**2018 UMDF Symposium Exhibitor Application
Mitochondrial Medicine 2018: Nashville**June 27 – 30, 2018
Sheraton Music City
777 McGavock Pike, Nashville, TN 37214

**Exhibitor Rules and Regulations**

**Liability and Indemnification**
Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the United Mitochondrial Disease Foundation (UMDF), the Sheraton Music City, and their directors, officers, employees, agents, parents and subsidiaries against all actions, claims, losses, and damages to persons or property. In addition, UMDF and the Sheraton Music City, their directors, officers, agents and employees, separately or collectively, will not accept responsibility for any damage to, or the loss or destruction of, an exhibit or the property of an exhibitor, its agents or employees, or the death or injury of any person employed by exhibitor or for whom exhibitor is responsible or over whom exhibitor has control from fire, theft, accidents or other causes of any kind. All claims for any such loss, damage, destruction, death, or injury are expressly waived by exhibitor.

**Sales and Sponsorship**
The direct sale of merchandise, including food and beverage for cash or credit is prohibited. Exhibitors are permitted to display and promote their products and services **ONLY** in designated exhibit areas or as a pre-approved part of specific conference sponsorships. Exhibitors are prohibited from planning, sponsoring, underwriting or paying for any non-UMDF activity that involves symposium participants and consumers, unless previously agreed upon as part of a specific conference sponsorship.

**Subletting Space**
No exhibitor shall assign, sublet, or apportion the whole or any part of their contracted space, or have any representatives, equipment or materials from any company other than their own in the booth without written approval from UMDF.

**Distribution of Materials/Advertising**
Demonstrations, interviews, event or function advertisements, and distribution of literature or give-away materials must be done within the designated, assigned booth area assigned to the exhibitor. Use of the UMDF name, logo and/or conference name is not permitted without the written consent of UMDF including, but not limited to “UMDF”, “United Mitochondrial Disease Foundation”, “The United Mitochondrial Disease Foundation”, “Energy for Life”, “Energy for Life Walkathon”, “EFL”, and “Mitochondrial Medicine”.

**Symposium Exhibitor Policy**
***The exhibit fee DOES NOT include fees to attend any Symposium sessions.*** To attend sessions, registration at the regular Symposium rates is required and can be accessed by visiting the website at www.umdf.org/symposium. You may also register for sessions on site by seeing a UMDF representative at registration for additional information.

**Shipment of Materials**
The Sheraton Music City will provide information regarding shipment of materials prior to the Symposium. This information will be sent to you as soon as it becomes available. Additional costs may apply.

**Electricity and Internet Needs**
The Sheraton Music City will provide information regarding electricity and internet needs prior to the Symposium. This information will be sent to you as soon as it becomes available. Additional costs may apply.

**Set Up**
A six-foot table with skirting and two chairs will be provided. Self-standing backdrops larger than six feet need to purchase a second exhibitor space OR sponsor the Symposium at the $5,000+ level. Set up information will be provided prior to Symposium. The scientific sessions will run June 27 – 30, 2018. Family sessions will run June 29 – 30, 2018.

**Exhibit Hours**
8:00 am through 5:00 pm; June 27 – 30, 2018

**Exhibit Removal**
All exhibits must be dismantled by 5 pm on Saturday, June 30, 2018

**Hotel Accommodations**
Exhibitors are encouraged to reserve their rooms early through the UMDF website link for special room rates.

**For additional information, please contact:**Margaret Moore, Regional Coordinator
8085 Saltsburg Road, Suite 201
Pittsburgh, PA 15239
(412) 354-1553 or Margaret.moore@umdf.org

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Exhibitor Application & Agreement
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**Company Information**

**Applying as:**

* Diagnostic Lab Other
* Medical Device Company Non-Profit
* Pharmaceutical Company (501c3 required)
* Pharmacy

Company Name (as displayed on printed materials)

Primary Product and/or Service

Primary Contact Name (as displayed on badges)

Primary Contact Title

Best Phone to Contact (please circle) Business/Cell

Email

Mailing Address

City, State and Zip

**Payment Information

Amount Paid: $**

**Form of Payment**:

* Check (payable to UMDF) Please invoice me
* Charge (circle one) VISA / MC / DISC / AMEX

Name on Card

Billing Address

City, State and Zip

Credit Card #

CVV # (security code) Expiration Date

Signature

**Exhibit Selection**

|  |  |  |
| --- | --- | --- |
| **Exhibit Type** | **Early Bird Rate** | **After (April 16, 2018)** |
| Four-Day Exhibit(June 27 – 30) | $1,700 | $2,000 |
| Two-Day Exhibit(June 27 – 30) | $850 | $1,150 |
| Non-Profit Four- Day Exhibit | $850 | $1,000 |
| Non-Profit Two-Day Exhibit | $425 | $500 |
| Friday Banquet Tickets (June 29) | $75 | $75 |
| Abstract Award Donation ($100 Suggested) | $100 | $100 |
| **TOTAL DUE:** |  |  |

**Exhibit fees include:**

* Six-foot table draped and skirted
* Continental breakfast, coffee breaks and lunches
* Listing in exhibit summary and symposium publications
* Three (3) complimentary exhibitor guest badges

**On-Site Exhibitors**Please note that all exhibitors must complete a Commercial Exhibitor Participant Agreement per CME activity requirements.

Follow this link to complete the Commercial Agreement online:
<https://www.surveymonkey.com/r/UMDFCommercial>

If you know the names of your on-site exhibit representatives, you may proceed with completing the electronic form now. If not, we will send a reminder closer to the meeting. **This information will also be used for name badges and additional on-site acknowledgements.**

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