



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 exhibit space. The balance must be paid by September 4, 2020. Contracts received on or after September 4, 2020 must be accompanied by full payment.

4. PAYMENT TERMS/METHODS

- 1.) 50% deposit due upon receipt of invoice.
- 2.) Balance due on or before September 4, 2020

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 September 4, 2020 shall be subject to a cancellation fee equal to 50% of the total cost of cancelled space. Cancellations occurring after September 4, 2020 are subject to a cancellation fee equal to 100% of the total cost of cancelled space.

All outstanding fees are payable immediately upon cancellation.



2021 Exhibit Space Contract
 Conference and Exhibition
 January 14-16, 2021
 New York Hilton Midtown, New York

6. EXHIBITION BOOTH RATES

Raw Space Booth Options:

- 8' x 8'\$3,060
- 8' x 10' \$3,825
- 8' x 20' \$7,650
- 16' x 20'.....\$15,300
- Corner Fee (per corner) \$225 x ____ = \$_____

- Table Top Option\$2,300**

Table Tops are open to one aisle, are 18" x 6' and include:

- 1 Conference pass for a 50% discount
- 3 Exhibitor personnel passes
- Company sign
- 1 6' long table, two chairs
- Booth Carpeting

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

Raw Space Booths include:

- 1 Conference pass per 64 sf of booth space
- 5 Exhibitor personnel passes
- Company sign
- Booth carpeting

Grand Total Exhibition Fees \$ _____

Furniture IS NOT INCLUDED in Raw Space Booth Rates
 Information on renting booth furnishings and purchasing discounted Conference passes will be shared later in the Exhibitor Manual

NOTE: All co-exhibitors (whether companies or brands) must be identified on the co-exhibitor form provided by your salesperson 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.

Booth will NOT be reserved until signed contract and deposit are received.

Signature: _____ Title: _____

Print Name: _____ Date: _____

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

Booth Location Preference?

1st 2nd 3rd

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