



**Sunday, February 16, 2020**  
**College Park Marriott Hotel & Conference Center**  
**3501 University Blvd. East - Hyattsville, MD 20783**

## **Exhibit Space Application & Contract**

### **Consider the Benefits**

The Maryland Pharmacists Association (MPhA) represents pharmacists from all practice areas in Maryland and the surrounding region. The Mid-Year meeting brings together pharmacists and pharmacy technicians for a day of professional education programs. Your exhibit is an important part of this total education experience. As exhibitors, **you are the pharmacist's partner.**

Exhibiting at MPhA's 2020 Mid-Year meeting offers you tremendous exposure to a vital segment of MPhA membership. This is your opportunity to inform pharmacists about your products and services, enhance your corporate image, and meet and interact with the decision-makers of Maryland Pharmacy. Not only do you meet face-to-face with Maryland Pharmacy leaders, but Trade Show exposure continues to be the most cost-effective way to reach qualified prospects.

### **Location**

The College Park Marriott Hotel & Conference Center - Hyattsville, Maryland is the location for this year's meeting. Come share in the many programs and activities with the attendees.

### **Reserving Your Space**

Complete the Exhibitor Application and Contract and return to MPhA. Space reservations will not be confirmed until the contract and full payment is received in the MPhA office.

### **Exhibit Space**

MPhA will provide an 8' x 10' space, one 6' clothed and skirted table, and a chair. *Note...* Breakfast and break functions will be held in the exhibit area to provide maximum exposure to our exhibitors.

### **Schedule**

6:00 AM	Exhibitor Move-in
7:30-8:30 AM	Registration and Continental Breakfast
10:45-11:15 AM	Morning Break
12:15-1:15 PM	Lunch
3:30-3:45 PM	Afternoon Break
5:45 PM	Closing Remarks
6:00-7:00 PM	Reception
7:00 PM	Exhibit Move out

MPhA reserves the right to make changes, at exhibitor expense, of any exhibit that does not comply with the guidelines.

### **Eligibility for Exhibiting**

In keeping with the educational purpose of the Mid-Year Meeting and MPhA's mission, any exhibitor whose proposed exhibit will enhance these efforts is eligible to apply for space. MPhA reserves the right to reject any application that in its judgement does not meet this criterion.

### **Space Rental**

Each 8' x 10' Exhibit Space is \$800. Full payment for space is ***due no later than Friday, February 7, 2020.***

### **Additional Information**

For your own protection, be sure to read carefully the Terms and Conditions in this mailing. It is important that your representatives at the show be aware of these terms and conditions and the general information that affects the operation of exhibits.

### **Terms and Conditions—Contract for Space**

The signed Exhibit Space Application and subsequent notice of assignment constitute a contract between the Maryland Pharmacists Association (hereinafter referred to as "MPhA") and the exhibitor. The following rules are part of the contract. Any point not specifically covered in these rules is subject to the decision of MPhA, whose decision will be final.

## Space Assignments

Assignments will be made based upon the date the exhibit space contract and full payment are received, as well as the space selection and location specifications supplied by the exhibitor. Location specifications include proximity to other companies. Priority of space selection is given to companies who are **Corporate Sponsors**, have exhibited in previous years and who advertise in the *Maryland Pharmacist*.

## Cancellation

Requests for cancellation of exhibit space must be made in writing to MPhA. Telephone cancellations will not be accepted. All cancellations are subject to a \$ 200 non-refundable administrative fee. Cancellations received on or before Friday, February 7, 2020, will receive a refund less the non-refundable administrative fee. No refunds will be made on space cancelled after. MPhA retains the right to resell any space cancelled by the exhibitor.

## Labor/Safety/Fire Codes

The exhibitor is responsible for knowledge of and compliance with all union requirements and fire and safety codes established by the State of Maryland and the College Park Marriott Hotel & Convention Center. Space decorations must be flame proofed and all hangings must clear the floor. Electrical wiring must conform with all federal, state, and municipal government requirements and with National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, MPhA reserves the right to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

## Distribution

Distribution of product/service literature may be made only within the space assigned to the exhibitor presenting such information. Firms or organizations not assigned space in the exhibit area will not be permitted to solicit. Only customary/descriptive product literature and samples may be distributed to meeting registrants. No food or drink may be distributed from exhibitor spaces without the prior approval of MPhA.

