



Exhibitor Tech Suite Application

An Exhibitor Tech Suite is perfect for holding small staff meetings, meeting privately with potential clients, conducting investigator meetings, or hosting hospitality events and one-on-one product demonstrations. For your convenience, Tech Suites can be used for extended hours!

One-on-one demonstrations should not infringe on an attendee's schedule and should allow sufficient time for the attendee to visit another exhibit. Educational symposia are not permitted. Minimum size for a suite is 10' x 20'. All guests must be a registered attendee of Heart Rhythm 2018.

All Tech Suites are provided with the following:

- 8' high black Velcro-friendly hard walls
 - Custom walls are allowed, they must be corporate branded, not product specific
- One locked door with key
- One 12" x 36" company ID sign to be displayed next to the door
- One double-sided street style sign for company identification
- Suite carpeting

Tech Suite Pricing
\$41.00 Sq. Ft.

For Example:
 10' x 20' = \$8,200
 20' x 20' = \$16,400

Extended Hours Tech Suite Times: Exhibitors who wish to use Exhibitor Tech Suites outside of exhibit hall hours are required to coordinate with [Deborah Howley](#) at +1-856-302-0891

Please Note: Exhibitors are responsible for all furnishings, electrical, and telecommunications requirements. Hospitality events along with food and non-alcoholic beverages may be served. All food and beverage must be ordered through the convention center's catering department, details and order forms available in the service kit. The exhibitor is responsible for pick up and return of the keys to the Tech Suites and agrees to pay \$75 in the event of lost or damaged Tech Suite key. Under no circumstance is an exhibitor allowed to deface or damage exhibiting property of the convention center while occupying the space.

Purchase Guidelines: The Priority Point Deadline to submit applications will be January 5, 2018. Suites will be assigned on priority point basis for those applying by this date. Applications submitted after January 5, 2018 will be assigned on a first-come first-served basis. Applicants will be contacted for review and approval of suite placement.

Payment Policy: 100 percent payment is due with this application.

Refund and Cancellation Policy: A 25 percent refund will be given if a Tech Suite is cancelled on or before March 2, 2018. No refund will be given for cancellations after March 2, 2018. If an exhibitor cancels exhibit space, the Tech Suite space is automatically cancelled and the same rules apply for the refund/cancellation policy. By signing this form, the company agrees to abide by all rules and regulations which are outlined in the Tech Suites Rules and Regulations and Exhibitor Service Kit for Heart Rhythm 2018.

PAYMENT INFORMATION

Company Name: _____ **Phone No:** _____

Contact Name: _____ **Fax No:** _____

Email Address: _____ **Contact Cell:** _____

How is this suite being utilized? Brief description: _____

For payment by check: Make check payable to: **Heart Rhythm Society**

For payment by credit card: Total Amount: _____

American Express Name (as it appears on card): _____

VISA Card #: _____ Security Code: _____

MasterCard Credit Card Billing Address: _____

Exp. Date _____ Signature: * _____

* By signing of this application, you are agreeing to the Exhibitor Tech Suites Guidelines, Rules, & Regulations.

MAIL TO: Heart Rhythm Society Exhibit Sales
 c/o A. Fassano & Company
 461 Route 168, Unit A
 Turnersville, NJ 08012



EMAIL TO: Email applications with payment information only to: processing@AFassanoCo.com
 Using only this **ENCRYPTION-FORCING**
 subject line: [Confidential] HR2018 Tech Suite Application

BILLING/INVOICING QUESTIONS:
EMAIL [Karen Kimakovich](mailto:Karen.Kimakovich) **OR CALL** +1-856-302-0887



Exhibitor Tech Suite Guidelines, Rules, & Regulations

1. Defined Terms

The terms "HRS" Management as used herein shall mean the Heart Rhythm Society.

2. Applicability, Interpretation and Governing Law

These Heart Rhythm 2018 Exhibitor Tech Suites Rules and Regulations ("Rules") are part of the Exhibitor Tech Suites Application between the exhibitor and HRS Management. HRS Management shall have authority to interpret and enforce these rules. All matters not covered by these rules are subject to decision of HRS Management. All decisions so made shall be as binding on all parties as the original rules. The exhibitor or its designated representative is responsible for familiarizing itself with all Rules. The exhibitor or its representative that fails to observe these conditions or the terms of the Exhibitor Tech Suite Application may be excluded from the contracted Tech Suite without refund.

