



Post Office Box 130 - Creswell, OR 97426-0130  
Phone (541) 895-3012 – FAX (541) 895-3014  
E-mail: [safe@peak.org](mailto:safe@peak.org) – Website: [www.safeassociation.com](http://www.safeassociation.com)

**SAFE**  
Association

August 2017

TO: 2017 SAFE SYMPOSIUM EXHIBITORS  
FROM: STACY STUBER, SAFE ADMINISTRATOR  
SUBJECT: IMPORTANT INFORMATION FOR 2017 EXHIBITORS

On behalf of the SAFE Board of Directors, I would like to welcome you to the 55<sup>th</sup> Annual SAFE Symposium being held at the Caribe Royale Hotel & Convention Center in Orland, FL October 30 – November 1.

**Attached Exhibit Contract:** Fill in all blank spaces on the contract. Please return the completed contract to the SAFE Office via e-mail. **Exhibit Set-up is not permitted without this contract being on file in the SAFE Office.**

**Complimentary Exhibitor Registration:** Each paid booth is entitled to two (2) complimentary exhibitor registrations. Use a separate registration form for each person.

Exhibitor registration is available on-line at [www.safeassociation.com](http://www.safeassociation.com). Go to the Registration drop down under Symposium 2017 and you will see Exhibit Booth Personnel.

For your convenience, Golf tournament and spouse fees can be added to your exhibitor registration form if desired.

**Paid Exhibitor Badges:** If your company/organization requires more than the allotted two (2) complimentary registrations, they are available and are known as *paid exhibitor badges*. There is no limit to the number of *paid exhibitor badges* you can purchase.

Persons who require a *paid exhibitor badge* should complete a regular registration form and pay applicable member or non-member registration fees as shown under the payments section of the SAFE website ([www.safeassociation.com](http://www.safeassociation.com)). However, please note on the registration form that this person requires a "PAID EXHIBITOR BADGE."

**Complimentary Guest Passes:** Four (4) complimentary guest registrations 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.

Guest passes are for visiting customers of the exhibitor; not spouses, friends, employees, consultants, booth attendants, or anyone else employed by that exhibitor. Guest passes will be monitored.

**Booth fee also includes:**

1. 24-hour security, clean-up, draping, and a standard sign for the booth.
2. 2017 SAFE Awardee Lunch Complimentary for all attendees on Monday, October 30, at 11:30 a.m. to 12:30 p.m. in the exhibit hall.

**Exhibit Personnel Hall Access – Monday, Tuesday & Wednesday:** Those persons wearing an Exhibitor badge will be allowed in the exhibit area one hour prior to scheduled exhibit opening and one hour after exhibit closing times for any attention their booth area might need. Those wearing any other badge will not be permitted to enter or remain in the hall. While this may seem like a strict ruling, SAFE’s goal is to protect our exhibitors from theft, unauthorized photos, etc. Please understand and abide by this rule.

**Set-up** will be Sunday, October 29<sup>th</sup> from 7:00 AM – 10:00 PM. We urge you to have your exhibits set early in order that you enjoy the Sunday evening no-host Get-Acquainted event.

Persons who are not setting booths should not be in the exhibit area and security will be enforced for the protection of our exhibitors. **No badge is required for set-up on Sunday.** However, registration will be open from 10:00 AM – 6:00 PM and will be less crowded than show opening on Monday morning, so stop by and register or pick-up your badge if already pre-registered.

**No exhibit set-up on Monday, 10/30:** Monday morning is reserved for final inspections by the Fire Department, Caribe Royale Convention Center and GES finalization in preparation for the hall to open on time. Please respect this policy.

**Exhibit Hall Hours:**

Monday, 10/30	10:30 AM – 6:30 PM
Tuesday, 10/31	10:00 AM – 6:30 PM
Wednesday, 11/1	10:00 AM – 3:00 PM

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

**Manning of Exhibit Booths:** Your exhibit will be manned at your discretion. SAFE is not responsible for any missing or lost articles.

**Tear-down** is scheduled for Wednesday, November 1<sup>st</sup> beginning at 3:00 PM. Tear-down must be completed by 9:00 PM on Wednesday evening. We ask that you not commence tear-down prior to 3:00 PM as this is disruptive to your neighboring exhibitors who may still be conducting business.

**Exhibitor Service Kit:** Your Exhibitor Service Kit will be (or has been) e-mailed by GES. After you receive the Kit, please work directly with GES on the items contained therein to insure a smooth set-up of your booth, 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. Terry (TD) DiJoseph. TD can be reached at:

Phone: (775) 323-7700  
 E-mail: tdijoseph@ges.com

**Hall Carpeting & Draping Colors:** The exhibit hall is carpeted and this year’s booth draping colors will be blue and white.

