The 16th International Congress of Endocrinology jointly with The Endocrine Society’s 96th Annual Meeting & Expo

McCormick Place • Chicago, IL

EXPO SPACE APPLICATION

INSTRUCTIONS: Complete all sections. Obtain authorized signature. Return with payment information and deposit. Receipt of application and deposit will be confirmed in writing. Payment Terms: 25% of the total booth fee due with application, 75% of the total exhibit fee due December 6, and the rest of the balance due March 21, 2014.

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
________________________________________

3 EXHIBIT SPACE PREFERENCE:
Booth Location:
☐ General Exhibit Area ☐ mHealth/TeleMedicine/EMR Pavilion
☐ International Pavilion ☐ Food & Nutrition Pavilion

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 .......... $34.95 NSF Not for Profit......... $ 8.20 NSF
Island Booth .......... $43.50 NSF
Total square feet @ $______ = $______

Corners for In-Line Booth @ $200.00 each = $______
First Time Exhibitor (one 10'x10' booth) @ $2,295 = $______

Additional square feet @ $34.95 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

☐ Clinical ☐ Research ☐ Other
Please indicate the most accurate description of your products and services. Choose only one response.
☐ Association/Non-profit Company
☐ Diagnostic Equipment Manufacturer
☐ Educational Material Publisher/Producer
☐ Food/Nutrition Company
☐ Government Agency
☐ Lab Equipment Manufacturer
☐ Market Research Company
☐ Medical Information Software Company
☐ Pharmaceutical Company
☐ Research Equipment Provider
☐ Other

6 PRODUCTS AND SERVICES TO BE EXHIBITED:

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 16th International Congress of Endocrinology jointly with The Endocrine Society’s 96th 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): __________________________
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.
DISTRIBUTION OF GIVEAWAYS. Each exhibiting company approximately 60 days prior to the meeting.

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 begins June 15, 2013. After June 18, 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 $3,495 and each first-time exhibitor at the reduced rate of $2,295. Island exhibit rates and suggested positioning are listed on the front of the contract. Corner booths are an additional $200 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 December 6, and the rest of the balance due March 21, 2014.

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 December 6, 2013. 25% 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 December 6 and March 21, 2014. No refund or deposit will be issued if notice of intent to downsize or withdraw is received on or after March 21, 2014. 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 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 Monday, June 23. 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 April 21, 2014.

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.