

**Precision Medicine in Autoimmunity**  
**10<sup>th</sup> -12<sup>th</sup> Oct, 2018**  
**Denver, Colorado**



**EXHIBITOR APPLICATION**

Return by July 31, 2018 to:

**PMA 2018 Contact**

Attn: Annie Dunster Email: [PMA2018-exhibits@icsevents.com](mailto:PMA2018-exhibits@icsevents.com)

**Organization Details**

Please note: Your organization's name will appear on all conference materials as it is listed below.

Name of Organization: \_\_\_\_\_

Contact name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

phone: (     ) \_\_\_\_\_

e-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Description of your product or service to be exhibited. This description will be printed in the exhibitor listing distributed at the conference. (30 words max)

**Exhibit Levels**

INCLUDED	Platinum US\$15,000	Gold US\$10,000	Silver US\$7,500	Bronze US\$5,000
Attendance at welcome/networking event with conference attendees	X	X		
Choice of table location in exhibit hall	X	X	X	
Conference Registrations	4	4	3	2
Exhibitor acknowledgement in conference materials and website	X	X	X	X
Exhibit table (6' x 30)	<b>double space</b>	X	X	X
Access to conference participants during all breakfast, lunch, and snack breaks (all breaks are held in the exhibit hall)	X	X	X	X
<b>PLEASE INDICATE TIER LEVEL SPONSORSHIP REQUIRED BY TICKING THE APPROPRIATE BOX</b>				

**On receipt of the booking form an invoice in US\$ for full payment by bank transfer will be sent to the email address given above.**

## **EXHIBITOR RULES and REGULATIONS**

### **Contract**

The applicant agrees Precision Medicine in Autoimmunity (PMA) has the sole right to determine the eligibility of any company, agency, product, or service to be included in the exhibition, and retains that right through the end of the exhibition. No contract is formed until an application is accepted by PMA and the applicant is notified. Should PMA accept the application and later determine to prohibit the entire exhibit, the applicant agrees that its damages shall be limited to a refund of its application fee.

### **Assignment of Exhibit Space**

Exhibit space will be assigned on a priority system, based on your organization's total financial commitment and available space. PMA will make every effort to accommodate exhibitor location and other preferences, however, such accommodations cannot be guaranteed. In the event of a conflict regarding space or other material conditions, PMA has the right to assign space to the Exhibitor, rearrange the floor plan, or relocate any exhibit at any time before or during the exhibition.

### **Exhibit Dates**

The exhibition area is open Thursday, October 11, through Friday, October 12 at 2.00 pm.

### **Exhibit Setup**

Installations of exhibits will commence on Wednesday, October 10, 2018 at 3.30pm. Exhibits must be fully installed by 8:00am on Thursday, October 11 2018. After this time no installation work will be permitted without special permission from PMA.

### **Exhibit Teardown**

All exhibits must remain intact until 2:00pm Friday, October 12, 2018 and should not be dismantled or removed until that time. Exhibits should be packed and ready to move by 3:00pm on Friday, October 12, 2018. If this deadline is not met, PMA reserves the right to remove materials from the exhibit hall any expenses incurred with regard to the removal will be passed onto the exhibiting company. PMA is not liable if such removal causes damage to the materials.

### **Exhibit Payment and Occupation of Exhibit Space**

No exhibit reservation is confirmed without full payment. Space on a courtesy hold will be forfeited if full payment is not received within 30 days of receipt of invoice

Any space not claimed and occupied by 8:00a.m. on Thursday, October 11, 2018, may be reassigned by PMA with no obligation on the part of PMA to refund any part of the exhibit rental. Exhibitors may not assign or sublet any space and may not advertise or display goods other than those manufactured or sold by it in the regular course of its business.

### **Exhibit Arrangement**

The Exhibition will be table top. PMA will provide a draped table (measuring 6' x 30") and two chairs and, if requested, access to an electricity socket. All exhibits must be confined to the spatial limits of your exhibit area. Please refer to the Exhibition Guidelines that will be sent once exhibit space is confirmed for further details.

### **Cancellations**

Cancellation of exhibit space must be directed in writing to PMA (PMA2018-exhibits@icsevents.com). Cancellations shall be effective upon receipt of notice to PMA. Exhibitors who cancel will not receive a refund.

### **Safety & Fire Laws**

All applicable fire and safety laws and regulations must be strictly observed by all exhibitors. Cloth decorations must be flameproof. Wiring must comply with local fire department and the conference facility's rules. Aisles and fire exits must not be blocked by exhibits. No combustible decoration, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, wrapping material, etc., are to be removed from the exhibit floor and may not be stored under tables or behind the exhibit. Open flames, butane gas, and oxygen tanks are not permitted.

### **Material Handling**

All shipments must be prepaid and consigned by the shipping instructions as specified in the Exhibition Guidelines. Exhibits and related materials will only be accepted 3 days in advance of the event by the Westin Denver Downtown. Any shipments received before October 5 will incur storage charges. See Exhibition Guidelines for further information.

### **Care of Exhibit Space**

Exhibitors shall care for and keep in good order all space occupied by them.

### **Exhibit Tables**

PMA shall have the right to prohibit and remove any exhibit or part of an exhibit which in PMA's sole judgment is not suitable to or in keeping with the character or purpose of the exhibition. PMA Exhibit Management will notify the exhibitor and detail what modifications, if any, will avert the prohibition or removal. If an exhibitor is asked to remove an exhibit, or part thereof, and fails to do so promptly, PMA will remove the exhibit or part thereof, and the exhibitor agrees to pay the reasonable costs of such removal.

### **Conduct of Exhibitors**

Exhibitors shall conduct themselves in a professional, ethical, and otherwise appropriate manner at all times and in conformance with these regulations. PMA reserves the right to deny the privileges of the floor to any and all exhibitors who do not do so.

**Exhibition Guidelines**

At the time of table assignment, contracts will be executed and confirmations e-mailed to the exhibitor. Exhibition Guidelines will be sent approximately 60 days before the conference. These kits will include any amended or additional rules and regulations, official conference hours, set-up and dismantle hours, any service contractor related order forms, and all auxiliary services order forms. Please review all information carefully and be aware of all required cut-off dates.

**Use of Exhibit Space**

Your table must be staffed by at least one company representative at all times during the conference exhibition. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share any part of his space without express written consent from PMA.

**Admission**

PMA shall have sole control over all admissions. All persons who visit the exhibit area will be admitted according to the rules and regulations of the exhibition, as PMA may amend from time to time.

**Insurance**

Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as exhibitor deems appropriate.

**Amendments to Regulations**

These rules and regulations are to be construed as a part of all space applications and contracts. All interpretations as well as answers to questions and matters not specifically covered by these rules and regulations will be decided by PMA Exhibit Management. PMA reserves the right to change or add to the rules and regulations if such addition or change is, in PMA's judgment, reasonably required for the appropriate conduct of the exhibition.

I have read and accept all of the PMA 2018 Exhibit Rules and Regulations

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name (please print)

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signature      date

*Please return the completed form to:*

*Annie Dunster*

*Email: [PMA2018-exhibits@icsevents.com](mailto:PMA2018-exhibits@icsevents.com)*