



Exhibit Space and Advertising Contract

Academy for Eating Disorders
International Conference on Eating Disorders
May 2 – 4, 2013
Clinical Teaching Day: May 1, 2013
Hilton Montréal Bonaventure
Montréal, Québec, Canada

\$1,750 US per 8' x 10' exhibit booth

Booth includes:

- One complimentary registration
- Company identification sign
- One 6' x 30' table and two chairs
- Back wall and side rail fabric drape
- General security
- Acknowledgement in Conference Program
- Acknowledgement on signs in the registration area with other exhibitors
- Organization name in acknowledgment of support on the AED website following the annual conference

\$400 US Take One Table

\$1,000 US Room Drop Program

1. Take One Table	\$	_____
2. Exhibit Opportunity		
Number of tables ordered	\$	_____
Price per table	\$	_____
Total exhibit payment enclosed.....	\$	_____
3. Room Drop Program	\$	_____
4. Advertising		
Back cover full-page	\$2,500	\$ _____
Inside front cover full-page.....	\$1,000	\$ _____
Inside back cover full-page.....	\$1,000	\$ _____
Full-page.....	\$500	\$ _____
Half-page.....	\$400	\$ _____
Quarter-page	\$300	\$ _____
Total enclosed	\$	_____

The undersigned hereby authorizes AED to reserve exhibit space for use by the company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to AED. The undersigned acknowledges that space assignments shall be acceptable unless AED is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature _____ Date _____

Name (print or type) _____ Title _____

The Company agrees to abide by the ACCME Standards for Commercial Support of Continuing Medical Education activities (see http://www.accme.org/dir_docs/doc_upload/68b2902a-fb73-44d1-8725-80a1504e520c_uploaddocument.pdf) and the ANCC Commercial Support Guidelines. No promotional activities will be permitted in the same room or obligate pathway of the educational activity. No promotion of products will be permitted in the same room as the educational activity.

Acceptance of exhibit support does not constitute real or implied endorsement of any company subsidizing costs related to the activity.

Card# _____

Exp. Date _____

Signature _____

Credit Card Billing Address (if different than above) _____

Name _____

Title _____

Company/Organization _____

Address _____

City State/Province Zip/Postal Code Country

Phone _____

Fax _____

Email _____

Organization Website _____

The above information will be included in AED's printed material.

Choice of space locations (list all booth numbers):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Type a 15-word description below and email a **75-word description of your product/services to cmeehan@aedweb.org** (Does not apply to the Take One Table). Descriptions received after March 15, 2013, may not be included in the Conference Program.

Do not assign near:

For Office Use Only

Booth Assigned _____

Total Fee \$ _____

Payment Received _____

Exhibitor Mailed _____

Payment

Complete this contract and attach payment to reserve a booth or supporter opportunity for the 2013 ICED. All booths are awarded on a first-come, first-serve basis.

Make checks payable (in U.S. funds) to:

Academy for Eating Disorders

The AED taxpayer ID# is 36-3929097.

Exhibit space opportunities require full payment.

Please indicate payment type:

- Check VISA MasterCard Discover Amex

Exhibitor Rules and Regulations

Hilton Montréal Bonaventure
Montréal, Québec, Canada



Academy for Eating Disorders 2013 International Conference on Eating Disorders May 2 – 4, 2013

Exhibits and Signs

Each 8' x 10' exhibit space will include one 6' x 30" covered table, two chairs, back wall and side rail fabric drape. A sign will be provided to each exhibitor.

Space Assignment

Space assignments will be made in the order in which applications are received. Exhibitors wishing to avoid assignment of space adjacent to a particular competitor should indicate this on their application for exhibit space. Careful consideration will be given to such requests. The Academy for Eating Disorders reserves the right to alter the floor plan at any time.

Payment

Exhibits are \$1,750 US for an 8' x 10' booth. Payment must be received in full upon application. Checks should be made payable to the Academy for Eating Disorders and mailed to:
Academy for Eating Disorders
Attn: Exhibit and Support Manager
111 Deer Lake Rd., Suite 100
Deerfield, IL 60015 USA

Cancellation Policy

Cancellations received at AED headquarters in writing by February 1, 2013, will be subject to a 40 percent administrative fee. No refund is possible for cancellations received after February 1, 2013.

Cancellation of Meeting and Exhibition

If AED should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government, acts of terrorism, or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then AED has the right to cancel the exhibition with no further liability other than a refund of space rental less a proportionate share of show management expenses.

