

# FUTURE

# IN

# SITE

## 2020 EVENTS & PARTNERSHIP PROGRAMS

Where Sites, Sponsors, CROs, & Solution Providers Partner for Success



# WELCOME



# TO THE

# FUTURE

The Society for Clinical Research Sites dedicates the year 2020 to **innovation** and working with all industry stakeholders – key opinion leaders from sites, sponsors, CROs and solution providers – to approach the future of clinical research bravely and collaboratively. The site voice provides a platform for the collaboration required to create meaningful and lasting change.

Now that the future is 'in site', join SCRS in 2020 and share your solutions with a community of clinical research executives contributing to the potential of our industry. SCRS unites sites, sponsors, CROs and solution providers through new ideas and experiences that directly impact what is most important – patients and positive clinical outcomes.



# WHAT'S

# NEW IN

# 2020

- A new meeting, **SCRS West Research on the Edge**, with focus on innovation, technology and what's NEXT in clinical research
- Dedicated **Australia and New Zealand Summit**
- **Growth** of the SCRS Oncology Site Solutions Summit
- European Site Solutions Summit moving to **Lisbon, Portugal**
- New **Sponsorships and Partnerships** at all Summits
- **Enhanced Site Landscape Keynote Plenary Sessions** to gauge your impact on the industry

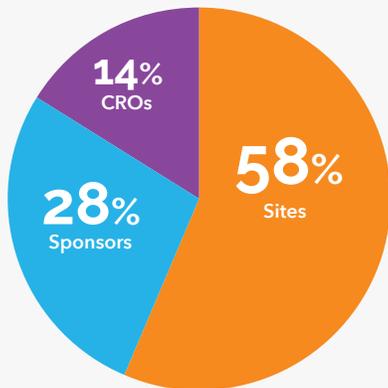
**GAIN ACCESS** to industry decision-makers while establishing new opportunities with clients and prospects from the SCRS community.

**DID YOU KNOW?**

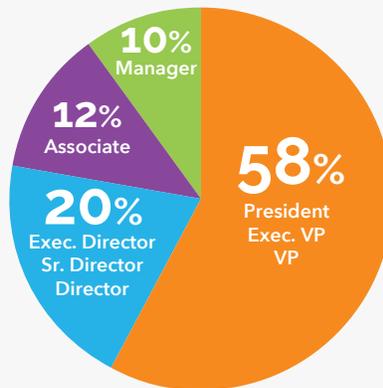
While SCRS membership is focused on clinical research sites, all SCRS meetings include executives from pharmaceutical, CRO & solution provider companies. Site success impacts everyone in research!

SUMMIT ATTENDEE PROFILE

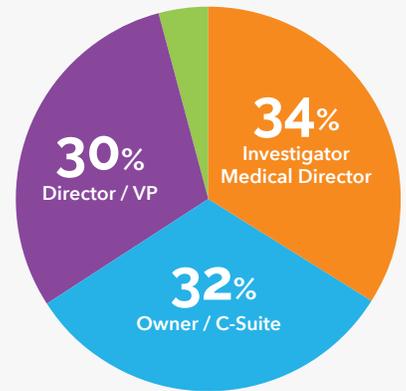
Overall Attendee Demographics



Sponsor and CRO Attendee Job Titles



Site Attendee Job Titles



**Global Site Solutions Summit**  
**October 9-11, 2020**  
 Hollywood, Florida  
 Diplomat Beach Resort



**Global Oncology Site Solutions Summit**  
**Jan 31-Feb 1, 2020**  
 Austin, Texas  
 Hilton Austin



**European Site Solutions Summit**  
**March 9-10, 2020**  
 Lisbon, Portugal  
 Hotel Cascais Miragem



**Australia / New Zealand Site Solutions Summit**  
**July 14-15, 2020**  
 Melbourne, Australia  
 Melbourne Cricket Ground



**SCRS WEST**  
 Research on the Edge:  
 Technology, Innovation,  
 & Best Practice  
**Spring, 2020**  
 Western United States

