



# 22<sup>nd</sup> International Congress on Vitamin D 2019

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## EXHIBITOR PROSPECTUS AND CONTRACT

These rules and regulations have been prepared to serve the best interest of the corporate sponsors, exhibitors, attendees and the Vitamin D Workshop. Mutual cooperation will ensure the success of your exhibit. Exhibitor accepts these rules and regulations and agrees to adhere to all conditions as outlined.

Benefits of exhibiting include:

- An opportunity to interact with 250-300 Vitamin D researchers from throughout the world
- Access to refreshment, lunch breaks and networking events
- Program book and other conference materials for registered scientists from your group
- Opportunity to purchase tickets for evening networking events

Exhibit space will be assigned within the dedicated conference space at the conference venue. This area will include the registration desk, the poster area and the rooms hosting the platform presentations which will foster exhibitor-attendee interaction. Space is limited and will be allocated on a first-come-first-served basis.

### **ELIGIBILITY**

To ensure a valuable and quality exhibit, the Vitamin D Workshop Program Planning Committee reserves the right to accept or reject, in its sole and absolute discretion, an application to exhibit, and to determine the eligibility of any exhibitor for inclusion in the Workshop. Application to exhibit will be accepted or rejected based on availability of exhibit space and the proposed exhibitor's products and/or services. Acceptance of an application to exhibit will not provide endorsement of the products or services of the exhibitor by the Workshop as a whole.

### **SUBLETTING OF SPACE**

Subletting of exhibit space by exhibitors is not permitted. Exhibitors may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. The space assigned to the exhibitors is for their own exclusive use.

### **EXHIBITOR FEES FOR BOOTH AND REGISTRATION**

Companies wishing exhibit space only will be charged \$2500 for the entire meeting duration. Personnel needed to man the exhibit will pay the Exhibitors Registration Fee of \$300 each (includes name badge and access to planned food and beverage at lunch and coffee breaks). Companies with exhibits whose scientist representative plan to attend the conference sessions will be required to pay the \$1500 corporate scientist registration fee.

## **ADDITIONAL OPTIONS**

For an additional \$500, exhibitors can elect to provide sufficient copies of a one-page flyer to be included in the conference bag that is distributed to all attendees. Flyers should be shipped in advance to the conference venue. Further details can be obtained from our meeting planner Roxanne Hall ([rhall@mpi-evv.com](mailto:rhall@mpi-evv.com)).

Other available promotional options may include providing badges/lanyards, notepads, pens, conference bags or other attendee items. Please contact [jwelsh@albany.edu](mailto:jwelsh@albany.edu) to discuss these possibilities.

## **DESCRIPTION OF EXHIBIT SPACE**

All exhibits must be contained within a typical 8 L' x 6' W booth space. The workshop will provide one 6' skirted table, three standard chairs and one poster board 8 feet wide by 4 feet tall.

The conference venue can arrange phone service and electrical service per their current rate structures, which must be requested in advance. Additional fees will apply for on-site orders.

## **PAYMENT POLICY**

The exhibitor fee for space is payable in US currency at the time of application. Corporate check is the preferred method of payment, but wire transfers can be arranged. Please contact the Workshop's Chief Financial Officer Dr. JoEllen Welsh at 518 591-7232 or email [jwelsh@albany.edu](mailto:jwelsh@albany.edu) for details on payment options.

## **CANCELLATIONS**

Notification of booth space cancellation must be in writing and received on or before the following dates:

- |  |                                      |
|--|--------------------------------------|
| • Prior to and including March 1, 2019 | Exhibitor is refunded entire payment |
| • Between March 1 – April 30, 2019     | \$125 cancellation fee is charged    |
| • May 1, 2019 and after                | No refund                            |

The Vitamin D Workshop Program Committee reserves the right to cancel an exhibitor's booth space if payment is not made at the time of application or if the exhibitor fails to comply with these rules and regulations.

## **BOOTH CONSTRUCTION AND DISPLAY REGULATIONS**

### **GENERAL REQUIREMENTS**

Exhibit booths shall be constructed and arranged so that they do not obstruct the view of neighboring exhibits, cause aisle blocks, or distract from the overall appearance of the area. The following rules shall apply:

1. All exhibits must be confined to the spatial limits of their respective booth space (8' L x 6' W)
2. Booth decorations, equipment, products or materials to be shown or demonstrated must be placed in the contracted exhibit space to ensure that the attendee viewing the display or equipment will not be impeding aisle traffic.

### **HEIGHT RESTRICTIONS**

The maximum height allowed is eight (8) feet.

### **PROPERTY DAMAGE**

No signs, parts of exhibits, supplemental lighting or any other exhibit material may be taped, posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or any interior or exterior surface of the facility or furniture. Damage arising by failure to observe these rules shall be payable by the exhibitor.

### **SIGNAGE**

No signs will be permitted to be placed in the aisles.

## **LIABILITY AND INSURANCE**

All space occupied by an exhibitor must be surrendered in the same condition as it was at the commencement of occupation by that exhibitor.

