Being an ICPE Sponsor is the ideal way to realize the highest visibility for your organization, and the best way to show your commitment and support for both the 2013 ICPE and the Society. We encourage you to take advantage of showing support for the scientific program by providing an unrestricted grant to support the 2013 ICPE.

Listed below are the various categories of support and benefits by which you will realize a positive return for your contribution to, and visibility at, what is acknowledged widely as the preeminent international educational program on pharmacoepidemiology, therapeutic risk management, and drug safety.

**SPONSORSHIP**

**Platinum Level — $15,000 USD**
Includes complimentary exhibit booth (10ft x 10ft), full page ad in Final Program, high profile signage, acknowledgement of sponsorship in Presidential Welcome, listing on ICPE Website, sponsor ribbons for all employees of your company attending the meeting, additional opportunities to sponsor networking events (reception/breaks) and 3 complimentary meeting registrations, which include ISPE membership (July 1, 2013 - June 30, 2014)

**Gold Level — $7,500 USD**
Includes complimentary exhibit booth (10ft x 10ft), 1/2 page ad in Final Program, high profile signage, acknowledgement of sponsorship in Presidential Welcome, listing on ICPE Website, sponsor ribbons for all employees of your company attending the meeting, additional opportunities to sponsor networking events (reception/breaks) and 2 complimentary meeting registrations, which include ISPE membership (July 1, 2013 - June 30, 2014)

**Silver Level — $3,750 USD**
Includes listing in Final Program and ICPE Website, high profile signage, and sponsor ribbons for all employees of your company attending the meeting.

**Bronze Level — $1,950 USD**
Includes listing in Final Program and ICPE Website, high profile signage, and sponsor ribbons for all employees of your company attending the meeting.

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**EARLY BIRD REGISTRATION LIST**
*(ONE TIME USE-ADDITIONAL CHARGE)*

The list should be available by early-August 2013. ISPE requires that all participants of the ICPE be invited to functions promoted using this list.

Cost:  
Industry/Service Provider: $1850 USD  
Government/Academic: $950 USD

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**EXHIBITION BOOTH**

**10ft x 10ft Booth**

**ISPE Organizational/Institutional Member**
Industry/Service Provider: $2,250 USD  
Govt/Academic: $1,400 USD

**NON-ISPE Organizational/Institutional Member**
Industry/Service Provider: $2,750 USD  
Govt/Academic: $1,750 USD

*Each booth (not included in sponsorship) includes 1 complimentary meeting registration (which include ISPE membership, July 1, 2013 - June 30, 2014).*

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**AD SPACE | ICPE 2013 FINAL PROGRAM**

**Specifications (Ad Sizes in inches)**

**Half-page ad:**  
Size 7.375 x 5 in. (Live area)  
Cost: $1000  
Complimentary to GOLD Level Sponsor

**Full-page ad:**  
Size 7.375 x 9.875 in. (Live area)  
Cost: $1500  
$ 500 – Upgrade for GOLD Level Sponsor Complimentary to PLATINUM Level Sponsor

- Trim size 8.5 x 11 inches
- Add 0.125 inch on all sides
- Prints in four-color process

**Submission Guidelines**

- **Preferred file format:** Hi-resolution (300 dpi) PDF or JPG
- **Layout** is done on a MAC using InDesign CS5.5
- **Please submit** your ad directly to our designer Sandra Grimm - lunadesignpa@yahoo.com. If you have questions about the ad specs, please contact Sandra directly.
- **DEADLINE:** Ad must be to the designer by **July 1, 2013** to be included in Final Program.
We expect 1,300 participants in Montreal. Attendees look forward to learning how your products and services can help them perform their jobs better, more effectively, and more economically ultimately improving patient safety.

**GENERAL INFORMATION**

We expect 1,300 participants in Montreal. Attendees look forward to learning how your products and services can help them perform their jobs better, more effectively, and more economically ultimately improving patient safety.

**PRELIMINARY EXHIBITION HOURS/IMPORTANT EVENTS:**

*This schedule is subject to change.*

**Sunday, August 25**

- Noon-5:00pm ............ Exhibition Set-up
- 6:00-7:30pm ............ Academic Showcase/Welcome Reception

**Monday, August 26**

- 8:00am-5:00pm ............ Exhibition Open
- 10:00-10:30am .......... Break in Exhibit Hall
- Noon-1:30pm ............ Lunch in Exhibit Hall
- 3:00-3:30pm ............ Break in Exhibit Hall

**Tuesday, August 27**

- 8:00am-5:00pm ............ Exhibition Open
- 10:00-10:30am .......... Break in Exhibit Hall
- Noon-1:30pm ............ Lunch in Exhibit Hall
- 3:30-4:00pm ............ Break in Exhibit Hall
- 7:00-11:00pm ......... ICPE Social Event

**Wednesday, August 28**

- 8:00am-2:00pm .......... Exhibition Open
- 10:00-10:30am .......... Break in Exhibit Hall
- Noon-1:45pm ............ Lunch in Exhibit Hall
- 2:00pm ................. Teardown of Exhibition Hall

**ASSIGNMENT OF EXHIBITION BOOTH:**

ISPE assigns a booth based on a tiered system: A) Level of sponsorship; B) First-come, first-served.

