



1. MAILING ADDRESS

Company Name: _____ (“Exhibitor”)
Street Address: _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Primary Contact: _____ Telephone: _____ Primary Contact’s Email: _____

What will be displayed?

(Please list your product or service): _____

INVOICE BILLING ADDRESS (if different from above)

Billing Company Name: _____
Street Address: _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Telephone: _____ Fax: _____ Company Email: _____ Website: _____
A/P Contact: _____ Telephone: _____ A/P Contact’s Email: _____

2. AGREEMENT OF RESPONSIBLE PARTIES

The above described Exhibitor hereby agrees with Diversified Communications (hereinafter “Diversified”) to pay the below described fees on the below noted dates as consideration for its exhibition at the Integrative Healthcare Symposium (“Event”) and to comply with the Conditions Rules and Regulations set forth in **Exhibit A**.

3. DEPOSIT

A deposit equaling 50% of the total cost of the Exhibitor Rate is due upon receipt of Invoice in order to reserve the space requested. The balance must be paid by October 18, 2019. Contracts received on or after October 18, 2019 must be accompanied by full payment.

4. PAYMENT TERMS/METHODS

- 1.) 50% deposit due upon receipt of invoice.
- 2.) Balance due on or before October 18, 2019

All payments must be made in U.S. dollars to:
DIVERSIFIED COMMUNICATIONS

PAYMENT METHODS

- **Check or Money Order** DRAWN on a US Bank referencing IHS, P.O. Box 79365, Baltimore, MD 21279-0365
- **Wire Transfer and Credit Card:** Instructions will be included on your invoice and statements.

5. CANCELLATION POLICY

No cancellation by an Exhibitor is effective unless given in writing by mail, or e-mail to Diversified Communications, 121 Free Street, Portland, ME 04112-7437 or to cperrone@divcom.com. The terms and conditions for cancellation are set forth in the Conditions, Rules and Regulations attached hereto below and incorporated herein.

Exhibitors cancelling on or before October 18, 2019 shall be subject to a cancellation fee equal to 50% of the total cost of cancelled space. Cancellations occurring after October 18, 2019 are subject to a cancellation fee equal to 100% of the total cost of cancelled space.

All outstanding fees are payable immediately upon cancellation.



6. EXHIBITION BOOTH RATES

All Booths include:

- 1 Full Conference pass per 80 sf of booth space
- 5 Exhibitor personnel passes
- Company sign
- Booth carpeting
- Conference attendee list (mailing addresses only for attendees opting in – provided after the Conference)

For further details on what is included for all Exhibitions contact your sales representative or go to <http://www.ihSYMPOSIUM.com>:

Furniture IS NOT INCLUDED in Booth Rates

Information on renting booth furnishings will be shared later in the Exhibitor Manual

- 8' x 10' \$3,700
- 8' x 20' \$7,400
- 16' x 20'\$14,800
- Corner Fee (per corner) \$200 x ____ = \$_____

Grand Total Exhibition Fees \$ _____

NOTE: All co-exhibitors (whether companies or brands) must be identified on the co-exhibitor form and are subject to approval by Diversified in its sole discretion. A maximum of two companies or brands may co-exhibit per (8' x 10') booth.

7. AUTHORIZATION

Undersigned on behalf of Exhibitor has reviewed and affirms that Exhibitor shall abide by all Conditions, Rules and Regulations governing the Event as set forth at **Exhibit A**, located at www.divcom.com/exa-space-contract/ which are included with this Exhibit Space Contract and incorporated by reference. Exhibitor further affirms that acceptance of this contract by Diversified constitutes a legal and binding agreement and that undersigned is authorized to bind Exhibitor regarding same.

Contract must be signed & deposit received to secure booth.

Signature: _____ Title: _____

Print Name: _____ Date: _____

8. EXHIBITOR REQUESTS TO SHOW ADMINISTRATION – Diversified may or may not grant in its sole discretion

Preferences for Booth Location?

1st 2nd 3rd 4th

Company requests it NOT be located adjacent or directly across from these listed companies:

Interested in Other Services?

- I am interested in event related marketing opportunities
- I am interested in website advertising
- I am interested in purchasing additional Conference passes