

# OFFICIAL EXHIBIT APPLICATION

DDW<sup>®</sup> Administration is hereby authorized to reserve space in the exhibit area of DDW 2011.  
**PLEASE PRINT CLEARLY.**



## EXHIBITING COMPANY INFORMATION

Company Name

Company Address

City State/Province Zip/Postal Code Country

Company Phone Company Fax Company Web Site

## CONTACT INFORMATION

Sales Contact Person Title

Operations Contact Person Title

Address

City State/Province Zip/Postal Code Country

Phone Fax Email

## PAYMENT INSTRUCTIONS

### PAYMENT DUE DATES:

- Applications submitted on or before September 3, 2010 – 30% of total booth fees due with application.
- Applications submitted after September 3, 2010 – 60% of total booth fees due with application (or second installment of 30% due). You will not be permitted to book housing unless 60% of exhibit-related fees are paid by this deadline.
- Applications submitted after January 7, 2011 – 100% of booth fees due with application (or final installment of 40% due).
- Exhibitors who have not paid in full for ALL exhibitor-related activities will not be permitted to set up their booths.

### REMIT PAYMENT TO:

DDW Administration  
PO Box 758880, Baltimore  
MD 21275-8880

### WIRE TRANSFERS:

Contact DDW Administration  
at [ddwadmin@gastro.org](mailto:ddwadmin@gastro.org)

Payments are accepted via check, money order, wire transfer, or credit card. Checks and money orders must be made out to Digestive Disease Week. Checks must be in U.S. dollars drawn from a U.S. bank. **Credit cards will be only accepted for initial deposits made onsite at DDW 2010.**

**Full payment must be received by Jan. 7, 2011. DDW Administration reserves the right to cancel booth assignments as necessary due to non-payment.**

## CANCELLATIONS/REDUCTIONS

**Notification of booth space cancellation or space reduction must be in writing. Any exhibitor canceling/reducing assigned space will be charged a fee based on the following schedule:**

- On or before Feb. 4, 2011 – 25% of total booth fee due, regardless of whether or not the space is re-sold.
- After Feb. 4, 2011 – 50% of total booth fee due if the space is re-sold or the floor is sold out. 100% of the total booth fee will be due if the space is not re-sold or the floor is not sold out.
- Booth cancellations will result in automatic cancellation of any hotel rooms booked before Jan. 7, 2011.
- Booth reductions may result in a reduction of the total amount of hotel rooms an exhibitor may secure.

## RULES AND REGULATIONS

The applicant agrees to abide by all rules, requirements, and restrictions as set forth on the enclosed notice and online at [www.ddw.org](http://www.ddw.org) or as may be especially designated by DDW Administration, the convention center, or the city. Failure to abide by such rules and regulations will result in forfeiture of all monies paid or due DDW Administration under terms of this agreement. No exhibitor may assign, sublet the whole or any part of the space allotted, nor exhibit therein any goods other than manufactured or handled by the exhibitor in the regular course of his or her business.

**Market research firms must indicate for whom they are working:**

All booths will be equipped with 8' draped back wall and 3' draped side wall(s). The basic rate includes: roving guard security (in exhibit hall), daily cleaning of aisles, and a 44" x 7" two-line company identification sign indicating your company name and booth number(s). **You are required to fully carpet booth space.**

## BOOTH DETAILS

**Principal products or services to be displayed include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total number of booths requested:** \_\_\_\_\_

**Preferred booth size (and type):** \_\_\_\_\_

*(Types: Inside, Corner, Peninsula, Island or Non-profit Organization)*

**Preferred booth location (Please fill in all six choices):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Exhibitors I prefer to be near:** \_\_\_\_\_

**Exhibitors I prefer not to be near:** \_\_\_\_\_

Management reserves the right to rearrange the floor plan as needed or relocate booths, with appropriate notification of the exhibitors involved.

## BOOTH FEES

_____ Inside Booth(s) <b>\$2,585 each =</b>	\$ _____
_____ Corner Booth(s) <b>\$2,750 each =</b>	\$ _____
_____ Sq. Feet Peninsula Booth <b>\$30/sq.ft =</b>	\$ _____
_____ Sq. Feet Island Booth <b>\$31/sq. ft. =</b>	\$ _____
_____ Non-profit Organizations <b>\$330 (per 10' x 10', limit 2) =</b>	\$ _____
_____ Executive Meeting Room <b>\$10,000 (per 20' x 20') =</b>	\$ _____
_____ Deluxe Meeting Room <b>\$6,000 (per 10' x 20') =</b>	\$ _____
<b>TOTAL BOOTH FEES:</b>	\$ _____

## PAYMENT DETAILS

**Please select your payment plan:**

Full Payment     Installment Payments\*

Visa     Mastercard     Amex

**Credit cards only accepted for initial deposits made onsite at DDW 2010.**

Check enclosed in the amount of: \$ \_\_\_\_\_

**Booth Fee: \$** \_\_\_\_\_

**Total Charge Amount: \$** \_\_\_\_\_

\*Refer to "payment instructions" on reverse for installment payment schedule.

\_\_\_\_\_  
Name of Cardholder

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature

**I have read and understood this agreement, and serve as an authorized agent for the applicant company. Applications without a signature will not be accepted.**

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### DDW ADMINISTRATION USE ONLY. DO NOT WRITE IN THIS SPACE.

DATE OFFICIAL EXHIBIT APPLICATION RECEIVED: \_\_\_\_\_

BOOTH(S) ASSIGNED: \_\_\_\_\_

TOTAL BOOTH FEE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CHANGED TO: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_