



44th Annual EMS Symposium

The Hotel Captain Cook, Anchorage, Alaska

October 29th - November 1st 2019

Contact: Andrew Sather acctassist@sremsc.org 907-562-6449

Registration link at <https://www.sremsc.org/symposium/>

Vendor Schedule and Guidelines

1. INSTALLATION – DISPLAY DISMANTLING

- Vendor Hall will be available for occupancy after 8:00am and exhibits **READY TO OPEN** by 10:00am on Wednesday Oct 30th. Vendors will close after the lunch break on Friday November 1st and booths must be removed by 5:00pm. All storage and handling charges shall be the responsibility of the Vendor. **Booths MAY NOT BE MOVED OR ALTERED.**

Display Hours:

Wednesday October 30 th	8:00am – 5:30pm
Thursday October 31 st	6:30am – 5:30pm
Friday November 1 st	7:30am – 1:00pm

2. LIABILITY

- The Vendor agrees to make no claim, for any reason whatsoever, against the EMS Symposium, or Southern Region Emergency Medical Service, Inc., for loss, theft, damage or destruction of goods, or for any injury to themselves or their employees. Nor will any claim be made for any damage of any nature or character, including damage for removal of the booth, or for failure to hold to the symposium as scheduled.

3. DAMAGE TO PROPERTY

- Vendors are liable for any damage caused to the building floors, walls and columns, to standard booth equipment, or to other exhibitor's property. Vendors may not apply paint, lacquer, adhesive or any other coating to the building columns, floors, or to standard booth equipment. **Nothing may be nailed, tacked, taped or otherwise attached to walls, doors, columns, furniture or any other part of the building.**

4. **FIRE SAFETY & HEALTH**

- The Vendor agrees to accept full responsibility for compliance with local, city, and state fire safety and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices, where necessary, to prevent personal accident to spectators. No gasoline powered vehicles or equipment will be allowed.

5. **VENDOR RESPONSIBILITY**

- Each Vendor must provide booth attendants. High security items must be protected by the Vendor.

6. **SHIPPING DISPLAYS**

- The Hotel Captain Cook will only accept pre-paid packages. Any packages delivered C.O.D will be refused by the Hotel and no notification will be made by the Hotel to the shipper. All packages must contain a label giving the following information:
 - Return Address
 - Name of Group/Company
 - Meeting room name and date, if available
 - Name of guest who will claim packages
 - Date of that guest's arrival
- The Hotel shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods. Materials shipped to the Hotel prior to event may be assessed a fee per box for storage, handling and delivery.

7. **BOOTH OCCUPANCY**

- Booth space is intended for occupancy by ONE business or organization and a maximum of two personnel only. **No piggy backing or doubling up in a booth space will be permitted.**