



PREP 2018

Provide Workshop tentative title or topic: _____

ORGANIZATION _____

Contact Person _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Web site _____

Email _____

The following schedule lists a limited number of vendor workshops that will be offered free to symposium attendees, who will pre-register to attend the workshop at the booth of the sponsoring vendor. Vendor workshops do not conflict with the oral or poster session times. To present, the cost to you is \$850 for the cost of the meeting room and the additional cost of food and beverage for attendees (for budget purposes, continental breakfast ~ \$45 per person and lunch ~ \$80 per person). The use of a screen is complimentary. LCD projectors, microphones, etc. are not included—you may bring your own or rent from the in-house audio visual company. You must be an exhibitor or sponsor to reserve a vendor workshop time slot. Limited to one vendor workshop per company. One-hour time slots are assigned based on level of sponsorship and on a first-come, first-serve basis while available.

Vendor Workshop Time Slot Preference (indicate 1st & 2nd choices)

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

By signing this Agreement, you are guaranteeing payment, depending on your time slot, for a minimum number of 10 continental breakfasts or 25 lunches. The Symposium will order the food/beverage items. If the number exceeds 10 continental breakfasts or 25 lunches, your representative will be responsible onsite for providing the final number of attendee meals for your workshop. This Agreement will be accepted so long as time slots are available.

To request a vendor workshop, you must complete this Agreement, provide a Visa, MasterCard, or American Express credit card number (no checks or bank wires) along with the expiration date and signature, and return to the PREP 2018 Symposium Manager at janet@barrconferences.com. When your workshop is accepted, your credit card will be processed \$850 (non-refundable) for the meeting room and your company will be posted on our web site. The final food/beverage cost will be charged to the credit card shown on the Vendor Workshop Credit Card Authorization Form after the completion of the workshop.

Please complete and return the attached Vendor Workshop Credit Card Authorization Form, noting we accept only MasterCard/Visa/AMEX and the credit card must expire no earlier than 12/2018.

Credit Card holder Signature _____

(Cardholder, by signing this Agreement, hereby authorizes Barr Conferences/Hyatt to charge the credit card provided on the vendor workshop credit card authorization form on behalf of the organization named above)

Hyatt Regency Baltimore Inner Harbor, Baltimore, MD, USA – July 8-11, 2018

**Vendor
Workshop
Agreement**



PREP 2018

www.prepsymposium.org

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VENDOR WORKSHOP CREDIT CARD AUTHORIZATION FORM

I, credit card holder, _____, authorize Barr Conferences/
Barr Enterprises to charge my credit card below for costs associated with the PREP 2018
vendor workshop for the company named below.

Name of Company _____

Credit card #: _____

Expires: _____ Security code on back of card: _____

Billing address with zip code: _____

Name of cardholder: _____

Signature of cardholder: _____

Scan and Email Completed Credit Card Authorization Form to: Janet@BarrConferences.com

Ms. Janet Cunningham, PREP 2018 Symposium/Exhibit Manager
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