



# PREP 2017

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web site \_\_\_\_\_

✓ **EXHIBIT—COST OF ONE 8' x 10' BOOTH**  
 \$ 3000.00  
*Includes 8'x10' wide booth, 1 free full registration, up to 3 free booth staff badges for exhibitor's representatives to staff the booth during exhibit hours (claim badges by registering staff online by June 5); breaks, posters, lunches and receptions take place in the Exhibit Hall. Space will be assigned based on level of sponsorship then date of commitment.*

✓ **Please locate us DISTANT from:**  
 (1) \_\_\_\_\_ (2) \_\_\_\_\_

✓ **Please locate us NEAR:**  
 (1) \_\_\_\_\_ (2) \_\_\_\_\_

✓ **MUST SUBMIT BOOTH AGREEMENT TO EXHIBIT:**  
 Return form by EMAIL to janet@barrconferences.com  
 Or mail form to PREP, c/o BARR Enterprises,  
 P.O. Box 279, Walkersville, MD 21793 USA  
*(Ms. Janet Cunningham, PREP Symposium/Exhibit Manager  
 phone 301-668-6001)*

✓ **PAY BY CREDIT CARD ONLINE**  
 Register at www.PREPsymposium.org to pay by credit card.  
 Select Registration Type: Booth Fee. Proceed to pay online.

✓ **PAY BY CHECK: Must be made payable to PREP**  
 Payment must be made in U.S. dollars; and check payable to PREP must be drawn on a U.S. bank  
*University of Virginia., 501(c)(3) Corporation, Non-Profit  
 EIN # 54-6001796*

✓ **EXHIBITOR AGREEMENT:** The person executing this Agreement hereby confirms that he or she is a representative of the Exhibitor and is authorized to do so. By signing this Agreement, the Exhibitor agrees to abide by all terms and conditions and "Rules and Regulations" as set forth on both sides of this Agreement.

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

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

✓ **INTEREST TO PRESENT A VENDOR WORKSHOP?**  
 Special scientific workshops on different techniques or types of applications will augment the program. Vendor workshops are free to attendees. For details and to reserve a vendor workshop, please return the Vendor Workshop Agreement located at PREPsymposium.org.

**Time Slot Preference** (indicate 1<sup>st</sup> & 2<sup>nd</sup> choices)

- Monday lunch workshop
- Tuesday lunch workshop
- Wednesday breakfast workshop
- Wednesday lunch workshop

✓ **BOOTH STAFF/COMP BADGES - Due June 5**  
 • By June 5, 2017, must claim complimentary badges by registering staff online at PREPsymposium.org. All additional badges over the complimentary badge allotment must be purchased online at the conferee rate at PREPsymposium.org.

✓ **COMPANY DESCRIPTION - Due June 5**  
 • By June 5, 2017, must supply the one name of the exhibiting company, with address, phone and web site address, along with up to 75 words for inclusion in the Final Program.

✓ **PROOF OF INSURANCE CERTIFICATE - Due June 30**  
 By June 30, 2017, must supply a Certificate of Insurance as stated on the next page in section, "INSURANCE" to include certificate holder and address, and additional insureds. Certificate holder and address: University of Virginia, c/o Barr Enterprises, PO Box 279, Walkersville, MD 21793, USA. Additional Insured: Barr Enterprises, its officers, directors, employees, agents and representatives, and Loews Philadelphia Hotel and its owner, operator and affiliated companies.

✓ **EXHIBITOR IDENTIFICATION SIGN TO READ:**

Organization \_\_\_\_\_

For PREP Use Only
Date Payment Rec'd: _____
Amount Rec'd: _____
Method of payment: _____

## PREP 2017 AGREEMENT -- RULES AND REGULATIONS

**LOCATION** — Exhibits, Poster Sessions and Symposium will take place in the Loews Hotel in Philadelphia, PA, USA. All measurements shown on the exhibit floor plan have been depicted as accurately as possible, but University of Virginia and/or Barr Enterprises, herein referred to as PREP or Event, reserves the right to assign space and make such modifications as may be necessary to adjust the floor plan to meet the needs of PREP.

**EXHIBIT HOURS, REGISTRATION, AND HOUSING** — Each unit includes one complimentary full meeting registration assigned to representative/employee of exhibitor and up to three complimentary booth staff badges for exhibitor's representatives to staff the booth during exhibit hours. Must register online to claim complimentary registrations at PREPsymposium.org by JUNE 5, 2017. Exhibitor hours, registration, and housing information is posted on the web site. Each exhibitor must check in at the Symposium Registration Desk prior to set-up to receive a badge that will permit access into the exhibit hall. As a courtesy to conference participants and fellow exhibitors, exhibits must be staffed throughout each show day during show hours until the official closing time of the exhibit on July 18, 2017.

