



Connecting a World of  
Pharmaceutical Knowledge

## Rocky Mountain Chapter

## 2014 Rocky Mountain ISPE Vendor Exhibition

### GENERAL GUIDELINES:

1. No operating machines (e.g. pumps, motors, orbital welding devices, etc).
2. No tape/CD/DVD players, loudspeakers, or other sound amplification devices that would create noise greater than normal conversation levels.
3. Food and beverages (2 tickets per person – up to 2 people for the booth) will be supplied by RM ISPE. After beverage tickets are used, a cash bar is available.
4. Tabletop displays only. The display should not overhang the table or exceed 60" in height above the table.
5. One company per table. Two exhibitor reps per table (at any one time).

### TABLE DIMENSIONS:

Tables, if required by the exhibitor, are typically 72" x 30" and are supplied with a tablecloth and skirt by the Chapter at no extra cost. In certain circumstances, a table may be smaller than the typical length, but only with the prior approval of the exhibitor. The total footprint does not include the circulation space in front of or on either side of each table.

### SET-UP/TAKE-DOWN:

The exhibition ballroom will be available for set-up at 12 PM on the day of the exhibition. The exhibits cannot be taken down until 8 PM. All materials must be removed from the exhibition ballroom by 10 PM on the same day. A representative of RM ISPE will be at the hotel by 12 PM to supervise the staff and to assist exhibitors with their set-up.

### HOTEL ACCOMMODATIONS:

Should you decide to stay at The Westin Hotel we have a negotiated a discounted rate for our group. Please refer to the Hotel Accommodations supplement for more details.

### ATTENDANCE:

The success of this event is driven by attendance. We need your help to ensure our mutual success. As in the past, RM ISPE will provide broadcast email announcements to our members and contacts as well as supply Educational Programs to generate attendance. This event is FREE to all attendees.

Given that the event hall can become crowded, please be courteous and limit your exhibitor reps to 2 at your table at any one time as a crowd at your booth can tend to block circulation and adversely affect those 'downstream'. Two individuals may register as a part of your vendor registration. All other individuals who would like to attend from your company may register at a later date as an attendee.

### PAYMENT and TABLE PREFERENCE:

Select your preferred table choices per instructions on the registration form. Please review the latest table layout at the provided website link to view which tables are still available. Priority of table assignments will be based on two factors: (1) the date your payment is received and (2) your company's support of ISPE (e.g. current membership, volunteerism, sponsorship). Your payment must be by credit card. If other payment methods are required, please contact us at [rm-ispe@comcast.net](mailto:rm-ispe@comcast.net).

The Chapter's EIN (Employer Identification Number) is: 84 -1326476. This number is of interest to your Accounts Payable department.

### PRESENTATIONS:

A total of six 20 minute time slots will be available for product/service presentations located in the main venue hall. Projector and mic will be provided. After payment is received, you will be contacted for a preference on your time slot position. Time slots will be assigned in the order that payments are received.

### COST:

Please refer to the announcement for cost breakdown. The best value for non-members is to become a member by registering on-line at [ispe.org](http://ispe.org). Then you can pay the member price for the event. Get you member number first, and then register for the show.

### SPONSORSHIPS:

Please refer to the announcement for sponsorship opportunities. Sponsorships will be limited to current members and must be paid in full by January 17, 2014.

### CANCELLATION:

Cancellation requests must be made in writing and be received no later than January 17, 2014 to receive 100% refund. No refunds will be made if the cancellation requests are made after this date.



Connecting a World of  
Pharmaceutical Knowledge

## Rocky Mountain Chapter

### VENDOR EQUIPMENT SHIPPING INSTRUCTIONS

You will need to ensure that your items arrive at the above location by February 19<sup>th</sup> in order for it to be available for the Thursday event.

#### INBOUND SHIPPING OF EQUIPMENT:

The Westin Hotel can receive packages from exhibitors up to 3 days in advance if you require pre-shipment of your exhibitor systems. There is an INBOUND handling fee that will be assessed by the Hotel only to vendors that do NOT choose The Westin for lodging. The fee chart for inbound handling is below. It is the responsibility of the VENDOR to pay these fees.

0 to 4.99 Pounds	\$5.00	If storage exceeds 3 days, a \$25 per item per day storage fee will be added
5 to 19.99 Pounds	\$10.00	
20 to 49.99 Pounds	\$15.00	
Over 50 Pounds	\$25.00	
CRATES/PALLETS	NOT ALLOWED	

#### ADDRESS INCOMING BOXES AS FOLLOWS

ROCKY MOUNTAIN ISPE Vendor Show Feb 20, 2014  
 c/o Kellee Hasler  
 The Westin Westminster  
 10600 Westminster Boulevard  
 Westminster, CO 80020  
 Box(es) \_\_\_\_\_ of \_\_\_\_\_  
 Company Name, Booth Number

#### OUTBOUND SHIPPING OF EQUIPMENT:

Following the show it is extremely important that all vendors shipping items back to their offices or another location include Pre-paid Labels for return shipping via UPS or Fedex. Any packages WITHOUT pre-paid labels will not be shipped.

All labels must be included with the packages before the end of the show.

All packages must be put in the designated area to be determined by The Westin on or before the day of the show.

If packages are completely prepared for outbound, there will not be a charge assessed by The Westin Hotel.

If you should have any questions with regard to shipping please contact:

Kellee Hasler  
 303.410.5031  
 kellee.hasler@westinwestminster.com