



31st ICPE

AUGUST 23-26, 2015
BOSTON, MA USA

*International Conference on Pharmacoepidemiology
& Therapeutic Risk Management*



SPONSORSHIP AND EXHIBIT OPPORTUNITIES

pharmacoepi.org



CONFERENCE AND SUPPORT OPPORTUNITIES



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 2015 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 2015 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 conference, additional opportunities to sponsor networking events (reception/breaks) and three (3) complimentary conference registrations, which include ISPE membership (July 1, 2015 - June 30, 2016).

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 conference, additional opportunities to sponsor networking events (reception/breaks) and two (2) complimentary conference registrations, which include ISPE membership (July 1, 2015 - June 30, 2016).

Silver Level – \$3,800 USD

Includes listing in Final Program and ICPE website, high profile signage and sponsor ribbons for all employees of your company attending the conference.

Bronze Level – \$2,000 USD

Includes listing in Final Program and ICPE website, high profile signage and sponsor ribbons for all employees of your company attending the conference.

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

The list should be available by early-August 2015. ISPE requires that all participants of the ICPE be invited to functions promoted using this list.

Cost: Industry/Service Provider\$1,850 USD
Government/Academic:..... \$950 USD

EXHIBITION SPACE

10ft x 10ft Space

ISPE Organizational/Institutional Member

Industry/Service Provider \$ 2,350 USD
Govt/Academic..... \$ 1,550 USD

NON-ISPE Organizational/Institutional Member

Industry/Service Provider: \$ 2,850 USD
Govt/Academic:\$ 1,850 USD

Each booth (not included in sponsorship) includes one complimentary meeting registration which includes ISPE membership (July 1, 2015 - June 30, 2016).

AD SPACE

ICPE 2015 FINAL PROGRAM

Specifications

- Half-page ad:** Size: 7.5” x 5”
Cost: \$1,000 USD
Complimentary to GOLD Level Sponsor
- Full-page ad:** Size w/bleed: 8.75” x 11.25”
Non-bleed: 7.5” x 10”
Cost: \$1,500 USD
\$ 500 USD – Upgrade for GOLD Level Sponsor
Complimentary to PLATINUM Level Sponsor
- ▶ Trim size: 8.5” x 11”
- ▶ Bleed size: 0.125”
- ▶ Live area: 0.5” from trim all around

Submission Guidelines

- ▶ All print ready submissions should be in four color (CMYK) and high resolution (300dpi).
- ▶ File formats accepted: PDF, JPG, EPS, TIFF
- ▶ Email print ready ads to: lunadesignpa@yahoo.com.
An ad spec sheet is available upon request to address above.
- ▶ **DEADLINE:** Ad must be submitted to the designer by **July 1, 2015** to be included in Final Program.



GENERAL INFORMATION

We expect at least 1,400 participants in Boston. 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.

Visit pharmacoepi.org for the latest meeting updates!



PRELIMINARY EXHIBITION HOURS/IMPORTANT EVENTS

These times are subject to change; visit pharmacoepi.org for the latest meeting schedule.

Sunday, August 23

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

Monday, August 24

- 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 25

- 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 ISPE Event at Fenway Park

Wednesday, August 26

- 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 SPACE

ISPE assigns a space based on a tiered system: A) Level of sponsorship; B) Level of membership/contribution throughout the year; C) First-come, first-served.

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

EXHIBIT SPACE RENTAL INCLUDES

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

REGISTRATION

Each exhibit space includes one (1) complimentary registration (includes ISPE Membership July 1, 2015 - June 30, 2016) 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, that must be approved by ISPE.

DECORATING/BOOTH EQUIPMENT/SHIPPING

The Exhibitor Services Kit will be available online at pharmacoepi.org in Spring 2015. 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 the Sheraton Boston Hotel. Please visit pharmacoepi.org/meetings/31ICPE 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 Melissa Castan at 301.718.6531 or mcastan@paimgmt.com



CONDITIONS OF THE EXHIBITION AGREEMENT

1. Assignment of Space and Setup/Breakdown: ISPE will determine exhibitor space assignments. Once space is approved, an exhibit may 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 24, and, must not be dismantled before 2:00pm on August 26. 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. Cancellations: Cancellations must be received in writing by ISPE on or before July 8, 2015 to receive 80% of the exhibitor fee. No refunds will be made after July 8, 2015.