ANTICIPATED ATTENDANCE  
**1100**

ANTICIPATED ATTENDANCE  
**350**

ANTICIPATED ATTENDANCE  
**300**

ANTICIPATED ATTENDANCE  
**300**

ANTICIPATED ATTENDANCE  
**250**



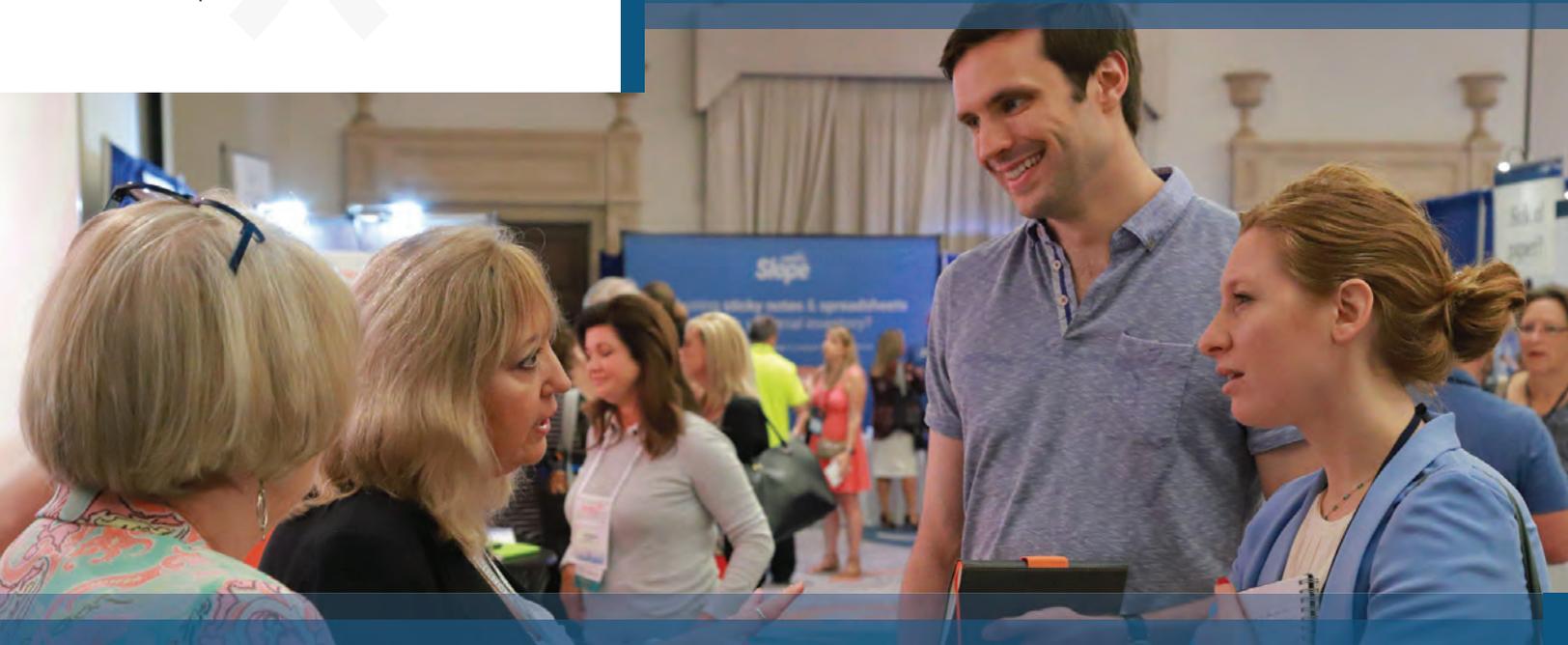
**Site Solutions Summit**  
PARTNERING FOR SUCCESS

**October 9-11, 2020**

Hollywood, Florida  
Diplomat Beach Resort



The annual **Global Site Solutions Summit** is the “must-attend” event to showcase your organization’s support for site success, sustainability and true industry collaboration. As an exhibiting sponsor of the Summit, become an integral voice in the conversation to help shape the future of clinical research.



**DISCOVER** new connections and share bright ideas. SCRS brings together sites, sponsors, CROs and solution providers because site success affects everyone.

**NETWORK** on and off the expo floor. Your registration provides full access to all summit events including receptions and meals. SCRS exhibitors can expect an immersive experience throughout the summit.

**ACHIEVE** new business heights. Share your services and thought leadership with new customers and participate in an innovative weekend built around partnerships.

