

# EXHIBITOR CONTRACT

Exhibition Dates: October 2-3, 2020

Contract Due: September 18, 2020

Email: [abeattle@pcsortho.org](mailto:abeattle@pcsortho.org)



## STEP 1: CONTACT INFORMATION

*This is a fillable form. Please type and complete all information.*

### Information for Internal Use Only:

Primary Contact:

Primary Contact Phone:

Primary Contact Email:

### Information for Public Use:

Company Name:

Address:

City, State/Province, Zip, Country:

Company Phone:

Company Email:

Company Website:

## STEP 2: COMPANY DESCRIPTION AND LOGO

**All exhibitors submitting this application should list their primary business focus for classification.**

In addition, please email your company logo in a high resolution jpeg or png format to [abeattle@pcsortho.org](mailto:abeattle@pcsortho.org).

## STEP 3: VIRTUAL EXHIBITION BOOTH SPACE

Virtual Booth Space \$500

Lead Retrieval \$250

Booth click-through list \$250

Total Amount Due: \$

## STEP 4: MARKETING FEES

One-time use Pre-Registration mailing list (address only; no email)

\$250 (emailed approximately September 24, 2020)

One-time use Post-Registration mailing list (address only; no email)

\$250 (emailed approximately October 5, 2020)

Amount: \$

## STEP 5: TOTAL FEES

Total Payment Due: \$

# EXHIBITOR CONTRACT continued

## STEP 6: METHOD OF PAYMENT

All funds MUST be submitted from a U.S. bank in U.S. funds. Purchase orders or invoices for services are not accepted.

### Check payment is preferred.

|   |                 |            |                  |          |
|---|-----------------|------------|------------------|----------|
| A check is enclosed (payable to PCSO) in the amount of: \$                |                 | Check #:   |                  |          |
| Charge my credit card in the amount of: \$                                | Visa            | MasterCard | American Express | Discover |
| Cardholders Name:   |                 |            |                  |          |
| Credit Card Billing Address:  |                 |            |                  |          |
| City, State/Province, Zip, Country:                                       |                 |            |                  |          |
| Credit Card Number:   | Expiration Date |            | CVV              |          |
| Signature of Cardholder: <i>(required to process credit card payment)</i> |                 |            |                  |          |

## STEP 7: RETURN EXHIBITOR CONTRACT

### Mail completed application form and check payments to:

PCSO Executive Office  
15621 W. 87th Street, # 267  
Lenexa, KS 66219

Attn: Exhibits Manager

Please include a copy of your form with check payments and email a copy to [abeattle@pcsortho.org](mailto:abeattle@pcsortho.org).

### Terms of Agreement:

Exhibitor agrees to abide by the 2020 Exhibitor Rules and Regulations on the PCSO website, which are made a part of this contract by reference and fully incorporated herein. Cancellation of exhibit space must be made in writing on or before September 7, 2020 for a full refund (minus a \$100 administrative fee). If canceled after September 7, 2020, there will be no refund, and PCSO will retain all monies paid as liquidated damages.

Please note that contracts received without full payment will not be processed until such time when full payment is received.

**Contract Due:** September 18, 2020 - Contracts submitted after this date will accepted on a limited basis

**Payment Due:** September 18, 2020 - \$100 will be charged for payments made after this date

**Cancellation & Refund:** September 7, 2020 – Cancellation of exhibit space must be made in writing on or before September 7, 2020, for a full refund (minus \$100 administration fee). If cancelled after September 7, 2020, there will be no refund, and PCSO will retain all monies paid as liquidated damages.

The undersigned shall have the authority to act on behalf of the Exhibiting Company in all matters:

|                       |       |
|-----------------------|-------|
| Authorized Signature: | Date: |
|-----------------------|-------|

## STAND OUT IN THE CROWD

### Sponsor Packages

If you are interested in Gold or Silver level sponsorship options, please check here and you will be contacted, or contact Aesha Beattle directly at [abeattle@pcsortho.org](mailto:abeattle@pcsortho.org).