

2024 NATIONAL SCLERODERMA CONFERENCE

Seattle, Washington
July 19-21, 2024



Exhibit Booth Registration Form

Contact Information

Organization _____
Address _____
City _____ State _____ Zip _____
Business Phone _____
Primary Point of Contact Name _____
E-mail _____

Booth Space

Tier 1: Organizations with annual revenue of \$10,000,000 or more

- 10x10 booth - \$3,500
- Tabletop - \$2500

Tier 2: Organizations with annual revenue of \$3,000,000 – \$9,999,999

- 10x10 booth - \$2,750
- Tabletop - \$2000

Tier 3: Organizations with annual revenue of \$500,001 - \$2,999,999

- 10x10 booth - \$2,000
- Tabletop - \$1,500

Tier 4: Organizations with annual revenue of \$500,000 or less

- 10x10 booth - \$1,500
- Tabletop - \$850

INCLUDED IN STANDARD EXHIBIT BOOTH

All 10'x 10' booths include an 8' high back wall drape, 3' high side wall dividers, one 6' skirted table, two chairs, a waste basket and an ID sign.

INCLUDED IN TABLETOP EXHIBITS

All Tabletop exhibits include one 6' skirted table, two chairs, a waste basket and an ID sign. Tabletop Exhibits are not meant for pop up exhibit displays.

INCLUDED WITH ALL EXHIBITS

Each exhibiting company receives a listing in the Conference Program Book and two Exhibits Only Passes.

EXHIBIT SPACE ALLOCATION

The National Scleroderma Foundation will first assign exhibit booth/table space to sponsors based on their level. Booth/table spaces for non-sponsors will be assigned according to contract/payment date, following the assignment of space for sponsor companies. The National Scleroderma Foundation reserves the right to make changes to the floor plan of booths/tables as may be deemed necessary at its sole discretion.

Payment Options

Registration is considered complete upon receipt of payment. Check

Total: \$ _____

Charge to: Visa Mastercard American Express Discover

Card No. _____

Expiration Date _____ CVV _____

Name as it appears on card _____

Authorization Signature _____

By my signature, I authorize the use of my credit card to pay the total charge listed below.

Total: \$ _____

Return Contract and Payment To:

National Scleroderma Foundation
Attn: Shenna Gianetta
300 Rosewood Drive Suite 105, Danvers, MA 01923
Email: sgianetta@scleroderma.org
Pay by Phone: (800) 722-4673, Monday through Friday, 8:30am to 5pm EST.

Questions?

Email Kate Anastasia at kanastasia@scleroderma.org

Contract Agreement

It is understood that this application will become a binding contract for space and services at the National Scleroderma Conference, scheduled July 19-21, 2024 at the Hyatt Regency Bellevue in Seattle, Washington, upon acceptance of the application by the Foundation. The Exhibitor agrees to the terms, conditions, rules, and regulations contained herein.

Authorized Signature: _____

Title: _____

Date: _____

Exhibitor Terms & Conditions

Eligible Exhibits Insurance

The National Scleroderma Foundation (the Foundation) reserves the sole right to determine the eligibility of any company, product, or service to exhibit in the Conference Exhibit Hall, and further reserves the right to reject any application.

Limitation of Exhibits

The Foundation reserves the right to stop or remove from the Exhibit Hall any exhibitor (or any agent, employee, or representative thereof) performing an act or practices, including but not limited to any displays, presentations, or demonstrations, which the Foundation finds objectionable, violates the Terms and Conditions, or detracts from the dignity of the event. In the event the Foundation removes or stops an exhibit or demonstration, exhibitor shall not be entitled to a refund of exhibit fees or any other cost incurred by the exhibitor. A company's participation in the Exhibit Hall does not reflect a product endorsement by the Foundation. The exhibitor may not make any statements in print, orally, or electronically that state or imply such endorsement.

