



The Endocrine Society's Annual Meeting & Expo
 Meeting Dates: March 28–31, 2020
 Expo Dates: March 28–30, 2020
 Moscone Center | San Francisco, CA
EXHIBIT SPACE APPLICATION

INSTRUCTIONS: Complete all sections. Obtain authorized signature. Return with deposit. Please see Rules and Regulations on reverse side.

SECTION 1 – COMPANY INFORMATION:

Company Name: _____
 Address: _____
 City/State/Postal Code: _____
 Country: _____
 Office Phone: _____
 Web Address: _____

SECTION 2 – CONTACT INFORMATION:

Name: _____
 Title: _____
 Office Phone: _____
 Mobile Phone: _____
 Email: _____

SECTION 3 – ELIGIBILITY:

Have you exhibited at ENDOExpo before? Yes ___ No ___
 All new exhibitors will be sent an additional form to complete and submit to be considered for eligibility. The application and description will be reviewed by the Exhibitor Review Committee for approval prior to payment processing and before space assignment. Please do not make any travel/lodging arrangements until you receive final approval to exhibit. Exhibit management reserves the right to accept, reject or condition acceptance, based solely on our discretion, for any reason, which need not be disclosed to the applicant, the right to deny products that are not in line with the intent of the meeting and/or the professional interests of our audience.

FDA

Product(s) to be displayed: _____ **Exempt** **Cleared**

Exhibitors, when approved, are to display only the submitted/approved products listed above or on the additional eligibility form.

**SECTION 4 – ADDITIONAL MARKETING OPPORTUNITIES
 BUSINESS SUITES – THE ULTIMATE PRIVATE MEETING SPACE!**

With multiple suite configurations available, you can host small staff meetings, meet privately one-on-one with potential clients, conduct investigator meetings, provide one-on-one product demonstrations, or hold hospitality events. Exhibitors are not permitted to present educational symposia, sessions, or conduct unauthorized activities from the Business Suite(s).

Please check all that apply:

- Yes, I am interested in purchasing a Business Suite.
- Yes, I am interested in extended-hours Business Suites.
- Yes, I am interested in sponsorship and marketing opportunities.

If interest is indicated above, Exhibit Management will contact you.

SECTION 5 – EXHIBIT BOOTH SPACE PREFERENCE:

1st _____ 2nd _____
 3rd _____ 4th _____

List up to two (2) companies you DO NOT want to be near.

List up to two (2) companies you DO wish to be near.

**SECTION 6 –
 CLINICAL ENDOCRINOLOGY UPDATE**

EBR/CEU SEATTLE (SEPT.17-21, 2019) & CEU MIAMI (SEPT.5-7, 2019)
DUE TO POPULAR DEMAND, CEU will be offered on both the East and West Coast of the U.S. in 2019, allowing clinicians from all over the ability to attend.

Call for more details as well as **SPECIAL DISCOUNTED CEU EXHIBIT RATES** when you book ENDOEXPO2020 and both EBR/CEU Seattle & CEU Miami!

For exhibit & sponsorship questions, contact **Heidi O'Hara** at 856-637-3301

SECTION 7 – BOOTH PRICING:

First Time Exhibitor . . . (one 10'x10' in-line booth) @ \$3,095 _____
 (Additional booths may be ordered at full price below)

Quantity		Quantity x Price
_____	Not for Profit. . . . \$895 per 10'x10'	_____
_____	In-Line Booth. . . . \$3,795 per 10'x10'	_____
_____	Corner Booth \$4,095 per 10'x10'	_____
_____	Island Booth. . . . \$46.00 a square foot	_____
	Island Size: _____x_____	
		Total \$ _____

SECTION 8 – AUTHORIZED SIGNATURE:

This application shall not be binding unless and until it is accepted and approved in writing by the Exhibit Management. You are hereby authorized to reserve exhibit space for our use at The Endocrine Society's Annual Meeting & Expo. We agree to exhibit under and comply with the terms and conditions of the agreement, and the exhibit requirements as stated in the forthcoming Exhibitor Service Manual.

Name (print): _____
 Title: _____
 Signature: _____ Date: _____

By signing this application, the exhibitor agrees to receive materials by email and U.S. Mail from The Endocrine Society and its representatives and agents, as well as agreeing to abide by the following EXPO Rules & Regulations.

