European Site Solutions Summit

PARTNERING FOR SUCCESS

MARCH 18-19, 2019
THE TOWER - A GUOMAN HOTEL
LONDON, ENGLAND

2019 European Site Solutions Summit

March 18-19, 2019
London, England – The Tower/A Guoman Hotel

- ☐ **Premier Sponsor** $9,500
- ☐ **Performance Sponsor** $4,950
- ☐ **Item/Event Sponsorship** $____

Global Site Solutions Summit 2019

October 11-13, 2019
Hollywood, Florida
Diplomat Beach Resort

- ☐ **Premier Sponsor** $17,000
- ☐ **Premier PLUS** $30,000

Choose One:
- ☐ **Workshop** (content due Jan 2019)
- ☐ **Webcast** (content due Nov 2018)

- ☐ **Performance Sponsor** $6,950
- ☐ **Item/Event Sponsorship** $_____

Global Oncology Summit 2019

Feb 2-3, 2019
Austin, Texas
Hilton Austin

- ☐ **Premier Sponsor** $9,500
- ☐ **Performance Sponsor** $4,950
- ☐ **Item/Event Sponsorship** $____

SCRS Resource Guide Network - Online Advertising (Summit Exhibitor Pricing)

☐ **Premium Profile** - $995/yr. ☐ **Standard Profile** - $750/yr. ☐ **Category Sponsorship & Premium Placement** - $1,000

TOTAL $_____

Sponsor or exhibitor agrees to comply with all terms and conditions on both forms of this agreement. All terms and conditions of the 2018/2019 Site Solutions Summits are agreed upon and enforced by Exhibitor's signature. Exhibitor understands terms are non-cancellable. Exhibitor agrees to pay for the assigned exhibit space in accordance with the guidelines contained in the exhibitor rules and regulations page.

Signature (X)_____ Date:_____

Print Name _____ Title:_____

Contact Information

Company Name:_____

Company Address:_____

City:_____ State:_____ Zip:_____

Web Address:_____

Primary Contact Person:_____ Title:_____

Email Address:_____ Phone:_____

Alternate Contact Person:_____ Title:_____

Email Address:_____ Phone:_____

Billing Information

☐ **Invoice my company at the provided address:** Invoice my company at the above address. I understand that payment is due upon receipt of invoice, or terms outlined by the Site Solutions Summits. Make checks payable to Society for Clinical Research Sites (see info under Payment Terms).

☐ **Credit Card:** I authorize SCRS to charge $_____ to the credit card below.

Special Instructions:_____

Card Type: ☐ Visa ☐ MasterCard ☐ AMEX

Card Number:_____ Exp:_____ Security Code:_____

Billing Address if different then above:_____

City:_____ State:_____ Zip:_____

Payment Terms

Payment can be made by credit card (V, M, AX) during the registration process or by check. Payment by check is due upon receipt of invoice from Society for Clinical Research Sites or upon signature of this agreement. Booth assignment is contingent upon receipt of payment in full, terms are non-cancellable. Please make all checks payable to Society for Clinical Research Sites (SCRS) and send to:

Society for Clinical Research Sites
10326-B Baltimore National Pike
Ellicott City, MD 21042
Attn: Accounting Department

Questions about payments can be directed to: Jeff Stoller
accounting@myscrs.org

2019 EXHIBITOR RULES & REGULATIONS

All exhibitors participating in the 2019 European Site Solutions Summit (Summit) must adhere to the following rules and regulations. These rules and regulations may be amended and changed as necessary for the orderly conduct of the European Summit. Any changes will be provided to exhibitors.

Cancellation Policy
This agreement is non-cancellable. Terms are enforced regardless of sponsor/exhibitor attendance at the European Summit, or if the exhibit space is resold at a later date.

Exhibit Space
Includes: 6' table, 2 chairs, and waste basket.

Exhibit Services
The Tower – A Guoman Hotel will provide internet, electric, and other exhibitor services onsite.

Logo
Upon exhibit space submission, email logos in JPG and EPS format to monica.williams@myscrs.org. Logos submitted without EPS will not be included in signage onsite.

Use of Attendee List
All exhibitors are eligible to use the European Summit attendee mail list. Distribution of this list to any other business is prohibited. The lists include: Attendee name, title (if provided), company, and mailing address. Misuse of list in any way is subject to a fine no greater than the fee of your exhibit space.

Termination of Event
If the European Site Solutions Summit should be prevented from holding the exhibition for any reason beyond the Summit's control such as but not limited to: building damage, fire, riots, strikes, acts of government, terrorist acts, war (declared or undeclared), regulations or advisories issued by the U.S. government or its agencies (or foreign governments or agencies in the case of international attendees), curtailment of transportation facilities or acts of God, then the Summit has the right to cancel the exhibition, or any part thereof, with no further liability to the exhibitor other than a credit of the exhibit space fee towards the next European Site Solutions Summit, less a proportionate share of the exposition costs incurred. In addition, exhibitor acknowledges that European Summit, The Tower – A Guoman Hotel, and Hi-Fidelity Group do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance, including, if desired, business interruption and property damage insurance covering losses by the exhibitor. Responsibility for the security of an exhibitor's area, product and property rests solely with the exhibitor.