Any claim or cause of action arising out of these rules shall be governed exclusively by the law of the District of Columbia without regard to its conflict of laws principles and any claim or cause of action arising under these Rules shall be adjudicated exclusively in the state or federal court.

3. Amendments

These rules may be amended at any time by HRS Management and all amendments so made shall be binding on exhibitors equally with the original rules and regulations.

4. Eligibility

Tech Suites may be secured only by contracted Heart Rhythm 2018 exhibitors. If the exhibitor cancels or defaults on exhibit space, the contracted Tech Suite will be revoked and cancellation fees will apply as outlined in these rules.

5. Payment Schedule

100 percent of payment is due upon signing of application. Payment for Tech Suite space is required upon selection of space(s).

6. Unoccupied Space, Payment Failure

Unoccupied Space – any Tech Suite space not claimed and/or occupied prior to 3 p.m., Wednesday, May 9, 2018 may be resold or reassigned by HRS Management without obligation on the part of HRS Management for any refund whatsoever. Failure to Make Payment – if payment is not received by March 2, 2018, HRS Management reserves the right to resell or reassign the Tech Suite without any liability on its part. This clause shall not be construed as affecting the obligation of the exhibitor to pay full amount specified in its Tech Suite Application.

7. Exhibitor Refund and Cancellation Policy

All cancellations must be submitted in writing by March 2, 2018 for a 25 percent refund. Refunds are not available after March 2, 2018. If an exhibitor cancels exhibit space, their Tech Suite space will be canceled automatically.

8. Exposition Cancellation by Heart Rhythm Society

It is mutually agreed that in the event of cancellation of Heart Rhythm 2018 exhibits due to fire, strikes, government regulations, acts of war, acts of terrorism or other causes which would prevent its scheduled openings or continuance, then and thereupon this agreement will be terminated and HRS Management shall determine an equitable basis for the refund of such exhibit fees. HRS Management will not be held liable for any other costs incurred by the exhibitor, other than the cost of exhibit rental space.

9. Tech Suite Use Guidelines

The exhibitor agrees to utilize Tech Suites for face-to-face client meetings, exhibitor personnel meetings or hospitality functions or one-on-one demonstrations during Heart Rhythm 2018. Exhibitors are **not permitted to present educational symposia, sessions or activities** from the Tech Suite(s).

Food and Beverage are permitted in the Tech Suite(s) and must be ordered through the convention center's catering department. Alcohol is not permitted. Details and order forms available in the service kit.

10. Installation, Hours of Operation and Dismantling

Dates and times for installation, hours of operation and dismantling of suite will follow the official Heart Rhythm 2018 exhibit hall schedule. HRS Management reserves the right to alter the Heart Rhythm 2018 meeting and exhibit hours in any manner whatsoever if in its sole discretion, such alteration is in the best interest of the HRS.

11. Dismantling Security and Unmoved Items

Exhibitor personnel must remain in their contracted Tech Suite(s) until materials are secured. All products being shipped from the convention center should be securely packed before leaving the Tech Suite. HRS Management, the convention center, and all official contractors assume no responsibility for material left unattended in the Tech Suite area during the dismantling period. Any products left during the dismantling period may be removed by HRS Management and the exhibitor shall be liable for and agrees to pay all cost for dismantling, storage and/or shipment. HRS Management shall not be liable for any damage to any materials.

12. Permitted Admission

Admission to Tech Suites will be by official badge obtained upon registration, entitling attendee access to the Tech Suite in accordance with the HRS Management policy. The badge is not transferable. HRS Management shall have sole authority over admission policies at all times.

13. No Smoking Policy

The Heart Rhythm Society strictly prohibits the use of tobacco products in all areas of the Convention Center (including during installation and dismantling) and all hotel meeting rooms hosting Heart Rhythm Society events. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company comply with this policy. Smoking is prohibited in the Convention Center.

14. Relocation of Tech Suite

HRS Management reserves the right to alter locations of Tech Suites as shown on the official floor plan, if deemed, in the sole discretion of HRS Management, to be advisable or in the best interest of Heart Rhythm 2018.

As a participating exhibiting company at Heart Rhythm 2018 all rules for the above noted Exhibitor Tech Suites and on the official Application and Contract for Exhibit Space, shall be abided by all exhibitors and their guests.

Heart Rhythm Society reserves the right to base all decisions on the best interests of all concerned parties.

All decisions are final.