



2017 UMDF Symposium Exhibitor Application Mitochondrial Medicine 2017: Washington DC

June 28 - July 1, 2017

Hilton Alexandria Mark Center

5000 Seminary Road – Alexandria, VA 22311

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 Hilton Alexandria Mark Center, 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 Hilton Alexandria Mark Center, 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 Hilton Alexandria Mark Center 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 Hilton Alexandria Mark Center 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 28 - July 1, 2017. Family sessions will run June 30 - July 1, 2017.

Exhibit Hours

8:00 am through 5:00 pm June 28 - July 1, 2017

Exhibit Removal

All exhibits must be dismantled by 5:00 pm on Saturday, July 1, 2017

Hotel Accommodations

Exhibitors are encouraged to reserve their rooms early through the [UMDF website link](http://www.umdf.org) for special room rates.

For additional information, please contact:

Julie Hughes

8085 Saltsburg Road, Suite 201

Pittsburgh, PA 15239

(412) 793-8077 or info@umdf.org



Exhibitor Application & Agreement
Mitochondrial Medicine 2017: Washington DC
June 28 - July 1, 2017
Hilton Alexandria Mark Center
5000 Seminary Road – Alexandria, VA 22311

Company Information

Applying as:

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

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 UMD)
Charge (circle one) VISA / MC / DISC / AMEX
Please invoice me

Name on Card

Billing Address

City, State and Zip

Credit Card #

Expiration Date

Signature

Exhibit Selection

Table with 3 columns: Exhibit Type, Early Bird Rate, After (April 15, 2017). Rows include Four-Day Exhibit, Two-Day Exhibit, Non-Profit Four-Day Exhibit, Non-Profit Two-Day Exhibit, Friday Banquet Tickets, and 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.