



The Endocrine Society's Annual Meeting & Expo
 Meeting Dates: March 23–26, 2019
 Expo Dates: March 23–25, 2019
 Ernest N. Morial Convention Center | New Orleans, LA
EXHIBIT SPACE APPLICATION

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

SECTION 1 – COMPANY INFORMATION:

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

SECTION 2 – CONTACT INFORMATION:

Exhibit Contact: Individual to receive all information on exhibit logistics and operations, including the Exhibitor Service Manual and any Bulletins.

Name: _____
 Title: _____
 Phone: _____
 Email: _____

Promotion Contact: Individual to receive all information on promotion, advertising and sponsorship opportunities (if different from above).

Name: _____
 Title: _____
 Phone: _____
 Email: _____

SECTION 3 – ELIGIBILITY:

Have you exhibited at ENDOExpo before? Yes ___ No ___
 All new exhibitors are required to include with their application a 50-word description of products, equipment or services that will be displayed to be considered for eligibility. The application and description will be reviewed by Exhibit Management for approval prior to processing and space assignment. Please do not make plans until your application has been processed and confirmed.

SECTION 4 – BOOTH PRICING:

First Time Exhibitor . . . (one 10'x10' in-line booth) @ \$2,595 _____
(Additional booths may be ordered at full price below)
 Quantity _____ Quantity x Price _____
 ___ Not for Profit. . . . \$ 8.95 NSF or \$895 per 10'x10' _____
 ___ In-Line Booth. . . . \$37.95 NSF or \$3,795 per 10'x10' _____
 ___ Corner Booth \$40.95 NSF or \$4,095 per 10'x10' _____
 ___ Island Booth. . . . \$46.00 NSF or \$4,600 per 10'x10' _____
 Island Size: ___ x ___
 Total \$ _____

SECTION 5 – EXHIBIT SPACE PREFERENCE:

Booth Preference:
 1st _____ 2nd _____
 3rd _____ 4th _____
Competitors: Please do NOT assign my booth near the following companies:

SECTION 6 –

NEW! CLINICAL ENDOCRINOLOGY UPDATE
EBR/CEU MIAMI (SEPT.4-8, 2018) & CEU ANAHEIM (OCT.19-21, 2018)
DUE TO POPULAR DEMAND, the Endocrine Society is adding an additional CEU event. The program will now be offered on both the east and west coast of the US in 2018, allowing greater ability for clinicians to attend.

Call for more details as well as **SPECIAL DISCOUNTED CEU EXHIBIT RATES** when you book ENDOEXPO2019 and both EBR/CEU Miami & CEU Anaheim!

Contact **Scott Zeller** at 856-302-0882

SECTION 7 – ADDITIONAL ENDOEXPO MARKETING OPPORTUNITY BUSINESS SUITES – THE ULTIMATE PRIVATE MEETING SPACE!

May be used to hold small staff meetings, meet privately one-on-one with potential clients, conduct investigator meetings, provide one-on-one product demonstrations, or host hospitality events.
Exhibitors are not permitted to present educational symposia, sessions, or unauthorized activities from the business suite(s).

- 1) Suite configurations are available. If you are interested, please indicate which size suite would fit your needs:
 10' x 10' 10' x 20' 20' x 20' Other: _____
- 2) Would you be interested if extended-hours suites were available? Yes **If interest is indicated above, Exhibit Management will contact you.**

SECTION 8 – AUTHORIZED SIGNATURE:

This contract 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 Expo Service Manual.

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

By signing this contract, the exhibitor agrees to receive materials by email, fax, and U.S. Mail from the Endocrine Society and its representatives and agents, as well as agreeing to abide by all EXPO Rules & Regulations on the reverse.

