

APPLICATION FORM AND CONTRACT FOR EXHIBIT SPACE
18th International Conference on Pharmacoepidemiology [ICPE]
Edinburgh Conference Centre, Heriot-Watt University, Edinburgh, Scotland, UK
18-21 August 2002

Please PRINT your company's name, address, telephone, fax and e-mail address as you would like them to appear in the Final Program. NOTE: The name listed as contact will receive all exhibit follow-up correspondence.

CONTACT PERSON: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: (____) _____ FAX NUMBER (____) _____

E-MAIL ADDRESS: _____

ADDITIONAL REPRESENTATIVES*:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

I understand the terms and conditions as outlined in the exhibitor prospectus and ECC Handbook and agree to comply.

SIGNATURE: _____ DATE: _____

All applications MUST be sent with full payment. Applications are considered incomplete until full payment has been received, and will not be assigned a table. Payment must be received by July 15, 2001 to ensure inclusion in final program. Exhibitor assignments are on a first-come, first-served basis. **Written cancellation must be received by July 15, 2001, to receive a refund minus a \$250 administrative fee.**

PAYMENT:

5' TABLETOP EXHIBIT _____ @ \$1,000/tabletop \$ _____

*Additional representatives _____ @ \$ 525/person \$ _____

TOTAL \$ _____ [USA Dollars]

PAYMENT BY CHECK [US Dollars]
Make payable to *ISPE*. No phone credit cards or wire transfers accepted.

PAYMENT BY CREDIT CARD [in US Dollars]
Please complete the information below.
CHARGE: ___ VISA ___ MASTERCARD ___ AMERICAN EXPRESS

ACCOUNT NUMBER: _____ EXP. DATE: MONTH ___/YR ___

SIGNATURE: _____

Credit Card Reservations fax to: (301) 656-0989 All others mail to: ISPE, 4350 East West Highway, Suite 401, Bethesda, MD, USA 20814

CONDITIONS OF EXHIBITOR AGREEMENT

1. **Assignment of Space:** ISPE will determine exhibitor space assignment. Once space is approved, an exhibit can only be moved with the mutual consent of ISPE and the specified exhibitor. Exhibitors will be given directions for installing and dismantling exhibits. All displays must be set up at least one-hour prior (i.e., 0630) to the official opening of the meeting on Monday, August 19. Space not set up by that time may be reassigned by ISPE.
2. **Payment:** Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by July 15 to ensure inclusion in the final program book. Exhibitors are responsible for special equipment and services.
3. **Cancellations:** Cancellations in writing to ISPE on or before July 15, 2001 will receive the entire exhibitor fee less a \$250.00 processing fee. No refunds will be made after July 15.
4. **Care of Exhibit Space:** Exhibitors must maintain and keep their exhibit space and the contracted space in good order, at their expense.
5. **Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their own expense.
6. **Protection of Exhibit Space:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the Conference Centre without the permission of ISPE and a representative of the Conference Centre. Packing, unpacking, and assembly or exhibits shall be done in designated areas and conform to instructions of ISPE or Heriot-Watt representatives.
7. **Default Occupancy:** An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and ISPE shall have the right to use that space.
8. **Use of Space:** Exhibits will be permitted in the official exhibit area established by ISPE. Exhibitors shall not distribute printed matter, samples, or souvenirs, except from rented space. There shall be no sales of any kind, for neither cash or credit, for immediate or future delivery, nor shall there be any order taking.
9. **Cancellation or Relocation of Meeting:** If cancellation or relocation of meeting is due to circumstances within ISPE's control, ISPE's liability will be limited to a refund of fees to the exhibitor. If ISPE has no control over the cancellation or relocation, ISPE will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.
10. **Liability:** ISPE does not assume any responsibility for the protection or safety of the exhibitor, its official, agents, or employees. ISPE does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold ISPE from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. ISPE shall not be liable for the exhibitor for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.
11. **Edinburgh Conference Centre Provisions:** Exhibitors must comply with the Conference Centre Exhibit/Event Organizer's Handbook.
12. **Violation of Condition:** The following actions shall constitute a violation of "Conditions of the Exhibitor Agreement": 1) violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and 2) failure to follow procedures prescribed in Sections 1-11.

NOTES:

- 1) **Our experience suggests that often the person(s) who staff a display and the person(s) who arranged for the exhibit are not the same. Please ensure that the person on-site is aware of all the services that have been ordered and has copies of all orders placed.**
- 2) **Only tabletop displays will be used this year; no exceptions.**