

Application & Contract

Book Your Exhibitor Demo Sessions Now. Only 6 Available!

Exhibitor Demo Session \$1,500 \$ _____

Book Your Final Program Advertising Now!

Full Page 4/C Ad: \$2,400 \$ _____

Full Page BW Ad: \$2,050 \$ _____

Half Page 4/C Ad: \$1,900 \$ _____

Half Page BW Ad: \$1,350 \$ _____

Sponsorship Level/Event:

_____ Sponsorship @ \$ _____ \$ _____

10'x 10' Premium Booth \$4,100 \$ _____

10'x 10' Standard Booth \$3,800 \$ _____

10'x 10' Additional Booth \$2,900 \$ _____

TOTAL \$ _____

Booth Location: (make up to 3 selections) _____
 Booth selection will be awarded in the order received.

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Web Address _____

Contact Person/Title _____

Email Address _____

Alternate Contact _____

Alternate Contact Email Address _____

Alternate Contact Phone _____

Signature _____ Date _____

Cancellation Policy: A cancellation fee equal to 50% of the full agreement will be assessed for cancellations received in writing prior to October 1st, 2009. After October 1st, 2009 this contract is non-cancellable from the moment signed and the exhibitor/sponsor will be liable for the full agreement price and terms of said agreement. Terms are enforced regardless if sponsor does not attend the conference or the exhibit space is resold. Should the agreement be referred to a collection agency/attorney for any reason, the client and or representing agency of said client, is responsible to pay a 25% attorney fee plus costs associated with any and all collection efforts.

Payment Method

Invoice my company at the above address. I understand that payment is due upon receipt of invoice.

50 / 50 or Special Instructions. _____

Credit Card: VISA MasterCard American Express Discover Government Credit Card

Amount to be charged \$ _____ Expiration Date _____

Charge Card # _____

Name of Cardholder _____

Signature of Cardholder _____

Agreement Terms:

All terms and conditions of the ACRP 2010 Global Conference are agreed upon and enforced by my company signature. We understand terms are non-cancellable. We agree to pay for the assigned exhibit space in accordance with the guidelines contained in the ACRP Exhibit Contract Terms. We agree to abide by all provisions set forth in these terms as a part of this contract between the Association of Clinical Research Professionals, The Townsend Group, Inc., and the exhibitor/sponsor.

Phone-Electric-Shipping Information

No phone, internet, electric, drayage, etc. is included with your exhibit space. These order forms will be online mid-January in the 2010 Exhibitor Kit.

*A Booth package has been negotiated with the decorator. The order form will be available in the online Exhibitor Kit. The Booth package includes: 6 ft table, 2 chairs, carpeting, and a wastebasket. This can be purchased through ACRP in January 2010.

Booth Description and Contact Information

A system generated email from www.acrp2010.org will be sent to the attention of the main contact listed on this form. Please use the password found in

the email to update your online and print profiles. These will appear on the conference Web site and in the Final Program respectively. Changes must be made by 2/1/2010 to be included in ACRP Final Program. Changes are sole responsibility of the exhibitor.

Exhibit Staff Registration

Available in January 2010, your exhibit staff must register attending personnel using ACRP registration forms. Instructions on how to submit this personnel information will come from ACRP directly and be included in the 2010 Exhibitor Kits.

Exhibitors choosing to sponsor Demonstration Sessions:

By signature of application and contract, you agree to abide by the policies of the Tampa Convention Center. Failure to present or use room during allotted time will not result in refund of room fee. No cancellations. Demo room includes:

Classroom style seating for approximately 200 people, one (1) skirted 6 ft. table with LCD projector, one (1) skirted 6 ft. table for handouts, screen, one (1) wired lavaliere mic, and listing in the ACRP Final Program. Send 50 word session description to epeterson@townsend-group.com Deadline to be listed in Final Program: February 1, 2010.

Payment Information

Payment is due upon receipt of invoice from The Townsend Group, Inc., or upon signature of this agreement. Booth assignment is contingent upon receipt of payment in full, terms are non-cancellable. Please make all checks payable to The Townsend Group, Inc. Send all booth applications, payments, and any exhibit or sponsor questions to:

The Townsend Group

Eric Peterson
 National Sales Manager –ACRP
epeterson@townsend-group.com

The Townsend Group, Inc.
 7315 Wisconsin Ave, Suite West 750
 Bethesda, MD 20814
 Tel: 301-215-6710 Ext.116
 Fax: 301-215-7704

Final Program Advertisers: Please refer to contract terms and guidelines found on the reverse.



