

**EXHIBIT RESERVATION INFORMATION**  
**56<sup>th</sup> ANNUAL SAFE SYMPOSIUM**  
**OCTOBER 15 – 17, 2018**  
**GRAND SIERRA RESORT AND CASINO**  
**RENO, NEVADA**

- **SAFE MEMBERS:** 2018 exhibit space reservations will be accepted beginning at Noon (PST, West Coast USA time) May 1, 2018.
- **NON-MEMBERS:** 2018 exhibit space reservations will be accepted beginning at Noon (PST, West Coast USA time) May 15, 2018.
- Reservations will be processed in the order in which they are received regardless of their method of transport – see next bullet.
- Reservations will be accepted by e-mail attachment, FAX, U.S. mail, Federal Express, UPS, or other carrier of your choice so long as all required paperwork is complete.
- If the selected booth(s) is already reserved, SAFE will contact you regarding another choice before moving to the reservation following yours.
- Members any exhibit reservation received prior to the start-time/date specified above, will be moved to the end of Tuesday, May 1, 2018, reservation stack for processing.
- Non-members any exhibit reservation received prior to the start-time/date specified above, will be moved to the end of Tuesday, May 15, 2018, reservation stack for processing.
- **No exhibit reservation can be held without a 50 percent (50%) per-booth deposit.** Reservations received without deposit information will be held until the deposit is received and no booth assignment will be made. Deposits can be made by credit card, company check or Pay Pal at [www.safeassociation.com](http://www.safeassociation.com) (no personal account required). SAFE also has a shopping cart on our website.
- Please do not make all four selections within the same area. Spaces near the entrance and refreshment area always go first so plan accordingly. All booths are 10 x 10.
- The exhibit fee includes: 24-hour security, draping, booth identification sign, clean-up and four (4) guest passes per exhibitor per day - see next bullet.
- Four guest passes per exhibitor (not per booth) per day will be available at the Exhibitor Registration Desk. These passes are for visiting customers of the exhibitor. They are not to be used for spouses, friends, employees or consultants or anyone else employed by that exhibitor. Use of guest passes will be monitored.
- **All exhibit personnel must register** using the attached registration form or online: [www.safeassociation.com](http://www.safeassociation.com)

I look forward to working with you in the coming year. In the meantime, please contact the SAFE office if you have questions or need additional information.

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