

# Application and Contract for Tabletop Display

## DIA Annual Canadian Meeting 2015

October 27-28

Ottawa Marriott Hotel | Ottawa, ON, Canada



### Company Contact Information

Exhibiting Company Name (for signage and directory listing)

Contact Name (all correspondence will be sent to the contact information provided below)

Address Line 1

Address Line 2

City, State, Postal Code, Country

Telephone Number

Email Address (required for confirmation)

### Tabletop Rates and Information

**TABLETOP ONLY.** Tabletop display cost includes one skirted table and one chair. Exhibitors may not sublet or share any part of the space allocated to another company. Tables will be chosen on a first-come, first-served basis at the meeting site unless otherwise instructed by the DIA prior to the meeting.

#### Tabletop Rental Fees\*

<input type="checkbox"/> 1 Tabletop	US \$1,500.00
<input type="checkbox"/> 2 Tabletops	US \$3,000.00

If registering for two tabletops, please complete a second Attendee Registration

\*Rental fees are for tabletop only and do not include tabletop staff registrations. All tabletop staff must register as an attendee for the conference. At least one person must be registered to staff each tabletop.

Only one 30" x 72" table, chair and electrical outlet will be provided per table.

All display materials must be placed on surface of the table, pop-up tabletop displays may be used. No additional equipment may be placed in surrounding area, with the exception of floor banners (one per table; maximum size of 30" wide by 72" high) in the vicinity of your tabletop if space allows. No signs, banners, flags, etc. may be displayed from ceiling or walls, but are acceptable if attached to table.

No security arrangements will be provided. All materials are the responsibility of the exhibitor.

Tabletops are not guaranteed for the duration of the meeting/registration times.

Advertisements and/or Announcements for non-DIA Sponsored Meetings/Workshops cannot be distributed or promoted at the workshop.

Hospitality suites or company demonstrations must be approved by DIA Staff and cannot be held during DIA meetings or events.

### Attending Exhibitor Information and Registration Fees

Check here if already registered

Last Name	First Name	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Title	<input type="text"/>
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Affiliation (Company)	<input type="text"/>
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Address (Please write your address in the format required for delivery to your country.)	<input type="text"/>
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City, State, Postal Code, Country	<input type="text"/>
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Telephone Number	<input type="text"/>
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Email Address	<input type="text"/>
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### Payment Options and Information

Payment may be made by check, credit card, or bank transfer. Please note that tabletops will not be assigned without proper payment and companies with an outstanding balance will be prohibited from moving in at the Ottawa Marriott Hotel.

**Credit Card** payments by **Visa, MasterCard, or American Express**:

VISA  MC  AMEX

Cardholder's Name:

Card Number:

Exp. Date:  Signature:

**Checks** drawn on a US bank payable to and mailed along with a copy of this form to:  
Drug Information Association, Inc.  
P. O. Box 95000-1240  
Philadelphia, PA 19195-1240, USA

**Bank Transfer** When DIA completes your registration, an email will be sent to the address on the application form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your company name, as well as the Meeting ID 15019 must be included on the transfer document to ensure payment to your account.

### Cancellation Policy

Cancellations **MUST** be in writing and received at the office on or before **October 12, 2015**. An administrative fee will be withheld from refund as follows: Tabletop = \$750; Member/Nonmember Attendee = \$200; Government/Academia/Nonprofit (Member/Nonmember) Attendee = \$100; Tutorial = \$50. Cancellation requests received after **October 12, 2015** and do not attend will be responsible for the full fee paid. Registrants are responsible for canceling their own hotel and airline reservations. You may transfer your registration to a colleague at any time but membership is not transferable. Please notify DIA of any such substitutions as soon as possible. Substitute registrants will be responsible for nonmember fee, if applicable. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for any airfare, hotel or other costs incurred by registrants.

### Contract Signature

Exhibitor agrees to indemnify and hold harmless the Drug Information Association, its officers, directors, employees and members from any and all liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought on the premises of the exhibition site by Exhibitor and for losses, damages and claims caused by the Exhibitor to the exhibition site. Exhibitor further agrees to indemnify and hold harmless the Drug Information Association, its officers, directors, employees and members from any and all liability to any person or persons for or by reason of any act or omission of said Exhibitor or any of its employees, agents, servants or employees. Exhibitor, by signing the Application, expressly releases the foregoing named association and individuals from any and all liability for losses, claims, damages, and injury.

Authorized signature

Date

<input type="text"/>	<input type="text"/>
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### Attending Exhibitor Information and Registration Fees

If DIA cannot verify your membership, you will be charged the nonmember fee. Registration fee includes refreshment breaks, luncheons, and reception (if applicable), and will be accepted by mail, fax, or online.

#### MEMBER STANDARD

(available on nondiscount member standard fee only)

• Members registering <b>on or before October 6</b>	US \$1420 <input type="checkbox"/>
• Members registering <b>after October 6</b>	US \$1570 <input type="checkbox"/>

#### NONMEMBER STANDARD\*\*

US \$1820

#### DISCOUNT FEES

Government (Full-time)*	Member US \$630 <input type="checkbox"/>	Nonmember* US \$855 <input type="checkbox"/>
Charitable Nonprofit/Academia (Full-time)	US \$785 <input type="checkbox"/>	US \$1010 <input type="checkbox"/>

\*Government rate is subject to eligibility requirements. Identification and proof of eligibility will be required on site. Failure to provide proof of eligibility/ID upon request will require paying the higher standard registration fee.

#### DIA MEMBERSHIP

\*\*All nonmember fees include a one year membership option. If you registered at one of the nonmember rates noted above, **you will automatically become a DIA member**. If you do not want a membership, please indicate your preference below.

I DO NOT want DIA membership

**Completed applications should be emailed to [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org)**

All applications must be reviewed by DIA for approval before admission is granted.