

USP Workshops

→ Enhanced Approaches for Analytical Procedure Lifecycle

September 24-25, 2018

Gain a better understanding of how lifecycle principles can be applied to analytical testing procedures.



Exhibitor Registration Information

USP is hosting the *Enhanced Approaches for Analytical Procedure Lifecycle* Workshop on September 24-25, 2018 at USP Headquarters, 12601 Twinbrook Parkway, Rockville, MD 20852. Vendors are invited to participate in the workshop to demonstrate any software or equipment that can be used in analytical method development, validation and multivariate data analysis following aQbD concepts. Workshop participants can meet with the vendors to learn about the software and view live demonstrations.

What May Be Exhibited

USP determines the eligibility of any company or product for exhibit. USP may forbid installation or request removal of or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with USP's character or purpose.

Standard Furnishings

Each space includes one (1) – 6' x 2' table, two conference chairs, a linen and a small wastebasket. 120v electrical outlet and wireless internet access will also be included. All other equipment should be provided by the exhibitor.

Exhibit Space Restrictions

Distribution of flyers, brochures, or any advertising/marketing materials must be confined to the Vendor Area or designated areas determined by USP. Retail sales of any kind are strictly prohibited.

Security and Liability

Each exhibitor must make provisions for the safeguard of its goods, materials, equipment, and display at all times. Each exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damages to exhibitor displays, equipment, or other property brought upon the premises of the hotel, and shall indemnify and hold harmless USP and any authorized representatives, agents, or employees of the foregoing of any and all losses, damages, and claims. In holding the workshop, USP does not act as the agent of the exhibitor or the facility.

The fee to be an exhibitor is **\$2,000.00** which includes two (2) workshop registrations and associated meal functions.

Space is limited, so sign up soon using the form attached.

For additional information, please contact:

Renee Stake
Manager, Meetings and Marketing
12601 Twinbrook Parkway
Rockville MD 20852
240-221-2090
rms@usp.org



NETWORKING EXHIBITOR REGISTRATION FORM

Complete and email this form to Renee Stake (rms@usp.org)

PRIMARY CONTACT INFORMATION FOR CORRESPONDENCE:

Please print. List information below as you want it to appear in the exhibitor listing.

Prefix _____ Name _____

Title _____

Organization _____

Address _____

City _____

State / Province _____ ZIP/Postal Code _____

Country _____

Phone _____ Fax _____

E-Mail (required) _____

Website _____

If exhibition correspondence should also be sent to another representative from your organization, please list here:

Prefix _____ Name _____

Title _____

Phone _____ Fax _____

E-Mail (required) _____

LOCATION INFORMATION

Note: All Networking/ Exhibition space is located directly outside the auditorium in USP's Meetings Center in Rockville, MD.

NETWORKING EXHIBITOR REGISTRATION FEE \$2,000.00 USD

PAYMENT OPTIONS: Applications received without payment will not be processed.

Charge to: (Please Circle) MasterCard Visa AMEX

Account Number: _____

Security Code: _____

Exp. Date: _____

Name as it appears on card: _____

Signature: _____

NETWORKING EXHIBITOR FEE INCLUDES

- One (1) Table 6' (length) x 2' (width)
• Two (2) Chairs
• One (1) linen, power outlet and internet connection.
• Two (2) complimentary workshop registrations. Complimentary registrations will be sent after exhibit application has been received and confirmed.

PRELIMINARY AGENDA (Subject to change)

Monday, September 24, 2018

Table with 2 columns: Time and Activity. Activities include Exhibitor Move-In, Registration and Coffee, Workshop Overview, Morning Refreshment Break, Presentation, Lunch Break, Breakout Discussions, Day One Summary, and Day One Adjourns.

Tuesday, September 25, 2018

Table with 2 columns: Time and Activity. Activities include Registration and Coffee, Breakout Summary, Morning Refreshment Break, Presentation, Lunch Break, Presentations, Afternoon Refreshment Break, Presentations/Workshop Summary, and Workshop Adjourns.

WE AGREE TO ABIDE BY ALL RULES AND REQUIREMENTS GOVERNING THE PROGRAM.

(Must be signed for acceptance of contract)

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE: _____

USP does not endorse any product or company, manufacturer, or organization exhibiting at the workshop. USP reserves the right to terminate any exhibitor contract should an exhibitor imply otherwise, or should any attempt be made to influence USP's scientific decision-making process or to gain preferential treatment by USP.

Exhibitor Rules & Requirements

Sponsorship and Management

The workshop and networking functions are produced by and are the property of the UNITED STATES PHARMACOPOLITICAL CONVENTION, hereinafter referred to as "USP." USP will provide all program management functions and establish all policies. Exhibitors are required to sign the contract and by doing so, subscribe to the rules and requirements, which are part of this contract.

