

www.DIAglobal.org

DIA

Clinical Trials Conference

5-6 December 2017

Millenium MayFair, London, UK



EXHIBITOR PROSPECTUS



APPLY NOW

Overview

The Clinical Trial Regulation Conference is a forum for information exchange and discussions on practical questions related to the implementation of the clinical trial regulations.

The new Clinical Trial Regulation will shake the business processes of both industry and regulators next year. What do you need to know to be ready from day 1? Our popular Clinical Trial Regulation Conference will:

Inform on the implementation timelines, interpretation of the regulation by various countries and the European and national level changes

Benchmark attendee organisation's progress against other key stakeholders within the sector

Guide on direction for attendee's to take to their internal system and process changes

Give floor to EMA and CTFG to allow attendees to ask them directly about what is expected.

Make sure you're prepared - don't miss out on the hottest conference of the year.

Showcase your solutions

Exhibiting will allow you to showcase your solutions to a targeted audience of clinical and regulatory professionals. For details of the expected audience, please review the sample job titles below. Participants will be seeking solutions and expertise in the following areas:

- Software solutions
- Business process automation
- Streamlining clinical trials
- Complying with evolving legislation and internal policies
- Managing clinical trial data
- Managing processes adhering to transparency and compliance regulations
- Solutions in safety reporting / pharmacovigilance services

Exhibiting Opportunity

At this years' Clinical Trials Conference, we are offering Tabletop Display for EUR 3000.00. A package display includes:

- A 80cm x120cm table & a chair.
- One basic electrical outlet.
- A complimentary full meeting registration.

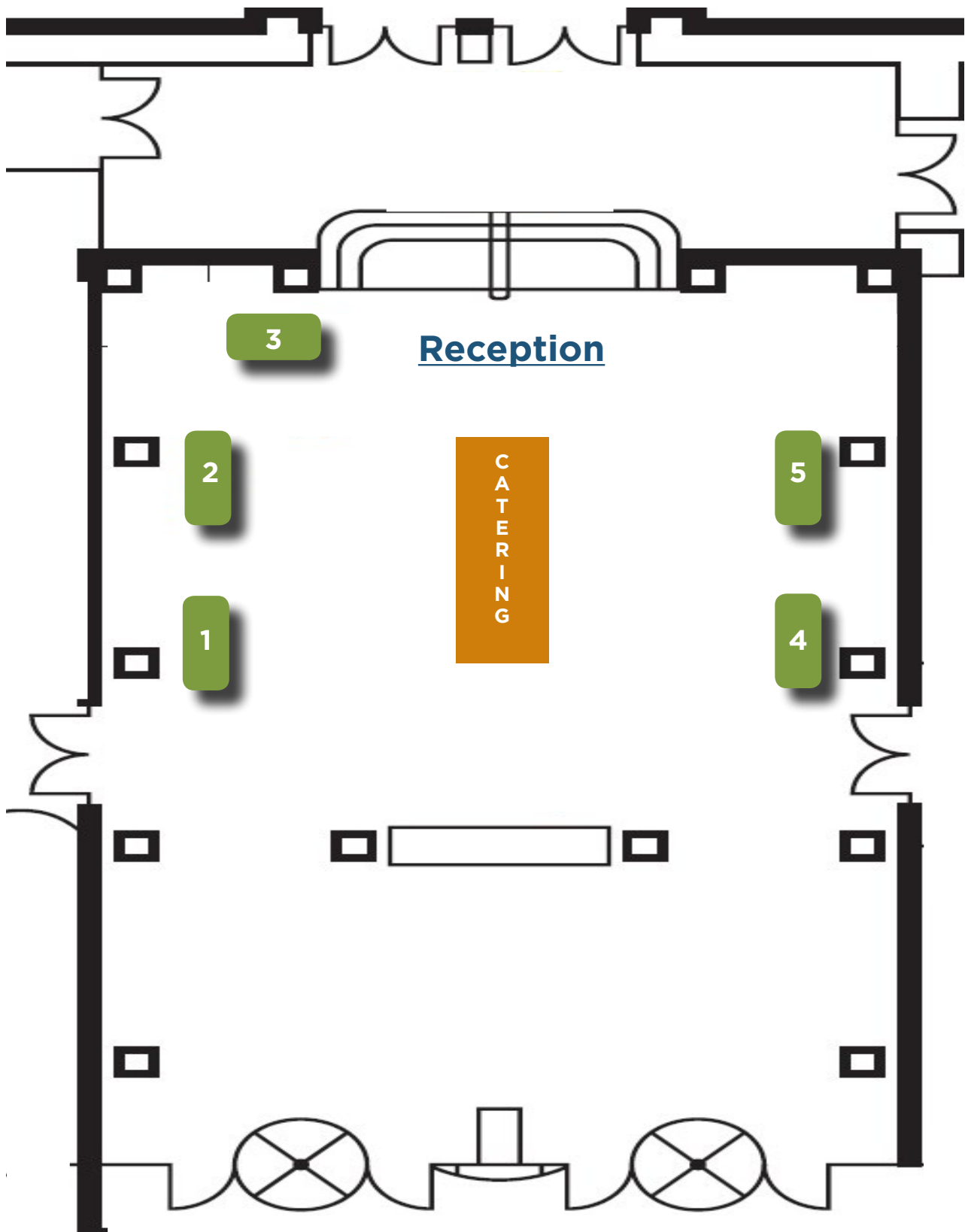
As an exhibitor, you will also be able to book further Hosting & Advertising opportunities, which you can find on the following pages.



