

# Defense Health Information Technology Symposium

## 2016

*HEALTH IT – Supporting the MHS Transformation*

August 2 — 4, 2016 Caribe Royale All-Suite Hotel and Convention Center, Orlando, Florida

### EXHIBIT SPACE APPLICATION AND CONTRACT

Please list the Company Name as it should appear on your booth

COMPANY NAME/ORGANIZATION NAME:

Company Address:

CITY/STATE/ZIP:

Company Phone:

Company Web Address:

The Primary Contact Person listed below will receive all exhibitor communications

Name/Title:

Phone

Email Address:

### BOOTH SIZE AND RENTAL FEES

\$3,500 for the first 10'x10' booth and \$3,000 per each additional 10'x10' booth. The limit is 4 booths per company. Corner Fee: \$500 for each corner on booth in addition to the price above.

10' x 10' Booth     10' x 20' Booth     10' x 30' Booth     20' x 20' Booth

### LOCATION PREFERENCES

Please indicate the location of the booth space requested. If requesting an island, list the booth numbers that make up the island.

1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

Please list the companies you want to avoid having your exhibit adjacent to or directly opposite of (please list no more than two companies)

1:

2:

### SPACE RENTAL AND ASSIGNMENT OF LOCATION

Space is limited! We will accommodate your request based on the date and time of application and payment of rental space received. We will contact you to discuss availability if your requested space is no longer available. Whenever possible, space assignments will be made by the Show Manager in keeping with the preferences as to location requested by the exhibitor.

The SHOW MANAGER, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

## BADGES

Exhibiting companies will receive four (4) conference badges for the first 10'x10' booth. Companies will receive three (3) additional conference badges for each additional booth.

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## PAYMENT METHOD

Paying by:  VISA  MASTERCARD  AMEX  DISCOVER

Name as printed on the Credit Card:

Credit Card #:

Expiration Date:

Cardholder Signature:

**NOTE: We do not accept payments by check!**

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## EXHIBIT SET-UP AND DISMANTLE

### Move-In and Set-Up

Monday, August 1, 12:00 – 6:00 p.m.

Tuesday, August 2, 6:30 – 9:00 a.m.

### Exhibit Hall Hours

Tuesday, August 2, 9:00 a.m. – 6:00 p.m.

Wednesday, August 3, 9:00 a.m.–5:00 p.m.

Thursday, August 4, 9:00 a.m.–1:00 p.m.

### Move-Out

Thursday, August 4, 1:00 –5:00 p.m.

## INSTALLATION AND REMOVAL

Show Management reserves the right to establish the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Any space not claimed and occupied one (1) hour prior to the published show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all show hours and may not, to any extent, be dismantled before the show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

## OPERATION OF EXHIBITS

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is

not limited to, an exhibit, which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**NO FUNDRAISING ACTIVITIES ARE ALLOWED IN THE EXHIBIT HALL. THIS INCLUDES PUBLICIZING FUNDRAISING TAKING PLACE OUTSIDE OF THE EXHIBIT HALL.**

**CANCELLATION**

Notification of cancellation of contract on or before Friday, June 24, 2016 — refund of contracted costs minus a \$100 cancellation fee per contract.

Notification of cancellation of contract after Friday, June 24, 2016 or if exhibitor fails to occupy the space— DHITS/Axiom retains 100% of contracted costs.

Note: Exhibitor contracts are not considered cancelled unless DHITS/Axiom has received notice of cancellation in writing and has acknowledged receipt. No Exceptions!

**COMPLIANCE**

**WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXHIBITION AS PRINTED ON THIS APPLICATION FORM.**

**AUTHORIZED SIGNATURE:**

**Date:**

**TITLE:**

**COMPANY/ORGANIZATION:**

**COMPLETE, SIGN AND SUBMIT ALL THREE PAGES OF THIS APPLICATION TO [DHA.2016DHITS@mail.mil](mailto:DHA.2016DHITS@mail.mil)**

**Questions?**

Contact DHITS Show Managers

P: 703-967-4731

Email: [DHA.2016DHITS@mail.mil](mailto:DHA.2016DHITS@mail.mil)

**FOR OFFICIAL USE ONLY**

Date of Application Received:

Booth Assignment:

Dimensions: