

# EXHIBIT SPACE CONTRACT CONDITIONS & REGULATIONS

## CONTRACT TERMS

Each exhibitor and employees 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 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 April 19, 2017 no refunds after this date.

## CONFIRMATION

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

## ATTENDING CONFERENCE

Exhibitors are welcome to attend the conference as learners but all sales must be outside of the conference room in the exhibit hall. Exhibitors can listen to the conference with no extra fee, but if you are attending for credits then you will need to sign up separately as a attendee and pay the registration fee.

**REGISTRATION DEADLINE:  
APRIL 26, 2017**

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## EXHIBITOR ON-SITE ARRIVAL & REGISTRATION

The First official Exhibit time will be at 10AM on April 28 and 10AM on April 29. All tables will be asked to please be set up by this time. You are welcome to set up early. Exhibit setup will be available anytime after 6:30am on April 28.

Conference material packets will be available at the conference at your arrival.

## 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 3:15pm on Friday and 2:15pm 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 promptly to each exhibitor.

RUSSOCME PRESENTS:

# TRI CITIES PAIN CONFERENCE

## EXHIBITORS INVITATION



APRIL 28 & 29, 2017

PASCO, WA

|RUSSOCME|

# CONFERENCE

# SCHEDULE

# REGISTRATION

APRIL 28, 2017 7:45AM TO 5:30PM		APRIL 29, 2017 7:45AM TO 4:30PM	
7:30AM	REGISTRATION	7:30AM	REGISTRATION
7:45AM	INTRODUCTIONS	7:45AM	INTRODUCTIONS
8:00AM	PAIN TOPIC PENDING	8:00 AM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
9:00AM	PAIN TOPIC PENDING	9:00AM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
10:00AM	BREAK / EXHIBITS	10:00AM	BREAK / EXHIBITS
10:20AM	PAIN TOPIC PENDING	10:20AM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
11:20AM	PAIN TOPIC PENDING	11:20AM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
12:20PM	LUNCH / EXHIBITS	12:20PM	LUNCH / EXHIBITS
1:15PM	PAIN TOPIC PENDING	1:15PM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
2:15PM	BREAK / EXHIBITS	2:15PM	BREAK / EXHIBITS
2:30PM	PAIN TOPIC PENDING	2:30PM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
3:30PM	PAIN TOPIC PENDING	3:30PM	PAIN TOPIC PENDING
SPEAKER PENDING		SPEAKER PENDING	
4:30PM	PAIN TOPIC PENDING		
SPEAKER PENDING			

ACTUAL DAY, TOPIC AND TIME OF EACH SPEAKER MAY VARY

THIS SCHEDULE IS TEMPORARY -

## EXHIBIT LEVELS

- ◆ **LEVEL 1 EXHIBITOR \$900**  
Recognized as a Gold Exhibitor, ad in introduction, 1/2 page ad enclosed in conference schedule, 2 draped booth tables, and 3 representatives.
- ◆ **LEVEL 2 EXHIBITOR \$700**  
Ad in introduction, 1/4 page ad enclosed in conference schedule, 1 draped booth table, 2 representatives
- ◆ **LEVEL 3 EXHIBITOR \$450**  
Name recognized in introduction, 1 draped booth table, 1 representative

## REGISTRATION

- ◆ Regular registration available through April 26 , 2016

## LOCATION/ACCOMADATION

- ◆ The Conference will be held at the Red Lion Hotel in Pasco, WA. The exhibits will be set in a room adjacent to the conference room.  
  
Red Lion Hotel Pasco  
2525 N 20th Ave  
Pasco, WA 99301
- ◆ The Hotel gives us a special rate of \$102 for any one attending the conference. Just mention you are connected with the conference when you book your

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### Contact Information

Company/Organization \_\_\_\_\_

Rep(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

Please list below what exhibit level you would like:

- Exhibit Level \_\_\_\_\_ \$ \_\_\_\_\_
- Additional Exhibitor Table \$400 \$ \_\_\_\_\_
- Additional Representative \$50 x \_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

### 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

Fax #: (877) 754 - 0320

Email: russocme1@gmail.com