What May Be Exhibited

USP determines the eligibility of any company or product for networking exhibit. USP may forbid installation or request removal of or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with USP's character or purpose. Additionally, the dispensing or distribution of souvenirs, (i.e.: pens, key chains, and/or keepsakes) or the use of alcoholic beverages and food as part of the networking exhibit booth or in displays or demonstrations is prohibited. Brochures, product sheets, specification details are permitted.

Assignment of Space

Space will be allocated in the order in which paid registrations are received (first-come, first-served). USP reserves the right to relocate exhibits as necessary after consultation with affected exhibitors.

Payment Schedule

Space is limited; therefore the total payment is required to reserve a networking exhibit space. If payment in full is not received with the contract, USP has sole discretion to reassign the space to applicants on a waiting list. No contract will be processed without a signed contract and payment. Space is contracted at the rates indicated on the agreement.

Move In/Move Out

Setup is scheduled for Monday, September 24, 2018 beginning at 7:30 am and must be concluded by 8:30 am. Teardown is scheduled for Tuesday, September 25, 2018 immediately following the Afternoon Break. All exhibitors must set up and tear down their exhibits during these scheduled times unless otherwise authorized by USP. It is the duty and the responsibility of each networking exhibitor to supervise the installation and removal of exhibits. Handling and installation must conform to USP regulations and instructions.

Standard Furnishings

Each networking exhibit table is 6' ft. (length) x 2' ft. (width) with two chairs. There will be electrical power and wireless Internet access available.

Cancellation and Refund Policy

If the exhibition is cancelled by USP for any reason, the contract is nonbinding and all payments will be refunded. USP will not be responsible for any airfare or other transportation penalties or other costs incurred due to a cancellation. If an Exhibitor cancels, said Exhibitor must advise USP of any cancellations in writing by Monday, September 17, 2018 to receive 50 percent of the total contract price as a refund. Any cancellations made after Monday, September 17, 2018 will result in complete forfeiture of payments made. All cancellations must be made in writing to USP, Attention Renee Stake, via email at <mailto:rms@usp.org>. The above cancellation fees will be in affect even though the exhibit space, no longer required the withdrawing company, may be subsequently rented by USP to another company. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations granted by this contract.

Subletting of Space/Obstruction of Exhibit Aisles

No space, or part thereof, shall be sublet without prior approval of USP. Any demonstration or activity that results in excessive obstruction of aisles, or prevents ready access to nearby participating companies' booths, shall be suspended for any period of time specified by USP.

Labor/Safety/Fire Codes

The Exhibitor is responsible for knowledge of and compliance with all fire and safety codes. Decorations must be flame-resistant. Electrical wiring must conform to all federal, state, city, and hotel requirements. If inspection indicates that an exhibitor has neglected to comply with these rules and requirements, or otherwise incurs fire hazards, the right is reserved to cancel at the networking exhibitor's expense, all or such part of the exhibit as may be irregular.

Program Registration

Exhibitors will be given two program/exhibit registrations per table at no additional charge. This allows access to the networking exhibition space and participation in all program sessions. If additional registrations are needed, they can be purchased separately.

Exhibitor Representatives

Networking exhibits must be staffed during networking exhibit hours by qualified employees of the exhibitor. These representatives must be able to explain and demonstrate the products and services on display. All representatives shall review the networking exhibit contract and abide by its rules and requirements.

Security and Liability

Each networking exhibitor must make provisions for the safeguard of its goods, materials, equipment, and display at all times. Each networking exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damages to exhibitor displays, equipment, or other property brought upon the premises of USP, and shall indemnify and hold harmless USP and any authorized representatives, agents, or employees of the foregoing of any and all losses, damages, and claims. In holding the workshop, USP does not act as the agent of the exhibitor.

Social Functions

Any functions that would compete for attendees' time, either during the hours of the program, exhibition, and/or USP social functions are strictly prohibited.

Enforcement of Rules

USP has full power of interpretation and enforcement of these rules and requirements and other points not covered here. Violation of any of these rules and requirements on the part of the networking exhibitor, its employees, or agents shall, at the option of USP, forfeit the right to occupy space and such networking exhibitor will forfeit to USP all monies paid.

General Information

All matters and questions not covered by these rules and requirements are subject to decision by USP. These rules and requirements may be amended at any time by USP, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

Delivery and Removal During Show

Under no circumstances will the delivery of or removal of any portion of an exhibit be permitted during open hours of the workshop without the written permission from USP. All arrangements for delivery, during non-show hours, of supplies, such as flexible materials, cartons and products, to be packaged must be made with USP. No deliveries may be made during show hours.

USP does not endorse any product or solicit any company, manufacturer, or organization exhibiting at the workshop. USP reserves the right to terminate any networking exhibitor contract should any exhibitor imply otherwise, or should any attempts be made to influence USP's scientific decision-making process or gain preferential treatment by USP.