



SAFE
Association

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To: 2019 SAFE Symposium Exhibitors
From: Stacy Stuber, SAFE Association Administrator
Subject: Important 2019 SAFE Symposium Information

On behalf of the SAFE Board of Directors, I would like to welcome you to the 57th Annual SAFE Symposium on October 14 -16, 2019, at the Grand Sierra Resort and Casino in Reno, Nevada.

NEW FOR SYMPOSIUM 2019: 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 then click on the “Symposium” link at the top of the page then the “Symposium 2019 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.

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

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.

Exhibitor Access Policy – Monday, Tuesday & Wednesday: 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 Saturday, October 12th, Noon – 5:30 p.m. and Sunday, October 13th, 7:00 a.m. – 4:00 p.m. We urge you to have your exhibits set early in order that you enjoy the Sunday evening SAFE hosted Get-Acquainted Reception in the Exhibit Hall at 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 Saturday or Sunday are not required. However, Registration will be open on Sunday, October 13th, from Noon – 6:00 p.m. and will be less crowded than the symposium’s opening on Monday morning, so stop by and register or pick-up your badge if already pre-registered.

No Exhibitor Move-In on Monday, October 14: Monday morning is reserved for final inspections of the exhibit hall by the Symposium Committee Chair, Fire Department, Grand Sierra Resort and Casino, and for GES to finalize their preparations for the exhibit hall to open on time. Please respect this policy.

Exhibit Hall Hours:

Sunday, October 13	7:00 p.m. – 9:00 p.m.
Monday, October 14	12:00 p.m. – 7:00 p.m.
Tuesday, October 15	10:00 a.m. – 7:00 p.m.
Wednesday, October 16	10:00 a.m. – 1:30 p.m.

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

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 Wednesday, October 16th beginning at 1:30 p.m. and must be completed by 8:00 p.m. on Wednesday evening. We ask that you not commence tear-down before 1:30 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. Terry (TD) DiJoseph. Her contact information is:

Phone: (775) 323-7700
E-mail: tdijoseph@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 2019 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 hotel 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, 2019 Symposium Committee Chair, to make arrangements.

Alcoholic Beverages: The exhibitor can serve only alcohol or food purchased from the Grand Sierra Resort 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 \$150.00 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 2019. 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.

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 safe@peak.org or Ebby Bryce, (757) 927-2461, e-mail ebryce@ced.us.com.

5k Runner: 5k Runner information will be available on the SAFE website at www.safeassociation.com.

2019 SAFE Symposium Dates/Location: October 14 – October 16, 2019 at the Grand Sierra Resort and Casino in Reno, Nevada.

Host Hotel/Sleeping Room Reservations: Attendees should book their sleeping room reservations at the following 2019 SAFE Symposium host hotel: Grand Sierra Resort and Casino, 2500 East 2nd Street, Reno, Nevada 89502.

When calling the Grand Sierra Resort for reservations, please identify yourself with SAFE Association Symposium and use the code SAFE18 to receive the group rate.

Group Reservation Phone Number: (800) 501-2651 **Grand Sierra Main Line:** (775) 789-2000

2019 SAFE Symposium Group Code: **SAFE19**

Non-Government & Government attendees can book sleeping room reservations online at:

www.book.passkey.com/event/49807770/owner/16854/home

Call (800) 501-2651 and identify yourself as an attendee or member of the military/government (if applicable) attending the 2019 SAFE Association Symposium and provide the group code - **SAFE19**.

Standard Summit King / Queen Rooms: \$99.00

Standard "A" Level King / Queen Rooms: \$119.00

SAFE holds the room block for Non-Government and Government attendees from October 11-17, 2019.

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 2019 SAFE Association Symposium group code - **SAFE19**.

Also, we have arranged with the Grand Sierra for government attendees who need to book a reservation but cannot have their government credit cards charged for the first night's stay to only give their credit card account number to guarantee the room reservation. The credit card will not be charged until it is presented at check-in. Please be sure to have any government attendees who are going to book for this year's conference call into the hotel. Just call (800) 648-5080 and reference **SAFE19**.

Room Reservation Deadline Cut-Off is Midnight, September 10, 2019, to be able to receive the 2019 SAFE negotiated sleeping room rates.

Payment Options: You can access all payment options on our website (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, register for social events, 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 48 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 2019 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 2019 sleeping room or housing service.

Management at the Grand Sierra Resort and Casino 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 2019 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.

I am looking forward to seeing you October 14 – 16, 2019 at the Grand Sierra Resort and Casino in Reno, Nevada. In the meantime, please contact me should you have any questions or need additional information.