

Business Meeting Suites are your opportunity to host discussions about your products, hold small staff meetings, meet privately with potential clients, conduct investigator meetings, or host small hospitality events in the convention center. Business Meeting Suites will be available in the Exhibit Hall. Extended Hours Business Meeting Suite locations are coming soon.

Educational symposia, sessions, or group demonstrations are NOT permitted inside the meeting suites. All guests must be registered attendees of the 78th Scientific Sessions.

Business Meeting Suites

Located in the Exhibit Hall

Includes:

- 8' high hard walls
- One 12" x 12" ID sign
- Suite carpeting

Suite Hours:

- **Saturday and Sunday, June 23-24**
 Staff Access Only: 7:00 a.m.– 5:00 p.m.
 Attendee/Guest Access Only: 10:00 a.m.– 4:00 p.m.
- **Monday, June 25**
 Staff Access Only: 7:00 a.m.– 2:00 p.m.
 Attendee/Guest Access Only: 10:00 a.m.– 2:00 p.m.

Pricing: \$6,500 – 15' x 15'



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Extended Hours Business Meeting Suites

Located outside of the Exhibit Hall

Includes:

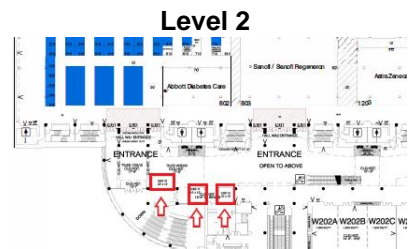
- 8' high hard walls
- One 12" x 12" ID sign
- Carpet - TBD based on location in center.

Suite Hours:

- **Thursday June 21:**
 12:00 p.m. – 6:30 p.m.
- **Friday, Saturday, Sunday & Monday, June 22-25:**
 7:00 a.m. – 6:30 p.m.
- **Tuesday, June 26:**
 7:00 a.m. – Noon

Pricing: \$8,000 – 15' x 15'

Pricing: \$8,400 – 12' x 20'



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Please Note: Exhibitors are responsible for all furnishings, electrical, AV, and telecommunication requirements. Hospitality events along with food and non-alcoholic beverages may be served. All food and beverage must be ordered through the convention center's catering department from the approved ADA menu if serving registrants. Details and order forms will be available in the service kit.

Purchase Guidelines: Exhibitor Business Meeting Suites will be assigned on a first-come first-served basis. Applicants will be contacted for review and approval of suite placement.

Payment Policy: Payment in full is due with application.

Refund and Cancellation Policy: Payment is non-refundable. If an exhibitor cancels exhibit space, their Exhibitor Business Meeting Suite space will be canceled automatically. Refunds will not be issued. By signing this form, the Company agrees to abide by all rules and regulations which are outlined in the Exhibitor Business Meeting Suites Rules and Regulations, Exhibitor Prospectus, and Exhibitor Service Kit for the 78th Scientific Sessions.

For More Information: Contact Merle Zappan at 856-302-0884, merle_zappan@AFassanoCo.com.

All dates, times, package particulars, and pricing are tentative and subject to change.

Company Name: _____
(As it should appear in all listings and ID sign)

Contact Name: _____ **Contact Email Address:** _____

Phone Number: _____ **Fax Number:** _____

Business Meeting Suites. ([Review Floorplan](#))

\$6,500 – 15'x15' **Number of Suites Requested:** _____

Suite Choice: 1st _____ 2nd _____ 3rd _____ 4th _____

Extended Hours Business Meeting Suites. ([Review Level 2 Floorplan](#)) ([Review Level 3 Floorplan](#))

\$8,000 – 15'x15' \$8,400 – 12'x20' **Number of Suites Requested:** _____

Suite Choice: 1st _____ 2nd _____ 3rd _____ 4th _____

List competitive companies in which you do NOT want to be in close proximity. Every effort will be made to accommodate your request. _____

The American Diabetes Association will accept payments by credit card, check, or wire transfer. Payments made by wire transfer should include an additional \$50 to offset wire fees. Please contact us for further information.

- Check Payment:** Make check payable to: American Diabetes Association
- Credit Card Payment:** VISA MasterCard American Express Discover
- Wire Transfer:** *Include an additional \$50 to offset wire fees*

Full payment must accompany this application.

Total amount to be charged: _____

Card Number: _____

Exp. Date: _____ **Security Code:** _____

Name (as it appears on card): _____

Credit Card Billing Address: _____

Signature: _____

Please contact [Karen Kimakovich](#) at 856-302-0887 for bank information if paying by wire transfer.

APPLICATION AND PAYMENT MUST BE MAILED TO:

American Diabetes Association, PO Box 418805, Boston, MA 02241-8805;

or (via Courier) Overnight Packages:

Bank of America Merrill Lynch Lockbox Services, Lockbox 418805, MA5-527-02-07, 2 Morrissey Blvd., Dorchester, MA 02125

Federal ID #: 131623888.

For assistance with payment information, please contact [Karen Kimakovich](#) at 856-302-0887.

All dates, times, package particulars, and pricing are tentative and subject to change.

1. Defined Terms

The terms “ADA Management” and “Convention Center” as used herein shall mean the American Diabetes Association (ADA) and the Orange County Convention Center respectively.

