

# General Information

## PRE-ASSIGNED EXHIBITORS:

MISWeek 2023 Corporate Sponsors receive priority registration for booth assignments.

*For more information on MISWeek 2023 Sponsorship and its benefits please contact Eleana D'Arcy or visit [SLS.org/Sponsorship](http://SLS.org/Sponsorship).*

## DECORATOR / DRAYAGE / SHIPPING

**Decorator:** Freeman is the official exhibit decorator and drayage company. Exhibit Service Kits will be sent no later than 90 to 60 days prior to the show.

**Shipping:** All booth materials must be shipped through the official decorator and drayage company no later than 30 days prior to the show.

**Rental Items and Services:** All tables, chairs, plants, lamps, carpets, special furniture and electrical power will be available upon request through the exhibitor decorator.

For information contact:

Freeman  
1601 Boice Pond Rd  
Orlando, FL 32819  
TEL: (407) 857-1500  
Email: [jenna.hess@freeman.com](mailto:jenna.hess@freeman.com)

## PURPOSE OF THE EXHIBITION

Booths may be used for displaying products and services related to minimally invasive surgery and its therapies and that contribute directly to the meeting registrants' healthcare practice. All company activities must take place within the company booth. Company activities will not be allowed to compete with conference activities.

SLS reserves the right to restrict sales activities that it deems inappropriate. No sales or marketing activities are allowed in scientific session rooms. It is the responsibility of the exhibitor to secure any licenses or permits that may be required by the State of Florida and the City of Lake Buena Vista.

## PAYMENT / BREACH OF CONTRACT

The given dimensions of floor space and stands are approximate. The exhibition management reserves the right to change the dimensions in order to use available exhibition space most efficiently. Prices charged are, however, based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitors must bear the cost of any special installations.

## EXHIBIT HOURS

Wednesday, October 4, 2023

6:30 pm – 8:00 pm Welcome Reception

Thursday, October 5, 2023

7:00 am – 2:00 pm

Friday, October 6, 2023

7:00 am – 2:00 pm

## CONTRACT EXHIBITION DATES

Mailing or delivering this application form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted when exhibition management sends written confirmation to the exhibitor and when payment has been received.

Exhibitors may not display products or services other than those manufactured or regularly distributed by them.

The application form must be completed, signed with a legally competent signature and delivered on time.

Special requirements regarding placement of the booths will be given all possible consideration. Placement demands as a condition of registration on the part of the exhibitor cannot be recognized.

## CONDUCT OF EXHIBITORS

Exhibits must be staffed at all times during the hours of exhibition. The exhibition areas are to be used only during the usual hours of operations.

## SAFEGUARDING

Each exhibitor must make provisions for the safeguarding of their goods, material, equipment and display at all times. General overall staff service will be provided for the installation and exhibition period to answer questions or facilitate service. Neither SLS, the hotel, or the exhibition management company will be responsible for loss or damage to any property from any cause.

## SETUP AND BOOTH MANAGEMENT

For any changes in the size or structure of the floor space or design of the booth, specific permission must be obtained from exhibit management. Exhibit management reserves the right to demand changes in such booths or exhibits to accommodate safety regulations and technical requirements. Exhibit management also reserves the right to demand changes in booths or exhibits in order to preserve or obtain the best possible overall image for the exhibition, as judged by exhibit management.