



NAVDF2023
**EXHIBITOR
MANUAL**

Sheraton Grand Seattle, Seattle, Washington

May 9 - 12, 2023
www.navdf2023.com
#NAVDF2023
navdf2023-onsite@venuewest.com



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NAVDF 2023 Secretariat

Venue West Conference Services

#449-1231 Pacific Boulevard, Vancouver, BC, V6Z 0E2, Canada

Tel: +1 604 681 5226 Email: navdf2023-onsite@venuewest.com Web: www.navdf2023.com



1. Exhibition Resume

A. Overview

We would like to thank you for your generous support of the 2023 North American Veterinary Dermatology Forum (NAVDF)– your collective partnership in this event will ensure its continued success.

Exhibitors agree to read the Exhibitor Manual and meet all the guidelines it contains. The event organizers reserve the right to refuse exhibitors who do not conform to the rules of the manual. Some elements of this guide may be subject to revision or modification.

B. Date & Location

Date: May 9 – 12, 2023
Location: Seattle, Washington USA
Venue: Sheraton Grand Seattle Hotel
Room: Grand Ballroom CD
Website: <http://navdf2023.com>

C. Forum & Exhibition

Venue West Conference Services

#449-1231 Pacific Boulevard Vancouver, BC V6Z 0E2 Canada
(NAVDF'23 exh/sponsor fulfillment) navdf2023-onsite@venuewest.com

Kindly note that Venue West does not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s). We require that each exhibitor carry comprehensive/commercial general liability insurance for the duration of the event.

D. Exhibition Management Services

ALLIANCE *Nationwide Exposition*

Alliance Exhibitor Services
ExhibitorAssistance@alliance-exposition.com
Phone: 888.528.2011

ALLIANCE *Nationwide Exposition* will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of ALLIANCE. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.

ALLIANCE will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. ALLIANCE will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control.

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E. Insurance

It is understood that ALLIANCE is not an insurer.

Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide ALLIANCE with a release of subrogation to the extent of any insurance settlement received.

2. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Certificate of Insurance	Exhibit Management	April 14, 2023
<input type="checkbox"/>	Exhibit Staff Registration	Exhibit Management	April 7, 2023

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	ALLIANCE Order Forms (Discount Deadline)	ALLIANCE	April 11, 2023

3. Contact Information

On-site Exhibit Manager

Blair Hiltz, NAVDF 2023 Conference Manager

ALLIANCE *Nationwide Exposition*, Service Desk, times as posted below.

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4. General Information

A. Exhibition Schedule

	Date	Time
Exhibitor Move-In	Tuesday May 9, 2023	10:00 AM – 4:00 PM
Exhibitor Service Centre	Tuesday May 9, 2023	10:00 AM - 4:00 PM
Welcome Reception	Tuesday May 9, 2023	5:00 PM – 7:00 PM
Exhibition Show Hours	Tuesday May 9, 2023	5:00 PM - 7:00 PM
	Wednesday May 10, 2023	10:00 AM - 5:00 PM
	Thursday May 11, 2023	10:00 AM - 5:00 PM
	Friday May 12, 2023	10:00 AM - 2:00 PM
Exhibitor Service Centre	Friday May 12, 2023	2:00 PM – 6:00 PM
Exhibitor Move-Out	Friday May 12, 2023	2:00 PM – 6:00 PM

B. Exhibit Staff Registration & Badges

Exhibit Staff Registration grants the Exhibitor access to the Exhibit area and must be worn at all times.

Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period, from 2:00 PM to 7:00 PM on Tuesday May 9.

Registration Desk will be located in the Grand Ballroom Foyer.

Registration Desk Hours:

- Tuesday May 9 | 2:00 PM– 7:00 PM
- Wednesday May 10 | 6:30 AM – 5:30 PM
- Thursday May 11 | 7:00 AM – 5:30 PM
- Friday May 12 | 7:00 AM – 5:30 PM

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C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:

- 10'x10'draped booth (backwall drape: black, sidewall drape: black)
- 8'ft high back wall
- 3'ft high side walls
- Skirted table and 2 chairs
- Waste can
- ID sign

Exhibit space rental does not include any of the following: additional furniture, electricity, internet connection, labour, shipping or any other on-site services.

These items may be ordered through the [forms](#) provided by **ALLIANCE Nationwide Exposition**.

D. Move-In & Construction Limitations

ALLIANCE will be responsible for constructing and setting up all exhibition booths. The exhibition area will be closed evenings, during which time no access will be given to the area.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Registration of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor/exhibit will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

Maximum booth height restrictions are 12'- 0" (3.6m), including any banner, flag or sign.

E. Advance Shipments

Advanced Shipments

Advanced shipments to the ALLIANCE Warehouse will be accepted between April 7 – May 2, 2023.

Shipments will be delivered to the Exhibit Hall by 10:00 AM on Tuesday, May 9, 2023

Please note that the warehouse is closed on weekends and holidays.

Advance Shipments will be accepted until Tuesday May 2, 2023.



**Advanced Shipments to Warehouse Address (April 7 – May 2, 2023 only):
(A shipping label is included in the information on the Alliance portal.)**

Exhibiting Company Name/Booth #
North American Veterinary Dermatology Forum (NAVDF)
c/o Alliance Exposition/Motland Express
18255 Segale Park Drive B, Ste 11 / Dock Doors 9, 10, & 11
Tukwila, WA 98188

Direct Shipments to Show Site via FedEx

All shipments directly to the venue is required to go through FedEx. Packages can be picked up at the FedEx office on site at the Hotel or can be delivered to the Exhibit Hall for a fee.

