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**SAFE**  
Association

**To:** 2021 SAFE Symposium Exhibitors

**From:** Stacy Stuber, SAFE Association Administrator

**Subject:** Important 2021 SAFE Symposium Information

On behalf of the SAFE Board of Directors, I would like to welcome you to the 59<sup>th</sup> Annual SAFE Symposium on November 2 - 4, 2021, at the Mobile Convention Center in Mobile, AL.

Applications for exhibit spaces can only be completed and submitted on-line by visiting the SAFE Association website. Visit the site at [www.safeassociation.com](http://www.safeassociation.com) then click on the "Symposium" link at the top of the page then the "Symposium 2021 Exhibit Space Reservation Form". If you are unable to apply for an exhibit space(s) on-line, please contact SAFE directly for assistance in completing your application.

Please complete and submit your on-line application along with your deposit of fifty percent (50%) per booth space. Exhibit booth spaces will not be held without the applicable deposit.

**Cancellation Policy:**

**Exhibitor Personnel and Exhibit Space Reservations Cancellation Policy:** Exhibitors may cancel or reduce reserved exhibit space or exhibitor personnel by submitting written notice to the SAFE Administrator no later than Midnight, Pacific Coast Time, September 31, 2021. If an exhibitor cancels exhibit space or reduces exhibitor personnel, SAFE will charge a 10% administrative fee of the total exhibit space and exhibitor registration costs up until Midnight, Pacific Coast Time, September 31, 2021. Exhibit spaces contracted or cancelled, and exhibitor registration reductions made after Midnight, Pacific Coast Time, September 31, 2021, are **NOT** refundable.

**Attendees Registration Cancellation Policy:** Attendees may cancel their registrations to attend the symposium by submitting written notice to the SAFE Administrator no later than Midnight, Pacific Time, October 25, 2021. If a registered attendee cancels, SAFE will charge a 10% administrative fee of the total registration rate until Midnight, Pacific Coast Time, October 25, 2021. Symposium attendance cancelled after Midnight, Pacific Coast Time, October 25, 2021, is **NOT** refundable.

**Exhibit Contract:** Exhibit contracts can be completed and submitted on-line by visiting the SAFE Association website.

**NOTE:** Exhibitor move-in will not be permitted without this contract being on file with the SAFE Association.

The exhibit space booth fee will include 24-hour security, clean-up, draping, and a standard exhibitor sign for the booth.

In addition to the exhibit space booth fee, **all exhibit booth personnel must register and pay** the applicable Member/Non-Member registration fees. Registration is available online at [www.safeassociation.com](http://www.safeassociation.com):

Member – Preregistered	\$550.00
Member – At-the-Door	\$650.00
Non-Member – Preregistered	\$650.00
Non-Member – At-the-Door	\$800.00
One-Day Registration	\$200.00
Government/Military	\$175.00
Student Rate	\$175.00
Spouse	\$120.00

**Complimentary Exhibitor Guest Passes:** Four (4) complimentary guest passes per exhibitor (not per booth) are available each day of the symposium and can be picked up from the Exhibitor Registration Desk the morning of the day they are required and must be signed for by the exhibitor picking them up.

These guest passes are for visiting customers of the exhibitor, not spouses, friends, other exhibitor employees, consultants, or any exhibit booth personnel. Guest passes will be closely monitored. If guests wish to partake in the lunch provided to attendees, a \$35 charge will be added at the time of issuing the Guest pass.

**Exhibitor Access Policy –Tuesday, Wednesday & Thursday:** In addition to published exhibit hall hours, those persons wearing an “Exhibitor” badge will be allowed in the exhibit hall one hour before published exhibit hall opening times, and one hour after published exhibit hall closing times for any attention their exhibit might need. Those wearing any other badge will not be permitted to enter or remain in the exhibit hall during these times. While this may seem like a strict policy, SAFE’s goal is to protect our exhibitors from theft, unauthorized photos, etc. Please understand and abide by this policy.

**Exhibitor Move-In** will take place on Sunday, October 31<sup>st</sup>, 1:00 p.m. – 7:00 p.m. and Monday, November 1<sup>st</sup>, 9:00 a.m. – 7:00 p.m.