ANTICIPATED  
ATTENDANCE

**1100**



*The* **DIPLMAT**  
BEACH RESORT



# SPONSORSHIP TIERS

## PREMIER SPONSOR \$17,000

### Exhibit Package

- Premium placement of a double exhibit space (20w x 8d)
- Four full attendee registrations (A \$7,988 value, up to four additional registrations may be purchased for \$650 each)
- Special recognition during Saturday's Premier Sponsor Breakfast

### Direct Marketing to Attendees

- Full-page advertisement in the Program Guide
- One marketing piece included in Summit attendee bags
- Access to attendee pre and post mail list (name, title, company name, and mailing address)

### Company Brand Impressions

*(your company logo included in all options below)*

- Site Solutions Summit website, Program Guide, and session slide introduction
- Up to four outbound Summit marketing HTML
- Signage at registration counter and throughout the meeting space near session rooms

### Content and Presentation Results

- Option to host one of the following:
    - + One Master Workshop at the 2020 Global Summit\*
  - OR
  - + One monthly SCRS Webcast in 2020\*
- \* SCRS reserves the right to edit Workshop or Webcast. Subject to availability, topic alignment, and target audience
- Inclusion as a speaker at a roundtable discussion during the Summit (subject to availability)
  - Option to provide a short company video (60 seconds or less) to be featured on Site Solutions Summit Website

## PERFORMANCE SPONSOR \$6,950

### Exhibit Package

- One 10w x 8d exhibit space
- Two full attendee registrations (A \$3,994 value, up to two additional registrations may be purchased for \$650 each)

### Direct Marketing to Attendees

- Half-page ad placement in the Program Guide
- One marketing piece included in Summit attendee bags
- Access to attendee pre and post mail list (name, title, company name, & mailing address)

### Company Brand Impressions

*(your company logo included)*

- Site Solutions Summit website and program guide

## PREMIER PLUS SPONSOR \$30,000

### PLUS Package Extras

- Includes ALL standard Premier Sponsorship benefits
- + 16' x 20' Premium Island Booth Space
- + Eight full attendee registrations

**Additional Item and  
Event Sponsorships  
On Pages 9 & 10**



**Global Oncology  
Site Solutions Summit**  
PARTNERING FOR SUCCESS

**Jan 31-Feb 1, 2020**

Austin, Texas  
Hilton Austin

SCRS understands that Oncology is the frontier of research. The **Oncology Site Solutions Summit** is focused on delivering best practices and connections for operational excellence and success for Oncology research sites and our partners throughout the clinical research enterprise.

## Highlights

- Opportunities to participate in educational sessions geared towards the Oncology research audience
- Networking, education, and exclusive exhibit hours provide a one of a kind engagement experience



ANTICIPATED  
ATTENDANCE

**350**



**March 9-10, 2020**

Lisbon, Portugal  
Hotel Cascais Miragem

Clinical research is a global industry and Europe brings together innovative approaches and experience to the SCRS community. The 2020 **European Site Solutions Summit**, for the first time hosted in Lisbon, Portugal, is designed to provide remarkable networking and a forum to share ideas with clinical leaders throughout the region.

## Highlights

- Critical insight and collaboration with European subject matter experts
- Brand new venue and location for a growing audience of clinical research executives



ANTICIPATED  
ATTENDANCE

**300**





With an experienced clinical community, the Asia-Pacific region continues to provide leadership for clinical education and innovation. The **Australia & New Zealand Site Solutions Summit** is dedicated to addressing industry challenges and sharing ideas for progress, operational excellence and study growth.

## Highlights

- Engage with a fast-growing community of SCRS members
- Newly aligned programming also includes Oncology and best practices for site success in Australia and New Zealand