Booth Specifications

Booths must not exceed a height of 8 feet. Exceptions may be granted where the booth(s) are located along perimeter walls. No walls, partitions, paintings, decorations, or other obstructions may be erected which will in any way interfere with the view of any other exhibitor. Exhibitors are required to ensure that their displays do not have a negative impact on the show environment through excessive noise, heat, light, etc. No exhibit shall obstruct or otherwise interfere with the other exhibit booths.

Payment Terms

All applications for exhibit space must be accompanied by full payment. All requests for cancellations must be in writing and sent to THE NATIONAL SCLERODERMA FOUNDATION, 300 Rosewood Drive Ste 105, Danvers, MA 01923, Attn: Shenna Gianetta. Fifty percent of the total booth cost will be refunded for all cancellations received on or before June 1, 2024. No refunds will be provided by the Foundation after that date. The Foundation reserves the right to deny exhibit space to companies that have overdue account balances with the Foundation. Exhibit space assignments are made on a first-come, first-served basis after sponsors booth have been assigned. The Foundation reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interests of the Conference.

Limitation of Liability

Exhibitor shall make no claim of any kind against the Foundation, its agents, or employees; the hotel, or city and/or state wherein the Conference is held for any loss, damage, theft, or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit or for any action of the Foundation or its participants, agents, or employees in relation to the exhibit or exhibitor.

Indemnification by Exhibitor

Exhibitor shall be solely responsible to its agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of the leased space or exhibit, for negligence or otherwise relating thereto. Exhibitor shall indemnify, defend, and hold harmless the Foundation and the *Hyatt Regency Bellevue* for all liability related to exhibitors' exhibit or any act or omission of exhibitor or any of its employees or agents; including accident or injury to invitees, guests, exhibitors, their agents, and employees and including loss or damage to personal property. Exhibitor agrees to keep harmless the Foundation, and the Exhibit Hall and/or hotel, from any and all costs arising from fees incurred under the copyright law regarding the liabilities of playing recorded and/or live music in the exhibit area at any time during the Conference. Exhibitors must make provisions for safeguarding their display and property at all times. Exhibitor acknowledges that the Foundation and the *Hyatt Regency Bellevue* do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. All exhibitors are required to carry commercial general liability insurance.

Fire Department and Other Regulations

Fire department and other regulations must be observed. Display and packing material must be flame retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.

Photography and Videotaping

The taking of photographs or video, other than by Foundation representatives or the official Foundation contracted photographer/videographer, is not permitted.

Listing and Promotional Materials

By exhibiting at the Conference, exhibitor grants the Foundation a full paid, perpetual, nonexclusive license to use, display, and reproduce the name of the exhibitor in any directory or list of the conference exhibitors and to use such names in promotional materials. The Foundation shall not be liable for any errors in any listing or for omitting exhibitor from any directory or listing pertaining to the conference.

Use of the Association Name, Logo, or Acronym

Exhibitors may state in advertising promotions that they will be exhibiting at the 2024 National Scleroderma Conference solely with the prior written approval of the Foundation. Any additional use of the Foundation name, logo, or acronym is strictly prohibited. Exhibitors not complying with this policy will be asked to remove any mention of the Foundation from their materials; failure to do so could be considered an infringement on the Foundation's trademarked name. If you have any questions about using copyrighted or trademarked materials, contact communication@scleroderma.org for a determination.

Music

Live music will not be permitted in the Exhibit Hall by exhibitor during the course of this conference.

Exhibit Space and Sales

Subleasing and sharing of Exhibit Space is strictly prohibited. All signs, displays, and products in a booth must be related to the exhibitor's company. Sales of products or samples requires written permission by the Foundation. Obtain permission by contacting kanastasia@scleroderma.org. The Foundation reserves the right to revoke Exhibitor sales privileges at any time during the Conference. It is the responsibility of the Exhibitor to adhere to all applicable city/state sales tax laws for Bellevue, Washington. No exhibitor may conduct any fundraising at the National Scleroderma Conference.