## Protection of Exhibit Facility

Exhibitors may not deface any part of the exhibit facility. The cost of repairing any damage to the hotel caused by the exhibitor, its employees, representatives or agents will be billed to and paid by the exhibitor. Nothing can be taped, tacked, nailed, screwed, or otherwise posted to the columns, walls, floors, ceiling, furniture or other property of the hotel.

All set up and dismantling of exhibit spaces and equipment must be conducted within the exhibit area. No storage of exhibit materials will be permitted between or behind space draping.

## Use of Space

In keeping with the educational purpose of the Mid-Year Meeting, sales and order-taking (entering into a contract of sale) are prohibited on the exhibit floor and other related areas during the meeting. No exhibitor is permitted to promote products, equipment or services other than its own.

If an article of a non-exhibiting firm or business is required for the operation or display of an exhibitor's wares, identification of such an article will be limited to the usual and regular name plates, imprinting or trademarks under which the article is sold in the regular course of business. No subletting of space is permitted. All activities must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other exhibitors. MPhA 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 meeting. In case of eviction, MPhA will not issue a refund.

## Liability and Insurance

The exhibitor is responsible for any claims arising out of its own negligence or out of the negligence of its employees or agents. The exhibitor will be responsible for protecting its own property to its full value, either through purchased insurance or self-insurance. MPhA will not assume responsibility for any loss or damage to exhibit property.

In holding the Exhibit, MPhA does not act as the agent of the exhibitor, the facility, the general service contractor or any other party. Claims against any party other than MPhA are to be submitted directly to the party involved.

If the 2020 Mid-Year Meeting is cancelled due to fire, strikes, government regulations, acts of God or other causes beyond the control of the Association, MPhA will not be held liable for failure to hold the Trade Show as scheduled. In such circumstances, MPhA will refund the amount of the exhibit fee. In the event the Exhibit is cancelled, or the exhibitor does not participate due to circumstances within the control of MPhA, the liability of MPhA will be limited to a refund of all monies paid by the exhibitor as exhibit space rental and registration fees.



## APPLICATION AND CONTRACT FOR EXHIBIT SPACE

**Deadline: Friday, February 7, 2020**

### EXHIBITING COMPANY INFORMATION:

Company Name \_\_\_\_\_ Exhibit Contact \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### REGISTRATION INFORMATION:

*Important: Applications without full payment will not be assigned space. Each Booth fee includes (1) representative.*

Rep. #1 Name \_\_\_\_\_ Email \_\_\_\_\_  
*If providing more than one person, \$40 will be charged for each additional person.*  
*Additional Representatives:*

Add'l Rep. #1 Name \_\_\_\_\_ Add'l Rep. #2 Name \_\_\_\_\_

### SPACE SELECTION:

If possible, we would prefer *not* to be located near the following companies:

\_\_\_\_\_

### CONTRACT INFORMATION:

Agreement: I am an authorized representative for this *Exhibiting Company* with full power and authority to sign this application and contract for exhibit space. The *Exhibiting Company* has read and understands the Exhibitor Terms and Conditions, and agrees to comply with them and with any modifications and amendments communicated hereafter. In the event the College Park Marriott Hotel & Conference Center, or any part shall be destroyed or damaged by fire or any other cause, or if any casualty or unforeseen circumstances, including strikes, natural disaster, shall cause the fulfillment of this contract by MPhA impracticable, *Exhibiting Company* agrees that MPhA shall not in any case be held liable or responsible to company for any damage caused thereby.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name & Date (please print)

Exhibit space fee	\$ 800	\$ _____
Add'l Reps	\$ 40 @	\$ _____
Late Fee - after 2/7/20	\$ 100	\$ _____
<b>Total Amount Enclosed</b>		<b>\$ _____</b>

### METHOD OF PAYMENT:

Check/Money Order (made payment to MPhA)    Visa    MasterCard    Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_