



Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Web site _____

Email _____

The following schedule lists a limited number of vendor seminars that will be offered free to symposium attendees, who will pre-register to attend the seminar at the booth of the sponsoring vendor. Vendor seminars do not conflict with the oral or poster session times. To present, the cost to you is \$850 for the cost of the meeting room and the additional cost of food and beverage for attendees (for budget purposes, lunch ~ \$80 per person). The use of a screen is complimentary. LCD projectors, microphones, etc. are not included—you may bring your own or rent from the in-house audiovisual company. You must be an exhibitor or sponsor to reserve a vendor seminar time slot. Limited to one vendor seminar per company. One-hour time slots are assigned based on level of sponsorship and on a first-come, first-serve basis while available. Please advise if you wish to incorporate a vendor seminar into a sponsorship.

Vendor Seminar Time Slot Preference (indicate preference below)

- Wednesday lunch Thursday lunch

By signing this Agreement, you are guaranteeing payment for a food/beverage minimum order of 20 lunches. The Symposium will order the food/beverage items. If the number exceeds 20 lunches, your representative will be responsible onsite for providing the final number of attendee meals for your seminar. This Agreement will be accepted so long as time slots are available.

To request a vendor seminar, you must complete this Agreement, provide a Visa, MasterCard, or American Express credit card number (no checks or bank wires) along with the expiration date and signature, and return to the ISPPP 2019 Symposium Manager at janet@barrconferences.com. When your seminar is accepted, your credit card will be processed \$850 (non-refundable) for the meeting room and your company will be posted on our web site. The final food/beverage cost will be charged to the credit card shown on the Vendor Seminar Credit Card Authorization Form after the completion of the seminar.

Please complete and return the attached Vendor Seminar Credit Card Authorization Form, noting we accept only MasterCard/Visa/AMEX and the credit card must expire no earlier than 12/2019.

[1] This Agreement must include tentative title or topic of seminar:

[2] This Agreement must include attached Vendor Seminar Credit Card Authorization Form

[3] Credit Card Holder Signature _____

(Cardholder, by signing this Agreement, hereby authorizes Barr Conferences or Hyatt to charge the credit card provided on the vendor seminar credit card authorization form on behalf of the organization named above)



VENDOR SEMINAR CREDIT CARD AUTHORIZATION FORM

I, credit card holder, _____, authorize Barr Conferences/
Barr Enterprises to charge my credit card below for costs associated with the ISPPP 2019
vendor seminar for the company named below.

Name of Company as registered online: _____

Online Passcode: _____

Credit card #: _____

Expires: _____ Security code on back of card: _____

Complete billing address with zip code: _____

Name of cardholder: _____

Signature of cardholder: _____

(Cardholder, by signing this Agreement, hereby authorizes Barr Conferences or Hyatt to charge the credit card provided on the vendor seminar credit card authorization form on behalf of the organization named above)

Scan and Email Completed Credit Card Authorization Form to: Janet@BarrConferences.com

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