



EXHIBITOR RULES & REGULATIONS

By applying for exhibit space, exhibitors agree to abide by the following regulations:

- Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.
- Attire of exhibit personnel should be consistent with the business casual atmosphere of the Annual Conference.
- Only SCDM-sponsored decals, pins, lanyards and ribbons may be affixed to participant or exhibitor badge holders during the Annual Conference and on show site.
- Demonstrations by exhibitors may not interfere with normal traffic flow nor infringe on neighbouring exhibits. Demonstrations will not be permitted outside of the exhibitor's assigned booth space. Any demonstrations must be pre-approved by SCDM. Canvassing or distribution of advertising material by an exhibitor will not be permitted outside of the exhibitor's booth space.
- Canvassing or marketing of any products or services in any part of the exhibit hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.
- SCDM must be notified of an exhibitor's intent to distribute food or beverage items in the exhibit hall. All such items must be approved by SCDM and ordered directly from the Annual Conference hotel, the Marriott Waterfront. Exhibitors are not permitted to bring in outside food or beverages.
- Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company. Any space sharing must be pre-approved by SCDM.
- SCDM reserves the right to reject any exhibit application submitted; to reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and to evict or bar any exhibitor whose conduct or materials are objectionable to SCDM for any reason.
- Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns of the exhibit hall except where a nail strip is provided or by the permission of SCDM and the Marriott Waterfront.

- All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. All extension cords must be 3-wire grounded and U.L. approved. More information on the specific requirements for electrical equipment will be included in the exhibitor service kit which will be provided closer to the actual show.
- Exhibitors are required to conform to all local labor regulations in the installation and dismantlement of their booth and exhibit fixtures. More information on the specific labor regulations in effect will be included in the exhibitor service kit.
- SCDM must be notified of any on property or offsite events scheduled by exhibitors or sponsors. Scheduling of offsite events that compete with SCDM scheduled events is prohibited.

PAYMENT

All payments must be made in U.S. dollars (USD). To ensure proper credit, please send a copy of your invoice with your payment. For questions about your invoice, please contact us at info@scdm.org.

Credit card payments, money orders and direct wire transfers in USD (and EURO) are accepted. If sending payment by wire transfer, please use the following bank/wire transfer details;

Bank/Wire Transfer Payable to:

Bank Account Holders Name: Society for Clinical Data Management

Bank Account Holders Address: Boulevard du Souverain 280, B- 1160 Brussels, Belgium

ING Belgium

IBAN Code: BE78310177451886

BIC: BBRUBEBB100

IMPORTANT NOTE: Please clearly indicate your invoice reference or description and company name for any processed payment. This is applicable for all means of payment, wire/bank transfer, credit card or check.



SPONSOR & EXHIBITOR CONTRACT INFORMATION

EXHIBIT, SPONSORSHIP & ADD-ONS PAYMENT

Payment is due in full to reserve booth space and to secure sponsorship packages and to benefit from any advantages in return. Payment is due with the duly completed application and signed contract. If full payment is not received latest **by June 21, 2020**, SCDM reserves the right to release booth space and/ or sponsorship opportunities.

ADDITIONAL ATTENDEES

Limited complimentary registration and booth only passes are included in Knowledge Partner, Technology, Diamond, Platinum, Gold and Silver sponsorships, as well as with a booth only package.

CANCELLATION POLICY

Written notification must be sent to the SCDM administrative office if an exhibitor, sponsor or advertiser wishes to cancel or reduce exhibit space, sponsorship package, or add-ons, after assignment has been made. Please note that when you cancel your sponsorship and/ or exhibit booth, all of the benefits included in the package are forfeited. The following cancellation fees apply:

DATE OF CANCELLATION	APPLICABLE PERCENTAGE OF TOTAL
Contract signature – December 2	25% of total amount due
December 3, 2019 - May 1, 2020	50% of total amount due
May 2, 2020 – Conference start	No refunds

ASSIGNMENT OF EXHIBIT SPACE

Exhibitors select their space via an online exhibition floorplan. SCDM reserves the right to move any exhibitor to another booth location if necessary and will inform exhibitors accordingly.

HOLD HARMLESS CLAUSE

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the exhibit facility and shall indemnify and hold harmless the Society for Clinical Data Management, the Hyatt Regency Hill Country Resort and Spa, the exhibit hall service contractor HERITAGE and each of their employees and agents from any and all such losses, damages and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

FORCE MAJEURE

This Contract may be terminated by either party without liability upon written notice if a party's performance under this Contract is subject (but no limited) to acts of God, war, government regulation, acts or threats of terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it illegal, impossible, commercially impracticable or inadvisable to perform its obligations under this Contract. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence.

In the event of termination by either party under this Section, SCDM shall refund an amount equal to sums already paid less direct costs incurred by the SCDM until the date for rendering the contracted services. Such refund will be processed within thirty (30) days of receipt of the notice of termination.

Except as otherwise specifically provided in this Contract, neither party shall have the right to terminate this Contract for any other cause.

In the case SCDM decided to postpone the event, the deposits and/or prepayments processed by the exhibitor/ sponsor shall be carried over in view of their participation in the new event.



ADVERTISING IN DESTINATION SAN ANTONIO

The 'Destination San Antonio' online document will be distributed to the entire SCDM database to share important & detailed information about the scientific and educational program, information about the exhibiting industry leaders as well as practical information on the conference and social program. The document will also be made available on the official SCDM 2020 AC website.

SPECIFICATIONS FOR DELIVERABLES

LOGOS

All corporate company logos must be vector logos (in .EPS or .AI formats) to guarantee good quality.

ADVERTISEMENTS IN DESTINATION SAN ANTONIO*

SCDM cannot be held responsible by the printed outcome of any logos or ads if they do not comply with these specifications. All deliverables must be received by SCDM by **July 17, 2020**.

FULL PAGE ADVERTISEMENTS

US Letter (8.5 x 11 in – 215,9 x 279,4 mm)
0.25 in (5mm) bleed and crop marks
Format: .EPS or High Resolution PDF/JPG

HALF PAGE ADVERTISEMENTS

5.5 x 8.5 in (139.7 x 215.9 mm)
0.25 in (5mm) bleed and crop marks
Format: .EPS or High Resolution PDF/JPG



SPECIAL REQUESTS

The above high-visibility sponsorships are cost-effective, powerful solutions for increasing your presence and standing out from the crowd. With a wide variety of opportunities available for any budget, we are confident we can help you reach your goals. If the above sponsorship items do not meet your current marketing aims please do contact us at annualconference@scdm.org to discuss your needs and we will do our utmost to work on a tailor-made package that would fit your objectives.