Floor Plan



Clinical Trial Regulation Conference Room



Advertising Opportunities



Literature kiosk | EUR 500 | limited to 3 companies

- 1x A4 kiosk compartment to display your promotional literature, located in the foyer throughout the conference.
- Fee is per compartment, limited to 2 compartments by company
- Does not include shipping costs to venue.

Premium Roll-up banner 85x225cm | EUR 1,200 | limited to 3 companies

1x Roll-up banner located in the foyer throughout the conference supplied with:

- High resolution full colour printed graphic panel in 1200dpi
- 240 micron lightstop material with crystal laminate
- Stable heavy weight banner stand without swing out feet

Printing and shipping to venue included in the fee. Artwork must be approved by DIA.
Deadline for artwork submission: **7th October 2017**

Half page advert in final programme | EUR 1,500 | limited to 3 companies

- Final programme distributed to all participants
- Printing and shipping to venue included in the fee
- Advert must be approved by DIA
- Deadline for artwork submission: **5th November 2017**

Technical Specifications

	<u>Type Area</u>	<u>Trim Size</u>	<u>Bleed Size</u>
Half-page Horizontal	131mm x 190mm	141mm x 200mm	N/A
Half-page Vertical	277mm x 86mm	287mm x 96mm	N/A

Digital Advertisement Delivery

Acceptable Media: Email or CD

Acceptable File Formats and Graphics

PDF files only prepared as high-resolution (300 dpi minimum) press quality, with fonts and artflow fully embedded, CMYK and suitable for a pre-separated workflow if printing in colour.

Note: Incorrectly supplied artwork will be converted to CMYK. DIA will not be responsible for colour misrepresentation as a result of the conversion process.

Send artwork/advert to EMEA.Exhibition@diaglobal.org



BOOKING AGREEMENT FOR ADVERTISING OPPORTUNITY



Clinical Trials Conference

5-6 December 2017 | Millenium MayFair, London, UK

CONTACT INFORMATION

Company Name	
Contact Person	
Billing Address	
Phone	
Fax	
Email	

ADVERTISING OPPORTUNITY

Name of Advertising Opportunity	
Total Cost	
Special requests/Notes	

Promotional materials must be approved by DIA prior to production. Production and shipping costs are not included in opportunity fees. Advertising Opportunities are available on a first-come, first-served basis.

