



The Global Education Course for Vascular Medicine and Intervention
SEPTEMBER 11-14, 2017 • WYNN LAS VEGAS

APPLICATION FOR EXHIBIT SPACE
Tuesday, September 12 – Thursday, September 14, 2017

Exhibit application due dates:

Listing in the 2017 VIVA brochure: Friday, April 28, 2017

Payment in full: Friday, July 14, 2017

Payment by credit card upon receipt of exhibit application beginning: Friday, July 14, 2017

Acknowledgement in on-site materials: Friday, July 28, 2017

Website acknowledgement only: Saturday, July 29, 2017

Please print or type all information exactly as it should appear on all printed materials and signage. The information is presumed correct as indicated on this form and the exhibitor will not be contacted to confirm:

Exhibiting Company/Society

Primary Contact Title

Company Address City State

Postal Code Country

Office Telephone Cell Phone Email

Exhibit Space Options:

Table with 3 columns: Booth Space, Rate, Complimentary Badges. Includes options for 10' x 10' and 10' x 20' booths.

Maximum booth height is 8 feet (including signs and banners)

Table with 3 columns: Table Top, Rate, Complimentary Badges. Includes option for 6' Table Top Space.

Table with 3 columns: Table Top, Rate, Complimentary Badges. Includes option for 6' Table Top Space (Publisher Rate- Book Sellers).

PAYMENT BY CHECK OR CREDIT CARD IS DUE BY JULY 14, 2017 OR YOUR SPACE MAY BE RELEASED FOR SPACE (IF AVAILABLE) PURCHASED AFTER JULY 14, PAYMENT BY CREDIT CARD IS DUE UPON APPLICATION

Please indicate most appropriate description for your company:

- Pharmaceutical, Medical Device, Imaging, Publication, Other

### **Exhibitor Commitment**

Ensuring the quality of VIVA for attendees and exhibitors requires a mutual commitment of good faith and cooperation by all parties involved. That spirit, as well as the following terms and conditions, are designed to implement the principles of this mutual commitment in a fair, effective, and equitable manner.

### **Exhibitor Terms & Conditions**

All companies exhibiting at VIVA must adhere to the following terms and conditions. VIVA reserves the right to make judgments on-site regarding booth layout and conduct of exhibitors that detract from the overall presentation of the meeting, and if necessary, will ask exhibitors to make adjustments in order to maintain the integrity of the VIVA exhibit pavilion.

### **Exhibitor Cancellation Policy**

In the event that VIVA 17 is amended or cancelled because of circumstances beyond the control of VIVA, including, but not limited to, civil disturbance, earthquake, electrical outage, explosion, fire, freight embargo, strike or labor unrest, flood, or other acts of God, and acts of war or terrorism, VIVA reserves the right, at their sole discretion to terminate the agreement between VIVA and the exhibitor that is entered into and/or the license that is granted by virtue of the submission of the exhibitor application and its acceptance by VIVA. In these circumstances, the exhibitor expressly agrees to waive any claim the exhibitor may have against VIVA, including but not limited to, those fees paid by, or on behalf of the exhibitor for booth space, registration, audio-visual services, housing and travel.

Receipt of a signed "Exhibitor Application for Exhibit Space" is a commitment to exhibit at VIVA. As such, VIVA begins assigning booth space upon receipt of the executed application agreement and begins compilation and distribution of printed and electronic program materials. Subsequent cancellation of assigned booth space poses a burden and hardship on those exhibitors who must choose from available exhibit space.

Notification of an exhibitor's desire to cancel must be submitted in writing on company letterhead to:

VIVA  
5671 Santa Teresa Blvd., Suite 104  
San Jose, CA 95123  
Attn: Exhibits

Exhibitors will be assessed the following fees for cancellation or reduction in booth space:

- Prior to May 1, 2017, the exhibitor will be charged a 40% administrative fee.
- May 1, 2017 – June 30, 2017, the exhibitor will be charged an 80% cancellation/administrative fee.
- After July 1, 2017, the exhibitor will be charged 100% of the booth fee.

### **Booth Information**

VIVA management will consider each request for exhibit space individually and reserve the right to grant or refuse exhibit space to any requesting company.

VIVA reserves the right to relocate and reassign exhibit space as needed. All booths will be set-up per the exhibit diagram available on the website at [www.vivaphysicians.org](http://www.vivaphysicians.org).

## Description of Exhibit Area

**Maximum booth height is 8 feet including signs and banners.**

Each of the **10 x 10, 10 x 20 and table top spaces** will contain the following items:

- 8' high pipe and drape along the back
- 3' high pipe and drape along the sides
- 7" x 44" Identification sign
- (1) waste basket

Table Top exhibitors may request at no additional charge

- (1) 6' x 30" skirted table
- (2) side chairs

## Americans with Disabilities Act

Exhibitors are responsible for fully complying with all applicable provisions of the Americans with Disabilities Act.