Official Contractor

The official contractor will handle all decorating and exhibit furniture. The exhibitor services kit outlines prices and instructions for securing special lighting, wiring, telephone or other special work. Exhibitors are responsible for all freight, dryage, decorating and labor charges. The exhibitor services kit will be mailed to exhibitors a few months prior to the conference and will include shipping information.

Installing Exhibits

The exhibit area will be available for set up on Wednesday, May 1, 3-5 p.m. All exhibits must be set by 5 p.m. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

Dismantling Exhibits

All exhibits must remain intact until the official closing time of Saturday, May 4, at 11:30 a.m. and may not be dismantled or removed, in whole or in part, before that time.

Conducting Exhibits

No drawings, raffles or quiz-type contests of any type will be permitted. No bags or containers for collection of samples are to be distributed by an exhibitor. This applies to any envelope, folder, portfolio, box, etc., that provides carrying space for more than a single sample. Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the Academy. The Academy reserves the right to refuse applications that do not meet the standards, required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Fire Protection

All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the fire department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

Security

Exhibit management provides peripheral security guard service during non exhibit hours. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display — even temporarily.

Protection of the Hotel Building

Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the convention service manager of the hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

Restrictions on Use of Space

No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of AED. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

Care of Exhibits

Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

Insurance

All outside suppliers, AED exhibitors and/or companies providing services relative to any event are required to provide proof of commercial insurance. The amounts no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Certificates of insurance evidencing the required insurance must be received by the conference services/catering manager before load-in for any event and must name The Hilton Montréal Bonaventure as additional insured. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and save the Academy for Eating Disorders and the The Hilton Montréal Bonaventure and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Academy for Eating Disorders and the The Hilton Montréal Bonaventure and its employees and agents. In addition, exhibitor acknowledges that the Academy for Eating Disorders and the The Hilton Montréal Bonaventure do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time such as in the Exhibitor Manual. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

Responsibility

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel (Hilton Montréal Bonaventure) premises and will indemnify, defend and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

Unions and Contractors

Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.

ACCME Conditions

1. STATEMENT OF PURPOSE: Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.

2. CONTROL OF CONTENT AND SELECTION OF PRESENTERS AND MODERATORS: CME Accredited Provider and the AED are ultimately responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program.

3. ROLE OF AED: AED will assume certain responsibilities for the overall management of this activity and the day-to-day communications with the parties associated with this activity, including faculty and the Company.

4. DISCLOSURE OF FINANCIAL RELATIONSHIPS: CME Accredited Provider and AED will ensure meaningful disclosure to the audience of (a) Company funding and (b) any significant relationships that the Company has with CME Accredited Provider (e.g., grant recipient) or with individual speakers or moderators.

5. INVOLVEMENT IN CONTENT: There will be no "scripting", emphasis, or influence on content by the Company or its agents.

6. ANCILLARY PROMOTIONAL ACTIVITIES: No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room.

7. OBJECTIVITY & BALANCE: CME Accredited Provider and AED will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

8. LIMITATIONS ON DATA: CME Accredited Provider and AED will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.

9. DISCUSSION OF UNAPPROVED USES: CME Accredited Provider and AED will require that presenters disclose when a product is not approved in the United States for the uses under discussion.

10. OPPORTUNITIES FOR DEBATE: CME Accredited Provider and AED will ensure meaningful opportunities for questioning or scientific debate.

11. INDEPENDENCE OF AED IN THE USE OF CONTRIBUTED FUNDS:

- a. Funds should be in the form of an educational grant made payable to AED as directed.
- b. All other support associated with this CME activity (e.g., distributing brochures, preparing slides, etc.) must be given with the full knowledge and approval of CME Accredited Provider and AED.
- c. No other funds from the Company will be paid to the program director, faculty, or others involved with CME activity (additional honoraria, extra social events, etc.).

All parties agree to abide by all requirements of the ACCME *Standards for Commercial Support of Continuing Medical Education* (appended).

CME Accredited Provider and AED agree to:

- 1) acknowledge educational support from the Company in program brochures, syllabi, and other program materials;
- 2) upon request, furnish the Company a report concerning the expenditure of the funds provided.

AGREED

Signature: _____

Organization: _____

Date: _____

Return Contract

Mail or fax contract with payment to:
Academy for Eating Disorders
Attn: Exhibit and Sponsorship Manager
111 Deer Lake Rd., Suite 100
Deerfield, Illinois 60015 USA
Fax: +1-847-480-9282
Email: cmeehan@aedweb.org