



MDS FORMS AND INFORMATION

GES.

Exhibit Information

The *Movement* Disorder Society's 12th International Congress of Parkinson's Disease and Movement Disorders



Exhibit Hall Hours

Monday, June 23	9:00 a.m. to 5:00 p.m.
Tuesday, June 24	9:00 a.m. to 5:00 p.m.
Wednesday, June 25	9:00 a.m. to 5:00 p.m.
Thursday, June 26	9:00 a.m. to 4:00 p.m.

Exhibitors will be allowed in the Exhibit Hall 30 minutes before the exhibits open each day and may remain in the hall 30 minutes after it closes. Exhibitors must staff their exhibits during the above hours. Exhibit stands may not be left unattended for extended periods of time. No packing of equipment, literature or dismantling of exhibits will be permitted until after 4:00 p.m. on Thursday, June 26.

Exhibit Hall hours are subject to change. Exhibitors will be notified if a change in hours is necessary.

Installation and Dismantlement

Installation:

Saturday, June 21	2:30 p.m. to midnight
Sunday, June 22	6:00 a.m. to midnight

Dismantlement:

Thursday, June 26	4:00 p.m. – 8:00 p.m. *The return of empty crates/boxes may take between 2- 6 hours.*
Friday, June 27	8:00 a.m. – 4:30 p.m.

Admission to Exhibits and Scientific Sessions

Each exhibitor will be granted six complimentary Exhibitor Personnel badges for access to the exhibit hall only. Additional Exhibitor Personnel badges can be purchased at \$100 USD each.

Each exhibitor will additionally be granted one complimentary Exhibitor Delegate badge per 100 square feet of their exhibit space. This badge covers the International Congress registration fee and allows the exhibitor access to exhibits, scientific sessions, Welcome Reception, Corporate Therapeutics Sessions and Video Olympics. Additional Exhibitor Delegate badges may be purchased. Exhibitors must register separately to attend scientific sessions by completing an International Congress registration form and paying all appropriate registration fees. Information on how to register will be e-mailed to the exhibitor's contact person.

Badge Policy

Admission to the Exhibit Hall will be by name badge only. Security guards will monitor Exhibit Hall entrances for proper identification. Exhibit stand personnel must show an official MDS exhibitor name badge in order to gain access to the Exhibit Hall during installation, show, or dismantlement hours. Independent contractor personnel, hired by an exhibitor to install and dismantle their display, should register onsite for a temporary name badge valid for only installation and dismantlement hours.

Exhibit Information

Official Service Contractor

GES Exposition Services is the official service contractor for the 12th International Congress.

Requirements for Independent Contractors

Exhibiting companies who plan to use the services of a display house/service firm other than the designated service contractor must abide by the following rules:

- The exhibitor must notify the MDS International Secretariat in writing no less than 30 days prior to the International Congress of the names of the display house/service firm, address, telephone number and contact person.
- The display house/service firm must furnish a copy of an insurance certificate to the MDS International Secretariat in the amount of \$1,000,000.00 USD liability to include property damage. This certificate must be submitted no less than 30 days prior to the meeting. The certificate must indicate full coverage for installation days, show days and dismantling days.
- Upon arrival at the exhibition site, display house/service firm personnel must check-in at the exhibitor registration area, at the entrance of the Exhibit Hall, to receive work/labor badges which will allow them access to the exhibit area.
- Display house/service firms may not solicit business on the exhibit floor at any time.
- Display house/service firms must cooperate with the official designated contractors especially by not interfering with the efficient use of an official contractor's workers.

Important MDS Deadlines

The *Movement Disorder Society's*
12th International Congress of Parkinson's Disease and
Movement Disorders



*Please note that these are only deadlines for MDS. Please refer to show information in the next section for the deadlines for GES.

DATE	SEND TO	ITEM
April 30, 2008	MDS	- Deadline to submit International Congress participant mailing list request - Deadline to submit function space request
May 1, 2008	MDS	- Deadline to submit delegate bag inserts for pre-production approval
May 15, 2008	MDS	- Deadline to submit promotional items for approval
June 6, 2008	MDS AM Mailing	- Deadline for exhibitor personnel and exhibitor delegate registration - Deadline for delivery of delegate bag inserts to AM Mailing.
June 21, 2008 – 2:30 p.m.		- Exhibit installation begins
June 23, 2008 - June 26, 2008		- Exhibit hall open
June 26, 2008 – 4:00 p.m.		- Exhibit dismantlement begins

Rules and Regulations

The *Movement* Disorder Society's 12th International Congress of Parkinson's Disease and Movement Disorders



Advertising Material

Canvassing or distribution of advertising material by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor's assigned space. Limited signage advertising sponsored sessions and events must be approved and displayed by the MDS International Secretariat. Unauthorized signage will be removed.