PAYMENT METHODS

100% payment must accompany Booking Agreement. Support Advertising opportunity will not be held or confirmed without payment. Failure to make payment does not release the contracted or financial obligation of participating Host/Partner. 100% of total cost cancellation penalty applies

- ☐ Please charge my credit card - credit card payments by VISA, Mastercard or AMEX can be made by completing the relevant details below. Please note that other types of credit card cannot be accepted.

☐ VISA ☐ MC ☐ AMEX CARD # _____ EXP DATE _____/_____/_____

Cardholder's Name: _____ Date: _____

- ☐ Bank transfers: When DIA completes your registration, an email will be sent to the address on the registration form with instructions on how to complete the bank transfer. Payments in EURO should be addressed to "Account Holder: DIA." including your name, company, Meeting ID# 17111 as well as the invoice number to ensure correct allocation of your payment. Payments must be net of all charges and bank charges must be borne by the payer.

TERMS AND CONDITIONS

This agreement will become a contract upon acceptance with authorised signatures and is based upon the fees and rules governing the conference.

Cancellations must be submitted in writing and will not be accepted after closing dates for space reservations. 100% payment must accompany Advertising Agreement. Advertising Opportunity will not be held or confirmed without payment. Failure to make payment does not release the contracted or financial obligation of participating Host/Partner. 100% of total cost cancellation penalty applies.

Please do not associate DIA with your company name • do not use the DIA logo • do not advertise sessions or speakers.

- ☐ I have read and understand the terms, of this agreement, and have the authority to execute same, and in so doing accept full responsibility for payment of advertising under the terms of this agreement and rate cards attached.

Signature _____ Please Print Name _____ Date _____

**Completed agreement should be sent to EMEA.Exhibition@DIAglobal.org
For questions, please call +41 61 225 51 51**



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

Company Contact Information

Exhibiting Company Name (for signage and directory listing)

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

Address Line 1

Address Line 2

Postal Code, City (State), Country

Telephone Number

Fax Number

Email Address (required for confirmation)

Please provide your European VAT number

Tabletop Rates and Information

TABLETOP ONLY. Tabletop display cost includes one 80cm x120cm table, one chair, and one basic electrical outlet and one (1) complimentary full meeting registration for both events. Exhibitors may not sublet or share any part of the space allocated to another company. Any staff required above the allotted must register as a full attendee incurring full registration fees.

Any additional expenses associated with the exhibit, including pop up stand, lights, phone or carpeting, additional electrical connections, etc., will be the responsibility of the exhibitor.

Tabletop Fee € 3'000.00

Number of booth spaces requested: _____

Total Amount Due (number of spaces x € 3'000.00): € _____

No security arrangements will be provided. All materials are the responsibility of the exhibitor. Advertisements and/or Announcements for non-DIA Sponsored Meetings/Workshops cannot be distributed or promoted at the workshop.

Exhibitor events and meetings must be approved by DIA and cannot be held during DIA session or events times.

Services/Products to be exhibited:

Cancellation and Downsizing Policy

Cancellations MUST be in writing and received at the office on or before **6 September 2017**. An administrative fee will be withheld from refund as follows:

Tabletop = 1'500€

Cancellation requests received after **6 September 2017** and do not attend will be responsible for the full fee paid. 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.

Payment Options and Information

Full payment is required when submitting an application. Payment may be made by cheque, 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.

Credit card payment is preferred. Credit card details must be given as a guarantee with your application submission.

☐ **Credit card** payments by Visa, MasterCard, or American Express can be made by completing the relevant information below.

