

Exhibitor Space Application

Subsidiaries of one company may have more than one name. Unaffiliated companies may not have a combined listing.

EXHIBITING COMPANY INFORMATION: (Please complete as it should appear in the Conference Guide)

Company Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Website: _____

Product to be displayed: _____

We prefer **NOT** to be next to or across the aisle from: _____

EXHIBIT CONTACT: (Person to whom all exhibit-related information should be sent. Communication will be via email.)

Name: _____ Title: _____

Email: _____ Phone: _____

EXHIBIT BOOTH:

8' x 10' \$5,000
(3 exhibitor badges included)

8' x 30' \$15,000
(9 exhibitor badges included)

8' x 20' \$10,000
(6 exhibitor badges included)

16' x 20' \$20,000
(12 exhibitor badges included)

Furniture Package
(included with booth)

Yes, add 1 draped table, 2 chairs and a wastebasket

EXHIBIT BOOTH:

1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____

Total Cost: _____ Assigned Booth Number: _____ (office use only)

PAYMENT INFORMATION:

We agree to pay the total booth cost as rental for the space allotted to us. We understand that a 50% deposit must accompany the application with the balance due June 25, 2021. After this date, payment in full must accompany all space applications.

Check in the amount of \$ _____

payable to **HMP** and sent to HMP Communications, LLC, P.O. Box 22151, New York, NY 10087-2151

Charge in the amount of \$ _____ Visa MasterCard American Express Discover

A 3% Administrative Fee will be applied to all credit card payments.

Credit Card Number _____ Exp Date ____/____ Security Code _____

Cardholder Name _____

CANCELLATIONS:

Requests for cancellations of reserved exhibit space must be in writing to tfields@hmpglobal.com. Refunds, less a 50% administrative fee, will be granted for requests received on or before June 25, 2021. After this date, refunds for reserved space will not be granted.

Authorized Signature: _____ Date: _____

Please note that by submitting this form, you understand that your use of this space is subject to the conditions and terms provided, which, upon acceptance by CIO, will become a binding contract between you, as the exhibitor, and CIO.

Please send completed application to:
Tara Fields at tfields@hmpglobal.com



CONFERENCE TERMS AND CONDITIONS

This form indicates the policies and regulations set forth as part of the contract for the conference referenced in this contract with Symposium on Clinical Interventional Oncology (CIO), part of HMP. CIO reserves the sole right to render all interpretations, to amend and enforce these policies and regulations, and to establish any and all further regulations not specifically covered below to assure the general success and well-being of the conference. CIO reserves the right to decline, prohibit, and/or deny any exhibit or sponsorship that in its sole judgment is contrary to the character, objectives, and best interests of the conference or suitable for its attendee audience.

1. EXHIBITOR'S INFORMATION KIT: A complete Exhibitor's Information Kit containing all the necessary order forms for drayage, electrical service, furniture rental, carpeting, cleaning, etc., will be sent via email to each exhibitor after confirmation of space assignments. The official decorating company of the Event will also provide instructions within the Kit so forms may be processed online.

2. GENERAL EXHIBIT INFORMATION: All exhibits must be set up by the time and date in the conference Exhibitor Information Kit. The exhibits officially close at the time and date in the Exhibitor Information Kit. No exhibitors may dismantle exhibits until the official closing time. CIO reserves the right to assign booth space.

3. EXHIBITOR SERVICES: The official decorating and drayage company of the Event will provide and distribute an Exhibitor Information Kit containing literature and rates for all services and equipment. All furnishings and special requirements should be ordered through that decorating company.

4. DISPLAY RULES AND REGULATIONS: CIO follows the IAEE Guidelines for Display Rules and Regulations: <https://www.hmpglobal.com/meetings/IAEEGuidelines.pdf>

5. EXHIBIT COORDINATOR: The Exhibitor Information Kit will provide an exhibitor contact. For identified events, the official decorating company will direct and manage all of the following services and will have a service desk in operation at the time of installation and dismantle: Exhibitor's Information Kit distribution, furnishings, labor, rent or exhibit displays, signage, material handling services, and transportation services.

6. PHOTOGRAPHY IN THE EXHIBIT HALL: The use of cameras (including but not limited to cellular phones, film, digital, video taking, or image or sound capturing) or audio taping equipment is prohibited anywhere during the conference without prior permission from CIO.

