



# The Endocrine Society's 100th Annual Meeting & Expo

Meeting Dates: March 17–20, 2018

Expo Dates: March 17–19, 2018

McCormick Place West • Chicago, IL

## EXPO SPACE APPLICATION

**INSTRUCTIONS:** Complete all sections. Obtain authorized signature. Return with 25% deposit. Receipt of application and deposit will be confirmed in writing. See Payment Terms on reverse.

### 1 COMPANY INFORMATION:

For exhibitor listing please alphabetize company name under letter .

COMPANY NAME

ADDRESS

CITY/STATE/POSTAL CODE

COUNTRY

OFFICE PHONE

OFFICE FAX

WEB ADDRESS

### 2 CONTACT INFORMATION:

**Exhibit Contact:** Individual to receive all information on exhibit logistics and operations, including the Exhibitor Service Manual and any Bulletins.

NAME

TITLE

PHONE

EMAIL

**Promotion Contact:** Individual to receive all information on promotion, advertising and sponsorship opportunities (if different from above).

NAME

TITLE

PHONE

EMAIL

#### OFFICE USE ONLY

Clinical  Research Date \_\_\_\_\_

Total Sq. Ft. \_\_\_\_\_ Booth No.(s) \_\_\_\_\_

Accepted by The Endocrine Society

(For Hall-Erickson, Inc., Managing Director)

### 3 EXHIBIT SPACE PREFERENCE:

#### Configuration Requested:

In-Line  In-Line Corner  Island (includes 4 corners)

#### Booth Preference:

1st \_\_\_\_\_ 2nd \_\_\_\_\_

3rd \_\_\_\_\_ 4th \_\_\_\_\_

**Competitors:** Please do **NOT** assign my booth near the following companies.

### 4 EXHIBIT SPACE RENTAL:

In-Line Booth..... \$37.95 NSF Not for Profit..... \$ 8.95 NSF

Island Booth..... \$46.00 NSF

Total square feet \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Corners for In-Line Booth \_\_\_\_\_ @ \$300.00 each = \$ \_\_\_\_\_

**First Time Exhibitor** (one 10'x10' booth) @ \$2,595 = \$ \_\_\_\_\_

Additional square feet \_\_\_\_\_ @ \$37.95 NSF = \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### 5 PAYMENT INFORMATION:

Check enclosed payable to **The Endocrine Society**. Check must be in U.S. currency drawn on a U.S. bank.

Mail to: The Endocrine Society, PO Box 17027, Baltimore, MD 21297-0240

Charge my  MasterCard  Visa  Amex in the amount of \$ \_\_\_\_\_

CARD #

EXP. DATE

NAME AS IT APPEARS ON CARD

CARDHOLDER'S SIGNATURE— *This line must be signed*

### 6 PRODUCTS AND SERVICES TO BE EXHIBITED:

Clinical  Life Sciences  Other \_\_\_\_\_

Please indicate the most accurate description of your products and services. Choose only one response.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Association/Non-profit             | <input type="checkbox"/> Lab Equipment                  | <input type="checkbox"/> Research Equipment/Service |
| <input type="checkbox"/> Diagnostic Equipment/Service       | <input type="checkbox"/> Market Research                | <input type="checkbox"/> Telemedicine               |
| <input type="checkbox"/> Food/Nutrition                     | <input type="checkbox"/> Medical Device                 | <input type="checkbox"/> Wellness                   |
| <input type="checkbox"/> Government Agency                  | <input type="checkbox"/> Medical Software               | <input type="checkbox"/> Other _____                |
| <input type="checkbox"/> Hospital/Health System Recruitment | <input type="checkbox"/> Pharmaceutical                 |   |
|   | <input type="checkbox"/> Publisher/Educational Material |   |

### 7 AUTHORIZED SIGNATURE:

**This contract shall not be binding unless and until it is accepted and approved in writing by the Managing Director.** You are hereby authorized to reserve exhibit space for our use at The Endocrine Society's 100th Annual Meeting & Expo. We agree to exhibit under and comply with the terms and conditions of the agreement and the exhibit requirements as stated in the forthcoming Expo Service Manual.

