



**Exhibitor Contract for the
Occidental Institute Research Foundation**

Biological Medicine Symposium 2012

June 15-17, 2012

Delta Vancouver Airport Hotel

Exhibitor Information

8 Pages

Location:

Delta Vancouver Airport Hotel
3500 Cessna Drive, Richmond, BC V7B 1C7, Canada
Phone: 800-268-1133
Direct (604) 278-1241

Website: www.deltavancouverairport.ca
E-mail: dvarservations@deltahotels.com
Fax: (604) 276-1975

Convention Exhibit Schedule:

Set up tables:

June 14, 2012 7:00 – 9:00 PM

Exhibit Hours:

June 15 & 16, 2012 8AM-6PM

June 17, 2012 8:30AM-10:30AM

Dismantle tables:

June 17, 2012 after 10:30AM

Information Table/Display Booth Costs and Details

Purpose: The purpose of the exhibition portion of the Biological Medicine Symposium 2012 is to complement the continuing educational sessions by informing and educating attendees on the latest developments in natural healthcare-related technologies, products, services and equipment. Large commercial display booths are discouraged.

Information table spaces are CDN \$875.00 each. Each display area consists of an 8 ft wide x ca. 8 ft deep floor space backed by a wall or curtain. Package includes one complimentary full registration including meals and snacks (1 lunch Friday, 1 Anniversary Reception Friday evening and 1 lunch Saturday), one identification sign, 6 ft. skirted table, one standard electrical outlet, two chairs and two ID badges. As well your company will be listed in the Symposium Reference Manual with your phone number. Extra meal/snack/reception package is available for additional exhibit staff for CDN \$225, and additional full registration package for CDN \$500.

Booth location assignments will be made on a first-come, first-served basis. Space limitations in the exhibit hall make it necessary to limit the number of booths assigned to each exhibiting company to one space only. When all space is filled, a waiting list will be established based on the date exhibit applications are received. No exhibitor will be allowed to set up in their space unless payment has been received in full.

Eligibility: OIRF reserves the right to determine the eligibility of an exhibitor for inclusion in the Biological Medicine Symposium 2012 exhibits and to prohibit from conducting and maintaining an exhibit, if in the sole judgment of OIRF, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable.

Event Planning and Contact:

Occidental Institute Research Foundation

2002 West Bench Drive

Penticton, B.C. V2A 8Z3 Canada

Phone: (250) 490-3318 OR Toll Free: 1-800-663-8342

Send Exhibitor Application by:

Email: support@oirf.com OR Fax: (250) 490-3348

Rules and Regulations

1) The Contract and Application to Exhibit

Applications to exhibit received from the exhibitor will be evaluated based upon the complementary nature of the applicant to conference objectives and co-exhibitors. Occidental Institute reserves the discretion and right to refuse an application. The written notice of space assignment by Occidental Institute and the receipt of full payment of all booth fees shall together constitute a completed contract for the right to use space. Occidental Institute reserves the right to assign and reassign the exhibit space allotted each contract as it deems necessary.

2) Information Table/Booth Construction and Display Regulations

The purpose of this exhibit area is to complement the continuing educational sessions and lectures presented during this Symposium. All exhibits and displays should be presented as informational support. Large commercial display booths are discouraged. Should you insist on utilizing such display equipment, remember that space is limited and you must not encroach on or disturb other exhibitors.

Booth decorations are to be professional, standard booth design. Decorations that reflect against the character of the Occidental Institute or this Symposium or utilize objectionable or attention-getting tactics are prohibited.

All exhibits will be inspected during set-up and at the direction of the Occidental Institute will arrange for removal or draping to any part of the exhibit deemed objectionable by other exhibitors or the Occidental Institute. The Occidental Institute will have final say in this matter.

Noise from electrical or mechanical apparatus or other types of displays may not interfere with or cause annoyance to other exhibitors. The Occidental Institute reserves the right to determine at what point sound constitutes interference with others and if it must be discontinued.

3) Terms of Payment

Please submit your applications early. Full payment by credit card shall constitute completion of the exhibitor contract. The registration fee of CDN \$875.00 shall include the event admission for one person and 1 copy of the program. Additional exhibitor staff ID badges are available for CDN \$10, meal/snack/reception packages for CDN \$225 and additional full registration packages for CDN \$500 each. Please contact Elaine Mackenzie at Occidental Institute directly to arrange these extra packages.

4) Exhibitor Cancellations

Notification of cancellation of booth space must be made in writing. Cancellations sent via fax will be accepted at 1-250-490-3348. Cancellations received prior to May 21, 2012, will be subject to a CDN \$150 cancellation fee. Cancellation notices received after May 21, 2012 shall not receive a refund.

5) Use of Display Space and Conduct:

All distribution and demonstration of promotional material must be confined to the perimeters of the assigned exhibitor booth. No exhibitor shall assign, share or sublet exhibit space without written consent from Occidental Institute. Amplified sound, confetti, glitter, noises and light bulbs exceeding 100W will not be used at the booths.

