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Welcome to the Periop Leader Week 2026 Exhibitor Services Manual.

This manual is intended to guide you through the planning process for exhibiting at Periop Leader Week 2026. It includes important schedules, deadlines, helpful links to additional resources, online ordering portals, and downloadable order forms for your convenience.

The Main Menu allows you to easily navigate the manual by clicking on any topic to jump directly to that section. Each page also features linked tabs at the top, enabling you to return to the Main Menu or access other sections with ease.

Please take the time to carefully review this document, with particular attention to the sections relevant to you and your booth. If you have any questions or need clarification, don't hesitate to reach out—we're here to help.



GENERAL INFORMATION

LOCATION

Savannah Convention Center

1 International Dr

Savannah, GA 31421

(Note: this is not a shipping address. Please review shipping information included in this manual)

DATES & TIMES

Move-In

Saturday, October 3	1:00 pm – 5:00 pm (600 sq ft and larger only)
Sunday, October 4	8:00 am – 5:00 pm
Monday, October 5	8:00 am – 11:00 am

- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning.
- Exhibitors are permitted to work until 5:00 pm Saturday 10/3 and Sunday 10/4 with no in/out privileges after 5:00 pm, and until 2:00 pm on Monday 10/5.
- Aisle carpet will be set from 11:00 am – 2:00 pm. All aisles must be clear by 11:00 am.

Show Dates

Monday, October 5	2:30 pm – 6:00 pm
Tuesday, October 6	11:00 am – 3:00 pm










- All booths must remain set until 3:00 pm Tuesday, October 6. Early breakdown is not allowed.

Move-Out

Tuesday, October 6	3:00 pm – 8:00 pm
Wednesday, October 7	8:00 am – 12:00 pm

- Outbound carriers must arrive and check-in with Freeman by 10:00 am on Wednesday 10/7.
- Bills of lading must be turned into Freeman by 12:00 pm on Wednesday 10/7.
- All exhibitor material must be completely removed by 12:00 pm on Wednesday 10/7. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

VENDORS

 <p>FREEMAN <i>Carpet, Furniture, Accessories, Labor, Freight, Shipping, Graphics, Booth Cleaning</i></p> <p>Order Online Call or Text (US/Canada): (855) 435-3234 Call or Text (International): (214) 865-7840</p>	 <p>AUDIO VISUAL SAVANNAH CONVENTION CENTER - ENCORE</p> <p>Order Online Email Call: (203) 906-0462</p>	 <p>ELECTRICAL SAVANNAH CONVENTION CENTER</p> <p>Order Online Email Call: (912) 447-4710</p>
 <p>HOTEL RESERVATIONS CONNECTIONS HOUSING</p> <p>Online Reservations Email Call: (615) 208-3914</p>	 <p>INSURANCE RAIN PROTECTION</p> <p>Order Online Email Call: (800) 528-7975</p>	 <p>CATERING SAVANNAH CONVENTION CENTER</p> <p>Order Online Email Call: (912) 447-4031</p>
 <p>INTERNET & TELEPHONE SAVANNAH CONVENTION CENTER – CCLD</p> <p>Order Online Email Call: (912) 447-4710</p>	 <p>LEAD RETRIEVAL EVENT CITADEL</p> <p>Order Online Email Call: (708) 786-5565</p>	 <p>RIGGING SAVANNAH CONVENTION CENTER - ENCORE</p> <p>Order Online Email Call: (203) 906-0462</p>

SHOW MANAGEMENT CONTACTS

<p>Exhibits & Sponsorship Misty Simons Event Sales Director Phone: (336) 829-0807 msimons@accessintel.com</p>	<p>Conference Joe Paone Content Director Phone: (832) 341-4591 jpaone@accessintel.com</p>	<p>Marketing Lindsay Botts Marketing Director Phone: (301) 354-1717 lbotts@accessintel.com</p>	<p>Operations/Logistics Karis Kim Operations Manager Phone: (301) 354-1638 kkim@accessintel.com</p>
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IMPORTANT DEADLINES