Attendee Mailing Labels

Exhibitors may order one set of attendee mailing labels in advance of the International Congress. The mailing labels are for a one-time-only use and may not be duplicated. Label order forms and rates are included in this service kit.

Audiovisual Equipment

Sound systems must be kept at a reasonable level, and may not interfere with other exhibitors.

Demonstrations

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations may take place outside of an exhibitor's assigned space.

Facility Regulations

Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations is listed in this Service Kit.

Hospitality Suites and Special Events

Requests for hospitality suites should be made through the Function Space Request/Information Form. Company-sponsored special events must be approved by the MDS International Secretariat. No event may be scheduled to conflict with MDS program or social event hours.

Food and Beverage Distribution

Exhibits wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Hilton hotel. Please contact Janine Silzer at Janine.Silzer@hilton.com or +1 312-431-6975 to order any catering services you require.

Liability

The exhibitor assumes the entire responsibility and agrees to protect, indemnify, defend and save The *Movement* Disorder Society, the Hilton Chicago, all service providers and their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof.

In addition, the exhibitor acknowledges that The *Movement* Disorder Society, the Hilton Chicago and all other service providers do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Rules and Regulations

Market Research

Surveys or market research of any kind is prohibited.

Meeting Space

Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the International Congress without the written consent of the MDS International Secretariat. Requests for meeting space for company-sponsored sales meetings and MDS-approved activities should be submitted in writing to the MDS International Secretariat.

No Smoking

Smoking in the Exhibit Hall, scientific sessions and foyers is prohibited.

Relocation

The MDS International Secretariat reserves the right to relocate exhibitors. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the MDS International Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

Restriction of Exhibits

The MDS International Secretariat reserves the right to: (a) reject for any reason any exhibit application submitted for the MDS International Congress; (b) reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and (c) evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason. Violation of any regulations on the part of the exhibitor, their employees or agents shall annul the right to occupy space and such exhibitor will forfeit to the MDS International Secretariat all monies which may have been paid. Upon evidence of violation, the MDS International Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which the MDS International Secretariat may thereby incur.

Prizes and Lotteries

Prizes, sponsored contests and prize drawings will not be permitted.

Products and Services

Only those products and services detailed on the exhibit space application form or in writing prior to the International Congress and approved by the MDS International Secretariat may be exhibited or advertised.

Promotional Items

A promotional item approval form is distributed in this service kit and must be submitted by May 15, 2008 along with a sample, photo, or written description of each item. Distribution of descriptive product literature, notepads, pens and pencils is permitted. Other items may be distributed from the exhibitor's stand only with prior written approval. All items to be distributed must be useful to the attendees during the International Congress or in the professional activities of the booth visitor. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately.

Rules and Regulations

Subletting Exhibit Space

Subletting exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

Security

Professional security guard service will be provided throughout installation and dismantlement as well as after daily Exhibit Hall hours. Neither the security service, MDS, decorator nor the Hilton Chicago is responsible for any loss or damage to exhibitor property.

Selling from Exhibit Stand

Selling merchandise of any kind is prohibited. Order forms may be distributed.



**The Movement Disorder Society's
12th International Congress of Parkinson's Disease and Movement Disorders
Chicago, IL, USA ♦ June 22-26, 2008**

CONGRESS REGISTRATION MAILING LIST REQUEST

To request mailing labels for Congress registrants please **complete and return this form with full payment by April 30, 2008**. A sample of the item(s) to be mailed must be included with this form. All labels are for one-time use only.

Return this form and sample mailing piece to: **MDS International Secretariat
555 E. Wells Street, Suite 1100
Milwaukee, WI, USA 53202
Tel: +1 414-276-2145
Fax: +1 414-276-3349**

Name: _____ Company: _____

Address: _____

City: _____ State/Province : _____ Postal Code/Zip: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of item(s) to be mailed – (a sample must be included with completed form)

TYPE OF LABEL: Labels are available in pressure sensitive (stick-on) label format only. Labels are not available electronically.

