



Exhibiting Instructions and Information

Exhibit booths come in two packages. Exhibit – A includes company listing in a program, 10’ space for floor display, two chairs, electricity, two registration and meals. Exhibit – B includes listing in program, 6’ table, two chairs, electricity, two registration and meals. All other equipment will be your responsibility.

Event Hours:

<u>Set Up:</u>	Monday, August 31, 2020	4:00 PM – 7:00 PM
	Tuesday, September 1, 2020	6:00 AM – 7:00 AM
<u>Trade Show:</u>	Tuesday, September 1, 2020	7:00 AM – 3:00 PM
<u>Tear Down:</u>	Tuesday, September 1, 2020	3:00 PM – 4:30 PM

Sponsor and/or Exhibiting Instructions:

1. Go online to register as an exhibitor and/or sponsor at: <https://conference.hogvet.com/Registration/Exhibitor/Index>
2. Download and retain the Exhibitor/Sponsor Contract and Instruction form for your records. You will sign this during the online registration process.
3. A **\$200 deposit** and a **Certificate of Liability Insurance** must be received by Carthage Veterinary Service, Ltd. on or before June 1, 2020 in order to exhibit at the 2020 Annual Swine Conference.
4. Final payment and any related fees are due on July 31, 2020.
5. Application for exhibit space will be assigned on a first come-first served space available basis.
6. Please complete the registration form, including the contract, online and then send the deposit and **Certificate of Liability Insurance that covers the conference date** to: Karen Jacquot, Carthage Veterinary Service, Ltd., PO Box 220, Carthage, IL, 62321-0220.
7. Please retain a copy for your records.

Exhibitor Information:

1. Exhibitor grants Carthage Veterinary Service, Ltd. the right to use exhibitor’s name and logo in connection with the promotion and production of the 2020 Annual Swine Conference.
2. Exhibitor shall provide adequate staff for maintenance and operation of the exhibit during all exhibit hours.
3. Exhibitor and each of its representatives shall conduct themselves in a manner in accordance to standards of decency and good taste and may not interfere with other exhibitors.
4. All displays must be fully set up prior to the opening of the event, and all exhibits must be open for business during the 2020 Swine Conference hours.
5. Exhibitor agrees to pay all fees related to exhibit space or sponsored activities on or before July 31, 2020 to Carthage Veterinary Service, Ltd.
6. Exhibits may not block, obstruct the general view, or otherwise interfere with other exhibits. All exhibits shall be installed, constructed and operated in a safe manner.
7. Carthage Veterinary Service, Ltd. will be released from any damage, loss, or personal injury due to “Acts of God,” theft, or failures to securely set-up, maintain, and take down exhibit equipment and supplies.
8. Exhibitor must cancel in writing by July 31, 2020 in order to receive a full refund.

I hereto agree to the terms and conditions described above.

Company Name

Print Name

Signature

Date