

Exhibitor Information * will be published on the ASTMH Webpage, Mobile App and Final Program (please type)

Organization Name*		Street Address/PO Box*	
City	State	Postal Code/Zip	Country
Organization Phone*		Organization Fax*	
Organization E-mail*		Organization URL*	
Contact Name		Job Title	
Contact E-mail		Contact Phone	

Billing Information (if different from above)

Organization Name*		Street Address/PO Box*	
City	State	Postal Code/Zip	Country
Contact Name		Contact Phone	

All Event Communication (if different from above)

Organization Name*		Street Address/PO Box*	
City	State	Postal Code/Zip	Country
Contact Name		Contact E-mail	
Contact Phone		Contact Fax	

Please indicate your organization type below: (Response required)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Academia | <input type="checkbox"/> Non-US government | <input type="checkbox"/> US government |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Not for Profit/NGO/Professional society | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Private sector | |

	Before September 12	September 12 – November 2
For Profit	<input type="checkbox"/> \$2,850	<input type="checkbox"/> \$3,000
Not for Profit	<input type="checkbox"/> \$1,850	<input type="checkbox"/> \$2,000
Booth Islands For Profit	<input type="checkbox"/> \$10,000	<input type="checkbox"/> \$10,000
Booth Islands Not for Profit	<input type="checkbox"/> \$6,000	<input type="checkbox"/> \$6,000

Choice of exhibit space locations, indicate 3 choices

1. _____ 2. _____ 3. _____

DEADLINE DATES

October 2
Deadline to be included in the Exhibitor Directory section of the Final Program, the Pocket Guide, and signage.

After October 2
Exhibitors will be included in the Mobile App and ASTMH Exhibitor "Thank You" webpage only.

November 2
Last day to reserve a booth

Questions? Email exhibits@astmh.org

PAYMENT ☐ Check here if you will need an invoice to complete payment

☐ Check payable to the American Society of Tropical Medicine and Hygiene
Send check payments to:
ASTMH C/O Exhibits
P.O. Box 88623
Chicago, IL 60680-1623

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

ASTMH tax I.D. # 57-0408245

Signature _____

Name as it appears on credit card _____

Expiration date _____ Amount _____

Credit card number _____

ASTMH Exhibit Rules and Regulations

ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the members of ASTMH and shall be operated in a way that will not detract from other exhibits or from the Exhibition. ASTMH determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Society. In the event of such restriction or eviction, ASTMH is not liable for any refund of exhibit fees, or any other exhibit-related expense.

APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form.

ASSIGNMENT OF SPACE: Exhibit space is assigned on a first-come, first-served basis. ASTMH will attempt to honor all requests for exhibit space.

\$2,850.00 (\$1,850 Not for profit) U.S. PER 10' x 10' BOOTH FEE INCLUDES:

- Company/organization identification sign
- Floor decal
- Mobile Lead Retrieval
- Back wall and side rail fabric drapes
- Carpet
- One 6-foot draped table and two chairs
- General security guard service (excludes individual booths)
- Two complimentary Annual Meeting registrations

PAYMENT: Full payment is required with the contract.

CANCELLATION: Exhibitor cancellation requests, including booth reduction, must be sent in writing to exhibits@astmh.org. Exhibitors cancelling up to 14 days after reserving a booth will receive a 100% refund. Exhibitors cancelling 15-30 days after reserving a booth will receive a 50% refund. No refunds will be given 30 days after a booth is reserved.

CANCELLATION OF MEETING AND EXHIBITION: FORCE MAJEURE

The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorism, natural disaster, fire, earthquakes, shortages or disruptions of the electrical power supply causing blackout or reduced utilities in a city where the Venue is located, nuclear hazard, civil disorder, curtailment of transportation facilities, public health warnings made by the World Health Organization, Centers for Disease Control and Prevention, National Institutes of Health, national health agencies in the country where the meeting is located, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or commercially impracticable for either party to perform its obligations under this Agreement.

OFFICIAL CONTRACTOR: All decorating and exhibit furniture will be handled by the official contractor GES. The exhibitor services kit outlines prices and instructions for securing additional items for your exhibit, shipping and material handling, etc. The exhibitor services kit will be emailed to the few months prior to the conference.

INSTALLING EXHIBITS: The exhibit area will be available for set up on Sunday, November 15, from noon to 4:30 p.m. All exhibits must be set by 5 p.m. on Sunday, November 15. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

DISMANTLING EXHIBITS: All exhibits must remain intact until the official closing time of Wednesday, November 18, at 2:30 p.m. and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 5:00 p.m.

FLOOR PLAN: All dimensions and locations shown on the official floor plans are believed to be accurate. ASTMH reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by ASTMH. If the exhibit is on hand, ASTMH reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No side wall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Nothing shall be displayed higher than the back wall of the booth (10 feet high). No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition, and must receive written approval from ASTMH.

RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of ASTMH. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with ASTMH discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

FIRE REGULATIONS: All fabrics and other materials used for decorative purposes must be flame retardant. Each exhibitor must have a certificate showing that display material has been treated by a flame proofing compound approved by the appropriate city agency. All packing and decorating material must be flame retardant. Merchandise must not be packed in paper, straw or excelsior. Any merchandise packed in inflammable material cannot be brought into the show. Booths must be cleaned of combustible rubbish daily. All electrical equipment must be U.L. approved and must meet the requirements established by the local City Code. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

SECURITY: Peripheral security guard service is provided by ASTMH. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display – even temporarily.

INSURANCE: All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance (no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate) and worker's compensation insurance as required by Toronto state statute. A certificate of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name the following as additional insured as respects to liability as per written contract: ASTMH, the Metro Toronto Convention Centre and its employees and agents, and all of the mentioned entities' successors and assigns. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend, ASTMH, the Metro Toronto Convention Centre and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of ASTMH and the Metro Toronto Convention Centre and its employees and agents. In addition, exhibitor acknowledges that ASTMH and the Metro Toronto Convention Centre do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

COMPLIANCE: The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that ASTMH may make from time to time. Exhibitor further assumes all responsibility for compliance with all per-tenant laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

RESPONSIBILITY: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the Metro Toronto Convention Centre premises, and shall indemnify, defend, and hold harmless, ASTMH, and the Convention Centre, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims. The exhibitor agrees to hold harmless the Metro Toronto Convention Centre and its employees and agents, from any losses, claims and expenses (including attorney's fees) arising from damage to property or injury to exhibitors, by reason of exhibitor's use of the exhibition facilities.

UNIONS AND CONTRACTORS: In order to conform to union contract rules and regulations all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by ASTMH. Only the Official contractors designated by ASTMH will be permitted in exhibit areas unless authorized by ASTMH.

ALCOHOLIC BEVERAGES: Serving of alcoholic beverages during the Exhibition is strictly prohibited.

CONFLICTING EVENTS: Exhibitors attending the ASTMH 69th Annual Meeting will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the ASTMH Annual Meeting. Exhibitors should review the meeting program for potential conflicts before scheduling their events.

COPYRIGHTED MUSIC: The exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in the exhibitor's booth space during the show.

RECORDINGS: The exhibitor authorizes that photos, video and audio may be taken of all exhibit personnel and exhibit booth to be used for Society purposes.