FAX TO: 301-215-7704

Contract Terms

Exhibit Times

ACRP reserves the right to change or alter exhibit times based on scheduling and program changes. ACRP Global Conference sponsors and exhibitors are encouraged to check schedule/times after January 2010 and again before making travel plans.

Booth Assignments

Forms and applications will be processed in the order in which they are received. Application must be received by February 1, 2010, to be included in the final program.

2010 Exhibitor Rules and Regulations

All exhibitors participating in the exhibition at the Association of Clinical Research Professionals (ACRP) 2010 Annual Conference & Exhibition to be held from April 23–April 27, 2010 at the Tampa Convention Center in Tampa, Florida must adhere to the following rules and regulations. These rules and regulations may be amended and changed as ACRP determines to be necessary for the orderly conduct of the exhibition.

General Exhibitor Conduct

Booths must be set-up and ready for inspection and surrounding aisles clear of exhibitor's equipment and debris at least two (2) hours prior to opening. In the event that no representative of an exhibiting organization has claimed its space by two (2) hours prior to opening, ACRP has the authority to allow site decorator to assemble booth space. The exhibitor agrees to pay for the assembly charge in said event, and will be invoiced accordingly. Exhibitors not planning on personally assembling their booth at exhibit move-in must contract for booth installation, or face incurred assembly charge.

Exhibitors agree to keep their exhibits properly staffed and intact during the published exhibition hours. Early dismantling is strictly prohibited. This is disruptive to attendees and discourteous to neighboring exhibitors. Penalties will be imposed on any organization that does not abide by this policy and may affect the violator's right to exhibit at future ACRP events.

Layout must not obstruct aisles or other exhibits: Exhibits may not project beyond the space allotted and aisles must be kept clear. Exhibits shall not obstruct the view or interfere with traffic to other exhibits.

Distribution of promotional materials: Distribution of flyers, brochures, or any advertising/marketing materials must be confined to the exhibit space. Advertising materials may not be displayed in hotel hallways or reception areas.

Badges: Exhibitors and visitors must wear conference badges for identification. Those with "Exhibit Hall Passport" badges will not be permitted to enter educational sessions or workshops.

Appearance and operation of exhibits: No exhibit may interfere with the line of sight to any neighboring exhibit. ACRP has the right to mask, move, or disassemble any exhibit that chooses not to comply with IAEE standards at the expense of said exhibitor. Any part of the exhibit that does not lend itself to

an attractive appearance such as unfinished side or end panels, must be draped at the exhibitor's expense. If this is not done, ACRP reserves the right to have such finishing done, billing exhibitor for charges incurred.

Exhibitors may not schedule private functions or events which conflict with officially scheduled ACRP events.

ACRP reserves the right to prohibit or restrict exhibits that because of noise, method of operation, materials, or any other reason become objectionable, and also to evict any exhibitor whose conduct, in the opinion of ACRP, may detract from the general character of the exhibition. In the event of such restriction or eviction, ACRP is not liable to refund to the exhibitor any of the exhibit expenses.

No exhibitor is allowed to assign, sublet, or apportion, for money or otherwise, the whole or part of space allotted him or her unless permission is granted in writing by ACRP.

No exhibitor is permitted to vacate their exhibit space before scheduled tear-down time, without written permission from ACRP conference management. Any exhibitor who ignores this term agrees to pay a fine not greater than 25% of their total booth cost. ACRP encourages exhibitors to respect their fellow exhibiting companies and the attendees. Should an exhibitor be required to vacate before the tear-down time due to unforeseen circumstances, they are encouraged to work with ACRP conference management to find alternate means for vacating their booth through the show contractor.

Film, Sound Devices, and Lighting: If moving pictures, loudspeakers or sound devices are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound equipment will be permitted only if tuned to conversational level and is not objectionable to neighboring exhibitors. Exhibitor shall be liable for all music-licensing fees for any music played by the exhibitor. Exhibition area-wide broadcasts are not permitted. ACRP reserves the right to restrict the use of glaring lights or objectionable lighting effects.

The exhibitors must strictly comply with all local fire and safety regulations. All decorations and booth equipment must be fire proofed and electrical wiring must meet the safety requirements of the official service contractor and the Tampa Convention Center. Affidavits attesting to flameproof compliance with fire department regulations must be submitted when requested. No combustible material may be stored in or around exhibit booths. All exhibits must meet OSHA requirements pertaining to the safe use of tools, materials, and equipment.

