

# ACCC 43<sup>rd</sup> Annual Meeting, CANCERSCAPE

Renaissance Washington • Washington, DC

**Exhibit Date:** Thursday, March 30, 2017

## Exhibit Space & Sponsorship Agreement

Complete company name, address, etc., exactly as it should appear in ACCC publications and website.

### EXHIBITOR INFORMATION:

Company Name \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone \_\_\_\_\_ Company Fax \_\_\_\_\_

**EXTRA:** Include your company website address as a free link on ACCC's website exhibitor list for this show.

### CONTACT INFORMATION (WILL RECEIVE CORRESPONDENCE ABOUT THE CONFERENCE)

Name \_\_\_\_\_ Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail (required) \_\_\_\_\_

### AGREEMENT:

The signer of the application for exhibit space or person designated, shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations. This contract and related future mailings will be addressed to the signer.

Company Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### EXHIBIT SPACE

\$2,400 10' x 10' exhibit booth space  
(before February 1, 2017)  
\$2,600 (after February 1, 2017)

### PREFERRED LOCATION

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

### Are there specific companies you do not wish to adjoin?

No  Yes

Company Name(s) \_\_\_\_\_

No exhibitor shall share, transfer, assign, sell, or barter assigned space without written permission of ACCC. Any relationships between companies wishing to exhibit in the same booth or adjoining booths must be disclosed for approval by ACCC with submission of contract no later than March 13, 2017.

### PAYMENT FOR SPACE

All accounts must be paid by March 17, 2017

**Note:** Fee includes up to two registrations for the entire conference at no additional cost. The names of staff must be submitted no later than March 20, 2017.

### Make check(s) payable to:

Association of Community Cancer Centers  
Attn: Mal Milburn  
1801 Research Blvd.  
Suite 400  
Rockville, MD 20850  
Fax: 301.770.1949  
E-mail: [mmilburn@acc-cancer.org](mailto:mmilburn@acc-cancer.org)

### SPONSORSHIP OPPORTUNITIES

- Conference Mobile App - \$10,000 \$ \_\_\_\_\_
- NEW!** Registration Sponsorship - \$10,000 \$ \_\_\_\_\_
- Lanyards - \$7,500 \$ \_\_\_\_\_
- Mobile Phone Charging Station - \$10,000 \$ \_\_\_\_\_
- Notepads and Pens - \$5,000 \$ \_\_\_\_\_
- Company logo on Mobile App - \$500 \$ \_\_\_\_\_
- Conference App Push Messages - \$500 \$ \_\_\_\_\_
- E-blasts - \$5,000 \$ \_\_\_\_\_

### MARKETING

Ad in *Oncology Issues* – March/April Edition (Conference Edition)

- Full page, 4-color \$5,000 \$ \_\_\_\_\_
- Half-page, 4-color \$4,565 \$ \_\_\_\_\_
- Full page, b/w \$2,705 \$ \_\_\_\_\_

**Total Amount of Exhibit Space/Sponsorship(s)** \$ \_\_\_\_\_

### PAYMENT

- Check  Credit Card
- VISA  MasterCard  American Express

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CSV Code \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Assigned Booth: \_\_\_\_\_

# EXHIBIT RULES & REGULATIONS

**CONTRACT FOR SPACE:** Application must be on the official form. The receipt of your signed contract and full payment shall constitute a contract with the Association of Community Cancer Centers (ACCC) for the right to use exhibit space. In the event of fire, strike, or other uncontrollable circumstances rendering the exhibit space unfit or unavailable, or causing the exhibit show to be canceled 10 days or more prior to the exhibit date, the contract will not be binding and payment will be refunded. If cancellation occurs within 10 days of the opening date, 50% of the rental fee will be refunded.

**SPACE ASSIGNMENT:** Exhibit booth locations will be assigned on a first-come, first-served basis. Space will be reserved only after receipt of a completed application and the payment of the appropriate exhibit fee. ACCC will attempt to honor choice of space as noted on the contract in the order requested. In the event that preferred space has been assigned, ACCC reserves the right to assign alternative space. No exhibitor shall share, transfer, assign, sell or barter assigned space without the expressed written permission of ACCC. Any relationships between companies exhibiting in the same booth or adjoining booths must be submitted for approval by ACCC with the submission of the contract or no later than March 13, 2017.

## **SPACE RENTAL:**

Exhibit Booths provide 10' x 10' of exhibit space to accommodate the exhibitor's choice of display. Exhibitors may provide their own backdrops, but props must fit within the allotted space.

All exhibitors must limit their booth heights to 10'.

Rental fee includes the use of marked space, one 7"x 44" identification sign, two exhibitor badges, and two registrations to the conference and all food functions.

