

# 2015 Symposium Exhibitor Packet

## ABOUT SCAN



### WHO WE ARE

SCAN is the largest dietetic practice group of the Academy of Nutrition and Dietetics. Members are registered dietitians with nutrition expertise in the areas of sports, physical activity, cardiovascular health, wellness, and the prevention and treatment of disordered eating and eating disorders.

### OUR MISSION

To empower members to be the nation's food and nutrition leaders through excellence and expertise in nutrition for sports and physical activity, cardiovascular health, wellness, and disordered eating and eating disorders.

### OUR VISION

Optimize the nation's health by providing exceptional nutrition care in sports performance and physical activity, cardiovascular health, wellness, and disordered eating and eating disorders.

## WE ARE THE INDUSTRY LEADERS IN NUTRITION PRACTICES



## WE INFLUENCE YOUR CONSUMER

Nearly  $\frac{3}{4}$  of all Americans consider **Registered Dietitians the go-to credible experts for nutrition information**. RDs **impact consumer views and purchasing decisions** through counseling, in the retail market, and via media outlets. RDs reach roughly **40 million consumers annually** through counseling alone; which means your message will reach our attendees and their clients throughout the year and **around the world**. Exhibiting at the 30th Annual SCAN Symposium **WILL expand** your name recognition, **strengthen** your customer relations and **increase** loyalty. Don't Wait any longer!  
**See for yourself the benefits of working with SCAN!**

## WE WILL SHOW YOU...



### THE PROOF IS IN THE NUMBERS

Our annual symposium is expected to bring **500 attendees** from **44 states & 4 countries**; **30 Exhibitors** and **39 top-rated Speakers**.

With over **11.5 hours of one-on-one networking in the expo hall**, you will ignite many dynamic interactions.

### YOUR MESSAGE IS HEARD

**SCAN is comprised of over 7,000 members**. 80% are RDs, and 20% are future RDs. Our members are practicing professionals specializing in the following areas:  
Clinical Nutrition;  
Consulting and Private Practice; Community Nutrition; Business & Industry; Education; Diabetes Care; Weight Management Wellness/Prevention; Sports Nutrition; Food & Nutrition Management; Communication & Publication.

## HEAR WHAT COMPANIES ARE SAYING ABOUT WORKING WITH SCAN

"Participation in the SCAN spring symposium provides a great opportunity to interact with dietary experts and thought leaders."

-International Olive Council

"We would absolutely recommend SCAN to other potential sponsors."

-CanelabInfa

"SCAN's collaborative attitude and results-driven mindset allows us to take part in programs that are of value to their members and provides a high ROI for our brands."

-Pillcock Communications

## General Information

Groups interested in exhibiting at the 31<sup>st</sup> Annual Symposium should fully review the SCAN Exhibitor Packet. The Cheyenne Mountain Resort and SCAN are the official service contractors for the Expo. Payment of a booth is through the 'Registration' tab of the Symposium-Registration webpage. Orders and payment for all logistical exhibit instructions, order forms for booth accessories / services, and shipping/receiving instructions, are located on the [Symposium – Exhibitor webpage](#), and must be submitted directly to the Cheyenne Mountain Resort.

## Booth Price

\$1,200 per commercial booth

\$900 per non-profit booth

## Booth Price Includes

- 1 8' by 8' 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
- Commercial: 2 full Symposium registrations
- Non-profit: 1 full Symposium registration
- Listing on Symposium Signage

\*\*Exhibitor responsible to order and assume cost of additional charges, including but not limited to telecommunications, computer, projection A/V, Electrical & Shipping (use the "Cheyenne Mountain Resort Exhibit Order Form & Shipping Form" located on the Symposium – Exhibitor webpage).



## Exhibit Dates & Times

Thursday, April 30, 2015

Setup: 12:00 PM – 5:00 PM

Friday, May 1, 2015

Setup: 6:00 AM – 10:00 AM

Show Hours: 10:00 AM – 1:00 PM;  
3:00 PM – 6:00 PM

Saturday, May 2, 2015

Show Hours: 10:00 AM – 12:00 PM;  
3:00 PM – 6:00 PM

Teardown: 6:00 PM – 8:00 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 or exhibitor is prohibited.

## Registering Booth Personnel

Upon purchasing an exhibit booth, the SCAN Office will email the exhibit company contact with a discount code to be applied to Registration. Exhibitors must register booth personnel for each booth purchased. Badges may be picked up onsite and are required at all times in the exhibit area and session rooms.

