

**INTERNATIONAL AND AMERICAN ASSOCIATIONS  
OF CLINICAL NUTRITIONISTS**

**EXHIBITOR QUALITY ASSURANCE STANDARDS**

**CONTRACT COVERING THE**

**2008 IAACN SCIENTIFIC SYMPOSIUM**

September 4– September 7, 2008

**BALTIMORE WATERFRONT MARRIOTT HOTEL**

700 Aliceanna Street

Baltimore, MD 21202

Telephone (410) 385-3000

**EXHIBITOR REGISTRATION INFORMATION**

**1. EXHIBITOR COMPANY NAME: (As it will appear in the Symposium Program)**

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Contact Name/Title

**Email address** for correspondence and attendee list distribution: IMPORTANT

**Corporate Member**

(Check all that apply)

Nature of Company

**Yes**

**No**

Professional Service

Sales

Supplements

Herbs

Homeopathy

Computer Programs

Equipment

Books

Newsletter

Non-profit Association

Business Service

Legislative

Signature of corporate officer: \_\_\_\_\_

**2. CORPORATE STAFF/REPRESENTATIVES ATTENDING BOOTH:**

**(Exactly as to appear on name badge)**

#1 \_\_\_\_\_  
Name/ Title/ Email

#2 \_\_\_\_\_  
Name/ Title/ Email

**3. FEE SCHEDULE (Circle applicable fees)**

Prior to 4/20    After 4/20

BOOTH W/2 STAFF ..... \$1,500.00      \$1,700.00

**ADDITIONAL BOOTH STAFF (MORE THAN 2 PER BOOTH)...    \$100.00 (per person, no exceptions )**

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

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

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

\_\_\_\_\_  
Spouse Name if applicable

**TOTAL** \_\_\_\_\_

MC/VISA CREDIT CARD# \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Check# \_\_\_\_\_

**4. ASSIGNMENT OF EXHIBIT SPACE:** Booth allocation will begin June 20, 2008. Exhibitor whose company is an IAACN Corporate Member is given early booth selection. Other booth assignments are on first-come basis and will be assigned by the IAACN.

**5. EXHIBITOR BOOTH RENTAL FEE INCLUDES:**

- Standard 10 x 10 Booth Space that includes 1 6ft. Table and 2 Chairs
- Standard Booth Drapery
- One Booth Identification Sign
- Listing in the Symposium Program Handbook
- Listing in Exhibitor Roster for all Attendees
- List (Name & Address) of Symposium Attendees
- One Symposium Syllabus & tote bag

**6. CANCELLATION POLICY:** Cancellation must be made in writing and is subject to the following provisions: **No refunds will be issued after May 20, 2008. A \$100.00 cancellation fee will be retained by the IAACN.**

**7. PAYMENT:** Please make check payable to IAACN, and mail the IAACN Copy of the signed contract to: IAACN, 15280 Addison Rd. Ste. 130, Addison, TX 75001. Applications postmarked after April 20, 2008 must be accompanied by a check in the amount of \$1700.00. Credit Card (Visa or Master Card) is available. See **Credit Card Authorization Sheet. (Payments must accompany Registration form)**

**8. EXHIBITOR BOOTH SET-UP:** 3:00 PM - 10:00 PM Wednesday, September 3 . If, due to some emergency, an Exhibitor is not able to set up his/her booth by 10:00 PM Wednesday, he/she is to contact the IAACN Associate Director, **Rob Henry**, at the national office or just prior to the symposium at the Marriott Hotel Message Center, or IAACN Registration Desk.

On-site Booth displays and materials will then be arranged to be put up by others for an additional charge. The Exhibit Hall is open for business at 9:00 AM Thursday.

**No Exhibitor will be permitted to construct his booth on Thursday September 4, 2008.**

**9. EXHIBITOR BOOTH TEAR-DOWN:** 4:30 – 6:00 PM Saturday September 6, 2008.

**10. IAACN:** The name "IAACN" as used herein shall mean the sponsoring association or its officers, staff, agents or employees acting for it, in the management of the Symposium.

**11. ELIGIBLE EXHIBITS:** The IAACN reserves the right to determine the eligibility of any company or product for inclusion in the Symposium.

**12. LIMITATION OF LIABILITY:** The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, defend, and hold harmless the IAACN, the Baltimore Marriott Hotel, and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel premises associated with their exhibit, excluding any liability caused by the negligence of the Baltimore Marriott Hotel or its owners, servants, agents and employees.