Furniture, electricity, telephones, audio visuals, furniture and other requests must be ordered through the show's Service Contractor. **Any costs for these additional services will be billed directly to the exhibitor.**

**EXHIBITOR REGISTRATION:** Exhibit fees entitle two staff members to exhibit and attend conference sessions and functions at no additional charge. Additional staff is welcome to attend conference sessions and functions, but registration fees are required to do so. The company name appearing on the exhibitor badges must be the same company name that appears on the contract for space.

**EXHIBIT REGULATIONS:** ACCC has developed these rules to protect the rights of all exhibitors and to consider the general appearance of the show as a whole, which must take precedence over that of any individual exhibitor. The rules adopted by ACCC require the cooperation of all exhibitors in maintaining due respect for adjoining exhibitors.

1. All exhibitors are responsible for informing their personnel and their authorized representatives of these rules.
2. Table top and custom freestanding displays will be allowed as long as they fit within the confines of your booth and are placed against the back of the booth and are no more than two feet deep. Units and display materials may not obstruct exhibit space to the right or left of the booth.
3. Nothing may be glued, pasted, tacked, nailed, screwed or otherwise permanently attached to columns, walls, floors or other parts of the building or furniture. It is recommended that an easel be used for signage. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.
4. Exhibitors wishing to use props or to display items that do not directly pertain to their product or business must have prior approval from ACCC. Any special equipment must fit in your booth. This approval must be sought in writing at least 45 days in advance of the show. All correspondence should be addressed to Mal Milburn, Manager Corporate Relations, in care of ACCC, who will respond within 15 days.
5. All demonstrations, discussions, or other activities such as distribution of descriptive literature of any kind must be confined to the exhibitor's booth.
6. All giveaway items must be distributed within the exhibitor's booth. Items that cannot be stored in sufficient quantities within this space are not appropriate. Due to local liquor law regulations, alcoholic beverages must be purchased from the hotel.
7. No exhibitor shall hold or sponsor any type of contest, raffle, or drawing for prizes either in the exhibit hall or in connection with the meeting without advance approval by ACCC.

**INSTALLATION AND DISMANTLING OF EXHIBIT SPACE:** Exhibitors agree to set up their booths between 11:00 am – 5:00 pm on Wednesday, March 29, 2017. All exhibits must be set and ready for inspection in accordance with these rules. Show hours are from 7:00 am – 3:30 pm on Thursday, March 30, 2017.

**Exhibitors may not begin dismantling or packing materials until 3:30 pm, Thursday, March 30.** All exhibits must be dismantled and removed by 8:00 pm on Thursday, March 30, 2017. Failure to comply with this regulation could result in your company being ineligible to exhibit in future shows.

**EXHIBIT SPACE CANCELLATION:** All cancellations and/or requests for refunds must be made in writing to ACCC and received by March 17, 2017. **No telephone cancellations will be accepted.** Cancellations on or before March 17, 2017, will receive a 50% refund. After March 17, 2017, **NO REFUNDS** will be made.

## **LIABILITY:**

The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save ACCC and the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Association of Community Cancer Centers and the Hotel and its employees and agents.

The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

ACCC and the Hotel, its owners, and its operator, shall be included in such policies and additional named insured. In addition, the exhibitor acknowledges that neither ACCC nor the Hotel, its owners, or its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by the exhibitor.

Association of Community Cancer Centers  
**43<sup>rd</sup> Annual Meeting, CANCERSCAPE**

*Exhibitor Description and Write up*

**Conference Date: March 29 31, 2017**

**EXHIBIT HALL HOURS:**

**WEDNESDAY, MARCH 29, 2017**

**President and Exhibitors Welcome Reception (In Exhibit Hall):**

**Reception Hours: 6:00 pm 7:00 pm**

**EXHIBIT HALL DISPLAY HOURS:**

**Thursday, March 30, 2017, 7:00 am 3:30 pm**

**Submit Exhibitor Write-up with Exhibitor Agreement to be included on the website and Conference Mobile App.**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Phone number \_\_\_\_\_

Fax no. \_\_\_\_\_ Website \_\_\_\_\_

Briefly list the type of business/product/service your company provides with a 50-word write up (include information on your company that is promotional in nature and will give a prospective visitor an idea of what your company will be showing at this event). Please print (or e-mail separately or attach typed copy).

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**Return form, along with Exhibitor Space Agreement to:**

Mal Milburn, Sales Manager • ACCC • 1801 Research Blvd. • Suite 400 • Rockville, MD 20850  
**Phone:** 301.984.5074 • **Email:** mmilburn@accc-cancer.org • **Fax:** 301.770.1949