Meetings Plus, Inc., the Vitamin D Workshop and any other institution or entity involved in the meeting, its officers, directors, agents, suppliers and employees shall not be liable for and are hereby released from any claims, liabilities, losses, damages or expenses relating to or arising out of an injury to any personnel of exhibitor or to any property of the exhibitor or any other property where such an injury, loss or damage is incident to, arise out of, or is in any way connected with the exhibitor's participation in the Exhibition. The exhibitor shall be fully responsible for any such injury, loss or damage and the exhibitor shall protect, indemnify, hold harmless and defend Meetings Plus, Inc., the Vitamin D Workshop, and any other institution or entity involved in the meeting, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, provided that the foregoing shall not apply to negligence of Meetings Plus, Inc., the Vitamin D Workshop, and any other institution or entity, its officers, directors, agents or employees.

Each exhibiting company acknowledges that it is responsible for obtaining insurance coverage in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection. Each exhibiting company desiring to insure its exhibits and display material against theft, damage by fire, accident or loss of any kind must do so at its own expense.

The exhibiting space will not be locked and secured during non-exhibition hours. The exhibiting facility, Meetings Plus, Inc., the Vitamin D Workshop, and any other institution or entity, are not responsible for the loss of any material by or for any cause, and urge the exhibitor to exercise normal precautions to discourage pilferage.

In the event any part of the exhibition facility is destroyed or damaged so as to prevent the Vitamin D Workshop Program Committee from permitting an exhibitor to occupy assigned space during any part or whole of the Exhibition period, or, in the event occupation of assigned space during any part or whole of the Exhibition is prevented by strikes, acts of God, national emergency or other causes beyond the control of the Vitamin D Workshop Program Committee, the exhibitor hereby waives any claim against Meetings Plus, Inc., the Vitamin D Workshop, and any other institution or entity, its officers, directors, agents, suppliers or employees for losses or damages which may arise in consequences of such inability to occupy assigned space.

## **GENERAL CONDUCT**

The materials and conduct of all exhibits is subject to the approval of the Vitamin D Workshop Program Committee and Meetings Plus, Inc., which reserves the right to require modification of any exhibit which, in its opinion, is not appropriate for the Exhibition. This regulation also applies to displays, literature, advertising novelties, souvenirs and the conduct of the representatives, etc. Booth activities must be related to the product and/or service manufactured or sold by that exhibitor in the regular course of their business.

All exhibitor representatives should conduct themselves professionally. Exhibitors must treat all attendees equally and with dignity.

Canvassing or distributing materials outside the exhibitor's own booth is not permitted.

## **PHOTOGRAPHY**

Photography or examining other exhibitor's equipment without permission is prohibited.

## **SPECIAL EFFECTS AND PRESENTATIONS**

Audio-visual and other sound and attention getting devices and effects will be permitted only with such intensity as, in the opinion of the Vitamin D Workshop Program Committee and Meetings Plus, Inc., they do not interfere

with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

Product and service demonstrations may be conducted by professional presenters or models. Demonstrations are to be straightforward, professional and must avoid the use of theatrical gimmicks.

### **IRREGULAR ACTIVITIES**

All business activities of the exhibitor must be conducted within the exhibitor's allocated exhibitor space.

Any polls, surveys, or questionnaires that will be conducted within the exhibitor's booth must be submitted for review and approval by the Vitamin D Workshop Program Committee. The Vitamin D Workshop Program Committee must be advised of the intended use of the data.

Noise-makers or any other undignified methods and materials which could be construed as objectionable are expressly prohibited. For questions concerning the legality of distributing any promotional materials, please contact Meetings Plus, Inc., for approval.

Hazardous materials and displays (i.e., needles, glass containers, etc.) MUST be stored and secured when exhibit personnel are not present.

### **SHIPPING MATERIALS, INSTALLATION AND DISMANTLING**

Materials for an exhibit may be delivered to the conference venue prior to the official setup dates and times. All shipping and drayage expenses are the responsibility of the exhibitor. Materials should be shipped to arrive no earlier than 72 hours prior the Workshop. Label and Shipping Information: Please note that all incoming and outgoing shipping will be subject to handling fees. Please contact Roxanne Hall ([rhall@mpi-evv.com](mailto:rhall@mpi-evv.com)) for more details on shipping.

All exhibit materials must be removed from the facility by the end of the official move-out date and time. Specific details about setup and take down times/dates will be available upon acceptance of contract.

### **COMPLIANCE AND ENFORCEMENT**

The Vitamin D Workshop Program Committee and Meetings Plus, Inc., shall have the full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the regulations shall be subject to final judgment and decision of the Vitamin D Workshop Program Committee and Meetings Plus, Inc. Exhibitor accepts these rules and regulations, which form part of the application and contract. The Vitamin D Workshop Program Committee and Meetings Plus, Inc., reserve the right to reject, eject, or prohibit any exhibitor or its operations in part or in whole and refuse to admit the exhibitor for failure to comply with these rules and regulations. The exhibitor shall have no recourse against the Vitamin D Workshop Program Committee or Meetings Plus, Inc., and shall not be entitled to any refund of the booth space payment.

The exhibitor assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state, and federal government bodies, concerning fire safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held.

Infractions of these rules by exhibitors at any time may be considered in determining acceptance of future applications to exhibit at the Vitamin D Workshop or affiliated conferences.

The signer of the application and contract for exhibit space or his or her designee shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address