

Exhibitor Contract



13th Annual PDA Global Conference on Pharmaceutical Microbiology

Bethesda North Marriott Hotel | Bethesda, MD | Exhibition: October 15-16, 2018

All fields are required.

Exhibitor Company's Full Name _____

Contact Name Mr. Ms. First Name _____ Last Name _____

Contact Job Title _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Mobile Phone _____ Fax _____

Email _____ Website _____

Booth and Tabletop Options and Pricing:

Booth or Tabletop Preference (List 4 choices) 1. _____ 2. _____ 3. _____ 4. _____

If possible, we do not wish to be located near the following companies: _____

- 10' x 10' Booth @ \$5,395 each** (Includes One Full Conference Pass, One Exhibit-Only Pass and a listing in the Exhibit Guide and on the Conference website. The Exhibit-Only Pass provides access to refreshment breaks and Monday, Networking Reception held in the Exhibit Hall)
- Corner Booth @ an additional \$200 each** (Corner Booths are open on two sides)
- 6' x 2' Tabletop @ \$4,395 each** (Includes One Full Conference Pass, One Exhibit-Only Pass and a listing in the Exhibit Guide and on the Conference website. The Exhibit-Only Pass provides access to refreshment breaks and Monday, Networking Reception held in the Exhibit Hall)

Booth or Tabletop spaces are guaranteed **upon receipt of full payments only.**

POSTER PRESENTERS are required to register as paid full conference attendees at the prevailing rate. **The Full Conference Pass included with Booth or Tabletop package does not qualify for poster submissions.** Exhibit only registrants are eligible to present a poster by registering as a paid full conference participant.

Payment Information: Credit Card Guarantee of payment is required to process any Exhibitor Contract. PDA will reserve your Booth or Tabletop space until July 15, 2018, at which point the credit card provided will be charged for the full amount of the Booth or Tabletop price, unless payment has been made by another method. After July 15, 2018 the prevailing rate will apply.

Booth Cost \$	
Corner Charge \$	
Tabletop Cost \$	
Total Cost \$	
Deposit \$	
Balance Due \$	

Credit Card information required to process request:

- Charge My Card Credit Card Guarantee Only
- A.** Credit Card (charged in US\$) VISA Mastercard AMEX
- B.** By Company Check forwarded together with the registration form
PAYABLE IN U.S. DOLLARS ONLY to:
 Postal Mail: PDA, P.O. Box 79465, Baltimore, MD 21279-0465 U.S.A.
 Overnight Deliveries: PDA, c/o Suntrust Bank, Lockbox 79465, 1000 Stewart Ave., Glen Burnie, MD 21061 U.S.A.

Name (exactly as it appears on card) _____

Credit Card Number _____ Exp. Date _____

Signature _____

Billing Address (if different from above) _____

City _____ State _____ Zip _____ Country _____

The following payment options are available:

- Option 1:** Full payment is preferred with a 2% discount applicable NET 10 days of signing contract (not applicable after July 15, 2018).
- Option 2:** An installment of 50% deposit is required upon signing contract with final payment due 90 days prior to event date (not applicable after July 15, 2018)

Final Payment is Due July 15, 2018

Signature _____ Date _____

The person(s) signing this document represents the exhibitor company and acknowledges that he/she has read and agreed to abide by the Exhibition Rules and Regulations of this Contract. (see attached)

Please return this form to PDA by mail or by fax to +1 (301) 986-0296.
 For more information, contact Dave Hall + 1 (240) 688-4405 or hall@pda.org or Alison Caballero +1 (301) 656-5900 ext. 135 or caballero@pda.org.