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

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

**By signing this contract, the exhibitor agrees to receive materials by email, fax, and U.S. Mail from The Endocrine Society and its representatives and agents.**

SUBMIT APPLICATION TO: Greg Andruch—Sales Manager

Email: EndoExpo@heiexpo.com • Phone: 630.434.7779 • Fax: 630.434.1216 • Mail: The Endocrine Society, PO Box 17027, Baltimore, MD 21297-0240

# ENDO EXPO 2018 EXPO RULES AND REGULATIONS

**ELIGIBILITY.** The exhibit is intended for firms who wish to display scientific equipment, services and educational resources related to the interests of clinical and research endocrinologists. The Endocrine Society ("The Society") reserves the right to require the immediate withdrawal of an exhibit if it conflicts with the purposes of The Society. Display of items unrelated to the scientific interest of The Society will not be permitted.

**ASSIGNMENT OF EXHIBIT SPACE.** Space assignment is done on a priority system based upon a firm's total support of Endocrine Society activities, including:

- Contributions, sponsorships, or other forms of support for Society programs and events
- Total amount of exhibit space purchased
- Advertising in The Society's publication

Exhibit space assignment for current exhibitors takes place from April 1, 2017 until April 3, 2017. After April 3, space is assigned on a first-come, first-served basis.

The Society reserves the right to relocate space selected by the exhibitor. Relocations will be made only if deemed necessary and upon notification to the exhibitor by Exhibit Management.

**COST OF EXHIBIT SPACE.** The cost of each standard booth is \$3,795 and each first-time exhibitor at the reduced rate of \$2,595. Island exhibit rates and suggested positioning are listed on the front of the contract. Corner booths are an additional \$300 per open corner.

The price of exhibit space includes, in addition to the space itself for the entire exhibit period, draping for the sides and back wall, a standard booth sign showing firm name and booth number, janitorial service for the aisles of the exhibit area, 24-hour perimeter security of the exhibit area, an exhibitors' listing in the Meeting Program. **Booth carpeting at the exhibitor's expense is required.**

**PAYMENT TERMS.** 25% of the total booth fee due with application, 75% of the total exhibit fee due September 1, 2017, and the remaining balance due December 1, 2017. Applications received after December 1, 2017 require full payment of total booth fee within 30 days of written confirmation.

**CANCELLATION POLICY.** Notice of intent to downsize or withdraw must be received by Exhibit Management in writing. No penalty if notice of intent to downsize or withdraw is received before June 1, 2017. Fifty percent of the total cost of exhibit space under contract will be retained by The Endocrine Society if notice of intent to downsize or withdraw is received between June 1, 2017 and September 1, 2017. **No refund or deposit will be issued if notice of intent to downsize or withdraw is received on or after September 1, 2017.** Withdrawal notice does not eliminate financial responsibility of balance due when downsizing or withdrawing

**BOOTH INFORMATION.** Exhibitors will be notified of any infractions of the exhibit rules. In the event the exhibitor is not present, the decorator, with the approval of Exhibit Management, will provide required draping and submit charges to the exhibitor.

*Linear Booths:* All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows: backgrounds are limited to 8 feet in height and must not protrude from the back wall more than 50 percent; no exhibit construction will be permitted to exceed 40 inches except in the back one-half of the booth as noted above within 10 linear feet of an adjoining exhibit.

*Island Exhibits:* Island exhibits are defined as: any group of booths made up of four (4) or more booths with aisles on all four sides or two (2) or more contiguous booths facing two (2) or more booths across an aisle (aisle between may be carpeted). Island exhibits with aisles on all four sides may not block views of surrounding booths and should provide adequate see-through areas and entrances for easy flow of traffic.

