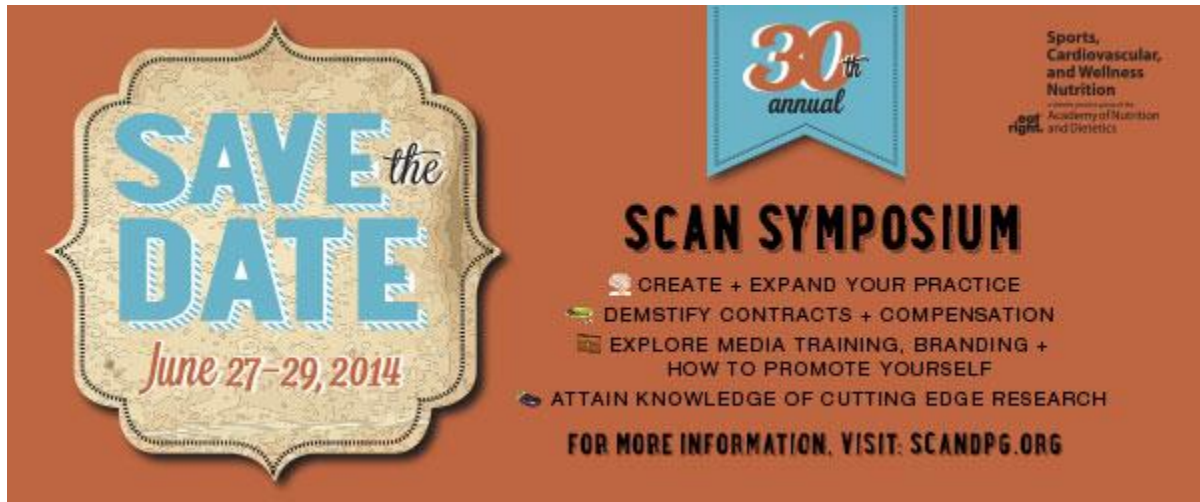


**Exhibitor Prospectus**  
**30th Annual SCAN Symposium**  
**June 27-29, 2014**  
Sawmill Creek Resort  
400 Sawmill Creek Drive  
Huron, Ohio 44839



Groups interested in exhibiting at the 30<sup>th</sup> Annual Symposium should review the enclosed SCAN Exhibitor Packet, and pay through the 'Registration' tab of the Symposium webpage. Fern Exposition and Event Services is the official service contractor for the Expo. Upon payment to SCAN, a representative from Fern Exposition will contact you directly to provide the Service Manual, which includes logistical exhibit instructions, order forms for booth accessories / services, and shipping/receiving instructions, etc.

**Booth Price**

\$1,200 per commercial booth  
\$900 per non-profit booth

**Booth Price Includes**

- 10' x 10' drape exhibit booth
- 8' high green back drape
- 3' high black side drape
- One (1) 6' table skirted in white
- Two (2) folding chairs
- ID sign with company name and booth number
- Two (2) full Symposium registrations, commercial
- One (1) full Symposium registration, not-for-profit
- Listing in Symposium Program Book

- Listing on Symposium Signage
- Wireless internet
- Electrical (must be ordered but no charge)
- Listing on Symposium Signage
- Wireless internet available at no charge in Session Rooms and Exhibit Hall

### **Terms**

Payment in full is due with application.

### **Location**

Sawmill Creek Resort, Wilderness Hall – Red Cedar and Golden Oak

### **Exhibit Dates & Times**

Thursday, June 26, 2014

Setup: 12:00 PM – 5:00 PM

Friday, June 27, 2014

Setup: 6:00 AM – 8:00 AM

Show Hours: 9:00 AM – 12:10 PM; 1:30 PM – 4:30 PM

Saturday, June 28, 2014

Show Hours: 10:00 AM – 11:50 AM; 1:20 PM – 5:00 PM

Teardown: 5:00 pm – 7:00 pm

### **Booth Location**

Applications for booth space are processed in the order they are received and locations are assigned accordingly. SCAN acceptance or support of exclusively from any sponsor/exhibitor is prohibited.

### **Registering Booth Personnel**

Exhibitors must register booth personnel for each booth purchased. The SCAN Office will email the exhibit company contact with a discount code to be applied to Registration.

Badges may be picked up onsite and are required at all times in the exhibit area and session rooms.

### **Waiting List**

A waiting list will be maintained by date of receipt of application.

### **Cancellation Policy**

Cancellation of booth space must be made in writing, with refund of 50% of cost of contracted space if cancellation request is received in the SCAN Office by **May 10, 2014**.

Cancellation after **May 10, 2014** will result in forfeiture of all fees paid.

## Hotel Information

The Sawmill Creek Resort in Huron, Ohio is the venue for the 30<sup>th</sup> Annual SCAN Symposium. Located on the beautiful shores of Lake Erie, Sawmill Creek Resort offers a beautiful lakefront sand beach, private access to a 500 acre nature preserve, an 18-hole Tom Fazio designed Golf Course, indoor/outdoor pool and spa, and a variety of recreational activities as well as three restaurants and boutique shopping.

The SCAN Symposium guest room rate is \$150 plus tax for single or double accommodations. Reservations can be made by calling 800-729-6455 and mentioning that you are attending the 30th Annual SCAN Symposium. Reservations can also be made online at <http://www.sawmillcreekresort.com> by selecting "Group Rates" after selecting "Make a Reservation" and entering the Group ID information listed below, or through a link to this site at [www.scandpg.org](http://www.scandpg.org). **Group ID:** 2169; **Password:** 1085002710

Please direct all questions to:

SCAN Office  
4500 Rockside Road, Ste 400  
Cleveland, Ohio 44131  
info@scandpg.org  
Phone: 440-481-3560

## Exhibit Space Rules and Regulations

### 1. Contract for Payment and Space

All applications must be accompanied by payment in full.