**BOOTH EQUIPMENT AND SERVICE INFORMATION** — Standard booth drapery (8' high backs and 3' high side rail dividers) and booth sign that indicates one company name is included in the booth rental fee. All services customarily required by exhibitors will be available and must be obtained through Advantage Conference and Expo, the PREP official exhibit service contractor. The Exhibitor Service Manual will be posted online by May to include complete shipping instructions and information on furniture rental, labor for setting up and dismantling exhibits, drayage, etc. A service desk will be maintained during show set up near the exhibit area.

**CONTRACTORS** — PREP will designate various official contractors for such services as installation and dismantling, drayage, decorations and photography. Exhibitor is free to contract with non-official contractors; however, no non-official contractor will be authorized access to the exhibit area or space unless PREP is notified by the exhibiting organization prior to set-up and PREP has received a certificate of insurance from non-official contractor naming additional insured, as stated in section, "INSURANCE," and evidencing that such non-official contractor has in place the same types and amounts of insurance as we require of you, the exhibitor, covering claims arising out of the non-official contractor's operations at the exhibit location or in the space. No solicitation of business by any non-official contractor will be permitted in the exhibit area.

**CANCELLATION** — All cancellations must be forwarded in writing to the PREP 2017 Exhibit Manager. PREP will refund 50% of the monies paid for exhibit space if PREP receives written cancellation by February 1, 2017; no refunds will be made after February 1, 2017. Failure to occupy exhibit space does not release the exhibitor from obligation to pay for the full cost of rental. If exhibit space is not occupied by one hour prior to show opening on Sunday, July 16, 2017, PREP reserves the right to use the space as it sees fit to eliminate empty spaces in the exhibit area. PREP, University of Virginia, and Barr Enterprises shall not be liable in any way for any loss, damage or injury resulting from the cancellation of the event or from temporary or permanent closing for any reason of all or any portion of the Loews Philadelphia Hotel. PREP reserves the right to change the location of the event to other localities or premises. In such event, reasonable prior written notice will be given to exhibitor. If prior written notice is given to exhibitor, exhibitor waives its right to all damages, expenses, losses or claims of any nature arising out of such change of location.

**USE OF EXHIBIT SPACE** — Exhibitors must confine all demonstrations or promotional activities to the limits of the exhibit. Sufficient space must be provided within the space to contain persons watching demonstrations and other activities. Exhibitors are responsible for keeping the aisle(s) near their exhibit space free of congestion due to demonstrations or other promotions. No exhibitor shall assign, sublet, or share space without the knowledge and written consent of the PREP2017 Exhibit Manager. Organizations or firms not assigned exhibit space will not be permitted to solicit business within the exhibit area or confines of the Loews Philadelphia Hotel. Exhibitors are urged to report any violation of this rule to the PREP2017 Exhibit Manager. In all exhibit areas, built-up exhibits or other construction, including the company name or other advertising, shall not exceed a height of 8 feet at the back of the exhibit without PREP consent. The height along the side may not exceed 4 feet for the front half of the display in from the aisle. Interference with the light and/or space of other exhibitors is prohibited. If the reverse side of an exhibitor's back wall, or side wall, or display will be visible, it must be finished at the exhibitor's expense. PREP reserves the right to have the finishing done and billed to the exhibitor. All sound equipment and other noises must be kept at a level low enough that it will not disturb other exhibitors. Public address systems, radio broadcasts, or any other devices used only to attract attention by sound are prohibited. PREP reserves the right to turn off the electricity for any exhibitor who violates this rule. PREP reserves the right to restrict or evict exhibits that become objectionable because of noise, method of operation, materials, or any other reason, including the opinion of PREP that the objectionable exhibit detracts from the PREP exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that PREP determines is objectionable. In the event of any restriction or eviction, PREP is not liable for any refunds or other expenses.

**CARE OF BUILDING AND EQUIPMENT** — Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the exhibit space, or the equipment of the exhibits and surrender the space occupied during the exhibition (ordinary wear and tear excepted) in the same condition as it was at the time of the exhibitor's use and occupation. If such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform to the National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Loews Philadelphia Hotel.

**COPYRIGHT FEES** — Any and all copyright fees applicable to activities or events conducted by an individual exhibitor or group of exhibitors will be the full responsibility of said exhibitor(s).

**SECURITY** — PREP does not warrant or guarantee the presence of guards at any particular time or place in or near the exhibit area. PREP shall have no duty or obligation to safeguard or insure Exhibitor's property or personnel and by its execution of the Agreement, Exhibitor understands and agrees that Exhibitor is solely responsible for protecting and securing its property and personnel. Each exhibitor must make provision for safeguarding its own goods, materials, equipment and display at all times and is responsible for obtaining insurance in such amounts as deemed appropriate to comply with its own protection. All property of exhibitors is understood to remain in their care, custody, and control in transit to or from or within the confines of the Loews Philadelphia Hotel. Exhibitor must obtain a blanket rider (portal-to-portal or other "extraterritorial" insurance) to protect its property, personnel and visitors both during the Event and in transit to and from the Event against loss of any kind including, but not limited to, fire, damage and theft. Loews Philadelphia Hotel, its owner, operator and affiliated companies are herein referred to as HOTEL. Neither HOTEL, University of Virginia, PREP, nor Barr Enterprises' liability insurance covers Exhibitor's property, personnel or visitors against loss, theft, damage or injury and HOTEL, University of Virginia, PREP, and Barr Enterprises, its officers, directors, employees, agents and representatives are not liable or responsible for any such loss, damage, injury or claim. Small equipment or supplies should be safeguarded against theft before, during and after the Event. Exhibitors are responsible for their own material. If constant surveillance of exhibit equipment or supplies is necessary, Exhibitors must make their own arrangements for security.

