



## ***Exhibitor Frequently Asked Questions***

### **Booths**

#### **What does the booth fee include?**

Booth rental fee includes, in addition to the space itself for the entire exhibit period:

- ❑ A two-line identification sign (7" x 44") for your booth that lists your company name, city, and state (if ordered in advance from the service contractor)
- ❑ Janitorial service for the aisles of the exhibit areas
- ❑ Listing of your company name, address, and product description in the Program and Exhibition Guide (if received by October 27, 2017)
- ❑ Five complimentary exhibitor's badges for each 100 square feet of booth space purchased (any badges requested after the registration deadline will incur a \$25 fee).
- ❑ Listing on the Congress Mobile App

### **Guidelines for Exhibitors**

The guidelines are designed to assist you and your exhibit designer or Exhibitor Appointed Contractor in preparing your booth for SCCM's 2018 Congress.

#### **How do I make changes to my booth?**

If you need to change the size of your booth, notify SCCM Exhibit Management at +1 847 827-7478 or [cmcnamara@sccm.org](mailto:cmcnamara@sccm.org).

#### **What happens if I must cancel or reduce the size of my booth?**

Notification of an exhibitor's decision to cancel or reduce space must be sent in writing on company letterhead to SCCM. If written notification is received by Friday, September 1, 2017 a full refund, less a 10% administrative fee, will be refunded to the company. After this date no refunds will be given.

Any booth unoccupied by 5:00 p.m. on Saturday, February 24, 2018 will be regarded as a no show and the contract to exhibit will be terminated. All freight will be removed and returned to the loading dock at the exhibitor's expense.

The Society of Critical Care Medicine assumes no responsibility for inclusion or exclusion of the name of the cancelled exhibitor or descriptions of products in the Program and Exhibition Guide, brochures, news releases, SCCM Web site, or any other materials.

### **Exhibitor Information**

#### **Who receives exhibitor information?**

The designated Exhibit Contact for your company will serve as the company's liaison and will receive all exhibitor correspondence, exhibitor bulletins, the Exhibitor Service Manual, and other exhibitor related information.

#### **On-Site Meetings**

Exhibitors that cancel may be unable to hold meetings in conjunction with Congress or at SCCM Congress hotels.

#### **Where do I find the most up-to-date exhibitor information?**

Check our Exhibits and Sponsorships page regularly at [www.sccm.org/expo](http://www.sccm.org/expo) to find current information regarding the floorplan, Exhibitor Guidelines, Exhibitor Prospectus, Exhibitor Service Manual, etc.

### **Contact Information**

#### **What should I do if I am no longer the Exhibit Contact?**

Notify SCCM Exhibit Management in writing immediately. Send the new contact name, address, and any other pertinent information to Colleen McNamara at [cmcnamara@sccm.org](mailto:cmcnamara@sccm.org).

#### **How do I get information about housing?**

See housing information under the **General Information Section** in this Exhibitor Service Manual.