

MSACL 2019 EU - Exhibitor Booth or Mini-Table Application and Contract

Exhibits: September 24,25,26 (Tue Wed Thu)
 Complete Hours and Details at [For Vendors > Exhibits](#)

NOTE: Partial Registrations are the new name for the previous **Exhibits Only** Registrations.

EXHIBITOR:		Contact Name:
Billing Address: (if required to be on invoice)		Email:
		Phone:
<p align="center">Exhibitor Booth</p> <p align="center">+ \$250 per booth After May 11, 2019</p> <p><input type="checkbox"/> 1: \$4,250 <input type="checkbox"/> 2: \$8,500 <input type="checkbox"/> 3: \$12,750</p> <p><input type="checkbox"/> Sponsor Discount to \$ _____</p> <p>Pref. Position: # _____ # _____ # _____ # _____ # _____</p> <p align="center">View Booth MAP</p> <p align="center"><i>Priority placement (see next page) in force through May 11.</i></p>		<p>Booth includes: (a) booth walls, (b) carpet, (c) electrical, (d) table and up to 3 chairs, (e) Four Partial registrations or 1 Full Registration, (f) basic WiFi, (g) free Lead Collection via BadgerScan app for Apple and Android devices, (h) ** NEW ** option to purchase up to 2 transferable booster passes that allow Scientific Session entry when coupled with an existing Exhibits pass, but are NOT valid for poster or podium presentations*.</p> <p>*A personalized Congress & Exhibits registration is required to present an abstract from the podium or as a poster.</p>
Power Strip: <input type="checkbox"/> 230V 16A (standard power strip) <input type="checkbox"/> 380V 16A <input type="checkbox"/> 380V 32A		<input type="checkbox"/> Custom Booth Build
Accessories (free of charge): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Chair(s) <input type="checkbox"/> 0.7 x 0.7m <input type="checkbox"/> 0.7 x 1.8m Table <input type="checkbox"/> Black Carpet		
Complimentary Registrations (select) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Full Registrations & or <input type="checkbox"/> 4 <input type="checkbox"/> 8 <input type="checkbox"/> 12 Partial Registrations - either 1 Full Registration or 4 Partial Registrations per booth purchased.		
Lightning Talks 1 slide, 90 seconds in Tuesday 17:00-17:30 ONE Slide as PDF. Please send to chris.herold@msacl.org by September 14, 2019. <input type="checkbox"/> \$0 (first-come, first-serve, sponsor priority)		
<p>Booster Pass* Add 15% after July 17, 2019 <input type="checkbox"/> 1 : \$1500 <input type="checkbox"/> 2 : \$2900</p> <p><i>*Transferable pass that allows entry to Scientific Sessions when used in combination with a personalized Partial Registration.</i></p>		
<p>** To present an abstract (podium or poster), a personalized FULL registration is required.</p> <p>** ALL persons on Exhibit Floor must be registered and have a badge in their own name. Badges, once picked up, are not transferable.</p>		
<p align="center">Exhibitor Mini-Table</p> <p><input type="checkbox"/> 1: \$2,000</p> <p>Position to be assigned by MSACL at one month prior to show.</p> <p>Back will be against a wall.</p> <p>Exhibitor may not place any material on floor around Mini-Table, except allowed 1m(w) x 2.5m(h)(max) standing banner.</p>		<p>Mini-Table includes: (a) 1 stool, (b) 1 - 60cm diameter bistro table for placing literature, (c) 1 Partial registration – <i>not valid for exchange or upgrade</i>, (d) option to place one 85cm(w) x 223cm(h)(max) standing banner adjacent to bistro table, (e) free Lead Collection via BadgerScan app (does not require wi-fi).</p> <p align="center">!! Literature/Products may only be placed on Mini-Table. !!</p>
<p>Cancellation Refund Policy</p> <p>By June 12, 2019: 75%, by July 17, 2019: 50%, by Aug 14, 2019: 25%, after Aug 14, 2019: 0%</p>	EXHIBITOR shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. MSACL shall be included in such policies as additional named insureds. In addition, EXHIBITOR acknowledges that MSACL does not maintain insurance covering exhibitor's property and that it is the sole responsibility of EXHIBITOR to obtain business interruption and property damage insurance insuring any losses by EXHIBITOR.	
Signature/Date: REQUIRED TO SIGN HERE <i>[submission via email constitutes signing]</i>		
<p>Payment</p> <p><input type="checkbox"/> If paying by CC you will receive an email invoice with a PayNow option.</p> <p><input type="checkbox"/> If paying by Check, make payable to "MSACL" and mail to address at bottom right.</p> <p><input type="checkbox"/> If paying by Bank Transfer, you will receive transfer info on an email invoice.</p>		

