



# SIF 2018

SCOTTSDALE INTERVENTIONAL FORUM

# Exhibit Prospectus

March 21-24, 2018 • Hyatt Regency Scottsdale Resort at Gainey Ranch • Scottsdale, Arizona



## WELCOME

Thank you for your support and participation in the **2018 SIF Symposium**. The following will provide you with important information about the 2018 Scottsdale Interventional Forum and your participation as an exhibitor. If you have any questions or need further assistance, please do not hesitate to contact Jennifer Berens, Gaffney Events at **425.442.1314** or [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com). We look forward to working with you and assisting to ensure a successful conference for your organization!

## HOTEL ACCOMMODATIONS

You are responsible for making your hotel room reservations for your company personnel. Please note that room reservations should be made in advance. To reserve a room, please contact the Hyatt Regency Scottsdale Resort reservations department directly at **480.444.1234** and mention that you will be attending the **Scottsdale Interventional Forum**. You can also book your hotel reservations online by visiting the symposium website: [www.SIF2018.com](http://www.SIF2018.com)

**PLEASE NOTE:** In order to receive the discounted room rate, reservations must be made by Wednesday, February 7, 2018. We have negotiated a group rate of \$319.00 (*plus discounted daily \$10.00 resort fee*) single or double occupancy, per night, plus tax. Please be sure to call in your hotel reservations to the number listed above before the deadline to secure a hotel room for your company personnel.

## EXHIBIT SPACE AND EQUIPMENT

Exhibits will be located in the Vaquero Ballroom, Level One at the Hyatt Regency Scottsdale Resort. Booth assignments will be released on-site.

**The following equipment will be provided for your use at no additional charge:**

- 1 Skirted exhibit table measuring 6'x30"
- 2 Side Chairs
- 1 - 20 amp Electrical Outlet
- 1 Wastebasket

## EXHIBIT AREA STAFFING

Please provide us with the names of the individuals who will be representing your company by completing and returning the Exhibitor Badge Form, which is located on the SIF website. Each 6' Table Top Exhibit will be entitled to 3 Complimentary Full Meeting Badges, 10x10 Exhibits will be entitled to 6 Complimentary Full-Meeting Badges, 10x20 Exhibits will be entitled to 8 Complimentary Full-Meeting badges, and 10x30 Exhibits will be entitled to 15 Complimentary Full-Meeting Badges. Additional badges are \$350.00 each.

## ELECTRICITY

One 20-amp electrical outlet will be provided at each table. If you require supplemental electricity, additional charges will apply.

## BREDE EXPO SERVICES

Brede Expos Services will be the official Service Contractor for any additional exhibit needs. Please look for their Service Kit, Fall of 2017.



**SET-UP AND DISMANTLING OF EXHIBITS**

Exhibit set-up starts on Tuesday, March 20th between 3:00 p.m. and 7:00 p.m. Exhibits must be set by 7:00 p.m. on Tuesday, March 20th. Space assignment will be released on-site. Set-up of exhibits will not be allowed while attendees are present. Dismantling of exhibits will take place on Saturday, March 24th, at approximately 12:00 p.m.

**EXHIBIT HOURS**

**Tuesday, March 20th**

3:00 p.m. to 7:00 p.m. Exhibit Set-Up

**Wednesday, March 21st**

6:30 a.m. to 4:30 p.m. Exhibits Open

**Thursday, March 22nd**

6:30 a.m. to 4:00 p.m. Exhibits Open

**Friday, March 23rd**

6:30 a.m. to 4:30 p.m. Exhibits Open

**Saturday, March 24th**

7:00 a.m. to 12:00 p.m. Exhibits Open  
12:00 p.m. to 3:00 p.m. Exhibit Dismantle

**SHIPPING**

**DIRECT SHIPMENT OF MATERIALS TO THE HYATT REGENCY HOTEL**

Exhibit materials may begin to arrive at the Hyatt Regency Scottsdale Resort on Friday, March 16th. Due to limited storage space, materials arriving before March 16th will not be accepted.

If you need to ship displays, literature or other materials to the Hyatt Regency, address them to:

***(Your Company Name)* PLEASE MAKE COMPANY NAME AS VISIBLE AS POSSIBLE**

Exhibitors on-site contact name  
Hold for: Scottsdale Interventional Forum  
Conference Dates: March 21-24, 2018

**HYATT REGENCY SCOTTSDALE RESORT & SPA AT GAINEY RANCH**

7500 E. Doubletree Ranch Rd.  
Scottsdale, AZ 85258  
(480) 444-1234  
Box \_\_\_ of \_\_\_ (Please be sure to number your boxes)



## SHIPPING CHARGES

**Please Note:** The Hyatt Regency charges for incoming and outgoing parcels. Charges are due at delivery and can be charged to their guest room if they are staying at the Resort or by Credit Card if they are not staying at the Hyatt Regency Resort during the conference.

## SHIPMENT CONFIRMATION

GAFFNEY EVENTS will not assume responsibility for the confirmation of shipped materials or equipment. The exhibitor is solely responsible for their property including loss, damage, or failure to arrive in a timely manner from the initial shipment, up to and including the final shipment to the final destination.

## CANCELLATION POLICY

In the event that an exhibitor must cancel their participation in the 2018 Scottsdale Interventional Forum, the exhibiting company will be responsible for 50% of the exhibit fee if cancelling after February 17, 2018. Cancellations must be made in writing.

## LIABILITY

GAFFNEY EVENTS and Scottsdale Healthcare are not responsible, and the “Exhibitor” hereby waives all claims against the aforementioned, for loss, damage, destruction of property, or bodily injury occurring at or in connection with the exhibit or conference. Further, the exhibitor agrees to hold harmless GAFFNEY EVENTS and its employees and agents with respect to such claims and release them from such claims brought by third parties arising out of the actions of exhibitor or its employees. Each exhibitor is responsible for obtaining its own insurance for bodily injury or property loss or damage occurring in connection with the exhibit.

## ADDITIONAL INFORMATION

If you have any questions or concerns, please feel free to contact Jennifer Berens by phone at **425.442.1314**, or email [jennifer@gaffneyevents.com](mailto:jennifer@gaffneyevents.com).

***We look forward to seeing you in Arizona in March!***