Persons who are not setting-up booths should not be in the exhibit area, as active security measures will take place for the protection of our exhibitors. Exhibitor badges for Sunday or Monday are not required. However, Registration will be open on Monday, November 1<sup>st</sup>, from 9:00 a.m. – 5:00 p.m. and will be less crowded than the symposium’s opening on Tuesday morning, so stop by and register or pick-up your badge if already pre-registered.

**No Exhibitor Move-In on Tuesday, November 2:** Tuesday morning is reserved for final inspections of the exhibit hall by the Symposium Committee Chair, Fire Department, Mobile Convention Center, and for GES to finalize their preparations for the exhibit hall to open on time. Please respect this policy.

**Exhibit Hall Hours:**

Tuesday, November 2	12:00 p.m. – 7:00 p.m.
Wednesday, November 3	12:00 p.m. – 7:00 p.m.
Thursday, November 4	9:30 a.m. – 3:30 p.m.

**The exhibit hall will remain open during the lunch hour on Tuesday, Wednesday & Thursday.**

**Manning of Exhibits:** Manning of the contracted exhibit booth space(s) is at the discretion of the exhibitor. However, SAFE is not responsible for any missing, damaged or lost articles.

**Exhibitor Move-Out** will take place on Thursday, November 4<sup>th</sup> beginning at 3:30 p.m. and must be completed by 9:00 p.m. on Thursday evening. We ask that you not commence tear-down before 3:30 p.m.

**Exhibitor Service Kit:** Your Exhibitor Service Kit will be e-mailed by GES. After you receive the Kit, please work directly with GES on the items contained therein to ensure a smooth set-up of your exhibit, freight handling, and other exhibit-related materials.

**GES Contact Information:** GES Exposition Services, 101 Panther Drive, Reno, Nevada 89506.

**SAFE's Account Executive** is Ms. Alyssa Sterioti. Her contact information is:

Phone: (630) 339 -7339  
E-mail: [asterioti@ges.com](mailto:asterioti@ges.com)

**Exhibit Hall Carpeting & Draping Colors:** The exhibit hall has carpet and this year's booth draping colors will be blue and white.

**Side Meetings or Hospitality Event:** Did you know that if you are planning any side meetings or a hospitality event during the 2021 Symposium, you can complete a side meeting/hospitality event room reservation form online to request and reserve the space from the SAFE room block and you won't be charged room rental? SAFE will also advise the Convention Center that the room(s) have been taken from the SAFE block and are complimentary. Then, your primary Point of Contact (POC) will be turned over to the appropriate on-site person for you to arrange, at your costs, for any additional needs such as food, beverage, additional audiovisual equipment not provided by SAFE, and so forth.

**Audiovisual Equipment:** If you are planning to use any audio or video equipment in your exhibit, please keep the volume moderate so that other adjacent exhibitors are not disturbed.

**Photography Policy:** SAFE has an established Photography Policy as shown below:

- No technical session or in-session photography except photos taken by the official SAFE photographer is allowed.
- Taking photographs inside the exhibit hall is only allowed for those photographing their exhibit, booth visitors or displays after the exhibit hall opens each day. To photograph anything inside the exhibit hall or area other than previously explained, you must receive prior informed consent of the individual or owner of the subject matter. Photographs may only be taken during regular exhibit hours with the consenting individual present at the time making the pictures.
- No photography in the exhibit hall or area before opening and after closing. All attendees are expected to comply.
- Official SAFE photos will be taken by an authorized photography service which is sanctioned and controlled by the Symposium Committee. If you see any suspicious photography-related, please immediately report it to SAFE's security service.
- Members of the press are welcome at any time accompanied by a member of the SAFE Board of Directors. Contact Nicole Stefanoni, 2021 Symposium Committee Chair, to make arrangements.

**Alcoholic Beverages:** The exhibitor can serve only alcohol or food purchased from the Mobile Convention Center in the exhibit hall.

**Insurance:** Please ensure your exhibit/freight to and from the symposium. GES has low dollar value liability on lost stalls/cargo. Take the necessary time to read the insurance forms when you receive your Exhibitor Service Kit as information regarding insurance will be specified.

**Spouse Registration:** Spouse registration is \$120.00 and will cover entry into the exhibit hall, technical sessions, refreshment breaks, and social functions for all three days of the symposium. There will be no off-site spouse tour in 2021. Adding a spouse registration to your electronically submitted exhibitor registration form can be accomplished.

**Golf Tournament:** Golf Tournament information will be available on the SAFE website at [www.safeassociation.com](http://www.safeassociation.com).

