

Gaylord Rockies Hotel & Convention Center  
Aurora, CO  
October 31 – November 2, 2022

### ACoP13 Exhibit Information & Application Form

Exhibits will be set up in the Adams Ballroom A with the Poster Sessions. The lunch and breaks will also be in the Ballroom.

#### Exhibit Space

\$4,500.00 per 10 x 10 space

#### Exhibit Package Includes:

- 10' x 10' booth will be set with 8' high black back drape & 3' high black side drape
- 7" x 44" one-line booth identification sign
- 1 draped table & 2 chairs
- Listing in the conference program and conference app
- Recognized at the Opening General Session
- One complimentary ACoP13 Full Conference Registration\*
- One complimentary ACoP13 Exhibit Only Registration\*

**\*Once payment is received a code will be forward to you to use for the free full conference registration. All complimentary full conference registrations need to be registered by July 31, 2022.**

#### **Please email or fax application and payment to:**

Barbara Mock BJM Events

[bmock@bjmevents.com](mailto:bmock@bjmevents.com) Fax: 678-894-4025

**Questions?** Contact BJM Events - Email: [bmock@bjmevents.com](mailto:bmock@bjmevents.com) or Phone: 678-474-641

## ACoP13 Exhibit Application Form

**\*\*Exhibit Contact info: Exhibit contact will receive exhibitor packet & space assignments.**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Booth Selection:**

Booth Choice: 1: \_\_\_\_\_ Choice 2: \_\_\_\_\_ Choice 3: \_\_\_\_\_

Booth number will be assigned upon receipt of application. We will do our best to accommodate your request. While all preferences will be considered, requests to be near (or distanced) from companies may hinder your requested placement as indicated above.

List any companies you would like to be near: \_\_\_\_\_

List any companies you would like to be away from: \_\_\_\_\_

**Additional Exhibitor Badges - \$600.00**

All booth personnel need to register as an exhibitor if not attending the conference sessions. Exhibitors can register additional guests, please submit names on a separate sheet and including payment. [Exhibitor Badges allow access to Exhibit/Poster Hall and all meal & social functions.](#)

**Complimentary Exhibit Badge (1 per 10 x 10)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Additional Badges (\$600.00 per badge)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**All applications must be accompanied by payment in full. Exhibit request will not be confirmed until payment is received.**

Item	Quantity	Unit Cost	Total
Exhibit Space		\$4,500.00	
Exhibit/Guest Badge (s)		\$ 600.00	
<b>TOTAL</b>			

**Credit card authorization (please print clearly)**

Card type: \_\_\_\_\_ (Master Card, Visa, Amex, Discover)

Credit Card number: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security code: \_\_\_\_\_

Signature: \_\_\_\_\_

## EXHIBIT INFORMATION & RULES

### BOOTH SELECTION

All exhibit spaces offered by ACoP are 10 x 10 linear spaces. A limit of (4) spaces can be purchased by one company.

All booth space must be arranged within the space contracted. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of Show Management.

### BADGES:

**Full Conference Badges:** Each 10 x 10 space purchased receives one (1) complimentary full conference badge. Once payment is received a code will be forward to you to use for the free registration. **All complimentary full Conference registrations will need to be registered by July 31, 2020.**

**Exhibitor Badges:** Each 10 x 10 space purchased receives one (1) complimentary exhibit badge. All booth personnel need to register as an exhibitor if not attending the conference sessions. Exhibitors can register additional guests. Exhibitor/Guest Badges allow access to Exhibit/Poster Hall and all meal & social functions.

### ELIGIBILITY

The technical exhibit area is open to exhibitors whose products or services are both scientific and/or commercial and must be for use in or related the science of Pharmacometrics/clinical pharmacology. All new exhibiting companies applying to exhibit at the 2022 Conference are subject to ISoP Board of Directors approval.

### DEMONSTRATIONS/LITERATURE DISTRIBUTION

All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or hotel .

### CANCELLATION POLICY

All requests for cancellation or reduction of space must be received in writing. If Show Management receives a written request for cancellation or reduction of space on or before August 4, 2022, the exhibitor will be eligible for a full refund minus a \$1,000.00 administrative processing fee. No refunds will be made after August 4, 2022. ***Covid-19 - If the conditions closer to the meeting still impose U.S. Federal and/or local restrictions that make it impossible and/or impractical to host our annual meeting in a traditional way, ISoP will cancel ACoP13. ISoP will contact each Exhibitor individually to evaluate options that best suit their needs, including credit toward ACoP14.***

### EXHIBITOR SERVICE KIT

The Exhibitor Service Kit will be emailed to all the paid exhibitors contact email address in July 2022. The Service Kit will include 3<sup>rd</sup> party service forms (shipping, electric, furniture, graphics etc.) and will include installation, show and dismantle hours.

