



2019 SCIENCE EXPO EXHIBITOR REGISTRATION AND AGREEMENT

Primary Contact Information

Name: _____

Job Title: _____

Company: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Circle applicable fee:	Member	Non Member
Cosmetic Science EXPO & Science Symposium Package Includes exhibit space for one table top and full Science Symposium registration for one individual.	\$1,595	\$1,945

Only one individual is included in the fee above. Any additional person(s) must register separately.

If different from primary contact above, provide contact below for one complimentary EXPO Registrant:

Name: _____ Badge Name: _____

Job Title: _____ Email: _____

Company Description & Logo

Please email a high resolution jpeg of your company logo to mcdonaldc@personalcarecouncil.org and attach a description of your company and the products/services you plan to exhibit (may not exceed 50 words). These will appear in the official program.

Exhibitor Booth Assignment

Booths are assigned according to date of receipt of Agreement and payment. Please see Regulations for further details. If there are any companies that you do not wish to be next to, please indicate the names below:

Please list any electrical or other special requirements: _____

Payment Information

Check Enclosed Credit Card: American Express Visa MasterCard

Card Number: _____ Exp. Date: _____ CVV: _____

Name on Card: _____

Billing Address Associated with Credit Card: _____

**Submit form (2 pages) with payment via mail or email to Catherine McDonald:
 1620 L St, NW, Suite 1200, Washington, DC 20036 or mcdonaldc@personalcarecouncil.org**

Exhibitor Regulations

Organizer. The word "Organizer" means Personal Care Products Council (PCPC), its officers, agents, employees and committees authorized to act for it in the promotion and management of the Exhibition.

Exhibitor. The word "Exhibitor" means the exhibiting company, its officers, agents, employees and any other representative authorized to act for it in connection with its participation in the exhibition.

- 1) A table top exhibit is a standard (6' x 30") table with a draped cloth which will be supplied by the hotel or meeting property.
- 2) Table Top Displays. The following are permitted on table top displays: educational sales literature; samples of ingredients, additives, or laboratory products; displays that fit on top of the table. Maximum size allowed for these displays is 4 feet above table. No materials will be placed in front of or beside the table. Video equipment must be placed on table. The following are prohibited from table top displays: free standing floor displays larger than the table; displays that are higher than 4 feet above the table or obstruct the view of adjoining exhibits; mechanical, electrical or other devices which produce sound that prove disturbing to other Exhibitors.
- 3) **Only one Exhibitor is included in the fee, any additional person(s) must register for the event in order for them to display at the table.** Subletting of the space by the Exhibitor is prohibited.
- 4) Electricity will be provided for the displays **upon request**.
- 5) Each Exhibitor should have an authorized representative present at the booth throughout the exhibit period and during the set up and dismantling of displays.
- 6) No solicitation, interviews, or distribution of literature may be conducted outside the confines of the Exhibitor's individual table top area. Exhibitors are prohibited from conducting any prize drawings or contests. Exhibitors are prohibited from displaying logos of other trade organizations/associations.
- 7) Arriving exhibits shall be received at areas which the Organizer designates, and shall be plainly marked, with charges prepaid.
- 8) Exhibits must follow all set up and dismantling policies and procedures. PCPC staff will check each table to ensure these have been followed.
- 9) Should a violation(s) be determined, the Exhibitor must remedy the violation immediately or, failing to comply, forfeit the table. No refunds will be made to the Exhibitor due to forfeiture for non-compliance.
- 10) If the Exhibitor does not occupy its exhibit space by the time set for completion of display installation, the Organizer may repossess the space for other use.
- 11) Exhibits shall remain fully intact until the exhibition has officially ended. Exhibits shall be removed from the building by the time specified in the contract. If the Exhibitor fails to comply in the allotted time, the Organizer reserves the right, at Exhibitor's expense, to ship or store exhibit or to make other disposition of the property, without any liability to the Organizer.
- 12) Members of PCPC staff will be available on site to answer questions and insure that all policies are followed.
- 13) PCPC assumes no risk. By accepting this agreement, the Exhibitor expressly releases PCPC from any and all liability for damage, injury, or loss to any person, goods, or from any cause whatsoever.
- 14) The Exhibitor indemnifies and agrees to hold harmless the hotel, its officers, directors, employees and agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his agents, representatives, or employees by reason of the Exhibitor's occupancy or use of the exhibition facilities.
- 15) Any laws, rules or regulations imposed on PCPC, either by any government authority or the meeting site, shall also be binding on Exhibitors. PCPC shall not be liable to Exhibitors for any changes that may have to be made to comply with local law or meeting site requirements.
- 16) Cancellation of the Exhibitor Agreement will be accepted only at the sole discretion of Organizer. Upon such acceptance, Organizer may retain, at their sole discretion, as liquidated damages and not as a penalty, all amounts then paid by Exhibitor up to the time of cancellation pursuant to the payment schedule. There will be no refunds for any reason 30 days prior to the exhibit day.

Sign and Return to Reserve Your Spot

I have read the Exhibitor Regulations and agree to comply with the Regulations as outlined by PCPC.

Signature: _____ Date: _____

Print Name: _____ Title: _____