibitor Kit that provides the rules and regulations that govern the hotel. The document is located on the SAGE Symposium website under Exhibitor documents.

## Pets

Pets are not allowed at the hotel.

## Food Service

The SAGE Small Animal Symposium's agreement with the Marriott Oakland prohibits any food or beverage from outside sources being brought into the exhibit booths unless contracted with the Marriott Oakland's catering department. Any exhibitor/sponsor that brings in unauthorized food and/or beverages will be asked to cease serving or risk confiscation of any such items. Exhibitors may have candy/treats at their booth.

## Exhibitor Shipping

For your convenience, The UPS Store is available on-site at the Oakland Marriott and will handle all your shipping and receiving needs. Due to the limited hotel storage, all shipments should be scheduled to arrive at the hotel no earlier than (3) days prior to the event. Storage and handling fees will be applicable for all incoming and outgoing shipments, in addition to the standard postage/shipment fee.

### **All shipments must be addressed:**

Marriott Oakland City Center  
1001 Broadway  
Oakland, CA 94607  
510-451-4000

### **All items must be marked with the following information:**

To: **(your name)**

Exhibiting company: **(your company name)**

Name of exhibition: **2019 SAGE Small Animal Symposium**

Booth number: **(your assigned booth number)**

Please contact Tony D'Oporto at 510-466-6460 or at [store6867@theupsstore.com](mailto:store6867@theupsstore.com) for more information.

## Liability/Indemnity

The exhibitor agrees to make no claim for any reason whatsoever against SAGE Veterinary Centers, the SAGE Small Animal Symposium, the Marriott Oakland, the official general service contractor and their officers, directors, employees, agents, and authorized representatives, for any of the following: loss, theft, damage to goods, or injury to himself, his employees, or attendees while in the exhibition area, nor any consequential damage to his business for failure to provide space for the exhibit or for the failure to hold the event as scheduled.

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless all parties from claims, losses, damages to persons or property, governmental charges for fines, and attorney's fees related to the use of the exhibition premises or part thereof. In addition, exhibitor acknowledges that neither SAGE Veterinary Centers, the SAGE Small Animal Symposium, the Marriott Oakland or the official general service contractor maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property insurance covering such losses by exhibitor.

Exhibitors/sponsors are required to provide the SAGE Small Animal Symposium with a copy of proof of liability insurance listing the SAGE Small Animal Symposium, the Marriott Oakland as additional insured. You will be prompted to upload your Certificate of Insurance during the registration process. SAGE Veterinary Centers must receive your COI by March 1, 2019.

## Fire Code Regulations

All exhibitors must comply with all fire code laws, rules, and regulations governing the State of California, the City of Oakland, and the County of Alameda.

## Exhibitors and Convention Promotion

The names of confirmed and past exhibiting companies may be used by the SAGE Small Animal Symposium for promotional purposes. Photos taken at the SAGE Small Animal Symposium event by the SAGE Small Animal Symposium staff or designated photographers of exhibiting companies and their employees may be used by the SAGE Small Animal Symposium for promotional purposes.

## Care of Building

Acceptance of exhibit space makes it obligatory on the part of the exhibitor and any employee that they shall not deface, injure, or mar the Marriott Oakland. Decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. Any damage done shall be the responsibility of the exhibitor and not the SAGE Small Animal Symposium. Please review the Oakland Marriott Exhibitor Kit for more information.

## Advertising and Cancellation

Cancellation, refund or change requests for PAWS magazine advertising must be made no later than **January 7, 2019**. Notification of intent to cancel advertising in the Symposium PAWS magazine must be provided in writing on company letterhead.

The deadline to submit advertising materials for PAWS magazine is **January 15, 2019**. Any changes after January 15 will not be allowed or refunded.