## Exhibitors Conduct

- All exhibit booths must be staffed during exhibit hours
- Unsanctioned meetings/events, including those in guest room suites are in violation of VIVA policies. Those in violation will be asked to leave.
- VIVA 17 badges **must be worn to all sessions and the exhibit pavilion**. A fee of \$295 will be assessed to reissue lost badges
- Exhibitor guests must have a badge to enter the exhibit pavilion
- Distribution of advertising materials outside the exhibitor's own booth is prohibited
- Aisles must be kept clear at all times of exhibitor personnel and all collateral material and/or equipment
- No exhibitor may enter another exhibitor's booth without permission
- The integrity of the exhibit space must be maintained by adhering to the published move-in and move-out hours. Non-compliance will result in a **\$2,500 penalty**, which will be charged to the attached credit card authorization. The credit card authorization is part of this agreement and exhibit space will not be confirmed without VIVA's receipt of the completed authorization.

## Compliance & Industry Support

Exhibitors at VIVA 17 must comply with all relevant regulatory requirements including, but not limited to, those of the Accreditation Council for Continuing Medical Education (ACCME) standards and guidelines for medical education, PhRMA and OIG.

## Exhibitors OUS

Companies outside the US may exhibit but should include a sign in their booth that states their products are off-label and where appropriate, not FDA approved.

## Booth Traffic

Traffic to exhibitor booths cannot be guaranteed, however, VIVA will assist by promoting the exhibit pavilion in the brochure, on the VIVA website and through eBlasts. Additionally, VIVA may, from time-to-time, arrange for attendee promotions/games to help drive traffic to the pavilion. Ultimately, it is the exhibitor's responsibility to promote their space.

**Fire Protection**

All materials used in the exhibit area must conform to local fire ordinances and be in accordance with regulations established by the National Association of Fire Underwriters. All displays are subject to inspection by the Fire Prevention Bureau. Aisles must be kept clear at all times. Fire stations and fire extinguishers are not to be covered or obstructed in any manner.

**Insurance**

VIVA and WYNN LAS VEGAS are not responsible for theft of or damage to exhibitor property. Exhibitors wanting to insure exhibit materials, goods or wares against theft, damage, fire, accident or loss of any kind must do so at their own expense. Each exhibiting company is also responsible for obtaining general liability insurance coverage in commercially reasonable amounts, and to designate VIVA as additionally insured.

**Music**

Exhibitors must receive relevant licenses from the American Society of Composers, Authors and Publishers; and Broadcast Music, Inc., if they plan to present pre-recorded music at any time during the meeting. The exhibitor will be responsible for any liability and costs associated with a music licensing violation.

Sound enhancements may be used. However, the level must be such as to not interfere with adjacent exhibitors. VIVA reserves the right to monitor all sound levels and to require the exhibitor to adjust volume levels accordingly. Live performances are prohibited.

**Photography, Video Recording and Audio Recording**

Photography, video recording or audio recording of any kind during the VIVA sessions or in the exhibit hall is strictly prohibited. This includes the use of cell phone cameras. Those who do not comply will be asked to leave the meeting – INCLUDING LATE BREAKING TRIAL SESSIONS.

**Security**

General overall security service will be provided after exhibit hours. However, neither the guard service nor VIVA will be responsible for loss or, damage to, any property, regardless of the reason for the loss or damage. Each exhibitor will be responsible for the safeguard of its own materials, equipment and display at all times.

**Terms & Conditions Compliance**

Each party, its vendors, employees and subcontractors shall be compliant with these terms and conditions set forth herein. Violation of any of these terms and conditions by the exhibitor or its employees or agents may at the discretion VIVA, forfeit the exhibitor's right to occupy exhibit space and such exhibitor shall forfeit to VIVA all monies paid or due.

These terms and conditions may be amended at any time by VIVA, and all amendments, upon publication, shall be equally binding on all parties affected.

**AGREEMENT**

I, the undersigned am an authorized representative of the exhibiting company with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with the policies, rules and regulations contained herewith in, and all amended policies, rules and regulations.

---

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Payment in full is due July 14, 2017 or your space may be released. For exhibitors committing on July 15, payment by credit card will be due upon receipt of application.**

Please make checks payable to: **VIVA**

**Please send signed application and payment to:**

VIVA  
Attention: VIVA  
5671 Santa Teresa Blvd, Suite 104  
San Jose, CA 95123 USA  
Phone: (408) 513-3244  
Fax: (408) 225-3240

**Please send \_\_\_\_\_ 2017 brochures to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Accounts Payable:**

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**PO Required?** \_\_\_ Yes \_\_\_ No \_\_\_

**The attached credit card authorization must be completed to confirm space. The credit card will ONLY be charged in the event the exhibitor does not adhere to the published move-in or move-out hours.**



## VIVA 17 Credit Card Authorization

A completed credit card authorization will be required to complete your request for exhibit space. Please provide the following cardholder's information:

Name as it appears on credit card: \_\_\_\_\_

Company: \_\_\_\_\_

Address associated with credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Card Type: \_\_\_\_\_ (VISA, MasterCard, Discover, American Express)

Card Number: \_\_\_\_\_

CVV Code: \_\_\_\_\_

Expiration  
Date: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

**MUST BE VALID THROUGH DECEMBER 2017**

Item to be paid: Non-compliance with published exhibitor move-in/move-out hours **ONLY**

Amount: \$2,500 Date: \_\_\_\_\_

I authorize VIVA to process payments for the item indicated to the credit card as noted above.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Person authorized to use credit card (if different than cardholder): \_\_\_\_\_

**UPLOAD COMPLETED FORM VIA YOUR INDUSTRY PORTAL ACCOUNT:**

**Optional Items**

**Upload Credit Card Authorization**