



# Exhibitor Contract 2012 PDA Annual Meeting, Courses, Exhibition

JW Marriott Desert Ridge Resort, Phoenix, Arizona

Exhibition: April 16-17 | Career Fair: April 16-17

Exhibitor Company's Full Name \_\_\_\_\_

Contact Name  Mr.  Ms. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

### Booth Sizes/Prices:

Booth Preference (List 4 choices) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

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

10' x10' @ \$4,700 each (Includes One Full Conference Pass and Two Exhibit Only Passes)  Corner (open on two sides) additional \$200 each

Please note: You will receive free listings in the Final Program and on the PDA Website. The Exhibitor Badge provides access to refreshment breaks, lunch and Networking Reception in the Exhibit Hall.

An advance deposit of 50% is required along with this signed Exhibitor Contract if choosing payment option 2.

Booth spaces are guaranteed upon receipt of full payments only. Please be advised that your request will not be guaranteed unless full payment has been transferred to PDA's bank account. Allocation of space will be made based on full payments received on a first come first served basis. PDA reserves the right to change the layout of the floor plan. Cancellation of your space will result in forfeiture of your total payment.

Booth Cost \$	_____
Corner Charge \$	_____
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  American Express

Name \_\_\_\_\_  
(exactly as on Credit Card)

Card No \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address(if different from above) \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

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

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

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 January 1st, 2012).
- Option 2:** An installment of 50% deposit is required of signing contract with final payment due 90 days prior to event date (not applicable after January 1st, 2012)

**\*Final payment due: January 1st, 2012**

\* All contracts received after January 1st, 2012 require full payments

- B. By bankers' draft forwarded together with the registration form
- |                                |                           |
|--------------------------------|---------------------------|
| PAYABLE IN US DOLLARS ONLY to: | Overnight Deliveries:     |
| Postal Mail:                   | PDA                       |
| PDA                            | c/o Suntrust Bank         |
| P.O. Box 79465                 | Lockbox 79465             |
| Baltimore, MD 21279-0465 USA   | 1000 Stewart Avenue       |
|                                | Glen Burnie, MD 21061 USA |

Please return this form by fax to +1 (301) 986-0296 or mail to PDA.

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.

### PDA Global Headquarters

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# 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 April 15, 2012 (Time will be emailed). Teardown is scheduled Tuesday, April 17, 2012 (Time will be emailed). All exhibitors must set up and teardown 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:** 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. **Early Dismantle:** Exhibitors are expected to stay the entire duration of the meeting's exhibit hours. Booth displays will not be fully or partially dismantled in any way until the conclusion of the meeting's exhibit hours. Early dismantle will result in a one-year suspension from the next PDA Annual Meeting.
7. **Standard Furnishings:** Each booth measures 10'x10' and includes 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 will be provided. For complete rules and restrictions, please refer to the IAEE Rules & Regulations document located on the PDA Annual Meeting website. These rules and restrictions will be strictly enforced.
8. **Exhibit Space Restrictions:** Exhibitor displays must not exceed the space reserved. No space, or part thereof, shall be sublet without prior approval of PDA.
9. **Cancellation and Refund Policy:** If the Exhibition is canceled by PDA for any reason, the contract is nonbinding and all payments will be refunded. PDA will not be responsible for discount airfare penalties or other costs incurred due to a cancellation. If exhibitor seeks to cancel its reservation for the exhibition, exhibitor may do so by giving a written notice to PDA, by certified mail, return receipt requested. The date of cancellation shall be the post mark date on the notice. If exhibitor cancels space reservation, exhibitor agrees to pay on demand to PDA, the amount set forth on page one, as applicable, as liquidated damages and not as a penalty, and the parties agree that such amounts constitute a reasonable provision for liquidated damages. Exhibitor's may cancel up to 90 days before the meeting. No cancellation will be accepted after this time period.
10. **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.
11. **Exhibitor Badges:** If additional Exhibit-only Badges are needed, they may be purchased separately at a cost of \$300. The Exhibit-only Badge provides access to all meals and networking events in the Exhibit Hall.
12. **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.
13. **Security and Liability:** Each exhibitor 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 assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor'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, 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.
14. **Social Functions:** All hospitality functions must be approved by PDA. Any function not approved by PDA that would compete for attendee's time, either during the hours of the Exhibition, educational programs, or PDA social functions is strictly prohibited.
15. **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, his employees or agents, shall, at the option of PDA, forfeit the right to occupy space and such Exhibitor will forfeit to PDA all monies paid.
16. **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, as are the original regulations.
17. **Photo Waiver:** By registering for the 2012 Annual Meeting, the Exhibiting Company authorizes PDA the right to photograph its representatives 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 without limitation all claims for compensation, libel, invasion of privacy or violation of copyright ownership.