ISPE reserves the right to decline any application or prohibit an exhibit based on the criteria established for the meeting.

**EACH 10FT X 10FT BOOTH RENTAL INCLUDES:**

Booth space, listing on ICPE Website and in the final program, exhibitor ribbons for all company staff attending the ICPE, one 6ft table, 2 chairs, wastebasket, carpet and booth sign.

**BADGES:**

Each exhibit booth includes 1-complimentary registration (Includes ISPE Membership July 1, 2013 - June 30, 2014) that allows entrance to meeting sessions, the Welcome Reception, the evening social event, and all breaks and lunches. Badges, are NOT transferable except under certain circumstances, which must be approved by ISPE.

**DECORATING/BOOTH EQUIPMENT/SHIPPING:**

The Exhibitor Services Kit will be available online at ISPE Website in Spring 2013. This document will include charges/general information for decorating, drayage, electrical and shipping/customs. Each exhibitor is responsible for these additional charges.

**HOUSING:**

ISPE has reserved a block of rooms at special meeting rates at nearby hotels. Please visit ISPE Website for more information. Exhibitors assume all responsibility for arranging and paying for housing accommodations.

**SOUND:**

Loud speakers, tape recorders, sound movies, etc. that interfere with adjoining exhibitors are not permitted.

**ISPE CONTACT:**

For more information about the exhibition or sponsorship, please contact Philip Joseph at 301.718.6531 or pjoseph@paimgmt.com

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29th International Conference on Pharmacoepidemiology and Therapeutic Risk Management

pharmacoepi.org

This schedule is subject to change.
1. Assignment of Space and Setup/Breakdown: ISPE will determine exhibitor space assignments. Once space is approved, an exhibit can be moved only with the mutual consent of ISPE and the specified exhibitor.

Exhibitors will be given directions for installing and dismantling exhibits. Booths must be set by 7:00am on August 26, and, must not be dismantled before 2:00pm on August 28. Violation of this rule will result in an early move in/move out penalty equal to an additional charge of 50% of the original booth rental fee.

2. Payment: Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by July 8, 2013 to ensure inclusion in the final program. Exhibitors are responsible for making arrangements for special equipment and services with the exhibition services provider.

3. Cancellations: Cancellations must be received in writing by ISPE on or before July 8, 2013 to receive 80% of the exhibitor fee. No refunds will be made after July 8, 2013.

4. Care of Exhibit Space: Exhibitors must maintain and keep their exhibit space in good order, at their expense.

5. Insurance: In all cases, exhibitors must insure their goods at their expense.

ISPE does not assume any liability for loss or damage to any equipment or supplies displayed at the exhibition. Please send ISPE a copy of your proof of insurance.

6. Protection of Exhibit Space: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the Convention Center without the permission of ISPE and/or a representative of the Convention Center Packing, unpacking, and assembly or exhibits shall be done in designated areas and conform to instructions of ISPE or facility 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, unless previously approved (see #12).

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 exhibition registration fees paid by 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 exhibitors.

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 harmless 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. Distribution of Printed Material: Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of ICPE registrants without permission from ISPE. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor.

Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit booths, and, may not be placed in any meeting room or in the ICPE registration area.

12. Seminars, Lectures, Food Functions, Etc: The Exhibitor/Sponsor agrees not to conduct, sponsor, or promote any general seminars, parties, lectures, receptions or clinics in the same geographical area (within a radius of 50 miles, 80.5 km) for a period of three days prior to or following ICPE unless approved by ISPE.

13. Food or Beverage in Exhibitor Booths: No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor booth.

14. Price List: Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.

15. Removal of Exhibits by ISPE: ISPE has the right to prohibit, ban, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of ISPE is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other things or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by ISPE to have violated any provision of these rules and regulations.

16. Selling of Products or Services: All transactions must be conducted in a manner consistent with the professional nature of the event.

17. Pre-Meeting Mailings: Mailings to ISPE members or meeting registrants may be undertaken only with the explicit permission of ISPE. Permission is based on review and acceptance of specific proposals (materials) with the rationale for pre-distribution and payment of an additional fee (see Early Bird Registration List, page 2). Approved mailings must be sent to all email addresses on early bird list.