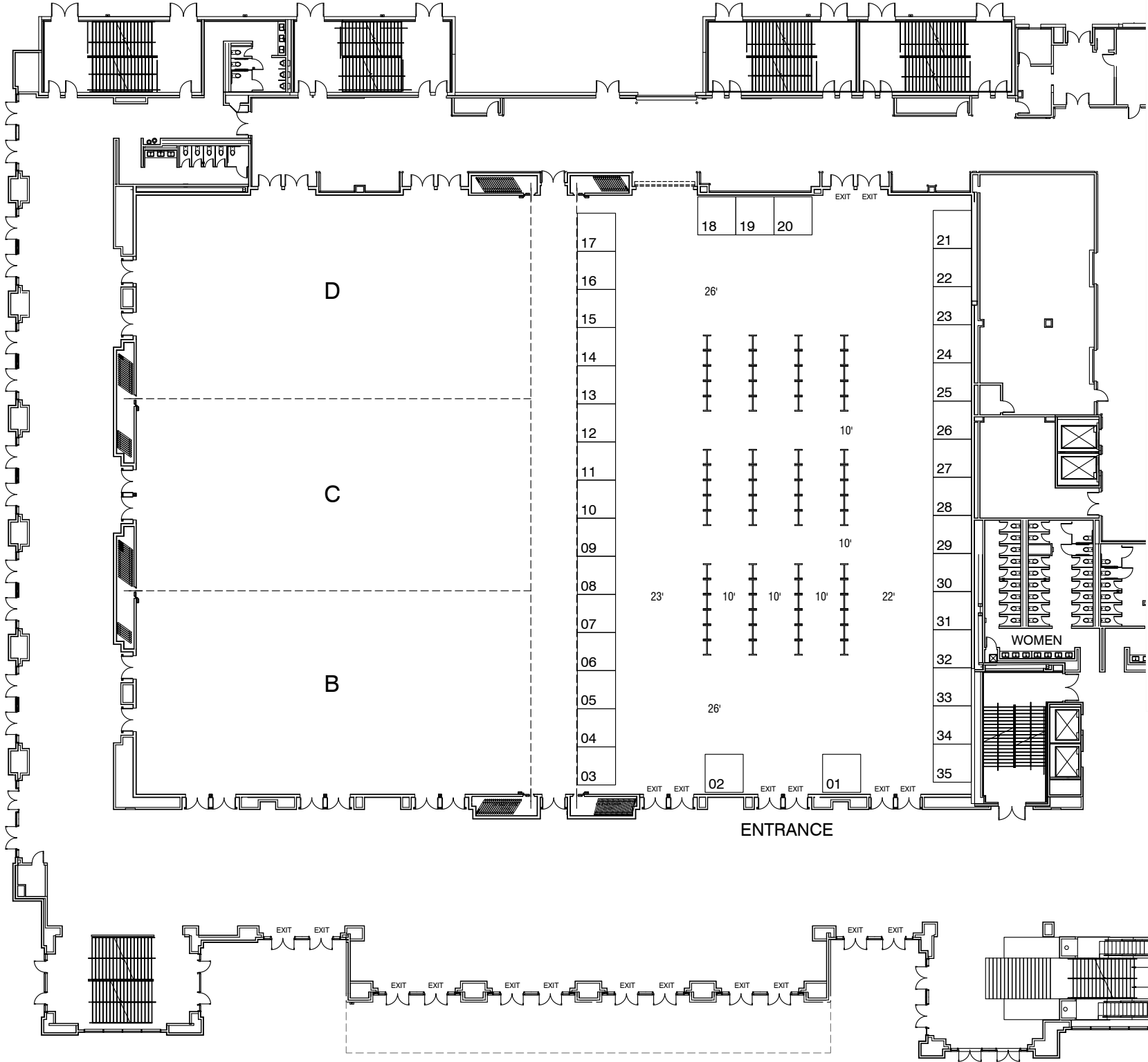
### INSTALLATION AND DISMANTLE OF EXHIBIT

Show Management reserves the right to post the time for the installation of a booth prior to the Conference opening and for its removal after the conclusion of the Conference. Any space not claimed and occupied three (3) hours prior to the published Conference opening time, may be resold or reassigned without refund. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

### STAFFING

Exhibits must be staffed during all scheduled exhibit hours. All Exhibit Staff must be registered and wear their badge.

**ACoP13**  
 10/31 - 11/2/22  
 Gaylord Rockies  
 Aurora, Colorado



**Booth Count:**  
 Block.....Count  
 10x10.....35  
 4Wx8H posterboard.....64

FLOOR PLAN IS SUBJECT TO FIRE MARSHAL APPROVAL  
 File Name: ACoP10.dwg

Tradeshows -- Expositions -- Electrical -- Rigging  
 (877) SOE.EXPO toll free  
 (708) 344.4111 phone  
 (708) 344-3050 fax  
 www.sourceoneevents.com

Show Name: ACoP10  
 Show Dates: October 4-7, 2020  
 Facility: Gaylord Rockies  
 Room Name: Adams Ballroom A  
 City: Aurora, CO  
 Aisle Size Unless Noted: 10'  
 Booth Size Unless Noted: 10x10  
 Miscellaneous:  
 Miscellaneous: Ceiling height 28'  
 Miscellaneous:  
 Job Number:  
 Account Rep: Kelsey Francis

Initial: 11/15/19	Revision:
Revision: 11/18/19	Revision:
Revision: 2/06/20	Revision:
Revision: 4/06/20	Revision:

**NOT TO SCALE**

**DISCLAIMER**  
 Every effort has been made to insure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities, or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

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