Exhibition Rules and Regulations

- 1 Meeting Sponsorship and Management:** The Conference and Exhibition are produced by and are the property of the Parenteral Drug Association, Inc., hereinafter referred to as "PDA." PDA and its Exhibits Committee will provide all meeting management functions and establish all meeting policies. Exhibitors are required to sign the Contract and by doing so, they subscribe to the Rules and Regulations, which are part of this Contract.
- 2 What May Be Exhibited:** The PDA Exhibits Committee determines the eligibility of any company or product for exhibit. The Committee may forbid installation or request removal or discontinuance of any Exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the Association's character or purpose.
- 3 Assignment of Space:** Space will be allocated in the order in which reservations are received with consideration of priority points. PDA reserves the right to relocate exhibits as necessary.
- 4 Payment Schedule:** If payment in full is not received as scheduled on contract, PDA has sole discretion to reassign the space to applicants on the waiting list. No space will be confirmed without contract and deposit. Space is contracted at the rates indicated on the contract.
- 5 Move-In/Move-Out:** Set-up is scheduled for **Sunday, October 14, 2018** (time will be emailed). Teardown is scheduled on **Tuesday, October 16, 2018** (time will be emailed.) All Exhibitors must set up and tear down their exhibits during these scheduled times unless otherwise authorized by PDA. It is the duty and responsibility of each Exhibitor to supervise the installation and removal of their exhibits. **Dismantling:** Early dismantle will result in a one-year suspension from the next PDA Meeting. The Exhibitor expressly agrees not to dismantle his exhibit or commence any packing before the final closing hour of the exhibit portion of the program. Handling and installation must conform to hotel regulations and instructions. No bills, attachments, etc., to the property are permitted unless previously authorized. Exhibitors are responsible for any or all damages to the hotel caused by their representatives or exhibit.
- 6 Standard Furnishings:** Each Booth measures 10'x10' and each table top space is a standard 6'x2' table. These both include an identification sign, pipe, and drape. Twenty-four hour general security will begin the start of the meeting and conclude at the close of the meeting. General lighting and cleaning services will be furnished.
- 7 Exhibit Space Restrictions:** Exhibitor displays must not exceed the space reserved. No space, or part thereof, shall be sublet without prior approval of PDA.
- 8 Cancellation and Refund Policy:** If the Exhibition is cancelled by PDA for any reason, the contract is nonbinding and all payments for booth space will be refunded. PDA will not be responsible for discount airfare penalties or other costs incurred by Exhibitor due to a cancellation. Exhibitor may not cancel this contract or reduce the amount of assigned exhibit space without written notification to and written permission of PDA. In the event of cancellation or reduction, Exhibitor shall pay to PDA an amount, as liquidated damages, equal to 15% of the total booth space fee attributable to the exhibit space cancelled or reduced. Any balance remaining from the total booth space fee attributable to the exhibit space cancelled or reduced that has been paid by Exhibitor less liquidated damages will be refunded to Exhibitor by PDA. After **July 15, 2018**, no cancellation or reduction of assigned exhibit space will be permitted and Exhibitor shall remain liable for the total booth space fee stated in this contract.
- 9 Labor/Safety/Fire Codes:** The Exhibitor is responsible for knowledge of and compliance with all union requirements and fire and safety codes. Decorations must be flame-proofed. Electrical wiring must conform to all federal, state and municipal government requirements. If inspection indicates that an Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at Exhibitor expense all or such part of the Exhibit as may be irregular.
- 10 Exhibitor Badges:** If additional Exhibit-only Passes are needed, they may be purchased separately at a cost of \$500. The Exhibit-only Pass provides access to all meals and networking events in the Exhibit Hall.
- 11 Exhibitor Representatives:** Exhibits must be staffed during exhibit hours by qualified employees of the Exhibitor. These representatives must be able to explain/demonstrate the products and services on display. All representatives shall review the Exhibit Contract and abide by the Rules and Regulations of PDA.
- 12 Security and Liability:** Each Exhibitor/Sponsor must make provisions for the safeguarding of his goods, materials, equipment and display at all times. General overall security will be provided by PDA during show days. Each Exhibitor/Sponsor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's/Sponsor's displays, equipment and other property brought upon the premises of the Hotel, and shall indemnify and hold harmless PDA and authorized representative agents or employees of the foregoing of any and all losses, damages and claims. In holding the Meeting, PDA does not act as the agent of the Exhibitor/Sponsor, the facility, the General Service Contractor, or any other party. Claims against any party other than PDA are to be submitted directly to the party involved.
- 13 Social Functions:** All hospitality functions must be approved by PDA. Any function not approved by PDA that would compete for attendees' time, either during the hours of the Exhibition, educational programs or PDA social functions is strictly prohibited.
- 14 Enforcement of Rules:** PDA and its Exhibits Committee have full power of interpretation and enforcement of these regulations and other points not covered here. Violation of any of these regulations on the part of the Exhibitor, its employees or agents, shall, at the option of PDA, forfeit the right to occupy space and such Exhibitor will forfeit all monies paid to PDA. Complete Rules and Regulations are located on the PDA Website.
- 15 General Information:** All matters and questions not covered by these regulations are subject to the discretion of PDA and its Exhibits Committee. These regulations may be amended at any time by PDA, and all amendments shall be equally binding on all parties affected by them, are the original regulations.
- 16 Photo Waiver:** By registering for the *13th Annual PDA Global Conference on Pharmaceutical Microbiology*, I authorize PDA to photograph me and use the photographs in all formats and media for any purpose, including for education, marketing and trade purposes. I hereby release PDA from all claims arising out of the use of the photographs, including and without limitation all claims for compensation, libel, invasion of privacy or violation of copyright ownership.