



# EXHIBIT GUIDELINES

EMSAAC 2018 Annual Conference  
 May 30 & 31, 2018  
 Loews Coronado Bay Resort  
 4000 Loews Coronado Bay Road  
 San Diego, CA 92118

## SPACE ASSIGNMENTS

Booth assignments will be made by EMSAAC based on the following criteria:

*Sponsorship/exhibit level and order in which applications (including payments) are received.*

## SPACE AND SERVICES INCLUDED IN FEE

Booth space is \$1,200 per 10'X6' area. Booth is complimentary to sponsors if desired. Booth includes an 8' table with drapes, two chairs and one electrical outlet. Internet access must be arranged through the venue; details/needs should be discussed with Linda Tripoli, Exhibit Coordinator.

## EXHIBIT REFUND POLICY

**Exhibit and Sponsorship fees are NON-REFUNDABLE.**

## PRELIMINARY EXHIBIT SCHEDULE

### Tuesday, May 29, 2018

- Set-up between 12 NOON and 5:00 PM

### Wednesday, May 30, 2018

#### Exhibit Viewing

- Continental Breakfast
- AM & PM Breaks
- Lunch
- President's Reception

### Thursday, May 31, 2018

#### Exhibit Viewing

- Continental Breakfast
- AM Break and Lunch
- Breakdown and Clean-up by 3:30 PM

## PRIZE DRAWINGS

Contributions from exhibitors and sponsors for prize drawings will be greatly appreciated. Each Exhibitor will be given a supply of two-part tickets. Exhibitor will present a ticket to booth visitors after reviewing products. It is the responsibility of the attendee to drop the ticket in the prize drum to be eligible and must be present to win.

You are also encouraged to hold drawings at your booth.

## EXHIBIT SET-UP AND CLEAN-UP

Set-up of exhibits must be completed and between 12 NOON and 5:00 PM, Tuesday, May 29.

Exhibitors are prohibited from dismantling their booths prior to 1:30 PM, Thursday, May 31.

All equipment must be removed by 3:30 PM on Thursday, May 31, to allow for booth dismantling.

## SECURITY

Exhibitors are responsible for ALL valuables at their booth. Hotel Security will be present and the Exhibit Hall will be locked before and after conference hours.

## HOTEL ACCOMMODATIONS – Back by popular demand – the Loews Coronado Bay Resort

Conference rate: **\$179**, plus taxes

Hotel accommodations are the responsibility of conference sponsors and exhibitors.

Reservations by phone 800-235-6397 or  
 Online <https://resweb.passkey.com/go/EMSAAC2018>

**Group Name: EMSAAC Conference 2018**

**Deadline for conference participation is May 21, 2018.**

**Conference Theme:** EMS AIM HIGH: Tribute to Those Who Serve! Sponsors and Exhibitors are encouraged to decorate booths in the Top Gun theme for the President's Reception on Wednesday evening, May 30 (optional).