Format:

- 1-up pressure sensitive labels
- 3-up pressure sensitive labels

Sorting Criteria:

- Last Name Alpha
- Postal Code/Zip
- Country specific: _____

COST/PAYMENT INFORMATION -Please check one-

- Non-profit Organization - Payment Amount: \$200.00 USD**
- For Profit Organization - Payment Amount: \$2,000.00 USD**
- 12th International Congress Silver, Gold, Platinum, Platinum Plus or Double Platinum Supporter: One Complimentary List**

Payment Type: Visa Master Card American Express Check Enclosed (made payable to MDS)

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name (please print): _____

Cardholder's Signature: _____

I understand that the participant mailing labels provided by The *Movement* Disorder Society are for a **one-time use only**. The list **may not be duplicated** in any fashion.

Signature: _____

Date: _____



**The *Movement Disorder Society's*
12th International Congress of Parkinson's Disease and Movement Disorders
Chicago, IL, USA ♦ June 22-26, 2008**

DELEGATE BAG INSERT APPROVAL FORM

Delivery Deadline: June 6, 2008

Date subject to change

Please complete the following form and submit it with a sample of the item(s) to be inserted in to the Congress Registration Bags. **All supporter and non-supporter promotional items or printed inserts for the Congress Registration Bags must be reviewed and approved by the MDS International Secretariat prior to production by May 1.** Please kindly contact Sarah Smith, ssmith@movementdisorders.org, at the MDS International Secretariat with any questions. The cost to non-supporters is \$2,500 USD.

Name: _____ Company: _____ Booth #: _____

Address 1: _____

Address 2: _____

City: _____ State/Province : _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of Item(s): _____

Please check one: Sample to be sent by mail Sample to be sent electronically or via fax

A completed Delegate Bag Insert Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than May 1, 2008:

MDS International Secretariat
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Tel: +1 414-276-2145
Fax: +1 414-276-3349
ssmith@movementdisorders.org

Upon approval, delivery of 4,000 approved Delegate Bag Inserts should arrive to the following address no later than June 6, 2007:

AM Mailing
Attn: 2008 MDS Bags
100 Interstate Boulevard
Edgerton, WI 53534-9399 USA
Telephone: +1 608-884-3452
This date for delivery is subject to change

For MDS Use Only:

- Approved as submitted
- Approved with the following modifications: _____
- Not approved for the following reasons: _____



**The Movement Disorder Society's
12th International Congress of Parkinson's Disease and Movement Disorders
Chicago, IL, USA ♦ June 22-26, 2008**

FUNCTION SPACE REQUEST/INFORMATION FORM

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Title of Function: _____

Description of Function: _____

Proposed Date: _____

Proposed Time: Beginning: _____ Ending: _____

Number of Persons Expected to Attend: _____

Description of Invitees/Attendees: _____

Proposed Location:

Hilton Chicago

Other, please specify: _____

If on International Congress property, proposed room set-up:

Conference Classroom Theater Banquet rounds Reception

This form is used only to apply for Function Space. Please note that functions may not directly conflict with any MDS International Congress activities. You will receive written acknowledgement from the MDS International Secretariat as to whether MDS can accommodate you space request. In the event MDS can accommodate your request, you agree not to use MDS or International Congress names and/or logos in the organization or promotion of this function. By assigning space, MDS is not endorsing or sanctioning your function, and no such relationship should be inferred by you or implied to your participants.

Signature: _____ Date: _____

Please return your completed form no later than April 30, 2008 to:

Sarah Smith
Meetings and Communications Manager
The *Movement* Disorder Society
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Fax: +1 414-276-3349
E-mail: ssmith@movementdisorders.org



**The *Movement Disorder Society's*
12th International Congress of Parkinson's Disease and Movement Disorders
Chicago, IL, USA ♦ June 22-26, 2008**

PROMOTIONAL ITEM(S) APPROVAL FORM

Approval Deadline: May 15, 2008

Please complete the following form and submit it with a sample of the item(s) to be distributed at the International Congress. **All promotional items must be reviewed and approved by the MDS International Secretariat prior to production.** Please kindly contact Sarah Smith, ssmith@movementdisorders.org, at the MDS International Secretariat with any questions.

Name: _____ Company: _____ Booth #: _____

Address 1: _____

Address 2: _____

City: _____ State/Province : _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of Item(s): _____

Please check one: Sample to be sent by mail Sample to be sent electronically or via fax

A completed Promotional Item(s) Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than May 15, 2008:

MDS International Secretariat
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Tel: +1 414-276-2145
Fax: +1 414-276-3349

For MDS Use Only:

- Approved as submitted
- Approved with the following modifications: _____
- Not approved for the following reasons: _____