Questions: 858-922-5813
 Fax to: 858-876-1873
 Email to: chris.herold@msacl.org

Mail to: MSACL
 205 12th St
 Del Mar, CA 92014

Exhibitor Logistics

[View Exhibit Hall Map](#)

Booth Placement

Placement will be based on Sponsorship Level > Previous Participation > Date of Application.

Placement will be made on *May 11*.

There will be no placement made until May 11, except for Platinum Sponsors

Any applications after May 11 are first-come, first-serve.

All booths are 2,5 x 3,0 meters. The maximum height that your exhibit is allowed to extend is 2,5m.

Placement of vendor-related material anywhere outside of your booth is not acceptable -- it will be removed. **Corporate Sponsors do have the option to place one or more banners up to 1m x 2,2m (width x height) in approved locations throughout the Exhibit Hall (see details on [Corporate Sponsorship Opportunities page](#)).**

Exhibit space rental includes 2,5m high wall panels, black carpeting, a table and chairs (select in Exhibitor Application), basic electricity (select in Exhibitor Application), basic wifi, basic trash clean-up, and four (4) Partial or 1 Full Registration per booth.

* Please note that abstract presenters are required to purchase a FULL registration to present.

** ALL persons on Exhibit Floor must be registered and have a badge in their own name.

*** Registrations, once issued, are not transferable. Registrations may be transferred before badge pick-up.

Exhibitor Schedule¹

Set-Up:	September 23 from 0800 to 1600
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SHOW:	September 24 Exhibitor Reception starts at 1730
SHOW	September 25
SHOW	September 26
Break down:	September 26 from 1400 to 1900

¹See the [MSACL website](#) for more detailed timing.

Booth Details

- ✓ MSACL will be providing a basic exhibit booth set-up with gray wall panels.
- ✓ Booths will be 2,5 x 3 meters (depth x width).
- ✓ Wall panel increments along the back (width) will be 1m + 1m + 1m (usable space 0,95m + 0,95m + 0,95m), and the side (depth) will be 1m + 1m + 0,5m (usable space 0,95m + 0,95m + 0,455m). The usable space is that in between the aluminum wall panel supports. If you intend to place posters, their width should not be greater than 0,95m unless you want them to go over the wall panel support (minor bump).
- ✓ The height of the wall panels will be 2,5m. This is the **MAXIMUM** height your exhibit is allowed to extend.
- ✓ There will be internal side walls (between booths only) and back walls.
- ✓ Corner booths will not have side end wall panels.

- ✓ High Rails in the front of the booths from which to hang lights or signage are not provided.
- ✓ The wall panels are a hard plastic. They will be a light gray. Tape may be used to adhere posters. Push pins will not work. *Command Tabs from 3M are recommended.*
- ✓ MSACL will be providing black CARPETING, if you select it.
- ✓ The Exhibit Hall has hardwood floors.
- ✓ MSACL will be providing one (1) **TABLE** (0,70x0,70m OR 1,80x0,70 m), by reservation on booth application.
- ✓ MSACL will be providing up to three (3) **CHAIRS**, by reservation on booth application.
- ✓ MSACL will be providing a basic electrical outlet for each booth.
- ✓ MSACL will be providing One Wastebasket with daily trash pick-up for each booth.
- ✓ MSACL will be providing basic Wireless internet connectivity.

Additional Booth Furniture Rental

- ✓ You may also rent furniture from our exhibit booth provider, S-line, via the [S-Line Rental Catalog](#).
- ✓ **Deadline for orders is July 15.** Payment for rental items should be made directly to S-Line.

Exhibit Shipping Details

- Please ship your exhibit booth materials to the Salzburg Congress Center, *for arrival between September 16 - 20*, using the following address:

Salzburg Congress c/o MSACL
Booth #[Your Booth Number] [Your Company Name]
Auerspergstraße 6
5020 Salzburg AUSTRIA
Tel: +43 (662) 88987-610

- Your material will be placed at your booth on **Monday, September 23** for set-up.

