ISPE®

Connecting Pharmaceutical Knowledge

Exhibit Space Application and Contract

2017 ISPE Quality Manufacturing Conference

5 – 7 June 2017

COMPANY INFORMATION

Company Name: Website:

(Please list company name as it should appear in printed materials and on the booth/table ID sign)

Address: City:

State/Providence: Zip/Postcode: Country:

Marketing Contact: Email: Phone:

Logistics Contact: Email: Phone:

☐ NEW Exhibiting Company ☐ Returning ISPE Corporate Exhibitor | Years Exhibited: _____

EXHIBIT PACKAGES

Please select a package

☐ STANDARD PACKAGE: $1,750* | $1,950

- One 6' x 2' skirted table with chair and one-line identification sign
- Two complimentary exhibitor badges (fee applies for additional exhibit badges)
- Admission to education sessions for up to two exhibiting personnel (space-available basis)
- Company listing on the ISPE mobile app and in the printed exhibitor directory portion of the event guide (deadlines apply)
- Complimentary listing in ISPE's online searchable exhibitor directory
- Two complimentary guest passes for exhibit hall admission
- Welcome reception, lunch, and networking breaks held in exhibit hall

☐ PREMIUM PACKAGE: $2,050* | $2,250

All items listed for Standard package, plus:

- Priority choice of table selection (based on registration date; subject to availability)
- Enhanced listing in exhibitor directory featuring:
  - Company logo and outline border
  - Link to company website in online version

☐ SUPPLIER SPOTLIGHT PACKAGE: $2,250* | $2,450

All items listed for Premium package, plus:

- 5-minute (maximum) unmanned, self-running presentation with audio to play on plasma inside the exhibit hall during networking breaks

☐ 10'x10' BOOTH PACKAGE: $2,850* | $3,100

All items listed for Standard and Premium table top package, plus:

- Pipe & drape - 7' high across back & 3' side walls
- One additional complimentary exhibitor badge

☐ SUPPLIER SPOTLIGHT 10'x10' BOOTH PACKAGE: $3,100* | $3,350

All items listed for 10'x10' Booth package, plus:

- 5-minute (maximum) unmanned, self-running presentation with audio to play on plasma inside the exhibit hall during networking breaks