Please note that NAVDF Management are not permitted to pick up shipments that have been shipped by other people/companies. Shipments sent via FedEx are required to be picked up by the person named on the shipping label.

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Sheraton Grand Seattle
1400 6th Ave, Seattle WA 98101
(NAVDF Conference)

Detailed information can be found on the FedEx Shipping Instructions document.

F. Security & Cleaning

The exhibition area will be locked during non-show hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the exhibition area during non-show hours without consent of the NAVDF secretariat office.

The NAVDF 2023 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

G. Cleaning

The Sheraton Grand Seattle Hotel is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times.

H. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines.

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The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of NAVDF 2023 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - is not permitted. Any monitors or TVs must have the sound lowered to such a point as to not disturb other exhibitors. Any noise-generating demonstrations may be prohibited if such demonstrations are considered to be, a disruption in the general order of the event.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

I. Non-Smoking

Smoking is prohibited in the Sheraton Grand Seattle Hotel.

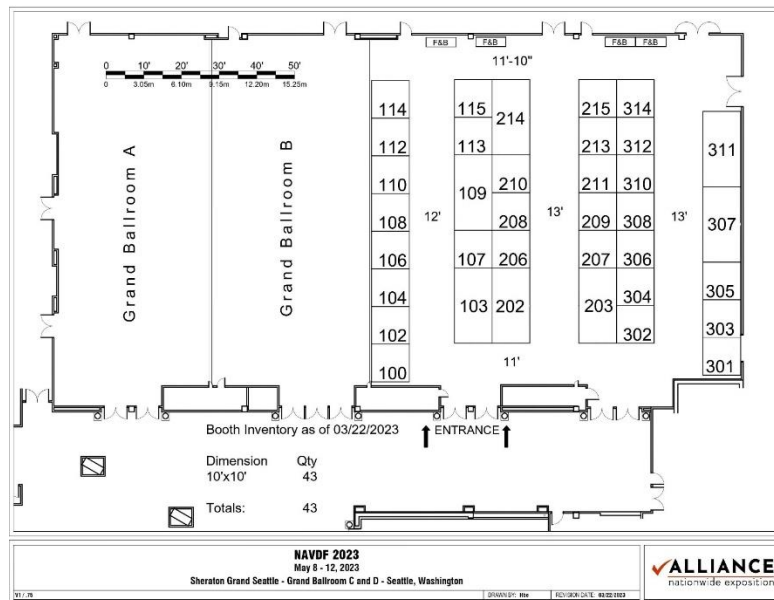
J. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the close of the event. The NAVDF 2023 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

5. Floorplan

The main entrance to the Sheraton Grand Seattle Hotel is 1400 6th Ave, Seattle, Washington

The exhibition will be located in the Grand Ballroom CD on the 2nd level.



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6. Liability Insurance

NAVDF2023 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore, NAVDF2023 requires all exhibitors to provide proof of liability insurance with a minimum of **\$5,000,000.00 USD** (American Dollars) for each accident or occurrence limit of liability is in place for the duration of the event.

Third party liability insurance certificate is mandatory and must be provided to the NAVDF2023 Secretariat **before April 28, 2023**. In a case where the exhibitor receives the invoice within the six (6) weeks prior to the event, the exhibitor is required to provide the certificate of insurance as soon as possible and must be received **prior to move-in!** Full coverage must be in effect for the event for which a contract exists. **Exhibitors are not permitted to set up unless the insurance certificate has been received by show management.**

The Forum Secretariat reserves the right to cancel an exhibition booth upon failure to provide the necessary documentation.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Cross Liability Clause

Additional insured to be named:

- Venue West Conference Services
- Sheraton Grand Seattle Hotel
- North American Veterinary Dermatology Forum (NAVDF) 2023

Insurance companies may submit their own form (*must be in English only*) or use the official Certificate of Insurance of the NAVDF2023.

A. Certificate of Insurance

The NAVDF2023 requires all its Exhibitors to provide proof that liability insurance with a **\$5,000,000.00 USD** each accident or occurrence limit of liability is in place for the duration of this event. Please forward this form to your insurance broker and have them complete and return it prior to April 28, 2023.

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Complete and return to:
 NAVDF2023 Secretariat
 Email: navdf2023-onsite@venuewest.com

**This is to certify that Insurance as described below has been arranged on behalf of the Assured.
 This Insurance is in full force and effect as of the date of this certificate.**

Assured/ Exhibitor:				
Event Name	North American Veterinary Dermatology Forum (NAVDF) 2023			
Event Date	May 9 -12, 2023			
Policy #	Effective Date	Expiration date	Insurance Company	Limit of Liability
Interest Insured: Commercial General Liability		Additional insured to be named:		
<ul style="list-style-type: none"> • Inclusive Limit • Covering Third Party Bodily Injury and Property Damage • Including Host Liquor Liability, if planning on serving Liquor • Including Cross Liability Clause 		<ul style="list-style-type: none"> • Venue West Conference Services • Sheraton Grand Seattle Hotel • North American Veterinary Dermatology Forum (NAVDF) 2023 		

Coverage is in effect for the event for which a contract exists between the Insured and NAVDF2023.

Dated	Brokerage Name	Signed by Authorized Representative of Insuring Company



7. Exhibitor Order Forms

In an effort to become increasingly Environmentally Responsible, ALLIANCE has chosen to forego the production of hard copies of Exhibitor Kits and will instead continue to provide PDF copies of all kits along with a link for online ordering.

Show information, important dates, shipping addresses, shipping labels and order forms can all be found on the Alliance Exhibitor portal.

<https://alliance-exposition.boomerecommerce.com/>

Exhibitors may order directly through this link.

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