## Hotel Information

Sixty-two hundred feet closer to the stars, and tucked away in a quiet setting offering breathtaking Rocky Mountain vistas, the AAA Four Diamond Cheyenne Mountain Resort is located in one of the most inspiring settings in America. It is also conveniently located only 20 minutes from Colorado Springs Airport and

approximately one hour from Denver International Airport.

### Shipping & Receiving Packages

- The Sponsor/Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from the Resort. Should special arrangements for delivery be necessary, please contact the Resort at least one week in advance of Symposium. All boxes should be labeled as listed below.
- All incoming and outgoing boxes will incur a \$10 handling fee, and any box over 50lbs will incur a \$75 handling fee each direction. Anything over 200lbs, cannot fit through a 36" doorway, or needed unloaded from a semi-trailer will incur an additional \$40/hour per person labor fee. This fee can either be charged to the guest room or a credit card (please see credit card authorization form).
- Shipments will be accepted up to one week (Friday, April 24, 2015) prior to exhibit date.
- For any out-going packages the Resort requires a Cheyenne Mountain Resort shipping form to be completed.
- All boxes may be retrieved through the Cheyenne Mountain Resort Business Service Center, located on the conference level of the main lodge.
- Cheyenne Mountain Resort is dedicated to providing superior service and will ensure your boxes are tracked and stored in a secure fashion. If you have any questions about the Resort's shipping procedures please feel free to contact 719-538-4000 ext 4300.

#### Shipping Labels

2015 SCAN Symposium  
(Insert exhibitor company name)  
(Insert name of onsite exhibitor rep)  
c/o Cheyenne Mountain Resort  
3225 Broadmoor Valley Road  
Colorado Springs, CO 80906

### Exhibit Space Rules and Regulations

#### 1. Contract for Payment of Space

All applications must be accompanied by payment in full via the SCAN website.

#### 2. Cancellation Policy

Cancellation of booth space must be made via email with refund of 50 % of cost of contracted space if cancellation request is received in the SCAN Office by March 2, 2015. Cancellation after March 2, 2015 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

SCAN and the Cheyenne Mountain Resort will furnish all participating Exhibitors with exhibit instructions and order forms for all booth accessories and services required (available on the SCAN website). 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 The Cheyenne Mountain Resort, 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 Cheyenne Mountain Resort.

#### 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 office 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

Floor plans will be provided to Exhibitors in March 2015. 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. The Cheyenne Mountain Resort will arrange for all materials shipped in advance to be delivered to the exhibit

hall. 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, and wifi.

#### 13. Liability

The Exhibitor agrees that neither the Academy of Nutrition and Dietetics; Sports, Cardiovascular and Wellness Nutrition; The Cheyenne Mountain 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.

Please direct all questions to:

SCAN Office

4500 Rockside Road, Ste 400

Cleveland, Ohio 44131

info@scandpg.org

Phone: 216-503-0053



# COLORADO SPRINGS



### STAY ACTIVE

Take advantage of the more than **100 miles of multi-use trails** Colorado Springs has to offer! These paths are open to joggers, bicyclists, walkers, equestrians, roller bladers and more.



### A CITY WORTH EXPLORING

Colorado Springs is the **second-largest city in Colorado** boasting more than 400,000 residents. This up and coming town has recently been ranked in the top 5 "Best Places to Live" by several well-known publications.



### ENJOY FRESHNESS

With a **wide range of exquisite restaurants** ranging from high-end sophistication to rustic outdoor; Colorado Springs has something for everyone.



### EXPERIENCE RESORT-STYLE LIVING

Surrounded by extraordinary mountain backdrops and picturesque views, **The Cheyenne Mountain Resort** is the ultimate escape from the everyday.



### BRING YOUR SHADES

**More than 300 days of sunshine** annually; Colorado Springs is the perfect destination! Visitors enjoy the climate because it allows for year-round outdoor recreation.



### CATCH UP ON THE GAME

**Home to 34 national sport organizations;** Colorado Springs has something to offer every athlete or athlete at heart.

GET IN TOUCH WITH YOUR ATHLETIC SIDE.

## SPRING INTO THE COLORADO-STYLE OF LIFE.

JOIN US FOR THE **31ST ANNUAL SCAN SYMPOSIUM**

For more information: [scandpg.org](http://scandpg.org)

