

Application and Contract for Exhibit Space

4th DIA Clinical Operations and Monitoring Workshop

March 3-4
KFC Hall | Ryogoku, Tokyo, Japan



DIA DEVELOP
INNOVATE
ADVANCE

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/Province, Postal Code, Country

Telephone Number

Email Address (required for confirmation)

Billing Information

☐ Check here if billing address is the same as the contact's address

Billing Company Name (for invoice)

Contact Name

Address Line 1

Address Line 2

City, State/Province, Postal Code, Country

Email Address (where invoice should be sent)

Payment Options and Information

Payment may be made by credit card or bank transfer. Please note that exhibit space will not be assigned without payment in full. Companies with an outstanding balance will be prohibited from moving in at the KFC Hall.

☐ **Credit Card** payments by **Visa** or **MasterCard ONLY**:

☐ **VISA** ☐ **MC**

Cardholder's Name:

Card Number:

Exp. Date:

Signature:

☐ **Bank Transfers** should be made to:

MIZUHO BANK LTD., Kamiyacho branch, Toranomon 45 MT Bldg,
5-1-5 Toranomon Minato-ku, Tokyo 105-0001 Japan
DIA Japan Ordinary Account Number: 1273382
SWIFT Code: MHCBJPJT

Company name, as well as the Meeting ID 16307 must be included on the transfer document to ensure payment to your account. Payment does not denote approval of your application to exhibit. If application is denied a full refund will be processed. All local and overseas charges incurred for the bank transfer must be borne by payer.

Contract Signature

The undersigned hereby authorizes DIA to reserve exhibit space in the CongressSquare for use by the above company or organization during the 4th DIA Clinical Operations and Monitoring Workshop. DIA reserves the right in its sole and absolute discretion to reject any application that in its judgment does not enhance the purpose of the 4th DIA Clinical Operations and Monitoring Workshop and its associated Exposition or is in direct competition with DIA. This contract shall be deemed accepted by DIA when received, together with the required payment. However, no contract shall be deemed accepted if the contracting exhibitor has outstanding financial obligations to DIA, of which DIA is aware, for booth space, advertising, or any service(s) provided by DIA.

Authorized signature

Date

Exhibit Space Rates and Information

Each 2,300 x 1,700 mm space includes one (1) complimentary full-meeting registration and two (2) exhibit booth personnel registrations. Additional exhibit booth personnel may be purchased for ¥12,960 each (including 8% Consumption Tax). Limit of three (3) additional exhibit booth personnel per booth space. Any additional staff would be required to register as conference attendees.

Booth rental fees also include one (1) 1,800 x 450 mm table, two (2) chairs, one (1) 5A (ampere) electrical outlet, and internet access. Additional expenses associated with the exhibit, including special booths, drayage, lights, phone, carpeting, additional electrical capacity, etc., will be the responsibility of the exhibitor.

Tabletop Rental Fees:

☐ 1 tabletop space (¥200,000 + 8% Consumption Tax) = **¥216,000**

☐ 2 tabletop spaces (¥400,000 + 8% Consumption Tax) = **¥432,000**

Services/Products to be exhibited:

Cancellation and Downsizing Policy

Cancellations/Downsizing requests **MUST** be in writing and may be emailed to Tomoko.Nakamura@DIAglobal.org.

Cancellations/Downsizing requests received **on or before**:
January 3, 2016 will receive a 75% refund.

Cancellations/Downsizing requests received **on or before**:
February 4, 2016 will receive a 50% refund.

Cancellations/Downsizing requests received **after**:
February 4, 2016 will receive **NO** refund.

Booth rental fees are non-transferable.

Exhibition Contact:

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DIAglobal.org

DIA Japan

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Tokyo
103-0023 Japan

Email completed form to Tomoko.Nakamura@diajapan.org or fax same to +81 3 3278 1313