<u>Deadline</u>	<u>Key Action Item</u>	<u>Vendor</u>
ASAP	Book Your Hotel Reservations	Connections Housing
August 19	Order Lead Retrieval (Discount Deadline)	Event Citadel
September 1	Order Internet & Telephone Services (Discount Deadline)	Savannah Convention Center - CCLD
September 1	Order Carpet, Furniture, Accessories (Discount Deadline)	Freeman
September 1	Order Booth Cleaning Services	Freeman
September 1	Order Hanging Sign/Rigging Labor	Savannah Convention Center - Encore
September 1	Order Audio Visual Equipment	Savannah Convention Center - Encore
September 1	Submit Exhibitor Appointed Contractor Authorization	Show Management
September 1	Submit Exhibitor Certificate of Insurance	Rain Protection
September 1	Purchase Insurance (if needed)	Rain Protection
September 1	Order Electrical Outlets (Discount Deadline)	Savannah Convention Center
September 1	Order Booth Catering	Savannah Convention Center
September 3	Advance Warehouse Freight Receiving Begins	Freeman
September 8	Freeman Advance Order Deadline	Freeman
September 28	Advance Warehouse Deadline (without surcharge)	Freeman
October 3	First Day to Ship Direct to Show Site	Freeman

ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCE ORDERS
- PLACE ONSITE ORDERS AS NECESSARY

INSURANCE

As an Exhibitor at Periop Leader Week you are required to have insurance coverage for the duration of the show. Please refer to clause 21 in the exhibitor contract.

In most cases a rider can be added to your present policy for a nominal cost. You are required to submit your COI to our insurance partner, Rain Protection. If your existing coverage meets the requirements and you would like to use your existing coverage, please email your COI to Rain Protection at portal@rainprotection.net by September 1, 2026.

[Download Sample COI here](#)

Coverage Dates: Friday, October 2, 2026 through Wednesday, October 7, 2026

Coverage Requirements: \$1,000,000 General Liability Policy

Certificate Holder: Access Intelligence
9211 Corporate Blvd.
Rockville, MD 20850

Additional Insured: Access Intelligence, LLC, Savannah Convention Center and Freeman Companies

Send COIs to portal@rainprotection.net

Deadline to Submit: September 1, 2026

NEED GENERAL LIABILITY INSURANCE? Rain Protection offers General Liability Insurance for \$115 (plus any applicable taxes).

[Click here to order online](#)

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

21. LIABILITY AND INSURANCE: a) All property of Exhibitor remains under its custody and control in transit to and from the Exhibit Hall, during installation and removal, and while it is within the confines of the Exhibit Hall. Neither Show Management, the service contractors, the management of the Exhibit Hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes, and Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons mentioned above. b) Exhibitor understands that Show Management does not carry business interruption and property damage insurance coverage for loss or damage of Exhibitor's property. Exhibitor agrees to obtain adequate insurance during the dates of the Show including move-in and move-out days, in commercially reasonable amounts and with commercially reasonable deductibles, and shall be prepared to furnish certificates of insurance to Show Management if requested evidencing the following coverages: (1) Commercial general liability insurance coverage, including protective and contractual liability coverage for bodily injury and property damage, (2) employers liability insurance; (3) worker's compensation/occupational disease coverage in full compliance with federal and state laws, (4) comprehensive general liability automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards. (c) Show Management and Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

BOOTH REGULATIONS

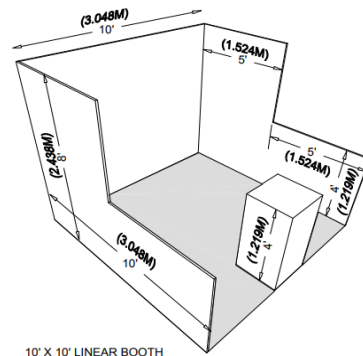
CONSTRUCTION/DESIGN

Linear / Inline Booth Guidelines

Linear Booth

Linear booths, also called “inline” booths, have only one side exposed to an aisle and are generally arranged in a series along a straight line. They have a back wall height limitation of eight feet (8’). Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8’) is allowed only in the rear half of the booth space, with a four-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

Maximum Height Limit: 8’
Hanging Signs Allowed: No

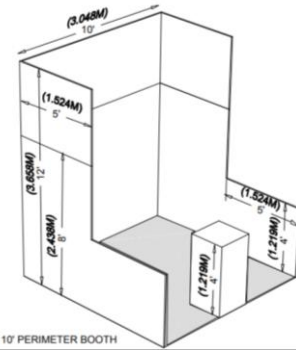


10' X 10' LINEAR BOOTH

Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft. No hanging signs are allowed.