**Audio-Visual:** If you are planning to use any audio-video equipment in your booth, 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 in-session photography is permitted except photos taken by the official SAFE photographer.
- The taking of photographs inside the Exhibit Hall IS NOT permitted except by those photographing their own booth, booth visitors, and displays after the Exhibit Hall opens on Monday. To photograph anything inside the Exhibit Hall or area other than previously explained, you must receive prior informed consent of the individual and/or owner of the subject matter. Photographs may only be taken during normal exhibit hours with the consenting individual present at the time the photographs are taken.
- No photography is permitted in the Exhibit Hall or area prior to 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 activity, please immediately report it to SAFE's security service.
- Members of the press are welcome at any time but must be accompanied by a member of the SAFE Board of Directors. This can be arranged through the Symposium Chair or Co-Chair.

**Alcoholic Beverages:** NO alcohol or food is to be served by exhibitors in the exhibit hall at any time.

**Insurance:** Please insure your booth/freight to and from the symposium. GES has low dollar value liability on lost booths/freight. 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 \$100.00 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 2017. Spouse registration can be added to your electronically submitted exhibitor registration form.

**Golf Tournament:** Golf Tournament information is posted on the SAFE website - [www.safeassociation.com](http://www.safeassociation.com).

You can access all payment options on our website including Pay Pal (which requires no personal account to use) and the secure shopping cart. Use the Payments Link and appropriate drop down(s).

**Golf Tournament Sponsors, give-a-ways, etc.:** The Golf Tournament Coordinator is asking corporate members to consider providing give-a-ways in the form of golf balls, towels, tees, cash, etc. to be used as tournament prizes. Contributions will be most appreciated and appropriate credit will be given in the Program. 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. We are looking for companies to sponsor certain prizes this year. If your company would be interested in sponsoring certain prizes (1st Place, 2nd Place, Long Drive, closest to the pin, etc.), please contact Ebby Bryce for details. If you are interested in providing golf give-a-ways (tees, balls, towels, trophies, etc.) please contact Stacy Stuber in the SAFE Office at (541) 895-3012; e-mail [safe@peak.org](mailto:safe@peak.org) or Ebby Bryce, (757) 927-2461, e-mail [ebryce@ced.us.com](mailto:ebryce@ced.us.com).

**5k Runner:** 5k Runner information is posted on the SAFE website - [www.safeassociation.com](http://www.safeassociation.com).

**Sleeping Room Reservations:** Attendees should book their sleeping room reservations at the following 2017 symposium host hotel: Caribe Royale Hotel 8101 World Center Drive, Orlando, Florida 32821

**Symposium date: October 30 - November 1, 2017**

When calling the Caribe Royale Hotel for reservations, please identify yourself with SAFE Association Symposium to receive the group rate. No booking code required.

**Group Reservation Number: 1-888-258-7501**

**Caribe Royale Main Line: (407) 238-8000**

Non-Government Attendees can book on line: <https://reservations.travelclick.com/5636?groupID=1691377>

**Standard King / Queen Suites: \$149.00**

**King Deluxe: \$169.00**

SAFE holds the room block over the October 26th – November 3rd dates for NonGovernment Attendees.

Per diem rooms are available at the prevailing government rate and are subject to change. Government employees and members of the military should advise the reservation clerk (or include when reserving online). No booking code required.

Government Attendees can book on line: <https://reservations.travelclick.com/5636?groupID=1691382>

SAFE holds the government room block over the October 27th – November 3rd dates for Government Attendees.

**Room Reservation Deadline: September 23, 2017**      **Cancellation policy is within 48 hours of arrival**

**Discounted Rooms:** You might be contacted by companies offering to provide individual rooms or small room blocks at less than SAFE contracted rates. While the SAFE room rate may be a few dollars more than the rates quoted by these companies, this is due to the fact that 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 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 thank you for your continued support.

**Notice of Housing Scam:** If you are contacted by "Exhibition Housing Company," "Global Housing" or any other company claiming they are the "official" housing service for the 2017 SAFE Symposium, and that they are able to 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 2017 sleeping room housing service.

Management at the Crowne Plaza and Dayton Marriott Hotels were advised and, unfortunately, they 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!

I am looking forward to seeing you **October 30 – November 1 at the Caribe Royale Hotel & Convention Center in Orlando, Florida.** In the meantime, please contact me should you have any questions or need additional information.