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Knowledge

# Exhibit Space Application and Contract

## 2019 Facilities of the Future

7 - 9 February 2019

### COMPANY INFORMATION

ALL FIELDS ARE REQUIRED:

Exhibiting Company Name: *(for ID signs and print materials)*

Logistics Contact Name: *(all correspondence will be sent to the contact information below)*

Contact Job Title:

Address:

City: State/Province:

Zip/Postal Code: Country:

Telephone:

Email:

Marketing/Advertising Contact: *(if different from above)*

Marketing/Advertising Email:

### EXHIBIT SPACE PACKAGES AND RATES

<input type="checkbox"/> Premium Table Top	\$1,500*   \$1,700
<input type="checkbox"/> 10'x10' Booth	\$2,300*   \$2,500

\* Early Rate (expires 15 November 2018)

#### Table top space includes:

- Two (2) exhibit personnel registrations *(access to exhibit hall only)*
- One (1) 6'x2' skirted table, a wastebasket, one side chair, and a one-line identification sign
- Company listing in 2019 Facilities of the Future Conference online exhibitor directory *(company submission required)*
- Welcome reception, lunch, and networking breaks held in exhibit hall

#### 10'x10' booth space includes:

All items listed for a table top package, plus:

- One (1) additional exhibit personnel registration *(access to exhibit hall only)*
- Pipe and drape booth structure *(8' high across the back and 3' high side walls)*

Any staff required above those allotted per exhibit package must register as a full attendee incurring full registration fees minus 20% exhibitor discount. Additional expenses associated with the exhibit, including lights, phone, carpeting, electrical connections, etc., will be the responsibility of the exhibitor.

### EXHIBIT ENHANCEMENTS

<input type="checkbox"/> Spotlight Video <i>(1-minute run time)</i>	\$400
<input type="checkbox"/> Digital Display Ad	\$300

### PAYMENT OPTIONS

Payment must be made by check, credit card, or bank transfer. Exhibit spaces are guaranteed upon receipt of full payment only.

**Payment in full** *(due with application if submitted after 15 November 2018)*

**50% Deposit** *(due with application; balance due on or before 15 November 2018. Not applicable if contracting after 15 November 2018. Exhibit spaces are guaranteed upon receipt of full payment)*

**Credit card** payments by Visa, MasterCard, or American Express

Visa  MasterCard  American Express

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Checks** drawn on US bank payable to **ISPE**

*Mail check along with a copy of this form to: ISPE, 600 N. Westshore Blvd., Suite 900, Tampa, Florida 33609*

**Bank Transfer**

*An email will be sent to the email address on the application form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your company name, as well as the meeting name must be included on the transfer document to ensure payment to your account.*

### EXHIBIT COSTS

Exhibit Space Package Cost	\$
Enhancement Cost	\$
Total Cost	\$
Deposit <i>(50% minimum required)</i>	\$
Balance Due	\$

### CONTRACT SIGNATURE

The undersigned hereby authorizes ISPE to reserve exhibit space for use by the above company or organization during the 2019 Facilities of the Future Conference. The undersign hereby acknowledges receipt of and agrees to abide by the terms and conditions of the contract and Exhibition Rules and Regulations contained on the reverse side of this application. Exhibitor agrees to receive all written and electronic correspondence from ISPE in reference to the 2019 Facilities of the Future Conference. 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 Facilities of the Future Conference. This contract will be deemed accepted by ISPE when received together with the required payment. However, no contract shall be deemed accepted if the contracting exhibitor has outstanding financial obligations to ISPE, of which ISPE is aware, for exhibit space, advertising, or any service(s) provided by ISPE.

Authorized company representative *(Print full name)*

Signature

Date

### EXHIBITION RULES AND REGULATIONS

- 1. Eligible Exhibits:** 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 Facilities of the Future Conference.
- 2. Space Assignments:** Space will be assigned in the order in which contracts are received. 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 Facilities of the Future Conference.
- 3. Payment Terms:** The payment schedule is also outlined on the front of this application. A minimum of 50% of contracted exhibit space and enhancements will accompany this Application and Contract if submitted prior to 15 November 2018. Full payment must accompany this Application and Contract if submitted after 15 November 2018. Exhibit spaces will not be assigned until full payment is received. No Exhibitor will be allowed to participate in the show unless payment in full is received prior to the start of the 2019 Facilities of the Future Conference.
- 4. Cancellations:** 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 15 November 2018, 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 15 November 2018, 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 15 November 2018, 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.
- 5. Use of Space:** 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. Every exhibit must be fully staffed and operational during the entire show. 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. In the event of an eviction, ISPE will not issue a refund.
- 6. Character of Exhibits:** Standard 10'x10' booth displays may not exceed a back wall height of 8' and no part of the exhibit or equipment may exceed a height of 4' in the front half of the booth. No exhibit is permitted to obstruct the view of adjacent booths. All signs must be one sided only and must be set back within the Exhibitors' space so as not to detract from the overall impact of the exhibit that is directly adjacent. Requests to deviate from these guidelines must be submitted in writing to ISPE for approval prior to set-up.

Table top exhibit display materials 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. 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. Displays obstructing the view of the adjacent exhibit space will not be permitted.
- 7. Move-in/Move-out:** Set-up is scheduled for Thursday, 7 March 2019 (time will be emailed). Teardown is scheduled on Friday, 8 March 2019 (time will be emailed.) All Exhibitors must set up and teardown their exhibits during these scheduled times unless otherwise authorized by ISPE. It is the duty and responsibility of each exhibitor to supervise the installation and removal of their exhibits. Dismantling: Early dismantle may result in a one-year suspension from the next ISPE 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.
- 8. Marketing Restrictions:** 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.
- 9. Security:** Each exhibitor must make provisions for the safeguarding of their goods, materials, equipment, and display at all times. General overall security will be provided by ISPE during the days of the conference. Each exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor displays, equipment, and other property brought upon the premises of the Hotel, and shall indemnify and hold harmless ISPE and authorized representative agents or employees of the foregoing of any and all losses, damages, and claims. In holding the Conference, ISPE does not act as the agent of the exhibitor, the facility, the General Service Contractor, or any other party. Claims against any party other than ISPE are to be submitted directly to the party involved.
- 10. Conference Cancellation and Refund Policy:** 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. 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.
- 11. Indemnity:** Exhibiting Company, in contracting exhibit space at the ISPE Facilities of the Future 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. Each party involved in the ISPE Facilities of the Future Conference agrees to be responsible for any claims arising out of its own negligence or that of its employees, agents, or contractors.
- 12. Enforcement of Rules:** 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. Any failure to comply with the above restrictions may result in exclusion from participation in future ISPE Exhibits.