**INDEMNIFICATION AND HOLD HARMLESS** — Exhibitor assumes the entire responsibility and liability for losses, thefts, damages, injuries and claims arising out of Exhibitor's activities on the Loews Philadelphia Hotel premises and will indemnify, defend, and hold forever harmless the HOTEL, University of Virginia, PREP, Barr Enterprises, its officers, directors, employees, agents and representatives from any and all such losses, damages, and claims, present or future, known, anticipated or unanticipated, against and from (i) any penalty, damage or charges including reasonable attorney's fees imposed for violation of any law or ordinance occasioned by the act or neglect of Exhibitor or those holding under Exhibitor, (ii) all claims, loss, theft, liability, judgment, cost, damage or expense including all reasonable attorney's fees arising out of or from any accident or other occurrence causing injury or death to any person or damage to any property on or about the exhibit area, including transportation to/from the Loews Philadelphia Hotel, occasioned by any act, omission or negligence of Exhibitor, its employees, representatives, agents and those persons attending the Event at the specific request or invitation of Exhibitor, and (iii) all claims, losses, liability, judgment, cost, damage or expense including reasonable attorney's fees, arising out of or occasioned by any failure of Exhibitor in any respect to comply with and perform all the requirements and provision of this Agreement.

**EXHIBITOR'S OWN RISK** — Exhibitor understands and agrees that PREP has only a license to use Loews Philadelphia Hotel and that PREP is not in any way responsible for the condition or maintenance of Loews Philadelphia Hotel. Exhibitor understands and agrees that all of Exhibitor's personal property of every kind or description which may at any time be in Loews Philadelphia Hotel shall be at the Exhibitor's sole risk. HOTEL, University of Virginia, PREP, Barr Enterprises, its officers, directors, employees, agents and representatives shall not be liable for any damages to said property or loss suffered by any cause whatsoever including but not limited to water from any source whatsoever or from the bursting, overflowing or leaking of sewers, steam pipes or from heating or plumbing fixtures or from electrical wires or from gas or odors or caused in any manner whatsoever. Exhibitor agrees to place and maintain at Exhibitor's own expense adequate insurance to cover all personal property placed by Exhibitor in Loews Philadelphia Hotel. Exhibitor covenants and agrees to indemnify and hold HOTEL, University of Virginia, PREP, Barr Enterprises, its officers, directors, employees, agents and representatives harmless from any injury to or death of Exhibitor, Exhibitor's agents, employees or those persons attending the Event at the specific request or invitation of exhibitor resulting from or arising out of Exhibitor's use of Loews Philadelphia Hotel except that attributable to the negligence or willful misconduct of the Event.

**INSURANCE** — Insurance and liability are the full and sole responsibility of the Exhibitor. Minimum general/contractual liability insurance coverage required per occurrence is \$1,000,000 personal, bodily injury, death (PI), \$1,000,000 property damage (PD), if applicable worker's compensation insurance, \$500,000 employer's liability insurance, and \$1,000,000 automobile liability insurance covering all owned, non-owned and hired vehicles. Your insurance will be considered primary. If you use an outside vendor, contractor or service provider to deliver, set up and/or take down booths, exhibits, staging, equipment or for any other purpose, the vendor, contractor or service provider must maintain the same types and amounts of insurance as we require of you, the Exhibitor." Exhibitor shall supply a Certificate of Insurance certifying the coverage mandated above. Exhibitor shall require a similar Proof of Insurance certificate from its exhibit-related contractors, certifying the liability coverage mandated above. In addition, Exhibitor agrees to hold the indemnities harmless from all losses, thefts, injuries, costs, claims, causes of action, obligations, suits, damages, liability, expenses and costs, including reasonable attorney's fees, present or future, known, anticipated or unanticipated, arising from or out of any violation or infringement by Exhibitor, Exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges. Exhibitor will not be permitted to enter the exhibit area or use the space unless the certificate or waiver is delivered to PREP. Certificate holder and address: University of Virginia, c/o Barr Enterprises, PO Box 279, Walkersville, MD 21793, USA. Certificate must also contain "Additional Insured: Barr Enterprises, its officers, directors, employees, agents and representatives, and Loews Philadelphia Hotel and its owner, operator and affiliated companies."