Maximum Height Limit: 12’
Hanging Signs Allowed: No



10' X 10' PERIMETER BOOTH

What's Included

- 8’ high pipe and blue drape back wall, 3’ high pipe and blue drape side rails
- Booths 300 sq. ft or less receive an identification sign with company name and booth number

All other equipment and services are the responsibility of the exhibitor.

Booth Carpeting

The exhibit hall is not carpeted and exhibitors are required to provide floor covering.

Arrangements of Exhibits:

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with these rules and the regulations set forth in the Exhibitor Service Kit must be submitted to Show Management before construction is ordered and/or begun. With or without prior inspection, Exhibitor understands that by signing the Exhibit Space Agreement form, Exhibitor agrees to be bound by the Exhibitor Services Manual, which shall form part of the Agreement.

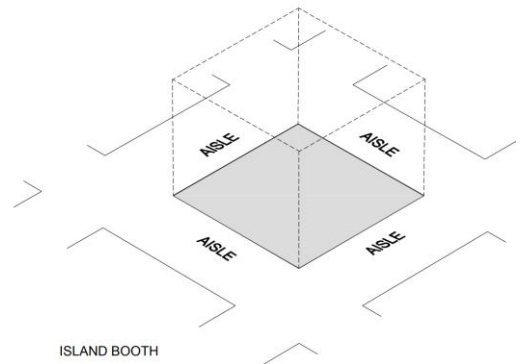
- All exposed exhibit components extending above the provided pipe and drape must be completely finished, painted, and with no exposed wires or framing visible. Any unsightly booth areas must be masked off by Exhibitor.
- Regular and specially built backwalls including signs may not exceed an overall height of eight (8) feet for inline/linear booths or twelve (12) feet for perimeter booths. If a high divider between booths is desired, it cannot exceed eight (8) feet in height nor extend from the backwall more than one-half of the depth of the space to avoid blocking adjacent exhibits.
- All exhibit materials (including chairs) must be kept out of the aisles.
- Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.
- Interviews, demonstrations, and distribution of literature must be made inside Exhibitor's booth.
- Nothing shall be posted, tacked, nailed, taped, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails and etc. are not permitted to intrude into or over aisles.
- No graphics, logos, or print facing into another booth is allowed.

Island Booth Guidelines

Island Booth

An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an island booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height, which is twenty feet (20'), including signage.

Maximum Height Limit: 20'
Hanging Signs Allowed: Yes



What's Included

None – All equipment and services are the responsibility of the exhibitor.

Booth Carpeting

The exhibit hall is not carpeted and exhibitors are required to provide floor covering.

Arrangements of Exhibits:

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with the rules and the regulations set forth in the Exhibitor Services Manual must be submitted to Show Management before construction is ordered and/or begun. With or without prior inspection, Exhibitor understands that by signing the Exhibit Space Agreement form, Exhibitor agrees to be bound by the Exhibitor Services Manual, which shall form part of the Agreement.

- All exposed exhibit components extending above the provided pipe and drape must be completely finished, painted, and with no exposed wires or framing visible.
- Any unsightly booth areas must be masked off by Exhibitor.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.
- Interviews, demonstrations, and distribution of literature must be made inside Exhibitor's booth.
- Nothing shall be posted, tacked, nailed, taped, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails and etc. are not permitted to intrude into or over aisles.
- No graphics, logos, or print facing into another booth is allowed.
- Exhibit booths that are multi-story or contain covered exhibit areas must be approved in advance. Contact kkim@accessintel.com for more information.

Hanging Signs & Airborne Objects

Hanging Banners, Signs & Overhead Structures

Hanging signs and graphics are permitted in all standard split island and island booths 20'x20' or larger to a maximum height of 20 feet from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.

Balloons

Helium balloons used to decorate a booth must be pre-approved, tethered and securely fastened to an object in a booth, on stage, etc. Additional fees apply for the retrieval of unsecured balloons. Helium tanks are not allowed inside the Convention Center.

Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management. Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or attendees.

Some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for current rules specific to the event facility.

Use of halogen rules vary by facility and should be verified prior to booth construction.

FREIGHT AND DELIVERIES

Freight & Material Handling

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight. Charges for material handling will be based on the inbound weight only, whether the above services are used completely or in part. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Freeman and may be charged special handling. Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. [Visit the Freeman ordering site for rates and more information.](#)

Warehouse Shipping Address

Exhibiting Company Name / Booth #

Periop Leader Week

C/O TForce Freight / Freeman

1503 Lissner Ave

Savannah, GA 31408

[Download the Periop Leader Week Advance Warehouse Shipping Label](#)

Freeman will accept crated, boxed, or skidded materials at their warehouse **beginning** September 3, 2026 at the above address. Material arriving after September 28, 2026 will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, machines, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 4,500 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide x 144 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

Certified weight tickets must accompany all shipments. If your carrier requires a contact phone number, please provide them with Freeman's phone number: (855) 435-3234.