Damage to Property

Any damage, including but not limited to damage to the hotel, exhibit hall, or exhibit area, caused by an exhibitor will be paid for by that exhibitor. Exhibitors are prohibited from painting, taping, nailing, screwing, drilling, or tacking anything to the walls, columns, floor, or ceiling of the building; adjoining displays; or the official contractor's display material.

Food and Beverages

Food and beverages must be purchased from the official concessionaire, unless incident to exhibitor's product line with written approval of the official concessionaire. All arrangements for food and beverage for special needs over and above the planned functions must be made with the catering department.

Labor and Contractors

The Foundation has appointed an official contractor for the conference. The official contractor will send each exhibitor a Service Kit that contains a full list of exhibit services and complete shipping instructions. Do not ship any exhibit materials directly to the *Hyatt Regency Bellevue*. Any shipments sent directly to the hotel will be refused. All shipping should be coordinated through the contractor.

Exhibitor Appointed Contractor (EAC)

If exhibitor wishes to use their own contractor (EAC), the exhibitor must submit a completed EAC Form to the National Scleroderma Foundation 45 days prior to the move in date, identifying the EAC name and contact information, the type of work they will provide to the exhibitor, and a certificate of insurance coverage that names the official conference contractor, the *Hyatt Regency Bellevue*, and the National Scleroderma Foundation as additional insureds on the EACs insurance policies.

Exhibit Hall Location Rules

Exhibitor shall adhere to and not cause any violation of the rules and regulations of the exposition property owner. Soliciting outside the confines of the Exhibitor's assigned space is prohibited. The Foundation reserves the right to distribute any conference materials and information to all attendees and exhibitors in the exhibit hall.

Prize Drawings and Giveaways

Exhibitors may provide giveaway items or host activities at their booths. Exhibitors may hold drawings for prizes in their individual booths, except if they conflict in any way with the conference, exhibit, or local laws. If exhibitor intends to use a drawing, it must notify the Foundation in writing thirty (30) days prior to the event. The Foundation reserves the right to deny the use of such drawings. Competitive events which overlap or conflict with any scheduled conference event is strictly prohibited. Violation of this clause may result in expulsion from the exhibit hall and/or exclusion of the organization from exhibiting at future conferences at the discretion of the Foundation.

Exhibitor Registration

The total number of Exhibit Only passes included in booth registration is two (2). Exhibit Only passes include exhibit hall access, meals, and refreshments. Additional Exhibit Only passes can be purchased on the conference website. Full conference passes are not included. Any exhibitor staff who wish to attend any conference sessions or events must register for the conference by visiting our conference website.

Exhibit Setup and Dismantle

Installation, show, and dismantling hours and dates shall be those specified by the Foundation. Packing of exhibits prior to the close of the Exhibit Hall is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.

Exhibit Hours and Booth Staffing

All booths must be staffed during the hours when the Exhibit Hall is open to Conference attendees. These hours will be determined by the Foundation and communicated to exhibitors prior to the event.

Cancellation of Exposition

If the Foundation should be prevented from holding the exposition for any reason beyond the Foundation's control (such as, but not limited to, damage to building, riots, strikes breached by exposition location, acts of government, pandemic, or acts of God), then the Foundation has the right to cancel the exposition or any part thereof, with no further liability to the Exhibitor other than a refund of exhibit fees.

Not Assignable by Exhibitor

This Agreement may not be assigned by exhibitor without the written consent of the Foundation.

Governing Law and Jurisdiction

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

Merger Clause

The parties agree that this Agreement (and, any other Agreement referred to herein), contain the complete agreement between the parties and supersede any prior understandings, agreements, or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.

Attorney's Fees

In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.

Amendments to Terms and Conditions

The Foundation, at its discretion, may make reasonable changes, amendments, or additions to these Terms and Conditions. Any changes, amendments, or additions shall be binding on the exhibitor who does not object in writing within ten days after receipt of written notice of such modification.