

**NASP Annual Meeting & Expo**

Washington Marriott Wardman Park, Washington, DC

**Exhibit Dates:** September 9-11, 2019**EXHIBIT SPACE  
AGREEMENT****EXHIBIT SPACE OPPORTUNITIES:** Complete company name, address, etc. exactly as it should appear in NASP publications and website.

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

Address \_\_\_\_\_

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

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

**Briefly list the type of business/product/service your company provides:** \_\_\_\_\_**EXTRA:** Include your company website address as a free link on NASP's website exhibitor list?  Yes  No**Contact:** All information will be sent to the person listed below. It is this person's responsibility to share all information with the representatives, including third-party companies, involved with the meeting.

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

Address (if different) \_\_\_\_\_

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

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

**AGREEMENT**

I agree to comply with the rules and regulations as outlined on page 7. This completed form is considered binding on both the exhibitor/sponsor and NASP.

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

**Submit completed agreement to: Grace Rhee (E-mail: [exhibit@naspmeeting.com](mailto:exhibit@naspmeeting.com))  
2 Clarke Drive, Suite 100, Cranbury, NJ 08512 (609-716-7777 x136)****EXHIBIT SPACE**\$10,000 10' X 20' exhibit booth space \$ \_\_\_\_\_  
Includes 3 registrations (*Nonprofit: \$3,500*)\$5,400 10' X 10' exhibit booth space \$ \_\_\_\_\_  
Includes 2 registrations (*Nonprofit: \$1,750*)\$500 Additional exhibitor badge per person \$ \_\_\_\_\_  
(limit 2)**Total Amount of Exhibit Space** \$ \_\_\_\_\_**SPACE REQUEST****Exhibit at the NASP Conference will be assigned on a first-come, first-served basis.** Note: All space assignments will be made by NASP. Full consideration will be given to the exhibitor's preferences. If all other space has already been assigned, NASP reserves the right to assign space as equitably as possible.**Are there specific organizations you do not wish to adjoin?** No  Yes (If yes, please list below)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No exhibitor shall share, transfer, assign, sell, or barter assigned space without the expressed written permission of NASP. Any relationships between companies wishing to exhibit in the same booth or adjoining booths must be disclosed for approval by NASP, with the submission of the contract or no later than July 15, 2019.

**Exhibit space will be used solely by the company listed above.**  
\_\_\_\_\_ (Initial)**PAYMENT FOR SPACE**

All accounts must be paid in full by July 15, 2019.

Note: Fee includes up to 2 or 3 registrations for the entire conference at no additional cost, depending on the booth space purchased. The names of staff members must be submitted to NASP no later than July 15, 2019.

**PAYMENT INFORMATION****Make check(s) payable to:****National Association of Specialty Pharmacy  
c/o Tate & Tryon, LLC  
2021 L St NW #400 - Washington, DC 20036****PAYMENT** Check: # \_\_\_\_\_ Purchase Order: # \_\_\_\_\_**Credit Card** Visa  MasterCard  American Express**Credit Card Number**\_\_\_\_\_/\_\_\_\_\_  
**Expiration Date** **CSC Code****Name on Credit Card**

\_\_\_\_\_

## EXHIBIT RULES AND REGULATIONS AGREEMENT

**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 National Association of Specialty Pharmacy (NASP) 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. NASP 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, NASP reserves the right to assign alternative space. No exhibitor shall share, transfer, assign, sell, or barter assigned space without the expressed written permission of NASP. Any relationships between companies exhibiting in the same booth or adjoining booths must be submitted for approval by NASP with the submission of the contract or no later than July 15, 2019.

**SPACE RENTAL:** Exhibit booths provide a minimum exhibit space of 10' X 10' 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 identification sign, two or three exhibitor badges that include registrations to the conference depending on exhibit space purchased, and all food functions.

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 or three staff members, dependent on the space purchased, 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. All exhibitors must register for the conference prior to reserving hotel rooms.

**EXHIBIT REGULATIONS:** NASP 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 NASP 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. Tabletop and custom freestanding displays will be allowed as long as they fit within the confines of your booth. 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 NASP. 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 Jenna McAvoy, in care of NASP, 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 NASP.

**INSTALLATION AND DISMANTLING OF EXHIBIT SPACE:** Information for installation and dismantling of the booth will be provided once payment has been received.

**EXHIBIT SPACE CANCELLATION:** All cancellations must be made in writing to NASP. No telephone cancellations will be accepted. There will be no cancellation fees for cancellations made on or before April 1, 2019. For cancellations on or after April 2, 2019, a 25% fee will be incurred; cancellations on or after June 3, 2019, a 50% fee will be incurred; cancellations after July 15, 2019, will incur the full exhibit amount.

**LIABILITY:** The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify, and save NASP 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 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.

NASP 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 NASP 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.

**MEETING ROOMS:** All on-site meeting rooms, private restaurant rooms, and meeting suites must be secured through NASP.