Direct to Show Site Address

Exhibiting Company Name / Booth #

Periop Leader Week

Savannah Convention Center

C/O Freeman

1 International Dr

Savannah, GA 31421

[Download the Periop Leader Week Show Site Shipping Label](#)

Freeman will receive shipments at the exhibit facility **beginning October 3, 2026**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

Certified weight tickets must accompany all shipments. If required, please provide your carrier with this phone number: (855) 435-3234.

Cart Service and Hand Carry

Cart Service and POVs: Freeman offers cart service for exhibitors transporting materials in a privately owned vehicle. [Click here to view the cart service information page.](#) Privately owned vehicles are defined as vehicles intended for the transport of passengers.

Hand Carry: Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on light-weight wheels and small luggage racks. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items.

INSTALL/DISMANTLE & LABOR REGULATIONS

Late Set-Up

Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning. No re-entry will be allowed after official posted times. Contact Show Management if you need to work in the booth longer than the posted hours.

Early Breakdown

All booths must remain set until 1 p.m. on Thursday, March 26. If you have to leave the show early then arrangements will need to be made to have your booth remain up until the close of the show. If alternative arrangements aren't made, Freeman will dismantle the booth and ship it back to you at your own expense. Please make sure all booth personnel are aware of this rule. Hall security has been informed not to allow any freight to be removed from the show floor during show hours.

Labor/Union Laws

Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations. Companies using international installation & dismantling personnel must have proper paper work, visas and documentation in order to operate as valid contract labor. Currently Freeman has an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by ordering online or at show site at the Freeman Service Center.

Safety

Fire Marshal Requirements & Permitting

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. In addition, please review the Savannah Convention Center Fire and Safety Guidelines [here](#).

OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

Cleaning

Clean Floor Policy

Empty crates, skids, cartons and cases must be removed from your booth by 11:00 am Monday, October 5. This will allow Freeman sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping the aisles clear. Cartons may NOT be stored behind curtains or in your booth. The Freeman Service Center can

provide “empty” stickers to affix to boxes, cases and crates. Freeman will store and return them to your booth at show closing. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor’s expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3’ x 3’ x 3’. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for booth material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of “material abandonment” and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent’s contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

Periop Leader Week recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC complies with all event guidelines including:

1. Any exhibitor utilizing the services of an EAC must notify Show Management by September 1, 2026. [Click here to complete the Exhibitor Appointed Contractor Authorization Form.](#)
2. An EAC shall have the right to provide services (except those services that are exclusive) and to utilize qualified employees on the exhibit floor at the request of an exhibitor. Exhibitors must submit the [Exhibitor Appointed Contractor Authorization Form](#) to Show Management by Tuesday, September 1, 2026.
 - a. The EAC must keep in effect an insurance policy covering the duration of October 2 through October 7 that is in agreement with the Insurance Requirements set forth by AI. An original Certificate of Insurance must be submitted to Show Management by Tuesday, September 1, 2026.
 - b. Insurance must include worker's compensation/employer's liability in the amount of \$1,000,000; and comprehensive general liability in the amount of \$1,000,000; and must meet the requirements established by the state of Georgia and name Access Intelligence as the Certificate Holder with Freeman and the Savannah Convention Center listed under Additional Insured.
3. The EAC must abide by existing labor regulations and/or contracts and rules and regulations established by the Savannah Convention Center and Show Management.
4. The EAC must have all licenses, permits or bondings required by federal, state, county or municipal governments and Savannah Convention Center prior to commencing work. The EAC must be able to provide Show Management with evidence of compliance on request.
5. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
7. The EAC should perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor at all times. Exhibitors are responsible for the conduct of the contractors they appoint.
8. Wristbands and Badges

During move-in and move-out, all EACs must obtain a Periop Leader Week wristband prior to entry to the exhibit floor. All EAC personnel must check in at EAC Registration prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

On show open days, any EAC wishing to access the exhibit hall will need to be registered as booth personnel under the exhibitor's allotment and will need to be badged.
9. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage or dispatch areas.
10. The EAC will share with the official service contractor all reasonable costs related to its operation, including overtime pay to union stewards, restoration of exhibit space to its initial condition, etc. It is the responsibility of the EAC to properly remove all installed tape from the floor and any bulk trash from exhibit hall (such as skids or crates). The official service contractor will bill the EAC accordingly for any labor necessarily provided to complete such tasks.

