

## SEATTLE GYNECOLOGIC SOCIETY

# 65<sup>TH</sup> ANNUAL FALL ASSEMBLY

SEPTEMBER 15, 2023

## EXHIBITOR PROSPECTUS

### BENEFITS

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SGS supporters will participate as vendors during the SGS/WA Section ACOG: Annual Fall Assembly. In addition to hosting a booth, companies will receive acknowledgement in the conference e-syllabus, easel signs as well as recognition of support at the podium. ***Complimentary breakfast, lunch, and coffee breaks for two company representatives are included.***

### ATTENDEES

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Gynecologists and gynecology practitioners from Western Washington are expected to attend. Attendance is anticipated to be approximately 100.

### SCHEDULE (TENTATIVE SCHEDULE)

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#### Friday, September 15, 2023

6:00 – 7:00 AM	Exhibitor Booth set-up
7:00 – 7:40 AM	Continental Breakfast/Attendees visit the Exhibits
7:40 – 9:50AM	Annual Meeting
9:50 – 10:10 AM	Break/Visit the Exhibits
10:10 – 11:40 PM	Annual Meeting
11:40 – 1:00 PM	Attendee Lunch / Visit the Exhibits
1:00 – 3:10 PM	Annual Meeting
3:10 – 3:30 PM	Break/Visit the Exhibits
3:30 – 5:00 PM	Annual Meeting
5:00 - 6:00 PM	Cocktail Reception/ Visit the Exhibits
6:00 PM – 7:00 PM	Table Breakdown/Vendor Load Out

### LOCATION

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#### [Washington Athletic Club](#)

1325 Sixth Avenue

Seattle WA

(206) 464-3051

[jmastrogiovanni@wac.net](mailto:jmastrogiovanni@wac.net)

### EXHIBITOR SPACE

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The cost is \$1,500 to exhibit at the Fall Assembly. The exhibitor space includes a 6' table with two chairs. Display items may not be affixed to any wall, floor or ceiling with nails, tape, staples or other method unless approved by the Washington Athletic Club (Questions? Contact Jieun Mastrogiovanni: [jmastrogiovanni@wac.net](mailto:jmastrogiovanni@wac.net))

## REPRESENTATIVE REGISTRATION

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All exhibitor representatives must be registered for the meeting. Standard tables include two exhibit representatives. You may purchase additional company representatives at \$150.00 each with a max of four representatives. Exhibit representatives will not be allowed on the exhibit floor without registration and a name badge.

## EXHIBITOR SHOWROOM

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All exhibitors will be set up in the wing areas of the Crystal Ballroom. To follow CME guidelines dictated by the ACCME we will be closing the doors between the CME lecture auditorium and the two exhibit halls during the Annual Meeting presentations, and then opening them during the 5 specified times. Physicians will have access to the Exhibit Rooms throughout the Annual Meeting so may visit your booth outside of scheduled Exhibit time. Exhibitor Representatives may join the lectures throughout the day.

## EXHIBITOR SHIPPING AND STORAGE

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Washington Athletic Club cannot accept shipment of exhibitor displays and materials earlier than five (5) days prior to the event. Storage and materials handling will be arranged by the WAC: please ship your display items to the WAC (**Attn: SGS GYN, Jieun Mastrogiovanni**, 1325 Sixth Avenue, Seattle WA 98111). Email: [jmastrogiovanni@wac.net](mailto:jmastrogiovanni@wac.net) Neither the WAC nor SGS will not be responsible for any loss or damage to materials.

## SHOW MANAGEMENT QUESTIONS

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**Cailey Nickerson, Executive Director, SGS**  
Fax 206-441-5863; Email [cailey@wsma.org](mailto:cailey@wsma.org)

## EXHIBIT RULES AND REGULATIONS

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- The SGS reserves the right to restrict exhibits, without refund, which may be deemed inappropriate, unsuitable or objectionable.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without prior written consent of the SGS— email: [cailey@wsma.org](mailto:cailey@wsma.org)
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved.
- There is a **\$250 service fee on all cancellations. No Refunds for cancellations received after August 31, 2023.**
- The SGS and Washington Athletic Club do not guarantee against theft or vandalism.
- Exhibitors shall indemnify and hold harmless the SGS and Washington Athletic Club of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, display, maintenance or removal of exhibits.
- In the event of fire, strikes or other uncontrollable circumstances, the contract for space will not be binding on either party.
- The SGS will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear - all exhibits and representatives must stay within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage, the exhibiting company will be held responsible.
- Use of the name “SGS” or that of any officer of said Society, the group name or logo in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by conference management.