18. Solicitation by Non-Exhibitors: Non-Registered individuals are prohibited from entering the exhibit hall or soliciting business elsewhere on CCIB property.

19. Violation of Condition: The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: 1) violation of any municipal, provincial, state, or national laws, rules, or regulations, including safety codes; and 2) failure to abide by this agreement.

NOTE: Our experience has shown that often the person(s) who staff the booth and the person(s) who book the booth are not one and the same. Please ensure that whomever is on-site is aware of all the services that have been ordered (e.g.; phone & data lines, electrical etc.) and has copies of all orders placed.
APPLICATION FOR SPONSORSHIP/EXHIBITION

SPONSORSHIP  (SELECT ONE)

- Platinum ........................................................ $15,000 USD
  Exhibit space included, see page 2
- Gold ................................................................. $7,500 USD
  Exhibit space included, see page 2
- Silver ............................................................... $3,750 USD
  Exhibit space additional, see page 2
- Bronze ............................................................. $1,950 USD
  Exhibit space additional, see page 2

EXHIBITION BOOTH  (ONLY)

ISPE Organizational/Institutional Members: 10ft X 10ft Booth

- Industry/Service Provider ................................ $2,250 USD
- Government/Academic ...................................... $1,400 USD

Non-ISPE Organizational/Institutional Members

- Industry/Service Provider ................................ $2,750 USD
- Government/Academic ...................................... $1,750 USD

* Each exhibit includes one complimentary meeting registration which includes ISPE membership July 1, 2013 - June 30, 2014.

FINAL PROGRAM ADVERTISEMENT  (SEE PAGE 2)

- Half-Page Ad .................................................... $1,000 USD
- Full Page Ad ..................................................... $1,500 USD
- Gold Sponsor Upgrade to Full-Page Ad .................. $500 USD

EARLY BIRD REG. LIST  (ONE TIME RENTAL* SEE PAGE 2)

- Industry/Service Provider ..................................... $1,850 USD
- Government/Academic ....................................... $950 USD

I agree to send information to all ICPE participants included on the list.

Signature ___________________________ Date ________________

EXHIBITORS ONLY  (INCLUDES PLATINUM AND GOLD SPONSORS)

Important Note!
Our experience has shown that often the person(s) who staff the booth and the person(s) who book the booth are not one and the same. Please ensure that whomever is on-site is aware of all the services that have been ordered (e.g.; phone & data lines, electrical etc.) and has copies of all orders placed.

Please list up to 2 companies you do NOT want to be next to:
1: _______________________  2: ________________________

Additional Booth Staff:
Additional booth staff must register as regular meeting attendees. Every effort will be made to accommodate your request. Contact Philip Joseph at 301-718-6531 or pjoseph@paimgmt.com for more information about the exhibition or ICPE.

WIRE TRANSFER  ($3,000 USD MINIMUM)

- Fee ........................................................................ $150 USD
  (*ISPE will not accept wire payments for less than $3,000 USD. Additionally ISPE will waive wire transfer fees for Gold and Platinum Sponsors if all ICPE payments are included in a single wire transfer.)

PLEASE PRINT CLEARLY

Organization/Company Name: ____________________________
Representative: _________________________________________
Address: ______________________________________________
City/State/Postal Code: ___________________ Country: __________
Phone: (____________) _____________________
Fax: (____________) __________________________
Email: ____________________________________________

PAYMENT METHOD

- Please send me an invoice.
- Check Enclosed  (Payable to “ISPE” in US Dollars)
- Please send me wire instructions.
  *ISPE will not accept wire payments for less than $3,000 USD. Additionally ISPE will waive wire transfer fees for Gold and Platinum Sponsors if all payments are included as a single wire transfer.
- Credit card (Check one):
  ____ American Express     ____ Visa     ___ MasterCard

Total Amount to be Charged: ____________________________
Card number: ____________________________
Name on Card: ____________________________
Security Code: ________________ Expiration: ________/__________

All applications MUST include full payment (unless covered by committed conference support level). Applications are considered incomplete until full payment has been received, and will not be assigned a booth number. Payment must be received by July 8, 2013 to ensure inclusion in final program. ISPE must receive a written cancellation by July 8, 2013, to receive a refund minus a 20% administrative fee of the total registration fee. No refunds will be made after July 8, 2013 or for “No shows.”

Mail: ICPE 2013  |  5272 River Rd., Suite 630  |  Bethesda, MD USA 20816  |  Fax: 301-656-0989  |  Fed Tax ID #: 41-1688677

Terms and Conditions  (Must be Signed):
I understand the terms and conditions as outlined in this exhibitor prospectus and agree to comply.
Signature ___________________________ Date ________________