

**INTERNATIONAL CONFERENCE ON OPIOIDS**

**COMPLETE AND RETURN THIS FORM TO:**

June 10-12, 2018

email: michael\_glynn@pnpco.com, or

Joseph B. Martin Conference Center  
at Harvard Medical School  
77 Avenue Louis Pasteur  
Boston, MA 02115

mail to: International Conference on Opioids  
470 Boston Post Rd, Suite 301  
Weston, MA 02493  
781-899-2702, ext. 103

**MARKETING & EXHIBITOR FORM**

( ) Yes, I will take advantage of the following marketing opportunity available at the **International Conference on Opioids** being held in Boston, MA on June 10-12, 2018.

MARKETING/EXHIBITOR LEVEL:

- DIAMOND LEVEL \$ \_\_\_\_\_
- PLATINUM LEVEL \$ \_\_\_\_\_
- GOLD LEVEL \$ \_\_\_\_\_
- SILVER LEVEL \$ \_\_\_\_\_
- BRONZE LEVEL \$ \_\_\_\_\_
- SATELLITE SYMPOSIA \$ \_\_\_\_\_
- CORPORATE PRODUCT SHOWCASE \$ \_\_\_\_\_
- CHAIRMAN'S RECEPTION \$ \_\_\_\_\_
- PADFOLIO \$ \_\_\_\_\_
- CONFERENCE BAG \$ \_\_\_\_\_
- LANYARDS \$ \_\_\_\_\_
- EXHIBITOR: Level 1 \_\_\_ Level 2 \_\_\_ Level 3 \_\_\_ \$ \_\_\_\_\_
- EXHIBIT ELECTRICAL (\$25/DAY) \$ \_\_\_\_\_
- CONFERENCE BAG INSERT \$ \_\_\_\_\_
- TOTAL INVESTMENT \$ \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Signature of authorizing person \_\_\_\_\_

Printed name of person authorizing \_\_\_\_\_

Title \_\_\_\_\_

PO # \_\_\_\_\_ E-mail \_\_\_\_\_

PAYMENT:

- Make checks payable to: INTERNATIONAL CONFERENCE ON OPIOIDS, 470 Boston Post Rd, Suite 301, Weston, MA 02493, USA
- Credit Card: Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV \_\_\_\_\_

Advertising Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibit Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Bill to (if different from above): \_\_\_\_\_

Name of institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

Terms: All marketing and exhibitor support must be prepaid. The program materials must be submitted 45 days before the conference date. Exhibitors and marketing will be issued an invoice after signing this contract. Payment is due upon receipt of invoice and no later than 30 days prior to the conference date. All other ICoo Terms & Conditions apply. International Conference on Opioids is a trademark of Weston Medical Publishing LLC. Journal of Opioid Management is a registered trademark of Weston Medical Publishing LLC.

## TERMS AND CONDITIONS

1. **APPLICATION AND ELIGIBILITY.** Application for booth space must be made on the printed form provided by ICOW (hereinafter "Conference Management"), contain the information as requested, and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of pain medicine and the professional education of those individuals attending the International Conference On Opioids 2018. Conference Management shall determine the eligibility of any company, product, or service. Conference Management may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of Conference Management, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. This contract is binding upon receipt and acknowledgment by Conference Management. Acknowledgment constitutes one or more of the following: Conference confirmation letter or e-mail message, shared meeting information to exhibitor, receipt of exhibitor information kit or other information.

2. **EXHIBIT SPACE PRICE.** Prices per Single Space—\$2,500; Double Space—\$5,000; Triple Space—\$7,500; Single space is 6' x 4'.

This includes discounted rates on advertising in the exhibit program book, attendee list, access to meeting mailing labels at a discount, a listing in the meeting program, and exhibitor badges for two (2) preregistered company representatives per paid Single Space, which admit them to the exposition area at no charge. Additional exhibitor badges are available for \$50. each.

3. **PAYMENT DATES.** No booths will be guaranteed until Conference Management receives full payment of the total booth fee, along with a signed contract. If full payment is not received by May 1, 2018, Conference Management will have the right to resell the assigned booth space. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due Conference Management by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that Conference Management will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due Conference Management.

4. **CANCELLATION OF BOOTH SPACE.** In the event that the exhibitor notifies Conference Management in writing of the exhibitor's intent to repudiate the contract after acceptance but prior to February 16, 2018 a full refund of monies received, minus a \$250 administrative fee, will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between February 16, 2018 and May 1, 2018. No refunds will be made or cancellations accepted after May 1, 2018.

If for any cause beyond the control of Conference Management—such as, but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force majeure—Conference Management is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by Conference Management to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. **ASSIGNMENT OF EXHIBIT SPACE.** Space will be assigned beginning January 1, 2018, according to the date on which the contract and deposit are received, the availability of the requested area, amount of space requested, special needs, and compatibility of the exhibitor's products with Conference Management's aims and purposes.

Conference Management reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

6. **EXHIBIT SPACE, FURNISHINGS, EQUIPMENT, AND SERVICE.** Exhibit displays must not project so as to obstruct the view of the adjacent booths. Display material or equipment can be placed to a height not exceeding 7 ft 8 in (unless noted on floor plan). Single space is 6' x 4' and contains one (1) 6' x 30" table, 2 chairs.

7. **CONDUCT OF EXHIBITS.** The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. All sales activities must be compliant with the FDA and OIG. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local sales taxes for sales which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of Conference Management. Helium balloons are not allowed in Conference center without consent of Conference Management. 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.

Conference Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of Conference Management, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other exhibits or impede free use of the aisle. Photography is restricted to the confinement of your exhibit space.