**13. DEFACING THE BUILDING:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or the standard booth equipment.

**14. SOUND DEVICES:** The use of devices for mechanical reproduction of sound or music is not permitted, due to the closeness of the booth spaces, and the fact that there is another meeting going on next door.

**15. INSURANCE:** The Exhibitor understands that neither the IAACN nor the Baltimore Marriott Hotel maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

**16. REGISTERED EXHIBITORS ONLY:** Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Unregistered vendors may not promote business in the Exhibit Hall.

**17. ATTENDANCE:** The IAACN shall have sole control over attendance policies at all times.

**18. SUB-LEASING:** Exhibitors may not sub-lease their space. Only one company is allowed in an exhibit space.

**19. ROOM SECURITY:** Neither the IAACN Symposium Management, nor the owners or lessors of the exhibit premises shall assume any responsibility for an Exhibitor's personal property. It is suggested that the Exhibitor insure his property against loss and theft. It is further suggested that the Exhibitor utilize the hotel safe for money and valuables.

**20. FIRE & SAFETY LAWS.** Federal, State and City Laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters rules. Smoking in the Exhibitor Booth or Exhibitor Hall is prohibited. Crowding will be restricted. Aisles and door exits cannot be blocked by exhibits.

**21. ACTS OF GOD, FIRES, STRIKES, ETC.** In the event that any outside cause, such as war, fire, strike or other emergency, prevents the Symposium from being held, the Symposium Management may retain such part of the Exhibitor's rental as shall be required to recompense management for expenses incurred up to the time such contingency shall have occurred.

**22. COMPLIANCE WITH LAWS.** Exhibitors must comply with all guidelines and regulations in force.

**23. HOTEL REGULATIONS REGARDING DISPLAYS.** Due to the layout of the Baltimore Marriott Hotel, the hotel is unable to store display material or show merchandise before or after the symposium. All exhibit crate -size freight boxes and equipment must be brought to and removed from the Hotel by an approved drayage company. The Hotel will accept exhibit booth material, provided it arrives the day before the meeting. There is no forklift, and no ability to remove it from a trailer. It will be placed in the hotel shipping & receiving area. It must be clearly marked with the name of the Exhibitor, date of Exhibitor Staff arrival, name and date of the IAACN Symposium. At the conclusion of the set-up operation, all related equipment, crates, etc. will be removed from the premises by the drayage company and may not be brought back upon the premises before the last day of the exhibit show period. Small non-crate size boxes and packaging, however, may be stored under the booth drape, and in a then-designated hotel space, if available.

This application for exhibitor space at the 2008 IAACN Scientific Symposium, Baltimore Marriott Hotel will become a contract upon written acceptance, based upon the terms set forth herein.

As a condition of acceptance of this contract, IAACN requires that the **Responsible Exhibitor Representative** sign this affidavit stating that he/she has read, understands and agrees to abide by the IAACN Exhibitor Quality Assurance Standards. **This contract should be returned to the IAACN, 15280 Addison Road, Ste. 130, Addison, TX 75001 by mail or fax (972) 250-0233. (It is your responsibility to confirm that your registration has been received and on what date.)**

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Signature

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Date

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Title

# CREDIT CARD CHARGE AUTHORIZATION IAACN

MAIL TO: IAACN, 15280 ADDISON RD.  
STE #130, ADDISON, TX 75001

FOR ADDITIONAL INFO CALL:  
972-407-9089

**Early Registration Deadline Date: April 20, 2008**

Date

**IAACN SCIENTIFIC SYMPOSIUM 2008: Baltimore Marriott Waterfront Hotel**

Company Name

Street Address City State Zip

Contact Name - PRINT Contact Number Contact Fax

BOOTH FEE BEFORE 4/20/08 \_\_\_\_\_ \$1,500.00 AFTER 4/20/08 \_\_\_\_\_ \$1,700.00

PAYMENT OPTIONS:  Master Card  Visa \_\_\_\_\_ Check #

ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_  Personal Card  Company Card

AUTHORIZED SIGNATURE: \_\_\_\_\_

Please print the following information CLEARLY:

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**IAACN CORPORATE MEMBERSHIP OPTION: (\$900.00 per year)**

**check here if you would like this charged to your credit card.**