**July 14-15, 2020**  
Melbourne, Australia  
Melbourne Cricket Ground



ANTICIPATED ATTENDANCE

**300**

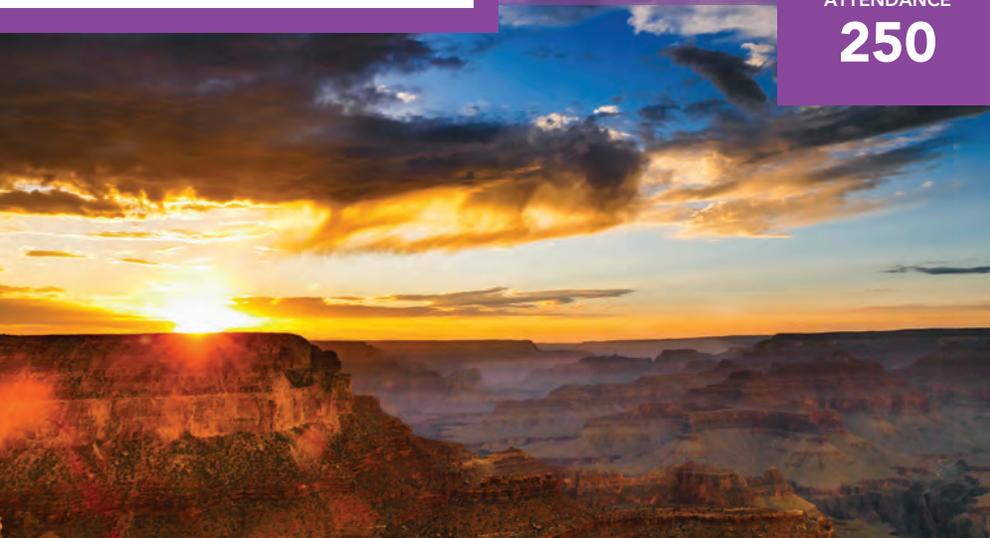


The intersection of technology and best practice leads to breakthroughs within the clinical research enterprise. **SCRS West: Research on the Edge** will focus on new thinking and collaborative problem solving to power the partnerships research needs in 2020 and beyond.

## Highlights

- Immersive education and networking program that includes opportunities for sites, solution providers and industry to connect
- Showcase your organization's approach to the future of research

**Spring, 2020**  
Western United States



ANTICIPATED ATTENDANCE

**250**





# SPONSORSHIP TIERS

## PREMIER SPONSOR

### Exhibit Package

- Premium placement of exhibit space (6 ft. table, 10x8 ft booth at Oncology Summit only)
- Four full attendee registrations (up to four additional registrations may be purchased for \$650 each)

### Direct Marketing to Attendees

- One marketing piece included in the Summit attendee bags
- Access to attendee pre and post mail list (name, title, company name, and mailing address)

### Company Brand Impressions

*(your company logo included in all options below)*

- Site Solutions Summit websites, Program Guide, conference app and session slide intro
- Up to two outbound Summit marketing HTML
- High visibility sponsor signage throughout the meeting space

### Content and Presentation Results

- Opportunity for short 1-minute presentation or welcome at Summit reception or session
- Speaker at a roundtable discussion during the Summit (subject to availability)

## PERFORMANCE SPONSOR

### Exhibit Package

- One 6 ft. table exhibit space (10x8 ft booth at Oncology Summit only)
- Two full attendee registrations (up to two additional registrations may be purchased for \$650 each)

### Direct Marketing to Attendees

- Access to attendee pre and post mail list (name, title, company name, and mailing address)

### Company Brand Impressions

*(your company logo included in)*

- Site Solutions Summit websites and Program Guide

	Global Oncology Site Solutions Summit	European Site Solutions Summit	Research on the Edge SCRS West: Site Solutions Summit	Australia & New Zealand Site Solutions Summit
PREMIER	\$9,500	\$9,500	\$9,500*	\$4,000
PERFORMANCE	\$4,950	\$4,950	\$4,950	\$3,000

\*Research on the Edge Micro-Session – Premier Sponsorship at SCRS West includes a 15-minute opportunity to share your organization's creative value to clinical research.

**Additional Item and Event Sponsorships On Pages 9 & 10**

# EVENT SPONSORSHIPS

Global Site Solutions Summit  
 Site Solutions Summit  
 Global Oncology Site Solutions Summit  
 Site Solutions Summit  
 European Research on the Edge  
 SCRS West: Site Solutions Summit  
 Australia & New Zealand Site Solutions Summit

