Application & Contract For Exhibit Space

26th Annual EuroMeeting – Vienna 2014
25-27 March 2014 | ACV, Vienna, Austria

Meeting ID#14101

Company Contact/Billing Information

Exhibiting Company Name
(for signage and directory listing. Only use capital letters if in the company name)

Contact Name (to which correspondence will be sent)

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

Payment Options and Information

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 at the ACV, Vienna.

Credit card payment is preferred

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

❑ Visa ❑ MC ❑ AMEX Expiration date: _____

Credit Card Number

Name as it appears on credit card

Signature

❑ Cheques should be made payable to: DIA with a copy of the application form to facilitate identification to:
DIA Europe, Kuechengasse 16, Postfach, 4002 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 Europe Account Number:	233-635384.60C
SWIFT Code:	UBSWCHZH80A

The company name, as well as the Meeting ID#14101, must be included on the transfer document to ensure payment to your account.
Please email or fax this form 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.

Exhibit Space Rates and Information

❑ **3m x 3m Booth** **€ 4'650.00**

Each 3m x 3m space includes one (1) full meeting registration and up to three (3) exhibit booth personnel registrations. Any staff required above those allotted per 3m x 3m space must register as additional booth personnel or a normal attendee incurring subsequent fees. Each booth space includes pre-fitted shell scheme, one (1) table, two (2) chairs, carpet and one (1) electrical connection. Additional expenses associated with the exhibit, including special booths, lights, phone, additional electrical connections, etc., will be the responsibility of the Exhibitor.

❑ **3m x 2m Booth** **€ 3'500.00**

Each 3m x 2m space includes one (1) complimentary full meeting registration and one (1) exhibit booth personnel registration. Any staff required above those allotted per 3m x 2m must register as additional booth personnel or a normal attendee incurring subsequent fees. Each booth space includes one (1) table, two (2) chairs and one (1) electrical connection and carpet. Please note that there will be NO pre-fitted shell scheme provided. Any additional expenses associated with the exhibit, including pop up stand, lights, phone, additional electrical connections, etc., will be the responsibility of the exhibitor.

❑ **Tabletop Display** **€ 2'500.00**

Each space includes one exhibit booth personnel badge . Any staff required above those allotted per space must register as additional booth personnel or a normal attendee incurring subsequent fees. Tabletop display cost includes one table and one chair. Exhibitors may not sublet or share any part of the space allocated to another company. Only one 160 x 80 cm 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 (maximum size of 200 x 80 cm) behind your tabletop if space allows.

Number of Booths/Tabletop Displays requested: _____

Total Amount Due: € _____

The booth selection schedule is based on the date and time your paid application is received at DIA Europe. Booth number requests will not be considered until DIA Europe has notified you of your turn to select. Your selection "rank" will be included in your confirmation email.

Services/Products to be exhibited:

Cancellation and Downsizing Policy

All Cancellations/Downsizing requests MUST be made in writing.

- Cancellations/Downsizing requests received on or before 25 November 2013 will receive a 75% refund;
- Cancellations/Downsizing requests received on or before 24 January 2014 will receive a 50% refund;
- Cancellations/Downsizing requests received after 24 January 2014 will receive NO refund. Booth rental fees are non-transferable.

Contract Signature

The undersigned hereby authorises DIA Europe to reserve exhibit space in the ACV, Vienna, Austria, for use by the above company or organisation during DIA Europe's 26th Annual EuroMeeting. The undersigned hereby acknowledges receipt of and agrees to abide by the terms and conditions of the contract and Rules and Regulations contained on the reverse side of this application. DIA Europe reserves the right in its sole and absolute discretion to reject any application that in its judgment does not enhance the purpose of the 26th Annual EuroMeeting & Exhibition or is in direct competition with DIA Europe. This contract shall be deemed accepted by DIA Europe when received together with the required payment. However, no contract shall be deemed accepted if the contracting Exhibitor has outstanding financial obligations to DIA Europe, of which DIA Europe is aware, for booth space, advertising, or any service(s) provided by DIA Europe.

Authorised Signature Date

Completed applications should be emailed to Roxann Schumacher, DIA Europe, Exhibits Department
Telephone +41 61 225 51 38 or email: exhibition@diaeurope.org or faxed to +41 61 225 51 52

Application & Contract for Exhibit Space Rules and Regulations

www.diahome.org

Meeting ID#14101

This contract along with the Exhibitor Policies and Procedures for Exhibitors booklet, which is furnished to each exhibiting company in advance of the show, contains the entire agreement between the exhibiting company ("Exhibitor") and the Drug Information Association. The 26th Annual EuroMeeting to be held at the ACV, Vienna, Austria, is managed by DIA Europe.

1. Eligible Exhibits: DIA Europe reserves the right to determine eligibility of any company or product to participate in the show. DIA Europe can refuse rental of exhibit space or terminate this contract if already executed, to any company who is in direct competition with DIA Europe or whose display of goods and/or services is not in DIA Europe's sole judgment, compatible with and complementary to the show and the industry, which DIA Europe serves. In the event of such termination, DIA Europe shall refund, in full, all payments, including deposits, which it may have received from the Exhibitor.

2. Booth Assignments: Will be made based upon the date the Application & Contract for Exhibit Space is received, as well as the booth selection, booth size, location specifications and proximity to other companies as indicated by the Exhibitor. Furthermore, in the judgment of DIA Europe, if it becomes necessary to change the original allocation of space, the DIA Europe may do so by notification to the Exhibitor's authorised representative.

3. Exhibit Space Rental Fee: The DIA Europe exhibit space rental fees are outlined on the front of this Application & Contract for Exhibit Space.

