



Illinois Osteopathic Medical Society Winter Scientific Seminar 2018
 November 29-December 2, 2018
 Exhibit Dates: November 29 & 30
 Westin Lombard Yorktown Center, Lombard, IL

Exhibit Application

Company Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Products/services to be exhibited: _____

Exhibit Space

Regular Fee: If reserved prior to October 12, 2018: \$750

Late Fee: After October 12, 2018: \$900

\$ _____

Sponsorships

Welcome Reception: \$5,000 (includes exhibit space)

Annual Luncheon: \$5,000 (includes exhibit space)

Continental Breakfast: \$2,500

Refreshment Break: \$1,500

\$ _____

Total Amount Due \$ _____

Payment: Check enclosed payable to IOMS Visa MasterCard American Express Discover

Card No. _____ Exp. ____/____ Sec Code _____

Name on Card: _____ Authorized Signature: _____

We agree to abide by all rules and regulations governing the exposition as printed on the reverse side of this application.

Signature: _____ Date: _____

Return to: Illinois Osteopathic Medical Society
 142 E. Ontario Street
 Chicago, IL 60611
 Fax credit card payments to: (312) 202-8464

FEIN: 36-6065503

Questions? Contact Ciara at (312) 202-8187 or ioms@ioms.org

2018 Illinois Osteopathic Medical Society Winter Scientific Seminar Exhibit Regulations

EXHIBITING INFORMATION

Exhibit fee includes: Tabletop exhibit space in the Exhibit Hall on 11/29/2018 and 11/30/2018 including one draped table, two chairs, and badges for two personnel. Your company's name and a company description will be published in the final onsite program. Table location will be assigned by IOMS.

PAYMENT AND REFUNDS

Full payment is required by November 26, 2018. Cancellations of exhibit fees, less a \$90 administrative fee, will be made if written cancellation notice is received by IOMS by November 23, 2018. No refunds will be made after November 23, 2018.

EXHIBITOR PERSONNEL

Only persons with official badges will be admitted to the exhibit area and conference sessions. No more than 2 persons may be designated to represent a single exhibitor during any time period.

USE OF SPACE

Exhibitors must only display products/services dealt with by them in the regular course of business. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents. Exhibit space may not be shared between two companies.

CHARACTER OF EXHIBITS

- **Selling.** Orders may be taken but not fulfilled in the exhibit hall.
- **Business Outside Exhibit Space.** Booth personnel are required to confine their activities within the exhibitor's booth space. Canvassing or distributing advertising material beyond the exhibitor's own booth is not permitted. Persons from non-exhibiting firms are prohibited from canvassing or selling within the conference areas or the exhibit hall.
- **Soliciting.** No exhibitor may invite a visitor out of one exhibit space into his or her own exhibit space.
- **Attire.** Representatives should be conservatively attired to maintain the professional and businesslike climate of the exhibits.
- **Noise and Odors.** If the operation of any equipment or apparatus produces noises or vibration of sufficient volume, or odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation.
- **Hazardous Materials.** X-ray equipment may be exhibited but not operated. Volatile or flammable oils, gases, unprotected movie film and other explosive or hazardous materials are not permitted on the premises.
- **Food & Beverages.** Food and beverages may not be served in the exhibit hall without the written permission of IOMS.
- **Contents & Drawings.** All contents/drawings must be approved by IOMS in advance.

NOT INCLUDED WITH EXHIBIT SPACE

- Exhibit rental **does not** include
 - Security guard services
 - Drayage and placement of display equipment
 - Decoration and related expenses
 - Labor (i.e. carpentry, electricians)
 - Receipt of shipped materials
 - Storage of any exhibit related material
 - Lighting, electrical power, or Internet to the booths
 - Gas, water or phone line

SECURITY

Neither the IOMS nor the Westin Lombard is responsible for any materials stored in the exhibit area. Requests for any of the above must be made, in advance, to the hotel. Any expenses incurred shall be the responsibility of the individual making the request.

HOLD HARMLESS CLAUSE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to an exhibitor's display, equipment and other property brought upon the premises of the hotel and shall indemnify, defend, and hold harmless the hotel, its owners, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, claims.

CONFLICTING EVENT DURING CONFERENCE

The exhibitor shall not extend invitations, call meetings, hold hospitality events or otherwise encourage absence of visitors/attendees from the Exhibit Hall and meeting rooms during the educational hours of the conference.

RULES & REGULATIONS

IOMS reserves the right to make such amendments and additions to these rules and regulations as shall be considered necessary for the proper conduct of the convention. All such rules are made in the best interest of all exhibitors. It is unlikely that any modification of the space allotted or diagram will be necessary. IOMS reserves the right to make adjustments and add or delete exhibit space, if necessary.

FAILURE TO HOLD EXHIBIT

In the event the show is canceled because of reasons beyond the control of IOMS, space rental fees already made will be returned to exhibitors on a pro-rata basis, after all related show expenses incurred by IOMS through the date of cancellation have been met plus an administrative fee and overhead charges.

FORCE MAJEURE

In the event that the Westin or any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest or any such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause or agency over which IOMS or its representatives have no control, or should IOMS decide that because of any such cause it is necessary to cancel, postpone, or re-site the Exhibit or reduce the installation time, exhibit time, or move-out time, IOMS or its representatives shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result.