	Global Site Solutions Summit	Site Solutions Summit	Global Oncology Site Solutions Summit	Site Solutions Summit	European Research on the Edge	SCRS West: Site Solutions Summit	Australia & New Zealand Site Solutions Summit
 <b>Eagle Award Gala</b> VIP table for your team, pre-Gala photo shoot and cocktails with SCRS leadership and Eagle Award recipients. Logo on signage, projections, and napkins.	\$20,000	*	*	*	*	*	*
 <b>Oncology Eagle Award</b> VIP table for your team throughout program. Photo shoot and cocktails with Oncology Eagle Award recipients. Logo on signage, projections and collateral during award presentation.	*	\$12,000	*	*	*	*	*
 <b>SCRS Studio</b> Host 20x20 studio area designed for interviews. Video credits, exclusive interview opportunities, company kiosk and 2 additional Registrations included. Furniture and decorations not included.	\$18,000	*	*	*	*	*	*
 <b>Symposiums</b> The SCRS Site Partnership Symposiums are a platform for leading organizations to engage in high-level dialogue and directly interact with hundreds of site decision makers. The Symposiums focus on promoting knowledge and mobilizing insight into study pipeline opportunities and site sustainability. Available exclusively for SCRS Global Impact Partners.	\$15,000	\$7,500	\$7,500	*	\$7,500	\$7,500	\$7,500
 <b>Summit Registration Experience</b> Exclusive sponsorship welcoming all attendees to the Summit. High logo visibility through signage at the registration desk, kiosks, program guide and registration website.	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
 <b>SPRIA Awards</b> Exclusive sponsor of SPRIA Awards, recognition and branding included in all marketing and promotional materials, including all SPRIA related emails leading up to the Summit, a position on judges panel, and participate in selection of winner. Identified as SPRIA sponsor in press release.	\$10,000	*	\$7,500	*	\$7,500	\$7,500	\$7,500
 <b>Site Tank</b> Exclusive sponsor of the Site Tank, recognition and branding included in all marketing and promotional materials, including all Site Tank related emails leading up to the Summit, a position on judges panel, and participate in selection of winner. Identified as Site Tank sponsor in press release.	\$10,000	*	*	*	*	*	*
 <b>Kick-Off Networking Reception</b> High logo visibility through signage, program and website. Logo on entrance signage, napkins and bar areas during reception. Brief message from stage at opening session of the Summit.	\$9,000	*	*	*	*	*	*
 <b>Saturday Networking Reception</b> High logo visibility through signage at the registration desk, program and website. Logo on entrance signage, napkins and bar areas during reception.	\$6,000	*	*	*	*	*	*
 <b>President's Reception</b> Invitation for sponsor staff, signage, logo on napkins, and a greeting.	\$6,000	*	*	*	*	*	*
 <b>Networking Breaks</b> Logo on signage near break stations in exhibit hall, leave materials on break tables.	\$6,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
 <b>Clinical Connections Lunch</b> Logo on signage and a chair drop on each seat at the lunch.	\$5,000	*	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
 <b>Summit Workshop Day</b> Logo in Summit Program, website, session slide intros, and in attendee confirmation emails.	\$5,000	*	*	*	*	*	*
 <b>Premier Networking Breakfast</b> Chair drop at each seat, brief company introduction, and logo on signage.	\$5,000	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
 <b>Opening Session Panel</b> Recognition by SCRS and logo on stage signage. Option to welcome crowd with short message, less than 1 minute.	\$4,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
 <b>First-Time Attendee Reception</b> Logo on signage and on outbound invitation to first-time attendees, and option to greet audience. Held in conjunction with International Attendee Reception.	\$3,500	*	*	*	*	*	*
 <b>International Attendee Reception</b> Logo on signage and on outbound invitation to International attendees, and option to greet audience. Held in conjunction with First-Time Attendee Reception.	\$3,500	*	*	*	*	*	*

# ITEM SPONSORSHIPS

	Global Site Solutions Summit	Site Solutions Summit	Global Oncology Site Solutions Summit	Site Solutions Summit	Research on the Edge European Summit	SCRS West: Site Solutions Summit	Australia & New Zealand Site Solutions Summit
 <b>Hotel Keycard</b> Greet all SCRS Summit hotel guests with your logo on all keycards distributed at front desk.	\$8,000	*	*	*	*		
 <b>Attendee Badge Holder</b> One-color logo on each attendee name badge holder.	\$8,000	\$5,000	\$5,000	\$5,000	\$5,000		
 <b>Summit Attendee Bag</b> Logo alongside of the SCRS Summit logo on each bag and placement of one piece of marketing collateral in bags.	\$6,500	\$4,000	\$4,000	\$4,000	\$4,000		
 <b>Hydration Sponsorship</b> Logo on reusable SCRS water bottles distributed with attendee bags at registration, signage at water stations throughout conference area.	\$6,500	\$4,000	\$4,000	\$4,000	\$4,000		
 <b>Table Talk Sponsorship</b> Logo near lounge areas and tables in between breakout sessions. Option to leave behind marketing materials.	\$6,500	\$4,000	\$4,000	\$4,000	\$4,000		
 <b>Program Guide</b> Logo on back cover of Program Guide and online welcome message.	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500		
 <b>Summit Portfolio</b> Logo or artwork alongside the SCRS Summit logo on each Summit portfolio.	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500		