☐ Visa ☐ MC ☐ AMEX

Credit Card Number:

Exp. date:

Name as it appears on credit card

Signature

☐ **Cheques** should be made payable to: DIA and mailed together with a copy of the application form to facilitate identification to:
DIA Europe, Kuechengasse 16, 4051 Basel, Switzerland

☐ **Bank transfers** in EURO should be made to:

Account Holder:	DIA
Bank:	UBS, Postfach, CH-4002 Basel, Switzerland
IBAN:	CH96 0023 3233 6353 8460C
DIA Account Number:	233-635384.60C
SWIFT Code:	UBSWCHZH80A

Company name, as well as the Meeting I.D. #17111 must be included on the transfer document to ensure payment to your account. Please fax this form to +41 61 225 51 52 prior to payment. Payment does not denote approval of your application to exhibit. If application is denied a full refund will be processed. Payments must be net of all charges and bank charges must be borne by the payer.

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.

Authorised Signature

Date

If you do not receive confirmation within two weeks please call +41 61 225 51 51 or email: EMEA.Exhibition@DIAGlobal.org

Completed applications should be emailed to EMEA.Exhibition@DIAGlobal.org or faxed to +41 61 225 51 52

ROLL-UP BANNER ARTWORK GUIDE

PROOFING

We assume that the files you send us have been proofed by you and are ready for printing. This means you have checked the document for all spelling and grammatical errors, colour issues, layout and design BEFORE sending us your artwork. With this in mind you will not need to receive any further proofs from us. Although we will do our best to ensure that the files you send us are set up correctly, if you follow the guidance you should not have any issues.

FILE TYPES

We require all artwork to be supplied as high resolution PDF files at the correct size for the banner you are buying.

PDF FILES

File type - files should be supplied as high resolution (high quality) 300dpi PDFs.

Images - all images used during artwork preparation should be 300dpi at the Finished Print Size to ensure good quality print.

Fonts - all fonts should be embedded (select embed fonts in distiller options) or converted to curves.

Colour palette - please supply as a CMYK PDF, not RGB. It is important to ensure that all images used are also converted to CMYK. Using RGB PDFs can cause incorrect colours being printed or faults with RGB images.

Bleed - PDFs need to be supplied with 3mm bleed and trim marks. With roller banners it is important to take into account the area that will stay in the stand at the bottom of the panel. This area should also be treated as bleed.

Spot colours - all spot colours need to be converted to CMYK before creating the PDF. If the PDF is set up with spot colours these will be converted before printing and may cause incorrect colour reproduction.

ROLLER BANNERS

The artwork for your roller banners should be set up to the appropriate chosen width and height. The bottom 100mm of the banner material stays within the Roller Banner mechanism at the bottom of the banner and won't be seen. Please bear this in mind when setting up your artwork as it must be set up to the correct size. The print ready PDF must be at least 300dpi with a 3mm bleed if appropriate. It's fine to set the artwork up at 1/2 or 1/4 size as long as the dpi remains 300 at full size.

PREMIUM ROLLER BANNER STAND

The visible panel is available in an 850mm width and is 2,150mm high.

Artwork size should be 850mm x 2,250mm high (treating the bottom 100mm as bleed)

DIA Europe, Middle East & Africa Tabletop Exhibit Policies and Procedures 2017



Tabletop Registration

Tabletop rental fees are for tabletop display, one full meeting registration and must be paid in advance.

At least one person must be registered to staff each tabletop.

Tabletop rental is required in order to purchase additional marketing opportunities that may be offered.

What is Provided with a Tabletop

- One 120 x 80cm table
- One chair
- One electrical outlet
- Exhibiting company contact and directory listing to be provided to all conference attendees

Tabletop Displays

All display materials must be placed on surface of the table.

Pop-up tabletop displays may be used. Pop-up booth displays may not be used.

No additional equipment may be placed in surrounding area, including floor banners due to limited space at this venue.

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.

Solicitation

Advertisements and/or announcements for non-DIA sponsored meetings/workshops cannot be distributed or promoted at the workshop.

Solicitation within optional preconference tutorials and session rooms is not permitted.

Exhibitor Events

Exhibitor events and meetings must be approved by DIA and cannot be held during DIA meetings or events.

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