**Golf Tournament Sponsors and Give-A-Ways:** The Golf Tournament Coordinator is asking SAFE Corporate Sustaining Members to consider sponsoring or providing give-a-ways in the form of golf balls, towels, tees, cash, etc. to be used as tournament prizes. Should you wish to make a cash contribution, please make your check payable to SAFE with Golf Tournament Contribution on the memo line, and mail to SAFE, Attention: Golf Tournament Coordinator. If you are interested in sponsoring or providing golf give-a-ways, please contact Stacy Stuber in the SAFE Office at (541) 895-3012; e-mail [admin@safeassociation.com](mailto:admin@safeassociation.com).

**5k Runner:** 5k Runner information will be available on the SAFE website at [www.safeassociation.com](http://www.safeassociation.com).

**2021 SAFE Symposium Dates/Location:** November 2 –4, 2021, at the Mobile Convention Center Mobile, AL.

**Host Hotel/Sleeping Room Reservations:** SAFE holds a room block at two separate hotels for 2021. When calling the hotels for reservations, please identify yourself with the group code “SAFE Assn”.

**Renaissance Battle House Hotel and Spa**

Central Reservation: 1 (866) 316-5957

**Renaissance Riverview Plaza**

Central Reservation: 1 (800) 922-3298

**Book your group rate for SAFE Association Annual Symposium 2021 Per Diem Room Block**

**Book your group rate for SAFE Association Annual Symposium 2021**

Government and Non-Government Rate Reservation Links can be found on SAFE Association’s Website.

Standard Room Group Rate: \$124.00  
Government Rate: \$96.00

Government per diem rate sleeping rooms are available at the prevailing government rate and are subject to change. Government employees and members of the military should advise the hotel reservation clerk (or include when reserving online) of their government affiliation. Provide the 2021 SAFE Association Symposium group code – “SAFE Assn”.

**Room Reservation Deadline Cut-Off** is on or before October 8, 2021, to be able to receive the 2021 SAFE negotiated sleeping room rates.

**Payment Options:** You can access all payment options on our website ([www.safeassociation.com](http://www.safeassociation.com)) including PayPal (requires no personal account to use) and the secure shopping cart. Use the **Symposium** link at the top of the page and then the appropriate dropdown to register for the symposium, reserve an exhibit space, and pay the associated fees.

**Cancellation Policy:** The hotel requires a one night's room deposit, per room, to guarantee accommodations. The hotel accepts all major credit cards for deposit, which is refundable if cancellation is made 72 hours before arrival. The deposit secures the sleeping room until 12:00 Midnight on the scheduled arrival date. If the guest plans to arrive after midnight, they **must call** to assure their accommodation is secured.

**Discounted Rooms:** Contact by companies offering to provide individual rooms or small room blocks at less than SAFE contracted rates have taken place. While the SAFE room rate may be a few dollars more than the rates quoted by these companies, this is because SAFE negotiates directly with the hotel to obtain the best price and amenities for our attendees.

**SAFE's Financial Responsibility:** SAFE is financially liable for **all** contracted rooms whether the hotel sells them or not. This policy is why we ask that you always book your rooms under the SAFE block. We work diligently to give all attendees the best overall experience at our annual symposium and we thank you for your continued support.

**Notice of Housing Scam:** If you are contacted by the "Exhibition Housing Company", "Global Housing" or any other company claiming they are the "official" housing service for the 2021 SAFE Symposium, and that they can obtain significant reductions for you on rooms, please do not do business with them. SAFE has made no arrangement, nor does it plan to, for the utilization of a 2021 sleeping room or housing service.

Management at the four contracted hotels have reported this is becoming more of an issue across the country each year. They have also advised that these types of operations get as much money as they can, close up shop, and move. **They will take your deposit and run!**

**The 2021 Sponsorship Application and Contract Package** is also being provided at the same time as this exhibitor information and contract. Please select an appropriate sponsorship opportunity early to highlight your company. Complete and submit the Application & Contract, along with the full dollar amount of your sponsorship. The Sponsorship Application and Contract Package is also available on-line at [www.safeassociation.com](http://www.safeassociation.com).

I am looking forward to seeing you November 2 - 4, 2021 at the Mobile Convention Center in Mobile, AL. In the meantime, please contact me should you have any questions or need additional information.