

# SVC Exhibit Point System and Policies

SVC 2023 Technical Exhibition – Gaylord National Resort & Convention Center, Washington, D.C., USA – May 9 - 10, 2023

## More Points – Better Booth Location

The SVC Exhibit Point System provides all exhibiting companies with a priority in selecting booth locations. The more points a company has, the higher its priority when assigning its booth location.

### 2023 Point System

(1) 10x10 booth.....	1 point
(2) 10x10 booths.....	4 points
(3) 10x10 booths.....	6 points
(4) 10x10 booths.....	8 points

Silver Sustaining.....	3 points
Silver + (Plus).....	5 points
Gold.....	8 points
Platinum.....	12 points

Hotel Reservations for all staff..... 3 points  
*at host hotel before March 1, 2023*

Hotel Reservations for all staff..... 1 point  
*at host hotel after March 1, 2023*

Every \$1000 spent on SVC Advertising..... 1 point  
Every \$1000 spent on TechCon Sponsorship..... 1 point  
Exhibitor Meeting..... 3 points

### **IMPORTANT Register Now to Get the Best Booth Position(s) Before the First Deadline - July 15, 2022.**

Exhibitors signing up between July 16, 2022 and September 16, 2022 will be in the second wave of booth assignments. Points are accrued for the 2023 Exhibit based upon the Table on the left. Assignments will be made based upon the number of points a company has at the time of the assignment. Visit the SVC 2023 TechCon Portal to see the Exhibit Point list.

#### Notes:

- If Company A has 'x' points and is purchased by Company B which has 'y' points, then Company B will have either 'x' or 'y' points, whichever is the greater. The SVC Administrative Office must be notified in writing of the purchase, prior to the date of the first assignment of booths.
- Exhibiting companies who reserve sleeping rooms for all of their personnel in the SVC contracted hotels prior to March 1, 2023 will receive THREE additional points and be entered into a raffle to win a complimentary 10' x 10' booth for the 2024 TechCon (only one complimentary booth will be awarded).
- Exhibiting companies who have the majority of their personnel registered in the SVC contracted hotels, but have not done so before March 1, 2023, will receive ONE additional point.

## Assignment of Booths

1. Initial booth assignments will be made after July 15, 2022, from all contracts received with full payment by that time. The next group of booth reservations received between July 16, 2022 and September 16, 2022 will be made in the Second Wave of Booth Assignments. Each company will be asked to provide four (4) choices for their booth location and statements as to which companies they do not wish to be near. For companies that have the same number of points, booth location priority is based upon the date that full payment has been received by SVC. With the advance registration process, a random drawing for priority will be made from companies that have the same number of points and that register for a booth during the TechCon. After September 16, 2022, booths will be assigned strictly according to the date that the paid registration is received (payment by credit card is acceptable). In the case that all booth choices have already been assigned, it will not be practical for the company to be recontacted. The next best booth space will be allocated.
2. Companies that wish to be located next to each other must send in their registrations together and state their request on the registration form. Exhibit Management will make every effort to accommodate the request.
3. Companies purchasing four (4) booths in an island by July 15, 2022 get first priority in booth placement. Four-booth islands purchased by September 16, 2022 will get first priority in booth placement within the second wave of booth assignments from the confirmed floor plan that exists at that time. After September 16, 2022, all booths, including islands, are assigned on a first-come, space-available basis.
4. Exhibit space shall be assigned by the SVC Exhibit Committee in the best interests of the Exhibit as a whole. Exhibitors must agree to accept relocation if it becomes necessary or advisable in the sole judgment of Exhibit Management.
5. Exhibit Management reserves the right to add or remove booths on the published floor plan if it is in the best interests of the Exhibit.
6. After final assignment, space location may not be changed.

### **SVC Cancellation Policy**

Exhibitors canceling their booth space before December 31, 2022 forfeit 10% of the total rental fee. There is no refund for cancellations after December 31, 2022. (If an exhibiting company sends a request in writing to SVC to cancel their booth registration after December 31, 2022, and if SVC is able to resell the booth, then the exhibiting company will receive a refund of 50% of its booth fee.)

NOTE: Under no circumstances are exhibiting companies allowed to sublet all, or part of, their contracted booth space. This policy will be strictly enforced.