



EXHIBIT SPACE APPLICATION/CONTRACT

ISDP 23rd Joint Meeting
March 18-19, 2020
THE WESTIN DENVER DOWNTOWN
1672 Lawrence Street
Denver, Colorado 80202 USA

SPACE CONFIRMATION AND OTHER INFORMATION SHOULD BE MAILED TO:

Company/Organization *(please print or type)* _____

Division (if any) _____

Contact Name _____

Street Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ E-mail *(please provide an e-mail contact)* _____

We/I agree to pay the total fee of \$1,200.00 USD for Silver Level, or \$1,450.00 USD for Gold Level by February 20, 2020. We/I agree to abide by all the regulations set forth in this contract and to all conditions under which the exhibit space in the The Westin Denver Downtown hotel is leased to the International Society of Dermatopathology.

Prefer not to be near (company names) _____

PRODUCTS, SERVICES OR PROGRAMS TO BE EXHIBITED: _____

PAYMENT: Return original copy of the completed contract and full payment to reserve space. Table space reservation deadline is February 20, 2020. Applications received after February 20, 2020, will be accepted on a space-available basis. Payment shall be in U.S. funds drawn on a U.S. bank. Checks should be made payable to: International Society of Dermatopathology.

Check # _____ MasterCard VISA American Express Discover

Card # _____ Exp. date ____/____/____ CVV Code (on back of card) _____

Signature _____

The undersigned hereby authorizes ISDP to reserve exhibit space for use by the above company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract and to all conditions under which exhibit space is leased to ISDP. The undersigned acknowledges that space assignments shall be acceptable unless the ISDP is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature _____ Date _____ Name *(print or type)* _____ Title *(print or type)* _____

Billing address *(if different from above)* _____

MAIL ORIGINAL COPY OF THIS CONTRACT WITH CHECK/CREDIT CARD INFORMATION TO:

The International Society of Dermatopathology
PO Box 2444
Fredericksburg, TX 78624-244, USA
PHONE: 1-650-729-1234
EMAIL: ISDPmanager@gmail.com or ISDPevents@gmail.com
Website: <http://www.intsocdermpath.org>
ISDP's taxpayer ID number is 59-3319363.

FOR ISDP USE

Total Fee \$ _____

Payment Received _____



EXHIBIT RULES AND REGULATIONS

1. ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the members of ISDP and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Society. In the event of such restriction or eviction, ISDP is not liable for any refund of exhibit fees, or any other exhibit related expense.

2. APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form.

3. ASSIGNMENT OF SPACE: Exhibit space is limited and assigned on a first come, first-served basis. ISDP will attempt to honor all requests for exhibit space. Notwithstanding the above, ISDP reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

4. PAYMENT: Full payment is required with contract in order to hold booth space. Booth space reservation deadline is February 20, 2020. Applications received after February 20, 2020 will be accepted on a space-available basis. If a contract is received without full payment, booth space will not be assigned until full payment is received. Booth set-up will not be allowed for exhibitors with any balance due. Payment shall be in U.S. funds drawn on a U.S. bank. Checks should be made payable to: International Society of Dermatopathology.

5. SHIPPING OF DISPLAY MATERIALS: All shipping costs to and from the meeting venue, as well as any storage fees charged by the meeting venue, will be paid by the exhibitor.

6. CANCELLATION: ISDP must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit space reservation occurs prior to February 20, 2020, the exhibitor will be refunded 50% of the total payment received. After February 20 2020, no refunds will be made available.

7. FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management. If the exhibit is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

8. EXHIBIT FEE FOR TWO DAY EVENT, CHOICE OF:

Silver level: \$1,200 U.S. Includes one or two 6' covered table(s) with 2 chairs; general security and cleaning:

- Company identification sign
- 2 complimentary registrations
- Acknowledgement in onsite meeting program

Gold level: \$1,450 US: Includes all features above plus company name and logo on signage at Welcome Reception

9. CANCELLATION OF CONFERENCE AND EXHIBITION: If ISDP should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ISDP has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

10. RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of ISDP. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

11. CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use anything other than standard table top equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the

proposed layout at least 45 days prior to the Exhibition and must receive written approval from Exhibit Management.

12. CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

13. FIRE REGULATIONS: All fabrics and other materials used for decorative purposes must be flame retardant. Each exhibitor must have a certificate showing that display material has been treated by a flameproofing compound approved by the appropriate city agency. All packing and decorating material must be flame retardant. Merchandise must not be packed in paper, straw or excelsior. Any merchandise packed in inflammable material cannot be brought into the show. Table tops must be cleaned of combustible rubbish daily. All electrical equipment must be U.L. approved and must meet the requirements established by the local city code. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

14. INSURANCE AND HOLD HARMLESS CLAUSE: All exhibitors and their authorized decorators are strongly urged to obtain insurance coverage against damage or loss, and public liability insurance against injury to the person and property of others. Exhibit materials should be covered from the time they are shipped from the warehouse, through move-in, show dates, move-out and until all materials have been received at the point of origin. The Exhibitor assumes the entire responsibilities and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought onto the premises of the Hilton Crystal City hotel and shall indemnify and hold harmless ISDP, the Hotel agents, servants and employees from any and all such losses, damages and claims. The exhibitor acknowledges that ISDP and the Hilton Crystal City hotel do not maintain insurance covering exhibitors property and this is the sole responsibility of the exhibitors to obtain business interruption and property damage insurance covering such losses by exhibitor.

15. SECURITY: Security of products and materials is the responsibility of the exhibitor. Watchman service is **not** provided, but may be arranged independently through the hotel.

16. UNIONS AND CONTRACTORS: In order to conform to union contract rules and regulations all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the exhibit facility or with authorized service contractors employed by Exhibit Management. Only the official contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Management.

17. COMPLIANCE: The Exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

18. COPYRIGHTED MUSIC: The Exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in Exhibitor's table top space during the show.

19. ALCOHOLIC BEVERAGES: Serving of alcoholic beverages during the Exhibition is permitted only through exhibit facility's licensed staff and service.

20. CONFLICTING EVENTS: The Exhibitors attending the ISDP Annual Meeting will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events are scientific or educational meetings of interest and relevance to dermatopathologists (including but not limited to lectures, presentations, seminars or workshops) that are scheduled during the same time frame encompassed by the ISDP Annual Meeting. For purposes of this policy, the relevant time frame begins two days immediately prior to the official opening of the ISDP Annual Meeting and ends two days after the official close of the ISDP Annual Meeting.