SECTION 9 – PAYMENT INFORMATION

2019 exhibitors rebooking onsite: A 10% non-refundable deposit will be invoiced within ten days after the event and due within 30 days of receipt. An additional 40% will be due on or before June 28, 2019. Final payment will be due on December 2, 2019. After 2019 onsite rebooking, a 50% deposit must accompany your application with the remaining balance due on December 2, 2019. Applications received after December 2, 2019 require full payment of total booth fee. **Applications received without a deposit will not be processed.** Please refer to the Exhibitor Rules & Regulations on the reverse for payment and cancellation policy terms and dates.


- Wire Transfer – call Karen Kimakovich (number below) for instructions
- Check enclosed payable to The Endocrine Society. Check must be in U.S. currency drawn on a U.S. bank and mailed to the address below.
- Charge my MasterCard Visa American Express

Total amount to charge: US\$ _____
 Name (as it appears on the card): _____
 Card #: _____
 Exp. date: _____ Security code: _____
 Credit card billing address _____

Signature: _____

Application and Payment Processing Options

 **Email:** ENDOprocessing@AFassanoCo.com
Subject Line: [Confidential] ENDOExpo 2020 Exhibit Application

 **Mail:** The Endocrine Society, PO Box 17027
 Baltimore, MD 21297-0240

***Billing/Invoicing/Wire Transfer Questions:**
[Karen Kimakovich](mailto:Karen.Kimakovich@endocrine.org)
 856-302-0887





The Endocrine Society's Annual Meeting & Expo

Meeting Dates: March 28–31, 2020

Expo Dates: March 28–30, 2020

Moscone Center | San Francisco, CA

EXHIBIT RULES AND REGULATIONS

ASSIGNMENT OF EXHIBIT SPACE. Space assignment is done on a priority system based upon a firm's total support of the Endocrine Society ("Society") activities, including:

- Contributions, sponsorships, or other forms of support for Society programs and events
- Total amount of exhibit space purchased
- Advertising in the Society's publication

Exhibit space assignment for current exhibitors takes place during the current year's meeting and for a period of four weeks. After this timeframe, the online floorplan will represent all assigned space, at which point space is assigned on a first-come, first-served basis. The Society reserves the right to relocate space selected by the exhibitor. Relocations will be made only if deemed necessary and upon notification to the exhibitor by Exhibit Management.

BOOTH INFORMATION. Exhibitors will be notified of any infractions of the exhibit rules. In the event the exhibitor is not present, the decorator, with the approval of Exhibit Management, will provide required draping and submit charges to the exhibitor.

Linear Booths: All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows: backgrounds are limited to 8 feet in height and must not protrude from the back wall more than 50 percent (50%); no exhibit construction will be permitted to exceed 48 inches except in the back one-half of the booth as noted above within 10 linear feet of an adjoining exhibit.

Island Exhibits: Island exhibits are defined as: any group of booths made up of four (4) or more booths with aisles on all four (4) sides or two (2) or more neighboring booths facing two (2) or more booths across an aisle (aisle between may be carpeted). Island exhibits with aisles on all four (4) sides may not block the view of surrounding booths and should provide adequate see-through areas and entrances for easy flow of traffic. The height limitations for exhibit components banners is 16 feet. The top of the hanging banner may not be higher than 24' from the floor.

CANCELLATION/REDUCTION POLICY. Notice of intent to cancel or downsize must be sent to Exhibit Management in writing. Twenty-five percent (25%) of the total booth fee will be retained when a cancellation or reduction notice is received on or before June 28, 2019. Fifty percent (50%) of the total cost of exhibit space under contract will be retained by the Society when notice of intent to cancel or downsize is received between June 28, 2019 and December 2, 2019. **No refund or deposit will be issued when notice of intent to cancel or downsize is received after December 2, 2019.** Non-notification of cancellation or reduction does not eliminate financial responsibility of balance due when cancelling or reducing space.

CANCELLATION OF EXPOSITION. It is mutually agreed that in the event of cancellation of the Annual Meeting & Expo as a result of strikes, governmental regulations or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and the Society shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

CONFIRMATION/BILLING. Each exhibiting company will receive a confirmation letter and invoice. The confirmation letter will contain general information about the exhibition and, most importantly, your assigned booth number. The invoice will specify the total cost of the contracted space, deposit received, and the balance due. Payment is due upon receipt of the invoice.

COST OF EXHIBIT SPACE. All exhibit rates and suggested positioning are listed on the application. The price of exhibit space includes, in addition to the space itself for the entire exhibit period, draping for the sides and back wall, a standard booth sign showing the firm name and booth number, janitorial service for the aisles of the exhibit area, 24-hour perimeter security of the exhibit area, and an exhibitors' listing in the Meeting Program. **Booth carpeting at the exhibitor's expense is required.**

DISMANTLING OF EXHIBITS. Dismantling begins at 4:00 pm on March 30, 2020. No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official closing time. Violators are subject to exclusion from exhibiting at future meetings.