UTILITIES

Booth Cleaning

Exhibitors can arrange for porter service and vacuuming services through Freeman. Booths with food and beverage service and/or sampling must order porter service. [To order cleaning, please refer to the Freeman Booth Cleaning ordering information.](#) Please note: your booth will **not** be automatically vacuumed the night before the show open unless you order this service.

Electrical

All electrical must be ordered through the Savannah Convention Center. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by the Savannah Convention Center. For more information [follow this link.](#)

Internet Services

CCLD is the exclusive provider of wired and wireless internet, telephone and cable services at the Savannah Convention Center and provides complimentary WiFi throughout the lobbies and common areas only. The complimentary WiFi supports basic web browsing and email checking only. Bandwidth speeds can vary and are not guaranteed. If you require reliable internet connectivity in your booth, [follow this link for ordering information.](#)

ONSITE REGULATIONS

DISPLAY

Animals

The use of any animals must be approved by Show Management then by the facility. Under the Americans with Disabilities Act (ADA), people with disabilities are allowed to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the Exhibitor's expense. Any portion of the exhibit bordering another Exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including an audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

Storage

Storing of any crates, cartons, boxes or other show materials within or behind your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. Cartons may not be stored behind curtains or in your booth.

Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show.

Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Services Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.

Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

Vehicles on Display

Vehicles may be used as a display and require advance approval from Show Management. Please email kkim@accessintel.com for more information.

DEMONSTRATIONS

Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels, footprints, floor stickers, etc., are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage

Savannah Convention Center has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served in compliance with local, city, state and federal sanitary and safety regulations.

Alcohol must be purchased and dispensed by Savannah Convention Center. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

Moving Pictures, Sound Devices, Music

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors.

If speakers or sound devices are used, they should be tuned to conversational level and if not objectionable to neighboring exhibitors.

It shall be the responsibility of any exhibitor wishing to play music in their booth to secure any necessary music licensing agreements and fee payments with the appropriate agencies. Access Intelligence bears no responsibility for any legal action, fines, litigation, etc., incurred by exhibitors who have not obtained said agreements and/or made said fee payments.

ADDITIONAL INFORMATION

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

Delivery and Removal During Show

Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without permission first being secured in writing from Show Management.

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the Exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, without prior written approval of Show Management.

Endorsement

Any oral or written communication indicating or suggesting that Periop Leader Week endorses or approves of the exhibitors' products or services is prohibited.

Exhibitor Personnel

Booths must be manned by technical specialists, qualified to discuss engineering details of their products. Show Management reserves the right to prohibit an exhibit or part of an exhibit which in Show Management's sole discretion may detract from the character or nature of the Exhibition.

- All exhibitor personnel and their contractors must wear appropriate apparel at all times. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management.
- All booth personnel will be required to wear the official conference badge issued at registration
- Attendants, models, and other employees must confine their activities to the contracted exhibit space.
- Exhibitor personnel and representatives may not enter the exhibit space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the Show and Exhibitor is subject to a loss of priority points.
- Exhibitors shall not photograph or video an exhibit or product of another Exhibitor.
- Exhibitor may not harass or antagonize another party, remove anything from any Exhibitor's booth, register or give a badge to anyone not qualified to be in the Show or photograph or video another Exhibitor's booth or products.
- Booths must be staffed during all show hours. Booths not staffed could be subject to loss of seniority, loss of credentials for future shows and loss of other show privileges as determined by Periop Leader Week. No area of the Facility shall be used for any improper, immoral, illegal or objectionable purpose.

Food & Beverage

No food, drink or alcohol beverages are allowed to be brought into the facility. The concession operator and/or approved caterer must provide all food, drink, and alcohol for consumption.

