



Application & Contract for Exhibit Space

Hynes Convention Center
Boston, Massachusetts
Congress Dates: June 10 - 14, 2017
Exhibit Dates: June 11 - 14, 2017
www.cytoconference.org

Company Information for Program

Exhibiting Company Name _____
Street Address _____
City/State/Country/ZIP _____
Telephone _____ Fax _____
Company Email Address _____
Website _____

Space Requirements

Minimum Booth Size: 10'x10' = 100 sq ft
Number of Booths: _____
Please select several booth choices since your 1st choice may not be available. Also be sure to check for your competitors location on the virtual floor plan.
Booth Number Preferences:
1. _____ 2. _____ 3. _____ 4. _____ 5. _____

We prefer **not** to be located adjacent to or opposite the following companies:

Booth assignment by priority points starts January 19, 2017. After January 19, 2017, space is reserved by date received.

You may Fax your application to: 301-634-7014 or scan and email to jkearney@cytoconference.org

Space Rental Fees

Companies interested in purchasing an Island booth should contact Janet Kearney at jkearney@cytoconference.org

10' x 10' Inside Booth:	\$3,000 USD
10' x 10' Corner Booth:	\$3,200 USD

All Booth Upgrades are listed on the Online Floor Plan

<input type="checkbox"/> Bronze: Company URL	\$250
<input type="checkbox"/> Silver: URL, plus your logo	\$400
<input type="checkbox"/> Gold: URL, logo and Video	\$500

Total Cost \$ _____

Payment Schedule

50% of Exhibit Space Fees are due upon receipt of invoice.
Full payment for Exhibit Space is due by February 16, 2017.
Any payment not received before the deposit deadline will authorize Management to release your booth reservation.

Contact Person _____
Contact Email _____ Date _____

Management will attempt to accommodate company requests for specific space(s), no guarantees can be made that the company will be assigned the space(s) requested. Company acknowledges that he/she is not contracting for a specific space(s) but rather for the right to participate as an Exhibitor in this Event.

ISAC reserves the right, at its sole discretion, to accept or deny applications for exhibition space and to allocate space among applicants.

Cancellation Policy:
Notification of a company's decision to cancel or reduce space must be made in writing. The effective date of space cancellation or reduction will be the date a written notice is received by Exhibit Management.

If space is cancelled or reduced prior to February 16, 2017, 50% of the total cost of space will be retained. No refunds will be given for any cancellations or reductions received after February 16, 2017; company will be responsible for full cost of space.

CYTO USE ONLY: Date Received _____
Booth # _____ Confirmed by _____