DRAWINGS AND GIVEAWAYS. Giveaways and drawings must be professional and reflect the objectives of the Annual Meeting & Expo and follow the PhRMA, AdvaMed Code of Ethics, AMA, and Ethical MedTech guidelines. Exhibitors must complete the Giveaway/Booth Activities form in the Exhibitor Service Kit.

ELIGIBILITY. The exhibit is intended for firms who wish to display scientific equipment, services, and educational resources related to the interests of clinical and research endocrinologists. New exhibitors will be vetted according to the above intent. The Society reserves the right to require the immediate withdrawal of an exhibit if it conflicts with the purposes of the Society. The display of items unrelated to the scientific interest of the Society will not be permitted.

EXHIBIT DECORATION AND DRAYAGE. Freeman is the official decorator. The Exhibitor Service Manual contains order forms, furniture rental prices, union labor rates, special services, electrical work, additional signs, cleaning, floral, photography, etc. Information concerning warehouse shipping and handling of exhibit materials will be emailed to each exhibiting company approximately sixty (60) days prior to the meeting.

FDA GUIDELINES. Exhibitors are responsible for adhering to all established Food and Drug Administration guidelines for exhibiting products that are FDA approved and those that may be pending FDA approval. The Society assumes no responsibility to obtain FDA approval.

FOOD AND BEVERAGE GUIDELINES. All companies must follow the Moscone Center Catering policies and adhere to the Food and Beverage Guidelines outlined in the Exhibitor Service Kit. No food or beverage may be served in the Exhibit Hall without the prior approval of Exhibit Management. Alcoholic beverages may not be distributed in the Exhibit Hall.

MUSIC LICENSING. The Society does not obtain ASCAP or BMI licensing that will allow the use of copyrighted, recorded music in your booth. Exhibitors interested in playing copyrighted, recorded music in their booth must notify the Society in writing and obtain the proper licensing from BMI or ASCAP. The Society will not permit said activity without obtaining the proper licensing. Each exhibitor is responsible for its own actions if proper licensing is not arranged prior to playing copyrighted, recorded music in the booth. If an exhibitor playing copyrighted music cannot produce the proper documents, the Society has no choice but to request that the music be turned off.

NOTICE OF DISABILITY. In compliance with the Americans with Disabilities Act of 1990, The Society will make all reasonable efforts to accommodate persons with disabilities at its Annual Meeting & Expo.

PAYMENT TERMS. Listed on the front of this application.

SECURITY. Perimeter security guard service will be provided on an around-the-clock basis beginning with the first day of move-in and continuing until the exhibit hall is vacated. However, the Society is not responsible for any loss or damage to exhibitor property. Exhibitors wishing to hire additional security may do so by filling out and returning the form provided in the Exhibitor Service Kit.

Insurance and Liability.

If you plan to use an Exhibitor Appointed Contractor (EAC) to supervise the setup and dismantling of your exhibit, a certificate of insurance must be sent to Exhibit Management by January 31, 2020.

Each non-official contractor or exhibitor who will self-install an exhibit must supply Exhibit Management with a current comprehensive public liability certificate of insurance with combined single limits of \$1 million bodily injury and property damage and/or \$1 million general aggregate with a \$1 million per occurrence limit, naming as additionally insured the Society; A. Fassano & Company; the Convention Facility; Freeman; and the members, officers, directors, agents, and employees of each of these entities. Certificates and forms can be found in the Exhibitor Service Kit and should be emailed to Exhibit Management.

Each party will be liable for negligent or intentional acts and omissions of its employees and other authorized representatives. The exhibitor agrees to indemnify and hold harmless the Society, Exhibit Management, and the Convention Center from and against any and all liability for all costs, losses, and damages, including reasonable court fees and court costs due to claims arising from personal injury and property damage, or loss resulting from use of exhibit space.

SURVEYS/QUESTIONNAIRES. Exhibitors may conduct market research by asking attendees to respond to surveys and questionnaires as long as the process is conducted in good taste. No harassing, hawking, or creating a disturbance will be allowed. The survey must be conducted from within the exhibit booth and must not disturb neighboring exhibitors. Canvassing will not be permitted in the aisles.

USE OF EXHIBIT SPACE. Exhibit Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit. No exhibitor shall assign, sublet or divide any part of the space without the knowledge, and consent of Exhibit Management. All exhibitors must wear the Society exhibitor badges registered under the name of the exhibiting company.