***Early bird deadline: 13 March 2017**

Exhibit Space Application and Contract

2017 ISPE Quality Manufacturing Conference | 5 – 7 June 2017

TERMS AND CONDITIONS

1. ISPE reserves the right to decline any application which ISPE determines, in its sole discretion, is not aligned with the ISPE mission or objectives for the ISPE Quality Manufacturing Conference.
2. Payment Terms:
   - Applications to Exhibit submitted before 13 March 2017 must be accompanied by a non-refundable deposit which is at least 50% of the Exhibit Space Fee.
   - As of 13 March 2017, full payment (100% of the Exhibit Space fee as outlined above) is required with all applications and is 100% non-refundable.
   - Balance payments, bringing accounts to 100% paid, are due and non-refundable on 13 March 2017 for all exhibiting companies.
   - Applications submitted on or after 5 May 2017 must be accompanied by credit card payment.
   - No Exhibiting Company will be permitted to set up its exhibit space or exhibit at the 2017 ISPE Quality Manufacturing Conference unless ISPE has received 100% of its Exhibit Space Fee, as outlined above.
3. Exhibits must be staffed at all times during exhibit hours.
4. ISPE will provide complimentary exhibitor badges as follows:
   - Table tops: 2 exhibitor badges
   - 10'x10' booths: 3 exhibitor badges
5. Table top exhibits must conform to the following:
   - The entire exhibit must be confined to the table top only (nothing will be allowed to hang off, be located underneath, behind, in front, or along side the table).
   - The maximum height including lights, signs, etc., of any display shall be 60 inches (1.5m) from the top of the table. The maximum width of any display shall be 72 inches (1.8m). Displays must not overhang the top of the table.
   - Operating machinery, if it can fit on top of the table and is unobtrusive, will be allowed. Computer terminals and video monitors will also be permitted.
6. Subletting, Sharing, and Exchanging - No exhibitor may assign, sublet, share, apportion, or exchange all or any part of its exhibit space with or to another organization or business. Only those companies and organizations that are the authorized occupants of each exhibit space will be permitted to exhibit and will be entitled to exhibitor badges.
7. ISPE reserves the right to restrict exhibits which are objectionable because of size, noise, glaring or flashing lights, method of operation, or any other reason, and therefore, to prohibit or evict any Exhibitor who, in the opinion of ISPE, may detract from the overall good of the exhibit. This reservation includes persons, conduct, printed matter, or anything ISPE, in its sole discretion, judges to be objectionable.
8. Cancellation: The date of receipt of cancellation notification by ISPE will be the official cancellation/reduction date. Exhibiting companies that cancel/reduce exhibit space will be subject to fees based on the date of receipt as follows:
   - If the exhibitor cancels or reduces exhibit space prior to 13 March 2017, the exhibitor will pay as liquidated damages, and not as a penalty, 50% of the total contracted space fee for the space being released.
   - If the exhibitor cancels or reduces exhibit space on or after 13 March 2017, the exhibitor will pay as liquidated damages, and not as a penalty, 100% of the total contracted space fee for the space being released.
   - If the exhibitor fails to pay 100% of the total contracted space fee by 13 March 2017, ISPE may cancel the exhibitor's participation and is free to assign the released space to other companies. Cancellation of participation does not release the exhibiting company from its obligation to pay 100% of the total contracted space fee and/or all other fees and expenses incurred by the exhibiting company as a result of said cancellation.
9. Distribution, display, and demonstrations of products, technologies, and services, or company printed materials of any kind, are limited to the exhibit area rented by the exhibiting company in the ISPE exhibit hall. Such activities and/or materials are not permitted in the registration or lobby areas, in or near education rooms, in parking lots, or in any other location within the hotel.
10. The applicant agrees to comply with the policies, rules, and regulations contained in this Exhibit Space Application and Contract and the Exhibitor Manual, and all policies, rules, and regulations adopted by ISPE hereafter.
11. Any failure to comply with the above restrictions may result in exclusion from participation in future ISPE Exhibits.
12. ISPE reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed, in the sole discretion of ISPE, to be advisable or in the best interests of the ISPE Quality Manufacturing Conference.
13. ISPE may terminate the Exhibiting Company's Exhibit Space Application and Contract and/or the ISPE Conference (or part of it) when ISPE in its sole discretion believes that (a) the premises in which the meeting is or is to be conducted has become unfit for occupancy, or (b) the holding of the ISPE Conference or ISPE's performance under the Contract is substantially or materially prevented or interfered with by a cause or causes not reasonably within ISPE's control. ISPE is not responsible for delays, damage, loss, increased costs, or other unfavorable conditions that arise as a result of such termination. Furthermore, in the event of such termination, ISPE may retain such part of the Exhibiting Company's exhibit fees as shall be required to recompense ISPE for expenses incurred up to the time of such termination or incident to such termination, with no liability for either party to the Contract. The Exhibiting Company waives all claims for damages or recovery of payments made, except for the return of the pro-rated amount paid for the exhibit space, less expenses incurred by ISPE.
14. The above phrase "a cause or causes not reasonably within ISPE's control" includes but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act or threat of terrorism; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God; or such circumstances making ISPE's performance impossible or commercially impracticable in its sole discretion.
15. Exhibiting Company, in contracting exhibit space at the ISPE Quality Manufacturing Conference, agrees to protect, indemnify, and hold harmless the following parties (including, but not limited to): ISPE and its directors, members, officers, agents, employees, contractors, affiliates, and subsidiaries from any and all claims, liability, damages, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected with the negligence, wrongful acts of, or breach of contract by the Exhibiting Company or its agents, servants, or employees.
16. Each party involved in the ISPE Quality Manufacturing Conference agrees to be responsible for any claims arising out of its own negligence or that of its employees, agents, or contractors.

Our company and its representatives agree to abide by ISPE Exhibit Terms and Conditions

_____ _____ _____

Authorized Company Representative (Print Name) Signature Date

PAYMENT METHOD

Contracts will not be accepted without payment information.

CHECK:

Check # _____ enclosed payable to ISPE in the amount of $ _____ (must be in US dollars, drawn on a US Bank)

CREDIT CARD:

Card type: ☐ Visa ☐ Mastercard ☐ AMEX Total amount: $_____

Cardholder name: (As it appears on card) _____

Credit card number: _____ Expiration date: ____/____ CSV Code: _____

Cardholder signature: _____