VAT
SCRS and the European Site Solutions Summit recognizes the VAT regulations of the country where the exhibition is held. Any organization participating as an exhibitor agrees to follow applicable VAT regulations.

Liability
The exhibitor assumes entire responsibility and hereby agrees to indemnify, defend, and hold harmless European Summit, The Tower – A Guoman Hotel, Hi-Fidelity Group and each of their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges of fines, and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit booth and presence on the exhibition premises, excluding any such liability caused by the sole negligence of the European Summit, The Tower – A Guoman Hotel, Hi-Fidelity Group or its employees and agents. Exhibitor's certificate of insurance shall be provided upon request.

General Exhibitor Conduct
Booths must be set-up and ready for inspection and surrounding aisles clear of exhibitor's equipment and debris at least one (1) hour prior to opening. In the event that no representative of an exhibiting organization has claimed its space by one hour prior to opening, the Summit has the authority to allow the hotel to move the exhibit materials to a storage location at the exhibitor's expense. The exhibitor agrees to pay for the assembly charge in said event, and will be invoiced accordingly. Exhibitors agree to keep their exhibits properly staffed and intact during the published exhibition hours. Early dismantling is strictly prohibited. Penalties will be imposed on any organization that does not abide by this policy and may affect the violator's right to exhibit at future Summit events. Layout must not obstruct aisles or other exhibits: Exhibits may not project beyond the space allotted and aisles must be kept clear. Exhibits shall not obstruct the view or interfere with traffic to other exhibits.

Exhibitor Restrictions
Recruitment: Recruitment of attendees is prohibited. Exhibitors agree to send business development, marketing, or operations personnel. Activity pertaining to new employee acquisition is prohibited.

Exhibitor Materials
Exhibitors may distribute material in the Exhibit Hall. Materials left in public areas will be removed. Advertising materials may not be displayed in hotel hallways or reception areas.

Badges
Exhibitors must wear conference badges for identification.

Appearance and operation of exhibits
No exhibit may interfere with the line of sight to any neighboring exhibit. The European Summit has the right to mask, move, or disassemble any exhibit that chooses not to comply with IAEE standards at the expense of said exhibitor.

Hosted Events
Exhibitors may not schedule private functions or events which conflict with officially scheduled European Summit events. The Summit reserves the right to prohibit or restrict exhibits that because of noise, method of operation, materials, or any other reason become objectionable, and also to evict any exhibitor whose conduct, in the opinion of the Summit, may detract from the general character of the exhibition. In the event of such restriction or eviction, the European Summit is not liable to refund to the exhibitor any of the exhibit expenses. No exhibitor is allowed to assign, sublet, or apportion, for money or otherwise, the whole or part of space allotted him or her unless permission is granted in writing by the European Summit.

Vacancy Policy
No exhibitor is permitted to vacate their exhibit space before scheduled tear-down time without written permission from the European Summit conference management. Any exhibitor who ignores this term agrees to pay a fine not greater than 25% of their total booth cost. Should an exhibitor be required to vacate before the tear-down time due to unforeseen circumstances, they are encouraged to work with the European Summit conference management to find alternate means for vacating their booth.

Film, Sound Devices, and Lighting
If moving pictures, loudspeakers or sound devices are used, the exhibitor agrees to comply with hotel requirements for the operation of the equipment. Any filming in or around exhibitor space will require proper release forms between the film subjects and the exhibitor. Sound equipment will be permitted only if tuned to conversational level and is not objectionable to neighboring exhibitors. Exhibitor shall be liable for all music licensing fees for any music played by the exhibitor. Exhibition area-wide broadcasts are not permitted. The European Summit reserves the right to restrict the use of glaring lights or objectionable lighting effects.

Fireproofing
The exhibitors must strictly comply with all local fire and safety regulations. All decorations and booth equipment must be fire proofed and electrical wiring must meet the safety requirements of the hotel. Affidavits attesting to flameproof compliance with fire department regulations must be submitted when requested. No combustible material may be stored in or around exhibit booths. All exhibits must meet OSHA requirements pertaining to the safe use of tools, materials, and equipment.

Floor Plan
All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. the European Summit reserves the right to make modifications that may be necessary to meet the needs of the exhibitors and the exhibit program. The European Summit has the absolute right to allocate and assign space among exhibitors and to relocate exhibits after initial assignment if circumstances warrant at its sole discretion.