### 2. Cancellation Policy

Cancellation of booth space must be made in writing, with refund of 50 percent of cost of contracted space if cancellation request is received in the SCAN Office by May 10, 2014. Cancellation after May 10, 2014 will result in forfeiture of all fees paid.

### 3. Restrictions on Use of Space

No Exhibitor shall without the written consent of SCAN assign, sublet or apportion the space assigned to it to any other Exhibitor or person. Exhibitor must keep exhibit open and staffed at all times during show hours. SCAN reserves the right to restrict exhibit to a minimum noise level and to suitable methods of operation and display materials. Exhibits, signs and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel.

### 4. Service Contractors

The Official Service Contractor – Fern Exposition and Event Services - will furnish all participating Exhibitors with a Service Manual that will contain exhibit instructions and order forms for all booth accessories and services required. Orders not processed in

advance for furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall and are subject to on-site rates. Exhibitors requiring the services of independent contractors must have prior approval of SCAN and no exceptions will be made that will interfere with the orderly function or security of the exhibition, or with obligations or commitments of SCAN. Exhibitors using ground or air freight carriers are requested to ship directly to the designated SCAN service contractor in ample time prior to the exhibition to allow effective and timely handling of materials.

#### 5. Order-taking and Distribution of Materials

Exhibitors will be allowed to accept credit card, check, cash, or purchase order payment for their product and may distribute said product on-site. Distribution of all products sold must be made by the official end of exhibit hours. Exceptions must be approved by the SCAN and show facility. Long term storage of exhibitor goods at the show facility is prohibited. Exhibitors will be responsible for any state or local taxes that are required.

#### 6. Floor plans

All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. SCAN reserves the right to make such modifications as may be necessary to meet the needs of the Symposium, the exhibitors, and exhibit program. Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Avoid demonstration areas on the aisle line of the display that will result in traffic congestion in the aisle. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the Exhibitor's expense. SCAN reserves the right to have such finishing done, billing the Exhibitor for charges incurred.

#### 7. Assembly/Dismantle of Exhibits

The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time specified. No exhibit may be dismantled before the official closing time. It is the responsibility of the Exhibitor to arrange for materials to be delivered to the exhibit hall and to be removed from the exhibit hall by the specified deadlines. Should the Exhibitor fail to remove the exhibit, removal will be arranged by SCAN at the expense of the Exhibitor. The Exhibitor must surrender rental space in the same condition it was at commencement of occupation. The Exhibitor or his agents shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths or the equipment or furniture of the booths. When such damage appears, the Exhibitor shall be liable to the owners of the property so damaged.

#### 8. Fire, Safety, Health and Regulations

The Exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the owner covering fire, safety, health and all other matters. All exhibit equipment and materials must be fireproofed and reasonably located within the booth. Affidavits attesting to flameproof compliance with Fire Department regulations must be submitted when requested. No combustible materials shall be stored in or around the exhibit booths.

#### 9. Acceptability of Exhibits

All exhibits shall be to serve the interests of the members of SCAN and shall be operated in a way that will not detract from other exhibits, the exhibition, or the Symposium as a whole. Acceptability includes persons, things, conduct, dress, printed matter, or anything of a character which SCAN determines is objectionable to the exhibition. SCAN reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of SCAN. In the event of such restriction or eviction, SCAN is not liable for any refund or rental fees or any other exhibit related expense.

#### 10. Show Promotion

Exhibitors agree to promote and distribute Symposium information in their print materials, programs, etc., to increase floor traffic.

#### 11. Security

SCAN will not provide security personnel at any time during the exhibition. Property of Exhibitors shall at all times remain in the sole possession and custody of each Exhibitor and protection of said property shall be the sole responsibility of each Exhibitor.

#### 12. Services

It is mutually understood and agreed that SCAN will provide each Exhibitor with the following services free of charge: erection of necessary flame-retardant draped backgrounds of uniform style, an identification sign, 6' draped table (three sides), two chairs, wastebasket, program listing, and general hall cleaning. In addition to all other payments provided in this contract, Exhibitor agrees to pay for the following services at rates approved by SCAN: handling of incoming and outgoing freight; labor and material to assist in erection, dismantling and maintenance of exhibit; electrical service including outlets; booth cleaning service; telephone service; furniture/accessories.

#### 13. Liability

The Exhibitor agrees that neither the Academy of Nutrition and Dietetics; Sports, Cardiovascular and Wellness Nutrition; Sawmill Creek Resort, nor any of their officers, directors, members, agents and employees, shall be held liable for any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, directors, agents or employees, resulting from theft, fire, water, accident or any other cause.

#### 14. Governing Law and Jurisdiction

The Exhibitor's contract shall be construed, interpreted, and governed according to the laws of the State of Illinois and the parties agree that in any action or proceeding arising under or related to this agreement, they shall be subject to the exclusive jurisdiction of the United States District Court for the Northern District of Illinois, Eastern Division of the courts of the State of Illinois.

#### 15. Insurance

All property of Exhibitor is to remain under its custody and control in transit to/from or within the confines of the Exhibition Hall. Exhibitors shall carry their own insurance to

cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others. Certificates of Insurance shall be furnished if requested by SCAN. SCAN shall not be obligated to carry any insurance for the benefit of the Exhibitor.