SECTION 9 – PAYMENT INFORMATION

2018 exhibitors rebooking onsite: A 10% non-refundable deposit will be invoiced within ten days of end of event and due within 30 days of receipt. An additional 40% will be due on or before June 29, 2018. Final payment will be due on November 30, 2018. After 2018 onsite rebooking, a 50% deposit must accompany your application with the remaining balance due on November 30, 2018. Applications received after November 30, 2018 require full payment of total booth fee. **Applications received without 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 Endocrine Society. Check must be in U.S. currency drawn on a U.S. bank and mailed to 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: _____

MAIL TO: The Endocrine Society, PO Box 17027
 Baltimore, MD 21297-0240

EMAIL APPLICATIONS WITH CREDIT CARD PAYMENT INFORMATION ONLY TO:
ENDOpocessing@AFassanoCo.com



USING ONLY THIS ENCRYPTION-FORCING SUBJECT LINE: [Confidential] ENDOExpo 2019 Exhibit Application

BILLING/INVOICING QUESTIONS:
 CONTACT Karen Kimakovich at 856-302-0887



The Endocrine Society's Annual Meeting & Expo

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Ernest N. Morial Convention Center | New Orleans, LA

EXHIBIT RULES AND REGULATIONS

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 Endocrine Society ("Society") reserves the right to require the immediate withdrawal of an exhibit if it conflicts with the purposes of the Society. Display of items unrelated to the scientific interest of the Society will not be permitted.

ASSIGNMENT OF EXHIBIT SPACE. Space assignment is done on a priority system based upon a firm's total support of Endocrine 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 and after which, 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.

COST OF EXHIBIT SPACE. All exhibit rates and suggested positioning are listed on the front of the contract. 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 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.**

PAYMENT TERMS. Listed on the front of this contract.

CANCELLATION/REDUCTION POLICY. Notice of intent to cancel or downsize must be received by Exhibit Management in writing. Twenty-five percent of the total booth fee will be retained when cancellation or reduction notice is received on or before June 29, 2018. Fifty percent 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 30, 2018 and November 30, 2018. **No refund or deposit will be issued when notice of intent to cancel or downsize is received after November 30, 2018.** Non-notification of cancellation or reduction does not eliminate financial responsibility of balance due when cancelling or reducing space.

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; no exhibit construction will be permitted to exceed 40 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 sides or two (2) or more contiguous booths facing two (2) or more booths across an aisle (aisle between may be carpeted). Island exhibits with aisles on all four sides may not block views of surrounding booths and should provide adequate see-through areas and entrances for easy flow of traffic.

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.

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., and information concerning warehouse shipping and handling of exhibit materials will be e-mailed to each exhibiting company approximately 60 days prior to the meeting.

DISTRIBUTION OF GIVEAWAYS. To increase traffic in the Exhibit Hall, exhibitors are encouraged to give away appropriate promotional material from their booth only. Exhibitors may not distribute any material outside their booth (hotels, lobby areas, etc.). In keeping with the educational purpose of the exhibit program, all such giveaways, with the exception of literature, must have prior approval of Exhibit Management and must conform to acceptable and professional standards.

FOOD AND BEVERAGE GUIDELINES. All companies must 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.

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.

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 apportion the whole or any part of the space without the knowledge, and consent of Exhibit Management. All exhibitors must wear Endocrine Society exhibitor badges registered under the name of the exhibiting company.

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.

DISMANTLING OF EXHIBITS. Dismantling begins at 4:00 pm on March 25, 2019. 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.

EXHIBITOR APPOINTED CONTRACTOR (EAC). If you plan to use an Exhibitor Appointed Contractor to supervise the set up and dismantling of your exhibit, a certificate of insurance in the amount of \$2,000,000 liability to include property damage or with scope and limits of coverage satisfactory to the Society must be received by Exhibit Management by February 1, 2019.

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.

LIABILITY. 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 Endocrine 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.

SECURITY/INSURANCE. The Society will provide reasonable security protection for the perimeter area of the exhibit hall on a 24-hour basis during the entire exhibit period, including move in and move out. This does not guarantee or insure the exhibitor against loss. The Society is not liable for any of exhibitor's property in its booth. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense.

CANCELLATION OF EXPOSITION. It is mutually agreed that in the event of cancellation of the Endocrine Society Annual Meeting 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.

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.