- a) When designing exhibits and planning for the display of products and literature, consideration for noxious or distracting impact upon neighboring exhibitors is of primary concern. Exhibit tables are 6 feet and skirted. Space will accommodate a small pop-up display (either set on floor behind table or on the tabletop).
- b) Video and audio recording of the events will not be permitted unless by advance written permission of Occidental Institute.
- c) Booth staffing: As a courtesy to participants and fellow exhibitors, companies are expected to open their exhibit during exhibition hours 8:00 am – 6:00 pm and to staff the booth during all seminar exhibition breaks.
- d) No packing of equipment, literature, or dismantling of exhibits is permitted until exhibit closing time.
- e) Activities that do not reflect favorably on the educational purpose of the program are prohibited. All business activities, advertising materials and circulars of the exhibitor may be conducted and/or distributed only within the booth assigned to the exhibitor.
- f) Smoking is not permitted in the exhibit area and exhibit hall.

MATERIAL HANDLING, FREIGHT SERVICE, FURNISHINGS

1) Freight & Furnishings

Exhibitor is solely responsible for transporting, storing, handling and providing security for his or her belongings, products and materials. Shipping details are available from the hotel.

Freight will be accepted 3 days prior to the event. Confirm costs and procedures with the hotel:

We expect that any boxes held by the hotel for over 3 days will be subjected to a holding fee designated at a rate determined by the hotel. Occidental Institute is not responsible for the setup of these services or the collection of fees. Please contact the hotel directly for these services.

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2) Electricity

Each information table/booth display will be provided with one (1) standard electrical outlet.

Additional requirements must be arranged directly with the hotel. Rates are determined by hotel and will range from \$15 - \$25 per table per deum depending on approximate usage. Occidental Institute is not responsible for the setup of these additional services nor the collection of fees. Please contact the hotel directly for these services.

3) Table/Booth Setup, Exhibit Times and Dismantle

Set up tables:

June 14, 2012 7:00 – 9:00 PM

Exhibit Hours:

June 15 & 16, 2012 8AM-6PM

June 17, 2012 8:30AM-10:30AM

Dismantle tables:

June 17, 2012 after 10:30AM

Exhibitors are liable to the hotel for any damage caused by their actions to floors, walls, and tables. Duct tape shall not be used to attach to anything not belonging to the Exhibitor. Staples and tacks may not be used on the provided tables.

Exhibitor shall not obstruct any portion of the sidewalks, ramps, entryways, corridors, vestibules, lobbies, elevators, doorways, stairways, driveways, fire hose cabinets, and access to emergency equipment.

Exhibitor shall not allow any flammable liquids, engines, motors, machinery, or smoking materials to be brought onto the premises. No open flame, lighted candles or ignited incense/sage sticks permitted under any circumstances! **[Warning: There will be full oxygen cylinders and tanks on the premises!]**

TERMS OF SALE

1) Security & Insurance

Exhibitors are responsible for their own possessions at all times. Occidental Institute and Delta Vancouver Airport Hotel, Richmond, BC Canada, are not responsible for theft or damage to Exhibitor's products, materials or personal items. Fire, theft, etc. insurance, if desired, must be purchased by Exhibitor. Exhibitor is responsible for insuring and securing his/her own property. Occidental Institute and the Delta Vancouver Airport Hotel, Richmond, BC Canada, shall not be required to furnish insurance for Exhibitors' or any other persons' property brought onto the Delta Vancouver Airport Hotel, Richmond, BC Canada premises.

2) Provincial & Federal Laws:

The Exhibitor shall abide by all applicable federal and provincial laws and regulations.

3) Illegal Activities

No illegal activities may take place.

4) Issues Not Covered Herein

Any matter not specifically covered in this contract shall be subject solely to the discretionary determination of Occidental Institute.

5) Amendments

This agreement shall not be altered, changed or amended except by an amendment in writing executed by the parties hereto.

6) Binding Effect

This agreement shall be binding upon and to the benefit of the parties hereto and their respective successors and permitted assigns and is specifically enforceable.

