



Site Solutions Summit

PARTNERING FOR SUCCESS

OCT 11-13, 2019
THE DIPLOMAT BEACH RESORT
HOLLYWOOD, FLORIDA

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 1/19)
☐ **Webcast** (content due 11/18)

☐ **Performance Sponsor**
\$6,950

☐ **Item/Event Sponsorship** \$_____ **Booth #**_____

2019 Global Oncology Summit

Feb 2-3, 2019

Austin, Texas
Hilton Austin

☐ **Premier Sponsor**
\$9,500

☐ **Performance Sponsor**
\$4,950

☐ **Item/Event Sponsorship** \$_____ **Booth #**_____

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** \$_____ **Booth #**_____

2019 Asia-Pac Site Solutions Summit

July 16-17, 2019

Melbourne, Australia
Melbourne Cricket Ground

☐ **Premier Sponsor**
\$4,500

☐ **Performance Sponsor**
\$3,000

☐ **Item/Event Sponsorship** \$_____ **Booth #**_____

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

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

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.

TOTAL \$_____

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 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 Summit. Any changes will be provided to exhibitors.

Cancellation Policy

This agreement is non-cancellable. Exhibitors/sponsors are responsible for the full agreement price and terms of said agreement. Terms are enforced regardless of exhibitor/sponsor attendance at corresponding Summit, or if the exhibit space is resold at a later date should exhibitor/sponsor be unable to physically attend the corresponding Summit.

Exhibit Space - 10'wx8'd

Includes: Pipe & drape, side rail, 6' table, 2 chairs, and waste basket.

Exhibit Services

Diplomat Beach Resort will provide engineering and internet services for exhibitors. To place orders, please refer to the forms found on corresponding Summit website.

Logo

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

Advertising (Global Site Solutions Summit Only)

Please review the Site Solutions Summit advertising terms and specifications on SiteSolutionsSummit.com. No Summit advertising placement is guaranteed past the deadlines listed in the terms document. Advertising acceptance of this agreement does not waive the right of the Summit to reject any agreement for ad space or reject any advertising copy. Full Page Advertisement Dimension: 5.5" wide by 7.5" high, 300dpi (EPS format preferred) Half-Page Advertisement Dimension: 5.5" wide by 3.375" high, 300dpi (EPS format preferred)

Use of Attendee List

All exhibitors are eligible to use the 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 Site Solutions Summit should be prevented from holding the exhibition for any reason beyond 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 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 corresponding Site Solutions Summit, less a proportionate share of the exposition costs incurred. In addition, exhibitor acknowledges that SCRS, the Diplomat Beach Resort, 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.

Liability

The exhibitor assumes entire responsibility and hereby agrees to indemnify, defend, and hold harmless SCRS, the Diplomat Beach Resort, 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 SCRS, the Diplomat Beach Resort, 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, 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. 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 Summit events. 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 Summit, may detract from the general character of the exhibition. In the event of such restriction or eviction, 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 Summit.

Vacancy Policy

No exhibitor is permitted to vacate their exhibit space before scheduled tear-down time without written permission from 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 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. 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. Summit reserves the right to make modifications that may be necessary to meet the needs of the exhibitors and the exhibit program. 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.