2. Applicability, Interpretation, and Governing Law

The Exhibitor Business Meeting Suite Rules and Regulations (“Rules”) are part of the Exhibitor Business Meeting Suites Application between the exhibitor and ADA Management. ADA Management shall have authority to interpret and enforce these Rules. All matters not covered by these Rules are subject to decision of ADA Management. All decisions so made shall be as binding on all parties as the original Rules. The exhibitor or its designated representative is responsible for familiarizing themselves with all Rules and Regulations. If an exhibitor or their representative fails to observe these conditions or the terms of the Exhibitor Business Meeting Suite Application may be excluded from the contracted Exhibitor Business Meeting Suite without refund.

Any claim or cause of action arising out of these Rules shall be governed exclusively by the law of the Commonwealth of Virginia without regard to its conflict of laws principles and any claim or cause of action arising under these Rules shall be adjudicated exclusively in the state or federal court.

3. Amendments

These Rules may be amended at any time by ADA Management and all amendments so made shall be binding on exhibitors equally with the original Rules and Regulations.

4. Eligibility

Exhibitor Business Meeting Suites may be secured only by contracted ADA 78th Scientific Sessions exhibitors. If the exhibitor cancels or defaults on exhibit space, the contracted Exhibitor Business Meeting Suite will be revoked and cancellation fees will apply as outlined in these Rules and Regulations.

5. Payment Schedule

Payment in full for Exhibitor Business Meeting Suite space is required upon selection of space(s).

6. Unoccupied Space, Payment Failure

Unoccupied Space – any Exhibit Hall Exhibitor Business Meeting Suite space not claimed and/or occupied prior to 10:00 a.m., Saturday, June 23, 2018 and/or any Extended Hours Meeting Business Suites space not claimed and/or occupied prior to noon, Thursday, June 21, 2018 may be resold or reassigned by ADA Management without obligation on the part of ADA Management for any refund whatsoever.

Failure to Make Payment – if payment is not received by specified date as noted on application, ADA Management reserves the right to re-sell or reassign the exhibitor suite without any liability on its part. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in its Exhibitor Business Meeting Suite Application.

7. Exhibitor Refund and Cancellation Policy

All cancellations must be submitted in writing. Payment is non-refundable. If an exhibitor cancels exhibit space, their Exhibitor Business Suite space will be canceled automatically and no refund will be issued.

8. Exposition Cancellation by the Association

It is mutually agreed that in the event of cancellation of the ADA 78th Scientific Sessions exhibits due to fire, strikes, government regulations, acts of war, acts of terrorism or other causes which would prevent its scheduled openings or continuance, then and thereupon this agreement will be terminated and ADA Management shall determine an equitable basis for the refund of such exhibit fees. ADA Management will not be held liable for any other costs incurred by the exhibitor, other than the cost of exhibit suite rental space.

9. Exhibitor Business Suite Use Guidelines

The exhibitor agrees to utilize Exhibitor Business Meeting Suite(s) only for face-to-face client meetings, exhibitor personnel meetings, or hospitality functions during the ADA 78th Scientific Sessions. Exhibitors are not permitted to present educational symposia, sessions, or activities in the Exhibitor Business Meeting Suite(s). Food and beverage are permitted and must be ordered through the convention center’s catering department. Details and order forms are available in the service kit.

10. Installation, Hours of Operation, and Dismantling

Dates and times for installation, hours of operation and dismantling of suite will follow the official ADA 78th Scientific Sessions exhibitor schedule. ADA Management reserves the right to alter the ADA 78th Scientific Sessions hours in any manner whatsoever if, in its sole discretion, such alteration is in the best interest of the ADA.

11. Dismantling Security and Unmoved Items

Exhibitor personnel must remain in their contracted Exhibitor Business Meeting Suite(s) until their materials are secured. All products being shipped from the Convention Center, should be securely packed before leaving the Exhibitor Business Meeting Suite area. ADA Management, the Convention Center, and all official contractors assume no responsibility for material left unattended in the Exhibit Hall Exhibitor Business Meeting Suite and the Extended Hours Exhibitor Business Meeting Suite area during the dismantling period. Any products left during the dismantling period may be removed by ADA Management and the exhibitor shall be liable for and agrees to pay all cost for dismantling, storage, and/or shipment. ADA Management shall not be liable for any damage to any materials due to removal or storage.

12. Permitted Admission

Admission to Exhibitor Business Meeting Suites will be by official badge obtained upon registration, entitling wearer to unlimited attendance in accordance with the ADA Management policy. The badge is not transferable. ADA Management shall have sole authority over admission policies at all times. We regret that non-registered people will not be allowed in the Business Meeting Suites.

13. No Smoking Policy

ADA Management and the laws of the City of Orlando strictly prohibit the use of tobacco products in all areas of the Convention Center (to also include the time and days designated for installation and dismantling). Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company and their guests comply with the laws of the state of Florida.

14. Relocation of Exhibitor Business Suite

ADA Management reserves the right to alter locations of Exhibitor Business Meeting Suites as shown on the official floor plan, if deemed, in the sole discretion of ADA Management, to be advisable or in the best interest of the ADA 78th Scientific Sessions.

As a participating exhibiting company in the 78th Scientific Sessions all rules for the above noted Exhibitor Business Suites and on the official Application and Contract for the Exhibit Space, shall be abided by all exhibitors and their guests. American Diabetes Association reserves the right to make decisions or changes on the best interests of all concerned parties.

All decisions by the Association are final.