Liability

Neither Show Management nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor's employees, invitees, licensees, or guests, or Exhibitor's property from any cause whatsoever. Under no circumstances shall Show Management or its agents or representatives be liable for (i) any special, indirect, incidental, or consequential loss or damage whatsoever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss. Exhibitor acknowledges that the risk allocations of this Section are reasonable based on the understanding that Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. Show Management shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in Exhibitor's booth or exhibit is deemed to be the invitee, licensee, or guest of Exhibitor, and not the invitee, licensee, or guest of Show Management. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority, and agrees to defend, indemnify, and hold Access Intelligence, the exhibit hall, and their respective privies, harmless from and against claims resulting directly or indirectly from the actions or omissions of Exhibitor and/or Exhibitor's agents, employees, independent contractors, or representatives whether within or without the scope of authority. There is no other agreement or warranty between Exhibitor and Show Management except as set forth in this document. This agreement represents the entire agreement between the parties into which all prior understandings are merged. The rights of Show Management under the Agreement shall not be deemed waived except through a writing signed by an authorized officer of Access Intelligence.

Outside Activities

Exhibitor shall not conduct outside activities that are to take attendees away from the conference sessions and/or exhibit functions.

Photography

Exhibitors may photograph or record their own exhibits ONLY.

Selling at Booth

The booth is for display purposes only. Any selling of products is strictly prohibited unless arrangements have been made with Show Management 60 days in advance of the move-in.

Sharing of Exhibit Space

No two exhibitors of different ownership may share a single booth space. The exhibitor may not divide or sublet the whole or any portion of their rented space.

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management. Sponsorship fee may apply.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management.

Unoccupied Space

Any Exhibitor space that remains unoccupied by 5pm on Monday, March 23 shall be deemed to be abandoned space. Thereafter, Show Management shall have the right to rent such space to any other exhibitor, or use such space in another manner as Show Management deems necessary, in its sole discretion, without any obligation to Exhibitor. This Section shall not be construed as affecting the obligation of Exhibitor to pay the full amount specified in the Agreement for space rental.

SECURITY INFORMATION

Show Management will provide exhibit hall perimeter guard service during move-in hours, show days hours, and move-out hours. While Show Management will implement security measures to safeguard the exhibit hall, neither Show Management, the Convention Center, agents nor employees assumes any responsibility for Exhibitor property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION

EXHIBITOR PERSONNEL BADGES

Exhibitor personnel may register online in the Exhibitor Resource Center by [clicking here](#).

Deadline: October 4, 2026.

Exhibitors* are entitled to an allotment of: (4) booth personnel badges per 100 sq. ft of exhibit space, (1) Exhibitor Conference pass per 100 sq. ft. of exhibit space, and a discount on conference passes outside of your allotment. **Note: Startup Pavilion exhibitors receive (1) full conference pass and (2) exhibitor passes.*

Badges will not be mailed. Register online and you will receive a confirmation email. Print and bring the confirmation to show site, or you may scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite.

Each registrant must pick up their own badge and provide a valid photo ID. Group badge pick-up is not available. Substitutions are allowed and can be made before October 4, 2026. No substitutions can be made once the badge is printed.

Badges must be worn at all times while at the event and at all official event activities. Badges are the property of Periop Leader Week and are non-transferable and may be revoked at any time. There is a \$25 charge for badge reprints onsite.

For registration assistance please contact info@periopleaderweek.com or call 301-354-2101.

AGE POLICY

No one under the age of 21 is permitted at Periop Leader Week.

GETTING THERE

HOTEL

Hotel reservations can be made through Connections Housing, the *only* official housing provider for Periop Leader Week. [Visit our housing site](#) to view the complete list of available hotels and to make your reservation.

****BEWARE OF MISLEADING OFFERS THAT CLAIM TO PROVIDE ACCESS TO THE PERIOP LEADER WEEK HOTEL BLOCK****

We have been made aware that certain companies are contacting exhibitors and attendees to secure rooms at the official hotels through them. Please note that these groups are in no way affiliated with Periop Leader Week and beware of their false claims of having access to hotel rooms in the official room block. You will receive information directly from Periop Leader Week and Connections Housing regarding any legitimate housing updates.

TRAVEL

Visit the Periop Leader Week website for information on travel, parking, public transit and more:

<https://www.periopleaderweek.com/hotel-travel>

CITY RESOURCES

[Click here](#) to see all that Savannah has to offer!

SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES

Log in to your [Periop Leader Week Exhibitor Resource Center](#) to enter or update your company profile.

Explore opportunities to maximize your exposure and brand presence at Periop Leader Week:

- [Sponsorship & Advertising](#)
- [Exhibitor Resource Center](#) for access to complimentary promo tools and additional branding, speaking and lead-gen opportunities.