7) Force Majeure

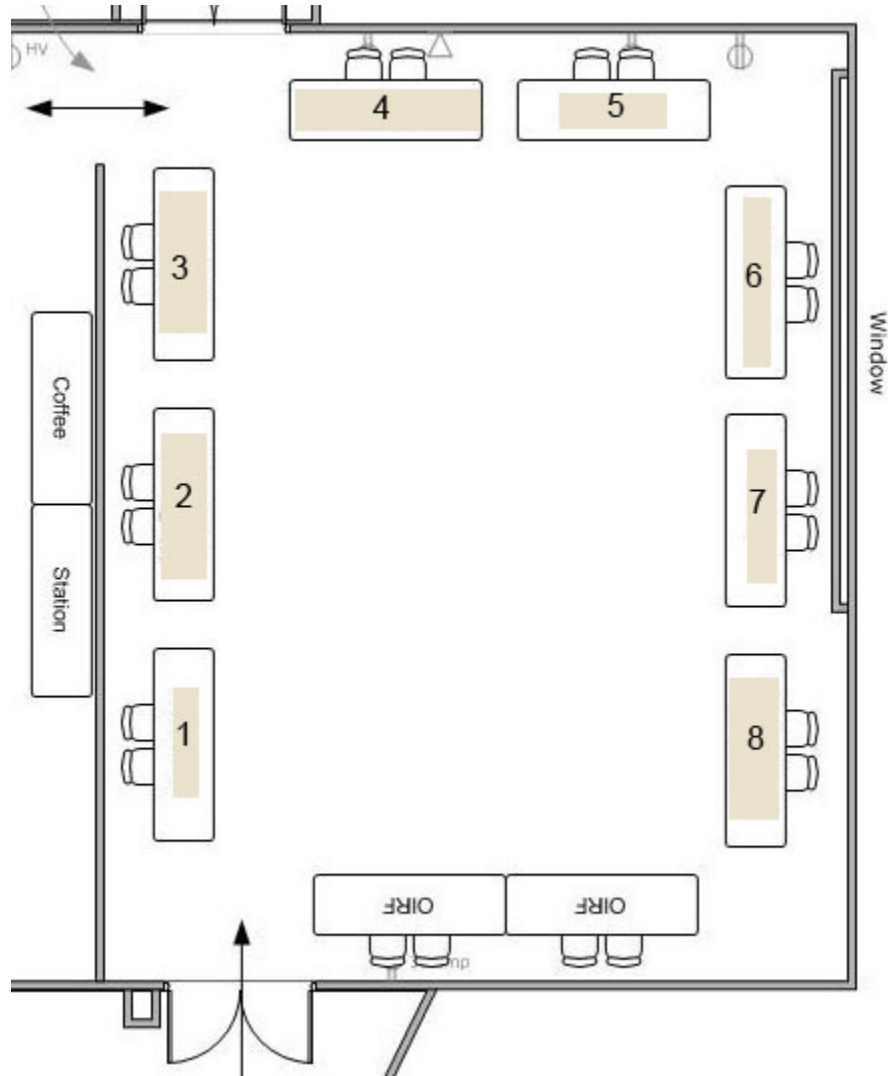
Occidental Institute, its staff and agents, shall have no liability to Exhibitor, and Exhibitor shall have no claim or action against Occidental Institute therefore, because of the Occidental Institute's failure to perform any of its obligations in this Agreement if the failure is due to unforeseen occurrences or for reasons beyond Occidental Institute's reasonable control. These occurrences or reasons shall include, without limitation, strikes or other labor difficulties, fire, flood, war, riot, terrorism, civil insurrection, accidents, acts of God or governmental authorities in connection with a national, provincial or local emergency. In such event, Exhibitor's sole remedy shall be limited to cancellation and Occidental Institute may retain such part of each Exhibitor's rental as shall be required to cover expenditures already made up to such occurrence.

8) Event Cancellation by Occidental Institute

Where the event is cancelled by Occidental Institute in writing on or before May 28, 2012 all paid registration fees will be refunded in full. Occidental Institute shall proceed in good faith to produce a successful event for all participants. Unpredictable catastrophic corporate or logistics events may preclude the ability to deliver the conference. Exhibitors are advised to secure their own travel and other cancellation insurances. Occidental Institute is not responsible for loss or damages associated with event cancellation, beyond a full refund of registration fees paid by registrants to Occidental Institute.

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Exhibit Area is beside the meeting room with access at the rear (between Tables #3 and #4) and at the front between the OIRF tables and Table #1. Note that there is a draped window behind Tables #6 and 7.



Application and Contract for Exhibit Space
Biological Medicine Symposium 2012
June 15-17, 2012
Delta Vancouver Airport Hotel, Richmond, BC Canada

Instructions:

1. Type or clearly print on this application
2. Complete ALL sections and keep a copy for your records
3. Applications without full payment will not be processed
4. This application will not become a binding contract until approved by Occidental Institute
5. Make check payable to: **Occidental Institute**
Or, complete requested credit card information below
6. Mail check to: OIRF, P.O. Box 100, Penticton, BC V2A 6J9 Canada
Fax with c/c info to: (250) 490-3348
Email with c/c info to: support@oirf.com

Exhibitor Company Name: _____

Contact Person: _____

Address: _____

City: _____

State/Prov. _____ Zip/Postal Code _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Table/Booth Fee is CDN \$875 Our Check is enclosed.

VISA or MasterCard credit card number _____

Name on card _____ 3-digit Sec Code: _____

Signature _____ Expiry date _____

Please describe the products, services and activities for display or to be sold.