# DIGITAL SPONSORSHIPS

	Global Site Solutions Summit	Site Solutions Summit	Global Oncology Site Solutions Summit	Site Solutions Summit	Research on the Edge European Summit	SCRS West: Site Solutions Summit	Australia & New Zealand Site Solutions Summit
 <b>Wi-Fi</b> Help attendees connect digitally all Summit long. Logo placed on all Wi-Fi signage, website, daily news, and holding slides during sessions. Includes banner ad in the conference app, (1) app push notification and incorporation of company name in Wi-Fi password.	\$12,000	*	*	*	*		
 <b>Summit App</b> Digitally connect with all attendees using the Summit App. Branding featured on app splash page. Logo will appear in a full screen visual when attendees open the app. Includes (1) banner ad linked to desired website or profile on app, and logo included on all email communications to attendees about app prior to Summit.	\$10,000	\$6,500	\$6,500	\$6,500	\$6,500		
 <b>Summit Archive Page</b> An exclusive landing page for Summit attendees to access slides and conference materials during and after the Summit. Includes logo on landing page, graphic or advertisement featured on page, and recognition during Summit on holding slides. Logo and message in email to all attendees post-Summit inviting them to the Summit archive landing page.	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500		
 <b>Summit Floorplan</b> Banner ad on virtual floorplan, company name and website listed on all pages with links to the floorplan, and logo on exhibitor floorplan key at the Summit.	\$4,500	*	*	*	*		
 <b>Know Before You Go Email</b> Ad in outbound emails, contact info of opt-in attendees, message from host, and logo on slides in Know Before You Go Webcast.	\$3,500	\$2,000	\$2,000	\$2,000	\$2,000		

## Global Site Solutions Summit

**October 9-11, 2020**

Hollywood, Florida  
Diplomat Beach Resort

Premier \$17,000 |  Premier PLUS \$30,000

Performance Sponsor \$6,950

Item/Event Sponsorship \$ \_\_\_\_\_  
Booth # \_\_\_\_\_

## Oncology Site Solutions Summit

**Jan 31-Feb 1, 2020**

Austin, Texas  
Hilton Austin

Premier Sponsor \$9,500

Performance Sponsor \$4,950

Item/Event Sponsorship \$ \_\_\_\_\_  
Booth # \_\_\_\_\_

## European Site Solutions Summit

**March 9-10, 2020**

Lisbon, Portugal  
Hotel Cascais Miragem

Premier Sponsor \$9,500

Performance Sponsor \$4,950

Item/Event Sponsorship \$ \_\_\_\_\_  
Booth # \_\_\_\_\_

## Australia / New Zealand Site Solutions Summit

**July 14-15, 2020**

Melbourne, Australia  
Melbourne Cricket Ground

Premier Sponsor \$4,000

Performance Sponsor \$3,000

Item/Event Sponsorship \$ \_\_\_\_\_  
Booth # \_\_\_\_\_

## SCRS WEST

Research on the Edge:  
Technology, Innovation,  
& Best Practice

**Spring, 2020**

Western United States

Premier Sponsor \$9,500

Performance Sponsor \$4,950

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 2019/2020 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: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Web Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title/Role: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Title/Role: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Billing Information

Billing Date(s) \_\_\_\_\_

**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**  
7250 Parkway Dr., Suite 405  
Hanover, MD 21076  
Attn: Accounting Department

**Questions about payments can be directed to:** Jeff Stoller  
[accounting@myscrs.org](mailto:accounting@myscrs.org)

# EXHIBITOR RULES & REGULATIONS 2020

All exhibitors participating in the 2019/2020 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 - Global and Oncology Summits

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

## Exhibit Space - European/Australia-New Zealand/SCRS West

Includes (1) one 6-foot table and 2 chairs.

## Exhibit Services

Corresponding hotels 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 logo in JPG/PNG and EPS formats to [brittany.parrotte@myscrs.org](mailto:brittany.parrotte@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](http://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 corresponding hotel or convention center, 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 corresponding hotel or convention center, 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 corresponding hotel or convention center, 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.