

SNUG 2023 TERMS AND CONDITIONS

APPLICATION AND ELIGIBILITY

Exhibitors must return the completed exhibitor contract form to **SNUG Treasurer, Donna Passante** at Passante.Donna@mayo.edu no later than **March 13, 2023**.

Application for exhibit space must be made on the printed/**electronic** form provided by the Soft Network Users Group (SNUG), contain the information requested, and be executed by an individual who has authority to act for the applicant.

Exhibit contents will be limited to only the company and product(s) listed on the application, and are subject to approval by SNUG for accepted and acknowledged efficacy and commercial availability. SNUG may reject the application of any company whose goods or services are not compatible, in the sole opinion of SNUG, with the educational character and objectives of the annual conference. In the event an application is not accepted, any paid fees will be returned.

PAYMENT DATES

No exhibit space will be guaranteed until SNUG receives payment accompanied by a signed application.

Fifty percent (50%) of payment is due by **March 13, 2023**, with the remaining balance due by **April 3, 2023**.

If final payment is not received by **April 3, 2023**, SNUG reserves the right to prohibit booth setup at the conference.

EXHIBIT FEES

Your exhibit at the **2023** SNUG annual conference puts you at the center of an event that brings together a gathering of allied healthcare and healthcare IT professionals from across North America.

- Send payment (checks payable to **Soft Network Users Group**) to SNUG Treasurer, **Donna Passante** at Passante.Donna@mayo.edu

Soft Network Users Group
c/o Donna Passante
5420 E. Phelps Road
Scottsdale, AZ 85254

- For credit card payments go to <https://snuginonline.org/vendor-registration/> or e-mail SNUG Treasurer, Donna Passante at Passante.Donna@mayo.edu
- For more information on all exhibitor levels and sponsorships, please contact **Donna Passante** at Passante.Donna@mayo.edu

SNUG EXHIBIT REGULATIONS

Setup: Exhibitor setup is scheduled for 3:00 – 7:00 P.M. on Monday, **May 8, 2023**. All exhibits must be set up by 7:00 P.M., unless alternate arrangements have been made with show management. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling: Exhibitor dismantling is scheduled for 10:15 – 11:30 A.M. on Wednesday, **May 10, 2023**. All exhibit material must be packed and ready for removal from the exhibit area no later than 11:30 A.M.

SNUG CONFERENCE PROGRAM ADVERTISING

Any type of print-quality Windows graphic file or Adobe .pdf file in color or **black and white, and at least 150 dpi for printing is acceptable.**

- Please e-mail your logo or ad to **Milena Dokovic** at milena@softcomputer.com.
- If the file is too large to e-mail, please contact **Milena** for instructions on accessing SCC's FTP site.
- Silver sponsorship includes your logo in the conference program.**
 - If you are a returning vendor and have not changed your logo in the last year, we have it on file.
 - If your logo has changed, please e-mail it to **Milena Dokovic** at milena@softcomputer.com.
 - Your logo must be received no later than **April 1, 2023** to ensure its inclusion in the SNUG 2023 conference program.

CONFERENCE SESSIONS: All SNUG vendors are welcome to attend the SNUG 2021 conference sessions at the SNUG member rate of **\$500** per attendee. **Please provide the names and titles of the session attendees no later than April 1, 2023.**

CANCELLATION

In the event that the exhibitor notifies SNUG of its intent to cancel the contract after acceptance, but prior to **April 1, 2023**, a fifty percent (50%) refund of monies received will be given.

No refunds will be made on cancellations accepted **on or after April 1, 2023**. If for any cause beyond the control of SNUG – such as, but not limited to, the destruction of the meeting/exhibit facilities by an Act of God, the public enemy, authority of the law, fire, or other force majeure – SNUG is unable to comply with the terms of this contract and deliver the exhibitor benefits described, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by SNUG to the date of the termination allocable to the exhibitors after proration thereof among all exhibitors.

SHIPPING INSTRUCTIONS

The exhibitor will ship, at his own risk and expense, all articles to be exhibited. All shipments must be prepaid. Exhibitors are responsible for hotel shipping and handling fees. The address on all crated shipments shall include the **exhibitor's** name/company and shall be shipped to:

Sheraton Sand Key Resort, Attn: Exhibitor's Name / SNUG
1160 Gulf Boulevard | Clearwater Beach, FL 33767

SPECIAL VISUAL AND SOUND EFFECTS

Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations in such intensity as in the sole opinion of SNUG does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

EXHIBIT BOOTH AND FURNISHINGS

All exhibitor levels (except Bronze) include a **6' x 30" draped table with two (2) chairs and standard electrical hook-up.**

HOSPITALITY AND ENTERTAINMENT

Hospitality suites or events sponsored by the exhibitors must be approved by SNUG. **No entertainment may be scheduled to conflict with SNUG's program hours, activity hours, or exhibit hours.**

MISCELLANEOUS

SNUG shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this meeting. Any and all matters not specifically covered herein are subject to decision by SNUG. These terms and conditions may be amended at any time by SNUG upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by SNUG from time to time. This contract shall be interpreted under the laws of the United States and the State of Florida.

- Gold sponsorship includes half-page ad in the conference program.**
 - Maximum ad size is 5.75" in H x 4.5" in W; Margins: 0.5".**
- Your ad must be received no later than **April 1, 2023** to ensure its inclusion in the SNUG 2023 conference program.
- Platinum sponsorship includes full-page ad in the conference program.**
 - Maximum ad size is 5.75" in H x 8.75" in W; Margins: 0.5".**
 - Your ad must be received no later than **April 1, 2023** to ensure its inclusion in the SNUG 2023 conference program.

We agree to all of the Terms and Conditions for this event. This application is made by the undersigned, an authorized signatory of the above-listed company, and constitutes a binding contract with SNUG.

Name: _____ Signature: _____
Title: _____ Date: _____