

## Sharpen your Tools with Hands-on Training



### **Tools & Techniques for Peak Professional Performance**

29th annual SCAN symposium  
westin michigan avenue  
chicago, illinois

**APRIL 26-28, 2013**

Nearly **one of out every ten members of the Academy of Nutrition and Dietetics are SCAN members**. SCAN comprises the elite among dietitians working in professional, collegiate and high school sports, cardiovascular rehabilitation, wellness, weight management and eating disorders. **The 6,700+ members of SCAN are leaders in promoting the role of nutrition in physical performance, cardiovascular health, wellness, and disordered eating**. SCAN members are employed by major corporations, government agencies, academia, leading research institutions, and in private practice. You can reach this influential audience, increase your name recognition, improve customer relations, and build loyalty by exhibiting at the 29th Annual SCAN Symposium. Booth space is limited to 25 or fewer exhibitors.

**EXHIBITOR PROSPECTUS**

## General Information

### BOOTH RESERVATIONS

Booth space applications and payments may only be made online at [scandpg.org](http://scandpg.org).

### EXHIBIT HOURS

#### Friday, April 26, 2013

Setup: 8:00 a.m.–12:00 p.m.

Hours Open: 12:00 p.m.–3:45 p.m.; 5:45 p.m.–8:00 p.m.

#### Saturday, April 27, 2013

Hours Open: 9:00 a.m.–11:00 a.m. & 2:30 p.m.–5:15 p.m.

Teardown: 5:15 p.m.–7:15 p.m.

## Booth Pricing and Details

\$1,200 per commercial booth

\$900 per non-profit booth

### BOOTH PRICE INCLUDES

- Two full Symposium registrations, commercial
- One full Symposium registration, not-for-profit
- Listing in Symposium Program Book
- Listing on Symposium Signage
- Identification sign
- 6' draped table (three sides)
- Two contour chairs
- Wastebasket

## Exhibitor Terms

Payment in full is due with application.

### BOOTH LOCATION

Applications for booth space are processed in the order they are received and locations are assigned accordingly.

### REGISTERING BOOTH PERSONNEL

Exhibitors may register booth personnel for each booth purchased. Personnel may be registered at the time of application, or later if necessary. 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 percent of cost of contracted space if cancellation request is received in the SCAN Office by February 18, 2013. Cancellation after February 18, 2013 will result in forfeiture of all fees paid.

## Sponsorship Opportunities

Many sponsorship opportunities at multiple price points are available. For further information, contact the SCAN Office ([scandpg@gmail.com](mailto:scandpg@gmail.com)).

## Hotel Information

The Westin Hotel on Michigan Avenue is the venue for the 29th Annual SCAN Symposium. The SCAN Symposium guest room rate is **\$239** plus tax for single or double accommodations. To obtain this discounted rate, reservations must be made through a link on the scan website ([www.scandpg.org](http://www.scandpg.org)). The hotel reservation deadline is **March 23, 2013**. Reservations received after this date are subject to current rates and availability.

The Westin Hotel on Michigan Avenue  
909 Michigan Avenue  
Chicago, Illinois 60611

## Questions about Exhibiting

Direct all questions to:

### SCAN Office

Athan Barkoukis, MS  
SCAN Executive Director  
6450 Manchester Rd  
Cleveland, Ohio 44129

[scandpg@gmail.com](mailto:scandpg@gmail.com)

**Phone:** 440-481-3560

**Fax:** 440-526-9422



## 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 **February 18, 2013**. Cancellation after **February 18, 2013** 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 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: electricity, 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; 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; the Westin on Michigan Avenue, 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, times remain in the sole possession and custody of each Exhibitor and protection of said property shall be the sole responsibility of each Exhibitor.

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#### **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.