Booth Set-Up

- Booth Set-Up is on Monday and Tuesday September 23-24 from 8:00 – 16:00.
 - *Note that Exhibition does not open until Sept 24 at 17:30.*

Are You Building a Custom Booth Build?

- The custom booth must fit within the 2,5m x 3,0 meter area.
- The custom booth must not exceed 2,5 meters in height.
- The booth design **MUST be RECEIVED** by MSACL by July 15, 2019.
- You can build your booth on Monday September 23 and/or Tuesday September 24.

Booth Break-Down

- Booth Break-Down is on Thursday, September 26 from 14:00 - 18:00.
- PLEASE SCHEDULE PICK-UPS **AFTER 15:30.**

Shipping Your Materials After the Congress

You will need to arrange pick-up with your carrier.

What if I Cannot Arrange Pick-Up Until Friday (day after close)?

1. Pack your materials for shipment with the appropriate shipping labels for your carrier.
2. Be sure your carrier knows **exactly what is being picked up**.
3. Label your shipments with your company name so that they are easily identifiable.
4. Leave your packages at your booth.
5. Salzburg Congress will move your materials into storage at the Congress Center for pick-up the following day.
6. Your carrier may contact Robert Hild at +43 (662) 88987-610 to pick-up the packages, but **HE IS NOT THE CO-SIGNEE**.

Return Shipment Support Option

If you need a company to manage your return shipment, Lagermax (contact info below) is an option. They are not affiliated with MSACL and are not based at the Salzburg Congress Center. **If you select them for shipment PLEASE contact them BEFORE** the start of the congress to make preparations for shipment.

Harald Wagmeister
Lagermax Lagerhaus und Speditionen AG
Radlingerstraße 16
5020 Salzburg/Austria

Tel: +43/662/4090-2299
Harald.wagmeister@lagermax.com

Exhibit Email Promotion

If you have not already confirmed your ability to comply with GDPR, you must confirm this by sending an email to Chris Herold at chris.herold@msacl.org that includes the text in the box below. Once submitted, you will be scheduled to receive an excel spreadsheet with the email contact info of 2019 EU registrants who have opted-in to receive vendor communications. These will be sent on the following dates: July 20, August 20, September 13 and September 27, 2019. There is no specified limit on the number of emails that you can send, but it is in all of our best interests to be prudent in the frequency and content to avoid requests for removal from specific company email lists or the entire vendor list.

GDPR Confirmation Email Content

Send to : Chris Herold at chris.herold@msacl.org

Please accept this email as confirmation that [COMPANY NAME] will be compliant to the GDPR rules and agree to terms mentioned below.

(1) This contact list will not be shared outside of your company.

(2) Any representative of your company who uses this list to send email blasts will only include information regarding your participation at MSACL 2019 EU.

(3) The contact information in the list will not be used for any message to be sent more than 4 weeks after the end date of the conference.

(4) If a contact opt-outs from such communications through MSACL at a future date, MSACL will notify you and you must have the ability to remove that specific contact information from your contact management system, completely; although you would not have to delete this information should you realize that you have an existing customer relationship (§ 7 III UWG via article 95 of DSGVO) with this contact or a confirmed double opt-in for this email address, which is in accordance with GDPR/DSGVO.

Distribution of Literature

Literature and/or promotional items may only be distributed at your booth, with exceptions for Corporate Sponsors.

Promotional Items and Activities

Companies wishing to conduct contests, lotteries or distribute promotional items should send a request via email to Chris Herold at chris.herold@msacl.org. Exhibiting companies are permitted to distribute promotional materials that **do not** relate to food and/or drink, or the handling of such, at their Exhibit Booth location only. ***Under no circumstances should any items be provided to any employee of the hotel or MSACL for distribution to the attendee base.*** All items distributed must be made available to all meeting attendees as long as supplies last. No soliciting of registrants is permitted in the aisles or in other exhibitor's booths, or in any other area of the hotel. No distribution of literature or other promotional items at hotel guestrooms, or in any other public or private area of the hotel is permitted.

Subletting Exhibit Space

Subletting any part of the exhibit space by an exhibitor is prohibited.

Sale of Goods

The sale of goods or services of any kind in the exhibit area in connection with the Annual Meeting is prohibited. Order taking is permitted.