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 ~ $85 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 audiovisual 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

By signing this Agreement, you are guaranteeing payment, depending on your time slot, for a minimum number of 10 continental breakfasts or 20 lunches. The Symposium will order the food and beverage items. If the number exceeds 10 continental breakfasts or 20 lunches, your representative will be responsible onsite for providing the final number of 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 of card holder, and return to the PREP 2020 Symposium Manager at shannon@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 11/2020.

[1] **This Agreement must include tentative title or topic of workshop:**

[2] **This Agreement must include Vendor Workshop Credit Card Authorization Form**

[3] **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)
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 2020 vendor workshop for the company named below.

Name of Company as registered online: __________________________________________

Online Passcode: __________________________________________

Credit card #: __________________________________________

Expires: ________________ Security code on back of card: __________

Complete billing address with zip code: __________________________________________

__________________________________________________________________________

Name of cardholder: ________________________________

Signature of cardholder: ________________________________

(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)

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

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