8. **INSTALLATION/DISMANTLING.**

INSTALLATION. All exhibits must be set up by 5 pm, Saturday June 9, 2018 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. At 5 pm, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by 5 pm.

DISMANTLING. The official closing time of the exhibits is 11:30 am on Tuesday, June 12, 2018. All exhibit material must be packed and ready for removal from the exhibit area no later than 4 pm on June 12, 2018. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time. Any company violating this regulation will be fined \$200 and may be denied exhibit space at any future Conference Management conferences.

9. **ADDITIONAL EXHIBITOR SERVICES.** All other services are available to exhibitors at normal charges through the conference center (hereinafter "Conference Center"). An exhibitor's information kit will be e-mailed to all exhibitors approximately 45 days in advance with complete details and deadline order dates for electrical, audiovisual service, drayage, and labor.

10. **CONTRACTOR AND LABOR COORDINATION.** The Conference Center will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Conference Center will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exhibition. It is highly recommended that the labor services of the Conference Center are used for setup and dismantling. If an outside contractor is used, the following steps must be taken:

A. Conference Management and the Conference Center must be notified, and proof of adequate liability insurance must be given, in an amount no less than the \$1,000,000 combined single limit for personal and property damage, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.

B. Check-in by all labor will be required at the Conference Management/Information desk prior to the start of setup. No setup will be permitted without the authorization of the Conference Management.

C. All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

11. **HOSPITALITY AND ENTERTAINMENT.** Hospitality suites or events sponsored by the exhibitors must be approved by Conference Management in writing. No entertainment may be scheduled to conflict with Conference Management's program hours, activity hours, or exhibit hours. Conference Management has blocked rooms at the Confer-

ence Center that will be available on a first-come, first-served basis. Please complete the Function Space Request Form available on the ICOW website. Firms that are not exhibiting or are not sponsors are not permitted to have hospitality functions.

12. **EXHIBIT STAFF REGISTRATION.** Registration of two (2) representatives (inclusive of spouses) per paid Single Space will be complimentary. There will be a \$50 charge for the registration of each additional booth representative who exceeds the 2-per-booth allotment.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the convention center. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times including during setup times, exhibit hours, and dismantling in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by Conference Management or the Conference Center. Exhibitor badges do not give admission to other conference functions, nor are they transferable.

13. **GENERAL CONFERENCE REGISTRATION.** Any exhibitor who desires to attend the program sessions and receive CME accreditation, or any optional conference activities, must register through regular channels and pay the appropriate fee. Advance registration forms will be mailed to exhibitors as soon as they are available.

14. **SPECIAL VISUAL AND SOUND EFFECTS.** Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of Conference Management does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

15. **UNACCEPTABLE EXHIBITS.** The exhibitor agrees not to use any displays that Conference Management determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject Conference Management to criticism or legal liability, are inconsistent with the stated purposes of Conference Management and the interest and welfare of its members, are inimical to the property rights of Conference Management, or violate the booth regulations or any other provision of this contract. In the event Conference Management determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, Conference Management may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact Conference Management.

16. **INSURING EXHIBITS.** Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by Conference Management that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, Conference Management, nor the Conference Center will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of Conference Management or the Conference Center.

17. **MUSIC LICENSING.** The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to any music performance agreement between Conference Management and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present Conference Management with a copy of such license or grant no less than 30 days prior to the start of the show.

18. **FDA REGULATIONS.** Exhibitors shall comply with all applicable US Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the US may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at their exhibit space a letter from the FDA that describes the allowable use of any drug or device exhibited.

19. **LIABILITY FOR DAMAGES OR LOSS OF PROPERTY.** Guard service is provided by Conference Center during normal business hours, including from move in through moveout. Notwithstanding the guard service provided by Conference Center for purposes of general security in the exposition premises, the exhibitor shall protect, indemnify, and hold harmless Conference Management, the exhibit facility, and the Conference Center from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived therefrom occurring in or about the exposition premises or entrances thereto or exits there from, including that caused by or resulting from the negligence of Conference Management. The exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the exposition premises.

20. **SHIPPING INSTRUCTIONS.** Information on shipping methods and rates will be sent to each exhibitor by the Conference Center. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Conference Center will provide storage for incoming freight, delivery to the booth, and removal, storage, and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the convention center prior to the show setup dates. Such freight will be directed to and stored at Conference Management's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to Conference Management or the Conference Center.

21. **FAILURE TO OCCUPY SPACE.** Any space not occupied at the conference center by 3 pm, Sunday, June 10, 2018, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by Conference Management without refund, unless a request for delayed occupancy has received prior approval by Conference Management in writing.

22. **FIRE REGULATIONS.** No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

23. **ADVERTISING MATERIAL.** The use or distribution of any souvenirs during the convention shall be subject to prior written approval by Conference Management. Such material shall be submitted to Conference Management for approval 45 days prior to the convention. Except as otherwise provided, Conference Management will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

24. **CONVENTION ATTENDEE LIST.** One (1) copy of the attendee list will be available to each exhibiting company at the exhibitors' registration area.

25. **EXHIBIT SPACE FLOOR PLAN.** Every effort will be made to maintain the general configuration of the floor plan for this conference. However, Conference Management reserves the right to modify the plan, if necessary, as determined solely by Conference Management. Conference Management shall reserve the right to change booth assignments at Conference Management's discretion.

26. **MISCELLANEOUS.** Conference Management shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to decision by Conference Management. These terms and conditions may be amended at any time by Conference Management upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by Conference Management from time to time. This contract shall be interpreted under the laws of the United States and the State of Massachusetts.

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