

# SNUG 2024 TERMS AND CONDITIONS



## APPLICATION AND ELIGIBILITY

Application for exhibit space must be made on the 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 one company and their products listed on the application per booth, 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 April 3, 2024, with the remaining balance due by April 17, 2024. If final payment is not received by April 17, 2024, SNUG reserves the right to prohibit booth setup at the conference.

## EXHIBIT FEES

Your exhibit at the 2024 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, Tyla Adams at [SNUGtreasury@gmail.com](mailto:SNUGtreasury@gmail.com) or contact her for more information on all exhibitor levels and sponsorships..

Soft Network Users Group  
c/o Tyla Adams  
PO Box 450467  
Houston, TX 77045

- For credit card payments go to <https://www.snuginconline.org/vendor-registration-2/>

## SNUG EXHIBIT REGULATIONS

**Setup:** Exhibitor setup is scheduled for 3:00 – 7:00 P.M. on Monday, May 6, 2024. 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. One booth per company name.

**Dismantling:** Exhibitor dismantling is scheduled for 10:15 – 11:30 A.M. on Wednesday, May 8, 2024. 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](mailto:milena@softcomputer.com).
- If the file is too large to e-mail, please contact Milena for instructions on accessing SCC's FTP site.

- 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, 2024** to ensure its inclusion in the SNUG 2024 conference program.
- 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, 2024** to ensure its inclusion in the SNUG 2024 conference program.

- 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](mailto:milena@softcomputer.com).
  - Your logo must be received no later than **April 1, 2024** to ensure its inclusion in the SNUG 2024 conference program.

## CANCELLATION

In the event the vendor notifies SNUG of its intent to cancel the contract after acceptance, but prior to April 5, 2024, a fifty percent (50%) refund of monies received will be given.

**No refunds will be made on cancellations accepted on or after April 5, 2024.** 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 vendor 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 **vendor'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 vendors.

## EXHIBIT BOOTH AND FURNISHES

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 vendor 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 vendor 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.