**CONFIRMATION/BILLING.** Each exhibiting company will receive a confirmation letter and invoice. The confirmation letter will contain general information about the exhibition and, most importantly, your assigned booth number. The invoice will specify the total cost of the contracted space, deposit received, and the balance due. Payment is due upon receipt of the invoice.

**EXHIBIT DECORATION AND DRAYAGE.** Freeman is the official decorator. The Exhibitor Service Manual, contains order forms, furniture rental prices, union labor rates, special services, electrical work, additional signs, cleaning, floral, photography, etc., and information concerning warehouse shipping and handling of exhibit materials will be e-mailed to each exhibiting company approximately 60 days prior to the meeting.

**DISTRIBUTION OF GIVEAWAYS.** To increase traffic in the Exhibit Hall, exhibitors are encouraged to give away appropriate promotional material from their booth only. Exhibitors may not distribute any material outside their booth (hotels, lobby areas, etc.). In keeping with the educational purpose of the exhibit program, all such giveaways, with the exception of literature, must have prior approval of Exhibit Management and must conform to acceptable and professional standards.

**FDA GUIDELINES.** Exhibitors are responsible for adhering to all established Food and Drug Administration guidelines for exhibiting products that are FDA approved and those that may be pending FDA approval. The Society assumes no responsibility to obtain FDA approval.

**USE OF EXHIBIT SPACE.** Exhibit Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit. No exhibitor shall assign, sublet or apportion of the whole or any part of the space without the knowledge and consent of Exhibit Management. All exhibitors must wear Endocrine Society exhibitor badges registered under the name of the exhibiting company.

**SURVEYS/QUESTIONNAIRES.** Exhibitors may conduct market research by asking attendees to respond to surveys and questionnaires as long as the process is conducted in good taste. No harassing, hawking, or creating a disturbance will be allowed. The survey must be conducted from within the exhibit booth and must not disturb neighboring exhibitors. Canvassing will not be permitted in the aisles.

**DISMANTLING OF EXHIBITS.** Dismantling begins at 4:00 pm on March 19, 2018. No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official closing time. Violators are subject to exclusion from exhibiting at future meetings.

**EXHIBITOR APPOINTED CONTRACTOR (EAC).** If you plan to use an Exhibitor Appointed Contractor to supervise the set up and dismantling of your exhibit, a certificate of insurance in the amount of \$2,000,000 liability to include property damage or with scope and limits of coverage satisfactory to The Society must be received by Exhibit Management by February 1, 2018.

**MUSIC LICENSING.** The Society does not obtain ASCAP or BMI licensing that will allow the use of copyrighted, recorded music in your booth. Exhibitors interested in playing copyrighted, recorded music in their booth must notify The Society in writing and obtain the proper licensing from BMI or ASCAP. The Society will not permit said activity without obtaining the proper licensing. Each exhibitor is responsible for its own actions if proper licensing is not arranged prior to playing copyrighted, recorded music in the booth. If an exhibitor playing copyrighted music cannot produce the proper documents, The Society has no choice but to request that the music be turned off.

**LIABILITY.** Each party will be liable for negligent or intentional acts and omissions of its employees and other authorized representatives. The exhibitor agrees to indemnify and hold harmless The International Society for Endocrinology, The Endocrine Society, Exhibit Management, and the Convention Center from and against any and all liability for all costs, losses and damages, including reasonable court fees and court costs due to claims arising from personal injury and property damage or loss resulting from use of exhibit space.

**SECURITY/INSURANCE.** The Society will provide reasonable security protection for the perimeter area of the exhibit hall on a 24-hour basis during the entire exhibit period, including move in and move out. This does not guarantee or insure the exhibitor against loss. The Society is not liable for any of exhibitor's property in its booth. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense.

**CANCELLATION OF EXPOSITION.** It is mutually agreed that in the event of cancellation of The Endocrine Society Annual Meeting as a result of strikes, governmental regulations or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and The Society shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

**NOTICE OF DISABILITY.** In compliance with the Americans with Disabilities Act of 1990, The Society will make all reasonable efforts to accommodate persons with disabilities at its Annual Meeting.