

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 60cm x180cm 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 **24 October 2016**. An administrative fee will be withheld from refund as follows:

Tabletop = 1'500€

Cancellation requests received after **24 October 2016** 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 at the Amba Hotel Marble Arch, London, UK.

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. #16111 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

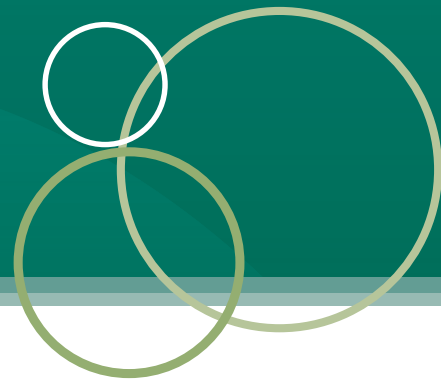
Exhibitor agrees to indemnify and hold harmless the Drug Information Association, its officers, directors, employees and members from any and all liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought on the premises of 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

DIA Europe, Middle East & Africa Tabletop Exhibit Policies and Procedures 2016



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

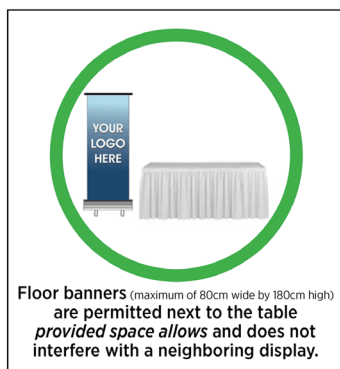
Tabletop Displays

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.



Security

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 preconference tutorial 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.