7. SUBLETTING OF SPACE: The exhibitor agrees that the display will be confined to the area of space reserved and that subletting or showing products other than those manufactured or represented by the exhibitor is strictly prohibited.

8. ARRANGEMENT OF EXHIBITS: The exhibitor agrees to manage his/her exhibits so as not to obstruct or interfere in any way with the general view, the view of the exhibits of other exhibitors, or the free passage of spectators. The decision of CIO as to what constitutes such obstruction or interferences will be final.

9. CARE OF SPACE: The exhibitor agrees not to deface, injure, or mar the exhibition hall of the venue, any of the furniture or fixtures contained therein, and/or any of the property of whatever nature placed therein. The exhibitor will be liable to CIO and/or the venue for any damage resulting to such exhibition hall, furniture and fixtures contained therein, and/or such property placed therein by CIO, which will occur by reason of the commission or omissions of any exhibitor and/or its agents, servants, or employees. The exhibitor will defend and hold harmless CIO from all claims and suits against CIO arising from the aforesaid commissions or omissions of the exhibitor, their agents, servants, or employees. All material used by exhibitors must conform to the requirements of the Fire Department of the city in which the venue is located.

10. INSURANCE: CIO assumes no responsibility for the safety of the personnel and property of exhibitors or the personal property of their officers, agents, servants, or employees. Any exhibitor wishing to insure his/her personnel or goods against injury, theft, damage by fire, accident, or other cause must do so at his/her own expense.

11. SECURITY: CIO and the venue are not responsible for loss of or damage to exhibitor property. Exhibitors will be required to display proper credentials to gain access to the exhibit floor.

12. LIABILITY: CIO will not be liable for any damages in the event that performance of this contract is rendered impossible for any of the following causes: destruction of the exhibit hall or any substantial portion thereof by fire, earthquake, the elements, a public enemy, strikes or other public disorder, impossibility of performance created by lay or any public authority, and/or for any cause beyond its control or the control of the venue.

13. CHILDREN: Under no circumstances will children under the age of 18 be allowed in the exhibit hall during installation or dismantle. For reasons of insurance, children are not permitted on the show floor. Because of limited seating capacity and the highly technical nature of the programs, children under the age of 18 are not invited to attend presentations.

14. SHIPPING INSTRUCTIONS: Please ship early and prepay all transportation charges. Collect shipments will not be accepted and all shipments should be labeled with return address. Additional shipping instructions and labels will be provided in the Exhibitor's Information Kit. All shipments should be packed securely and fully prepaid. Bills of lading should be forwarded to the drayage agent when shipment is made. Each exhibitor agrees to ship his/her materials at the company's own risk and expense.

15. CONDUCT OF EXHIBITS: Canvassing or distributing of promotional materials outside the exhibitor's own booth will not be permitted. CIO reserves the right to monitor and reduce any exhibitor sound system so that it does not interfere with the show and/or other exhibitors. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without the consent of CIO. No part of the display including products is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times. The exhibitor will indemnify and hold CIO and the venue harmless against all such claims. All of the exhibitor's property should be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of CIO or its service contractor.

16. UTILITIES AND SERVICES: Rates and data for electrical power, telephone connections, and internet will be provided in the Exhibitor's Information Kit.

17. BOOTH RELOCATION: CIO reserves the right to rearrange the floor plan at any time. CIO reserves the right to relocate exhibitors should it become necessary for causes beyond the control of CIO, or advisable in the best judgment of CIO. After assignment of space, exhibitor agrees to accept relocation to other comparable space if CIO deems such a relocation to be necessary or appropriate.

18. CANCELLATION BY EXHIBITOR: Any cancellation of or reduction in space must be communicated to CIO in writing. Cancellation of or reduction in space in no way relieves Company of its financial obligations as outlined herein. A full one hundred percent (100%) of the total Contract amount will be due for any cancellations received less than 6 months before the date of the Event as outlined herein. Management may, at its sole discretion, reassign any cancelled space.

19. CANCELLATION BY THE EVENT ORGANIZER: In the event that CIO be cancelled by CIO, CIO will refund the exhibit booth fee(s), including deposit(s), previously paid by Exhibitor, minus any expenses already incurred by CIO. Exhibitor may choose to transfer any remaining balance of fees (after incurred expenses by ISET have been deducted from previously paid fees) to a future live or virtual event, or toward print or digital products. CIO shall be under no liability to the Exhibitor or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential losses), costs, or expenses whatsoever, which may be brought against or suffered or incurred by the Exhibitor as the result thereof.

