



ISPOR 2023 Exhibit Hall Meeting Rooms are reserved for exhibitors, sponsors, and symposia hosts who wish to reserve-private meeting space located within the exhibit hall show floor. Exhibit Hall Meeting Rooms are intended for small client and internal meetings with no more than 8 attendees. Exhibit Hall Meeting Rooms are not intended for educational presentations. Affiliate meetings held in the exhibit hall must be scheduled during open exhibit hall hours ONLY. Please refer to the conference program for hours and updated schedule. No Exhibit Hall Meeting Room access will be provided to attendees for entry before the opening or after the closing of the Exhibit Hall.

Meeting space is limited and requests that comply with these guidelines will be considered on a first-come, first-served basis. Requests for Exhibit Hall Meeting Rooms held during ISPOR 2023 must be submitted for approval to the ISPOR Global Events Team via this [submission form](#).

Each Exhibit Hall Meeting Room Includes:

- Each Meeting Room includes a 10ft x 20ft hard wall structure (Rooms do not have ceilings)
- Each Meeting Room will accommodate up to 8 attendees and includes 2 small round tables, 8 chairs and 1 wastebasket.
- Each Meeting Room includes one small company ID sign outside the meeting room door that identifies the company/organization and additional signage or collateral materials in other areas of the venue are not permitted, unless approved by ISPOR.
- Carpet and electricity are not provided. Sponsors can order carpet and electricity if desired at their own expense through the exhibitor service manual.

Exhibit Hall Meeting Room Access, Set-Up and Dismantle

- Exhibit hall meeting rooms will be available for use from 9:30am on Monday May 8, 2023, through 11:30pm on Wednesday, May 10, 2023, **during official exhibit hall hours ONLY**.
- Meeting Rooms will be available for setup on Monday, May 8 at 9:00am
- Exhibit Hall dismantle will begin promptly at 11:30 on Wednesday, May 10 and all meetings will need to conclude on time. Attendees will be asked to leave the show floor immediately for their safety during dismantle.
- **No Exhibit Hall Meeting Room access will be provided to attendees (non-exhibitors) for entry before the opening or after the closing of the Exhibit Hall. No exceptions will be made. This includes your staff that does not have an Exhibitor or Exhibit Hall only badge.**
- All Exhibit Hall meeting room attendees must have an official conference badge in order to access the exhibit floor and exhibit hall meeting rooms. ISPOR is not responsible for private property being left unattended in the reserved Exhibit Hall Meeting Room/Affiliate Meeting Space. Please be mindful of all personal property and valuables throughout the conference.

Exhibit Hall Meeting Room Cost

- \$4,200 per room for 3 days

All participants of your affiliate meeting in the Exhibit Hall Meeting Rooms **MUST** be registered to attend the ISPOR conference and must wear their name badges to gain access to the venue and all meeting areas at the venue.

Marketing efforts associated with the affiliate group function space shall include the following messaging: "This is not an official ISPOR event, not sponsored or endorsed by ISPOR."

ISPOR 2023

May 7-10 | Boston, MA, USA



PAYMENT TERMS

Upon receipt of the invoice the Exhibit and/or Sponsoring Company is required to submit payment in full within thirty (30) days of the invoice date unless otherwise noted. After thirty (30) days or the payment due date noted on the invoice, the Exhibit and/or Sponsorship will be withdrawn. However, failure to make payment does not release the financial obligation of the Exhibitor and/or Sponsor. All Exhibit Hall Meeting Rooms assignments executed sixty (60) to one (1) day (March 7, 2023 – May 7, 2023) prior to the event are required to submit payment in full upon invoice receipt.

CANCELLATIONS

In the event the affiliate group cancels the room rental by providing written notice on or before February 6, 2023, ISPOR shall refund 50% of the fee paid. The affiliate group's cancellation after February 6, 2023, shall result in the affiliate group's forfeiture of the full room rental fee.

On or before February 6, 2023– Refund will be provided.
February 6, 2023, or after – No Refunds provided.

TERMINATION OF CONFERENCE AND EXHIBITS

Should the premises in which the ISPOR Conference is to be held becomes, in the sole judgment of ISPOR, unfit for occupancy, or should the conference and exhibit be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of ISPOR, the Exhibit Space and/or Sponsorship may be terminated. ISPOR will not incur any liability for damages sustained by Exhibitor and/or Sponsor as a result of such termination. In the event of such termination, the Exhibitor and/or Sponsor expressly waives such liability and releases ISPOR of and from all claims for damages and agrees that ISPOR shall have no obligations except to refund to the Exhibitor and/or Sponsor a prorated share of the aggregate amount received by ISPOR (as rental for exhibit space for said exhibit and/or for sponsorship), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the Exhibitor and/or Sponsor.

DISCLAIMERS

Once your request is approved, contact information for all service providers will be forwarded with acceptance of your affiliate space request. The affiliate contact is responsible for all costs for any additional services or labor required. ISPOR will invoice you directly for the room rental ONLY. ISPOR is not responsible for private property being left unattended in the reserved Affiliate Meeting Space. Please be mindful of all personal property and valuables throughout the conference.

All matters and questions not covered by the above guidelines are subject to the discretion of ISPOR. These guidelines may be amended at any time by ISPOR, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ISPOR to contracted parties.

The Exhibit and/or Sponsoring Company requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow the guidelines outlined. The affiliate group shall protect, indemnify, hold harmless and defend ISPOR, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ISPOR, its officer, directors, agents or employees.