3. 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.

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

5. 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.

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. 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.

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

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

9. 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.

10. Payment: Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by July 8, 2015 to ensure inclusion in the final program. Exhibitors are responsible for making arrangements for special equipment and services with the exhibition services provider.

11. 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 mailing addresses and/or email addresses on the early bird list provided by ISPE.

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

13. 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.

14. Removal of Exhibits by ISPE: ISPE has the right to prohibit, bar, 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 items 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.

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

16. 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.

17. Solicitation by Non-Exhibitors: Non-Registered individuals are prohibited from entering the exhibit hall or soliciting business elsewhere on Hynes Convention Center property.

18. 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 #16).

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 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**\$3,800 USD
Exhibit space additional, see page 2
- Bronze**.....\$2,000 USD
Exhibit space additional, see page 2

EXHIBITION SPACE (ONLY)

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

- Industry/Service Provider..... \$2,350 USD
- Government/Academic\$1,550 USD

NON-ISPE Organizational/Institutional Members

- Industry/Service Provider..... \$2,850 USD
- Government/Academic \$1,850 USD

** Each exhibit booth includes one complimentary meeting registration which includes ISPE membership (July 1, 2015 - June 30, 2016).*

FINAL PROGRAM AD (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 REGISTRATION 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 individual(s) who staff the booth and the individual(s) who book the booth are not 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 two companies you do NOT want to be next to:

1: _____ 2: _____

Additional Exhibit Staff:

Additional exhibit staff must register as regular meeting attendees. Every effort will be made to accommodate your request. Contact Melissa Castan at 301-718-6531 or mcastan@paimgmt.com for more information about the exhibition or ICPE.

WIRE TRANSFER FEE (\$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.** (Additional \$150 fee).
**ISPE will not accept wire payments for less than \$3,000 USD. 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, 2015 to ensure inclusion in final program. ISPE must receive a written cancellation by July 8, 2015, to receive a refund minus a 20% administrative fee of the total registration fee. No refunds will be made after July 8, 2015 or for "no shows."

Mail: ICPE 2015 | 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 _____

Company _____ Date _____



WELCOME RECEPTION/ACADEMIC SHOWCASE

31st ICPE Sunday, August 23, 2015 6:00pm Hynes Convention Center

ACADEMIC SHOWCASE

ISPE highlights graduate academic programs in pharmacoepidemiology, therapeutic risk management, epidemiology, comparative effectiveness research, drug utilization/health services research and other related disciplines at its annual conference. We believe this exposure is mutually beneficial to you and to ISPE. As a participating Academic Program in the Showcase, you will:

- Introduce meeting attendees to new educational opportunities at your school.
- Provide an opportunity for your students to learn about the ISPE and career opportunities in pharmacoepidemiology and therapeutic risk management, while networking with practicing professionals.
- Benefit from increased visibility with a tabletop display at the Welcome Reception.
- Receive a ribbon indicating your status as an academic supporter.
- Be listed in the final program, distributed at the meeting, and posted on the ISPE website.
- Reinforce ties with your alumni.

Fees:

Non-Member Academic Programs: \$650.00 (US)
ISPE Academic/Institutional Members: \$300.00 (US)

Register:

Our program would like to participate in the 2015 ICPE Welcome Reception/Academic Showcase Reception on Sunday, August 23, 2015 in Boston. As a participant, I understand we will receive:

- Listing in 2015 ICPE Final Program [**Deadline July 8, 2015 to be included in program. Must receive this form by that date.**]
- High profile signage at the Academic Showcase/Welcome Reception.
- Special ribbons for program representatives indicating our status as an academic supporter.
- Complimentary 6 foot draped table and 2 chairs at the reception for program handouts.
- Listing in the Final Program and on ISPE website.

Academic Program: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Payment Method

- Check enclosed.
- Payment by Credit Card
- Visa MasterCard American Express

Account Number: _____ Security Code _____

Exp. Date: _____ Signature: _____
Month / Year

Please return the completed form to ISPE by fax to 301-656-0989, or by mail to:

ISPE-Academic Showcase, 5272 River Road, Suite 630 Bethesda, MD 20816
ISPE Federal Tax Number: 41-1688677