20. CHANGES BY THE EVENT ORGANIZER: In the event that CIO is postponed or converted to a virtual event by CIO, CIO will transfer all previously paid fees to the new event (live or virtual). Should Sponsor be unable to participate in the postponed or virtual event, previously paid fees will be transferred to a future event, or toward print or digital products. CIO shall be under no liability to the Sponsor or any other person or company in respect of any actions, proceedings, claims, demands, losses (including consequential losses), costs, or expenses whatsoever which may be brought against or suffered or incurred by the Sponsor as the result thereof. If the meeting remains in person, but a virtual component is added in by CIO (ie, Hybrid Event), the refund and transfer policy stated in this clause is not applicable. If the event has not been cancelled in its entirety, a fully executed agreement cannot be cancelled within 90 days of the event.

21 PAYMENT: If CIO has not received payment in full before the date of the Event, Company may be refused the opportunity to participate until its financial obligation is satisfied.

a. For any signed Contract received more than six (6) months before the date of the Event outlined herein, Company will remit payment to CIO according to the following schedule:

i. A non-refundable fifty percent (50%) of the total Contract amount is due upon signing this Contract. Payment not made via credit card upon signing this Contract will be invoiced. Payment must be received by CIO according to the payment terms stated on the Invoice. Until payment is received, CIO may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

ii. The remaining fifty percent (50%) of the total Contract amount is due no less than six (6) months before the date of the Event as outlined herein. Payment not made in full via credit card upon signing this Contract will be invoiced. Payment must be received by CIO according to the payment terms stated on the Invoice. Until payment is received, CIO may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

b. For any signed Contract received within six (6) months before the date of the Event outlined herein, Company will remit payment to CIO according to the following schedule:

i. A non-refundable one hundred percent (100%) of the total Contract amount is due upon signing this Contract. Payment not made via credit card upon signing this Contract will be invoiced. Payment must be received by CIO according to the payment terms stated on the Invoice. Until payment is received, CIO may, at its sole discretion, re-assign any exhibit space or sponsorship outlined herein.

c. Payment can be made by credit card or by check.

i. Make check payable to HMP and mail with a copy of your signed contract to:
HMP Communications, LLC
P.O. Box 22151
New York, NY 10087-2151

ii. Credit Card: A 3% administrative fee will be applied to all credit card payments. The 3% processing fees does not apply to companies in California, Colorado, Connecticut, Florida, Kansas, Maine, Massachusetts, New York, Oklahoma, Texas. The company address listed on the invoice will determine exemption status. Credit card payments can be made online at hmpglobal.com/payments.

22. RIGGING: Additional rigging fees may apply for hanging signs in booths. Rates will be provided in the Exhibitor's Information Kit.

23. INTELLECTUAL PROPERTY: Exhibitor grants CIO a limited, non-exclusive, non-transferable license to use exhibitor's name and marks in connection with the Event. Exhibitor may not use CIO name, trademarks, logos, or research in its booth or in any information it provides to its clients, except to inform clients that it will be participating as an exhibitor or sponsor of the event. The use of CIO logo/name or the event logo/name by exhibitor before, during or after the event is strictly forbidden without the prior written consent of CIO.

24. DECORATION: CIO shall have full discretion in the placing, arrangement, and appearance of all items displayed by exhibitor and may require the replacing, re-arrangement, or redecorating of any item or of any booth, and no liability shall attach to management for costs that may devolve upon exhibitor thereby.

25. OUTSIDE ACTIVITIES: Exhibitor shall not conduct any event that will take qualified show attendees from the Event. Exhibitor shall not conduct or sponsor at any time during the Event any off-site hospitality events.

26. LOTTERIES & CONTESTS: The operation of games of chance, lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and upon CIO written approval.

27. ADMISSION: CIO shall have sole control over admission policies at all times. Booth personnel are restricted to exhibitor's employees and authorized representatives. All exhibitor personnel must wear an Exhibitor badge at all times. CIO reserves the right to limit the number of booth personnel at any time. Exhibitor's booth must be staffed during exhibit hall hours.

Reserve your booth at TheIOMeeting.com
See back page for contact information.