

# Application and Contract for *Tabletop Display*

## Pharmacovigilance and Risk Management Strategies 2014

January 13-15

Renaissance Washington DC Downtown | Washington, DC



### 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\*

1 Tabletop US \$1,500.00

2 Tabletops US \$3,000.00

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

\*Rental fees are for tabletop only and must be paid in advance. 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 (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

Dr.  Mr.  Ms.

Check here if already registered

Last Name

First Name

M.I.

Job Title

Affiliation (Company)

Address (Please write your address in the format required for delivery to your country.)

City, State, Postal Code, Country

Telephone Number

Email Address

### 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 Renaissance Washington DC Downtown 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.  
800 Enterprise Road, Suite 200  
Horsham, PA, 19044-3595, 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 14002 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 **December 30, 2013**. An administrative fee will be withheld from refund as follows: Tabletop = \$750; Member/Non-member Attendee = \$200; Government/Academia/Nonprofit (Member/Nonmember) Attendee = \$100; Tutorial = \$50. Cancellation requests received after **December 30, 2013** 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

**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 Early-bird Opportunity

Available on nondiscount member fee only

#### Member Fee

On or before

DEC. 23, 2013

US \$1585

After

DEC. 23, 2013

US \$1785

Join DIA now to qualify for the early-bird member fee!

[www.diahome.org/Membership](http://www.diahome.org/Membership)

MEMBERSHIP

US \$175

To qualify for the early-bird discount, registration form and accompanying payment must be received by the date above. Does not apply to government/academia/nonprofit members.

#### Nonmember Fee

US \$2010

A one-year membership to DIA is available to those paying a nonmember registration fee. If paying a nonmember fee, please indicate if you do, or do not, want membership.

I want to be a DIA member

I do NOT want to be a DIA member

#### Discount Fees

Government (Full-time)

US \$715

Charitable Nonprofit/Academia (Full-time)

US \$895

MEMBER

US \$715

US \$895

NONMEMBER

US \$940

US \$1120

\*If paying a nonmember fee, please check one box above, indicating whether you want membership.

Completed applications should be faxed to +1.215.442.6199 or emailed to [exhibits@diahome.org](mailto:exhibits@diahome.org)

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