Floor Plan: All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. ACRP reserves the right to make modifications that may be necessary to meet the needs of the exhibitors and the exhibit program. ACRP has the absolute right to allocate and assign space among exhibitors and to relocate exhibits after initial assignment if circumstances warrant at its sole discretion.

Personnel Registration: Each exhibiting company is entitled to a set amount of personnel allotments. The allotments are based on the level of booth or sponsor participation, as specified in the Sponsor/Exhibitor Prospectus. Exhibitors will be pre-registered by submitting their exhibitor forms by the pre-registration deadline. Registration forms for booth personnel (both complimentary and paid) will be made available by ACRP mid-January 2010. Additional staff may purchase Full-Conference Registration, One-Day Registration, Exhibit Hall Day Pass, or Exhibit Hall Passport. Contact ACRP global headquarters for details. Exhibitors who register on-site must present valid proof that they are employed with the exhibiting company. Substitutes must be submitted on company letterhead, and a \$75 fee will apply.

Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form in the exhibition area. Violators of this prohibition will be promptly escorted from the exhibition area.

Exclusive Exhibit Contractor: Brede Exposition Services is the official decorator, drayage contractor, and labor contractor, and shall have the exclusive right to supply all equipment, furniture, carpeting, and decorating materials, on a rental basis, to individual exhibitors. Furniture, additional draping, accessories, signs, electrical outlets, and AV equipment are the sole responsibility of the exhibitor and should be ordered in advance from Brede Exposition Services. An Exhibitor Service Kit, with complete ordering information, will be online mid-January 2010.

Liability: Responsibility of ACRP and the Exhibit Facility: The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save ACRP, the Tampa Convention Center, The Townsend Group, Inc., and Brede Exposition Services and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges of fines, and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit booth and presence on the exhibition premises, excluding any such liability caused by the sole negligence of ACRP, the Tampa Convention Center, The Townsend Group, Inc., or Brede Exposition Services or its employees and agents.

If ACRP should be prevented from holding the exhibition for any reason beyond ACRP's control such as but not limited to: building damage, fire, riots, strikes, acts of government, terrorist acts, war (declared or undeclared), regulations or advisories issued by the U.S. government or its agencies (or foreign governments or agencies in the case of international attendees), curtailment of transportation facilities or acts of God, then ACRP has the right to cancel the exhibition, or any part thereof, with no further liability to the exhibitor other than a refund of the exhibit space fee, less a proportionate share of the exposition cost incurred.

In addition, exhibitor acknowledges that ACRP, the Tampa Convention Center, The Townsend Group, Inc., and Brede Exposition Services do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance, including, if desired, business interruption and property damage insurance covering losses by the exhibitor. Security will be furnished, but the furnishing of such security shall not be deemed to increase the liability of ACRP, the Tampa Convention Center, The Townsend Group, Inc., or Brede Exposition Services, and their agents or employees, or to modify in any way the assumption of risk and release provided for above. Responsibility for the security of an exhibitor's area, product and property rests solely with the exhibitor.

Special Needs: For information regarding special needs accommodations, please contact ACRP's global headquarters. ACRP is committed to making the 2010 Global Conference & Exhibition accessible to all individuals.

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Exhibitors choosing to also be Final Program

Advertisers: This agreement is non-cancellable. Payment is due upon receipt of invoice. If the account is referred to a collection attorney for any reason, client/agency hereby agrees to pay a 25% attorney fee plus any costs associated with collections. Acceptance of this agreement does not waive the right of the publisher to reject any agreement for ad space or reject any advertising copy. By selection of ad size and color, and with application signature you hereby agree to these terms as a representative of your company.

Ad dimensions:

Full Page: 7 1/8" x 9 3/8"
Half Page Horizontal 7 1/8" x 4 5/8"

Ad copy is due no later than February 1, 2010. Failure to supply advertising materials by deadline will result in forfeiture of ad space without refund. Prepayment required. Payment is due upon receipt of invoice. Please supply only TIFF, EPS, or PDF ready print files. Send all ads with a proof. For further mechanical requirements contact Eric Peterson, National Sales Manager—ACRP, at 301-215-6710 Ext. 116 or epeterson@townsend-group.com.