

Exhibit Space Contract Conditions & Regulations

RussoCME Presents:

Contract Terms

Each exhibitor and employee(s) of the exhibiting company or their representative agree to abide by the terms of this contract. You understand that the sole control of the exhibit hall rests on Russo CME. Russo CME assumes no liability for any negligent act or omission of the exhibit, the service contractor and others. Also, Russo CME will not be responsible for any loss, injury or damage, including that by fire and theft which may occur to any exhibitor or their agents or employees, or to their property or wares, arising from any cause whatsoever prior, during, or subsequent to, the period of this exhibit. By exhibiting, each exhibitor expressly understands that they release Russo CME from, and agree to indemnify it against, any and all claims for any such loss, injury or damage.

Security

All exhibitors are responsible for their own exhibit materials and should insure their exhibits against loss or damage. All property of exhibitors is understood to remain in their care, custody, and control in transit to or from or within the confines of the exhibit area. All losses or damage will be your responsibility.

Cancellation

All cancellations must be forwarded in writing to Russo CME. Liability shall be limited to a refund of the exhibit payment, and a fee equal to 50% of the full fee will be assessed if the cancellation is postmarked or emailed by September 27, 2019; no refunds after this date.

Confirmation

A confirmation notice will be sent to the contact person listed on the exhibitor registration form via email.

Exhibitor On-Site Arrival & Registration

The building will be open to set up on October 11 and 12th at 6:30AM. Exhibit needs to be up by the 10am break.

Exhibition registration packets will be available at the conference.

Exhibition Provisions

Russo CME conference management will determine placement of all exhibits. Exhibit tables are 6' by 2', draped with a white linen, and a chair will be provided. Exhibitors must bring their own extension cords. Exhibitors will be assigned space on a first come, first served basis. Conference management has the right to change the location of the exhibit space within the exhibit area without notice. Exhibitors will be contacted prior to the conference to confirm any information about additional equipment and booth furnishings.

Exhibition Schedule

Exhibitors are welcome to exhibit before the conference starts but all tables need to be set up by the 10am break. The first conference break is at 10:00 AM, lunch is at 12:20 PM, and the afternoon break is at 3:15 PM on Friday and 2:15 on Saturday.

Changes

The interpretation and application of these regulations are the responsibility of Russo CME. Any violations by the exhibitor of any of the terms and conditions herein shall subject exhibitor to cancellation of their contract to occupy booth space and to forfeiture of any monies paid on the account thereof. In the event that unforeseen events make it necessary, Russo CME will have the right to amend these rules or make additions hereto, and all such amendments or additions shall be made known to each exhibitor.

Exhibitor Invitation

Eastern Washington's Women's Health Conference



October 11 & 12, 2019

Moses Lake, WA

Conference

Schedule

Registration

Oct. 11, 2019 7:45am to 5:30pm		Oct. 12, 2019 7:45am to 4:30pm	
7:30AM	Registration	7:30AM	Registration
7:45am	Introductions	7:45am	Introductions
8:00am	Incontinence	8:00 am	Psychology - Depression, Women's health
Speaker Pending		Speaker Pending	
9:00am	Endometriosis	9:00am	Breast Cancer
Speaker Pending		Speaker Pending	
10:00am	Break / Exhibits	10:00am	Break / Exhibits
10:20am	Menopause	10:20am	Migraines
Speaker Pending		Speaker Pending	
11:20am	Urinary Tract Infection	11:20am	Women's liver Disease
Speaker Pending		Speaker Pending	
12:20PM	Lunch / Exhibits	12:20pm	Lunch / Exhibits
1:15pm	PCOS	1:15pm	Thyroid
Speaker Pending		Speaker Pending	
2:15pm	Abnormal Uterine Bleeding	2:15PM	Osteoporosis
Speaker Pending		Speaker Pending	
3:15PM	Break / Exhibits	3:15PM	Break / Exhibits
3:30PM	Pelvic Pain	3:30PM	Heart Disease
Speaker Pending		Speaker Pending	
4:30PM	Diabetes		
Christopher Baliga, MD			
THIS SCHEDULE IS TEMPORARY		ACTUAL DAY AND TIME OF EACH SPEAKER MAY VARY	

Contact Information

Company/Organization _____

Representative(s) Attending Conference _____

Title/Position _____

Business Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact Person _____

Payment

Please enclose a check addressed to RussoCME.

I have read and agree to the terms in the Exhibitor Contract

Signature Required _____

Exhibition Fees

Exhibit Level _____ \$ _____

Additional Exhibitor Table \$400 \$ _____

Additional Representative \$50 x _____ = \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Payment Options

Checks (no processing fee)

Credit Card (\$20 Processing Fee) \$ _____

TOTAL \$ _____

Make check payable to: RussoCME

Mail to: RussoCME, 9207 Stonecrest Rd, Moses Lake, WA 98837

Please Contact Diane for any questions

Phone: (509) 989-9800

Email: RussoCME1@gmail.com

Exhibit Levels

Level 1 Exhibitor \$1000

Recognized as a Gold Exhibitor, logo in introduction, large logo enclosed in conference schedule, 2 draped booth tables, and 3 representatives.

Level 2 Exhibitor \$800

Logo in introduction, small logo enclosed in conference schedule, 1 draped booth table, 2 representatives

Level 3 Exhibitor \$550

Name recognized in introduction, 1 draped booth table, 1 representative

Registration

Registration Open (most helpful to have in by 10-1-19).

Please fill out the attached form and email to russocme1@gmail.com or fax to 877-754-0320

Location

The Conference will be held in Moses Lake at Big Bend Community College's ATEC center. The exhibits will be in the large hallway just outside the room.

BBCC, ATEC

7611 Bolling St

Moses Lake, WA 98837

www.russocme.com

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