4. Payment: The payment schedule is outlined on the front of this Application & Contract. The entire exhibit space rental fee will accompany this Application & Contract. No Exhibitor will be allowed to participate in the show unless payment in full is received prior to the start of the exposition. DIA Europe complies fully with the VAT regulations of the country where the exhibition is held.

5. Cancellations: Exhibitors have the right to cancel their space reservations at any time by written notice to DIA Europe. Refunds will be issued based on the total amount paid and the date the notice of cancellation is received. A non-refundable fee will be withheld from the amount refunded to cover administrative costs. Registrants are responsible for cancelling their own hotel and airline reservations. Under all circumstances, DIA Europe retains the right to resell any booth space cancelled by the Exhibitor. Refunds will be based on when the notice of cancellation is received. The use of any complimentary Exhibitor registration badges is forfeited upon cancellation of space.

6. Use of Space: No subletting or sharing of space is permitted. DIA Europe retains the right to have removed from the exhibition any company that has not duly contracted with DIA Europe for space. All Exhibitor activities must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other Exhibitors. Every exhibit must be fully staffed and operational during the entire show. DIA Europe may evict Exhibitors, who, because of noise, conduct of personnel, methods of operation or any other reason, detract from the general educational character of the show. In the event of eviction, DIA Europe will not issue a refund.

7. Failure to Occupy Space: Any space not at least partially occupied at least 30 minutes prior to opening, will be forfeited by the Exhibitor and can be used by DIA Europe in any manner, without refund, unless arrangements for delayed occupancy have been previously approved by DIA Europe. All booths must be set-up and ready for the show by the walk through inspection.

8. Character of Exhibits: DIA Europe provides aisle carpeting in main and cross aisles and general security in the exposition beginning with Exhibitor set-up and concluding after all show freight has been removed from the floor. All stand structures must adhere to the guidelines laid out in the Exhibitor Services Kit for this exhibition. No exhibit is permitted to obstruct the view of adjacent booths. All signs must be one sided only and must be set back within the Exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent. Requests to deviate from these guidelines must be submitted in writing to DIA Europe for approval prior to set-up. DIA Europe reserves the right to direct revisions, at Exhibitor expense, of any exhibit that does not comply with these guidelines. Apart from the specific display space for which an exhibiting company has contracted with DIA Europe, no part of the ACV, Vienna its grounds or surrounding grounds, may be used by any organisation other than DIA Europe for display purposes of any kind or nature without the express written permission of DIA Europe. Exhibit brand or company logos, signs and/or trademark displays will be limited to the exposition only.

9. Fire Regulations: Each Exhibitor is responsible for knowledge of and adherence to all Vienna fire and safety codes which will be published in the Exhibitor Service Kit. All electrical signs and equipment must be wired to meet the specification of Underwriters Laboratories (UL) and must conform to appropriate federal, state, and municipal codes. Compliance with such laws is mandatory for all Exhibitors and is the sole responsibility of the Exhibitor.

10. Indemnity: The Exhibitor agrees to indemnify and hold harmless the DIA Europe, its officers, directors, employees and members from any and all liability to any person or persons for or by reason of any condition, defect or operation of any apparatus, equipment, or fixtures furnished by the Exhibitor in connection with his/her exhibit. Exhibitor further agrees to hold harmless the DIA Europe, 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 his/her agents, servants or employees. This Indemnity includes, but is not limited to, claims of injury, death, or property damage, or of copyright, trademark or patent infringement, unfair competition, and product liability. The Exhibitor, on signing the contract, expressly releases the DIA Europe and it's individuals from any and all claims for such loss, damage or injury. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold the DIA Europe, its officers, directors, employees and members, and the meeting facility and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges, taxes or fines, and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding only such liability caused by the sole negligence of the meeting facility, its employees and agents. In addition, Exhibitor acknowledges that the DIA Europe and the meeting facility do not maintain insurance covering such losses by Exhibitor.

11. Exhibitor Insurance: The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of each contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by DIA Europe. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than €1,000,000. Such insurance shall name DIA Europe as an additional insured and Exhibitor shall upon request provide DIA Europe with certificate so indicating. Workers Compensation and any other insurance or required licenses shall be in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for the Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall.

12. Show Attendees and Exhibit Staff: Admission to the exhibition will be available only to registered attendees and Exhibitor staff of at least 18 years of age. Proof of age may be required to obtain entrance into the exposition. DIA Europe makes reasonable attempts to attract high quality attendees to its exposition, but does not guarantee specific volumes of traffic or levels of qualification. Traffic at any given booth is a function of the particular exhibit and not the responsibility of DIA Europe.

13. Security: Exhibitors are responsible for security of their exhibit and its content. Security personnel contracted directly by DIA Europe are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. DIA Europe is not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

14. Failure to Hold Show: Should fire, hurricane, earthquake, flood, strikes, civil disturbance, Acts of God, political or social boycott, or any other circumstances beyond the control of the DIA Europe or the ACV, Vienna make it impossible or impractical to hold the show at the scheduled time, DIA Europe may retain only such part of the Exhibitor's rental fees as shall be required to compensate it for reasonable expenses incurred up to the time of such cancellation. All remaining rental fees shall be refunded. If an event is cancelled, DIA Europe is not responsible for any airfare, hotel or other costs incurred by registrants. In no event shall DIA Europe be liable for indirect or consequential damages.

15. Amendment of Rules: DIA Europe reserves the right to make changes, amendments and additions to these terms and conditions at any time, and all changes, amendments and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by DIA Europe.