

# DIA

## Canada Annual Meeting

October 18-19 | Ottawa, ON

Delta Hotels Ottawa City Centre



The Canada Annual Meeting will deliver a comprehensive overview of the current biopharma and device landscape in Canada, while sharing insights into Canada's broader role in global healthcare product development. From policy updates and priorities shared directly from Health Canada, to sessions on international work sharing and partnerships, to key regulatory, clinical, and safety considerations for drugs and devices, you will have the exclusive opportunity to address the current issues and opportunities in Canada and across the globe. This meeting presents three tracks: Regulatory, Clinical, and Pharmacovigilance. Our new pharmacovigilance track, previously its own meeting, broadens the scope of this meeting and will provide additional insights, education and knowledge sharing for our attendees to discuss and analyze the relevant challenges and opportunities for professionals working in the field in Canada.

DIA has made the decision that all participants at in-person DIA Meetings, Workshops, Forums and Conferences, whether a presenter, attendee, exhibitor, staff, guest, or vendor, will be required to be fully vaccinated. Please [click here](#) for more information regarding our vaccine policy and mask requirement.

### Attendee Demographics

#### Who Attends?

- |  |  |
|--|--|
| Professionals involved in:                               | • Outsourcing                            |
| • Clinical Data Management/eClinical                     | • Project Management                     |
| • Comparative Effectiveness/Health Technology Assessment | • Public Policy/Law/Corporate Compliance |
| • Clinical Safety/Pharmacovigilance                      | • Quality Assurance Control              |
| • Clinical Research                                      | • Regulatory Affairs                     |
| • Document Management/eSubmissions                       | • Research and Development Statistics    |
| • Medical Communications                                 |  |

#### Companies Represented at the 2021 Canada Annual Meeting

AbbVie  
Alexion Pharma Canada  
Amgen Canada, Inc.  
Apotex Inc.  
Astellas Pharma Canada, Inc.  
AstraZeneca Canada Inc.  
Bausch Health  
Bayer Inc.  
BIOMARIN PHARMACEUTICAL INC  
BioMarin Pharmaceutical Inc.  
BIOTECCanada  
Boehringer Ingelheim  
Brevitas Consulting, Inc.  
Bristol-Myers Squibb Canada  
Canadian Agency for Drugs and Technologies in Health (CADTH)  
Certara Synchrogenix  
Chrestos Canada Corp

Clinical Trials Ontario  
Donggu  
Eli Lilly Canada Inc  
European Medicines Agency  
FDA  
Food, Health & Consumer Products of Canada  
Galderma  
Gilead Sciences  
GlaxoSmithKline, Inc.  
Government of Canada  
Health Canada  
Hoffman-La Roche Limited  
Hoffmann La Roche  
i4i Inc.  
Innomar Strategies Inc  
Innovatec  
International Pharmaceutical Quality (IPQ) Publications  
IPQ  
JAMP Pharma Corporation  
Jubilant Draximage Inc.

Knight Therapeutics  
LEO Pharma Inc.  
LORENZ International LLC  
Lorenz Life Sciences Group  
Lundbeck Canada Inc.  
Mantra Pharma Inc.  
Marketed Health Products Directorate, Health Canada  
Merck & Co., Inc.  
Methapharm Inc  
Michael Schunk Biologics Consulting  
Miravo Healthcare  
Moderna  
MWB Consulting Limited/  
Pharma Data Protection Services  
NoNO Inc  
Novartis  
Novo Nordisk Canada Inc.  
Organon  
Otsuka  
Paladin Labs

Pfizer  
Pharmascience Inc.  
PRA  
Roche Canada Inc  
Sanofi-Aventis Canada Inc.  
Seagen Inc.  
Servier Canada Inc  
Sierra Oncology  
Strategireg  
Sunovion Pharmaceuticals Canada Inc.  
Teva Canada  
The Rosalind and Morris Goodman Family Pediatric Formulations Centre  
Tpireg Division of Innomar Strategies Inc  
UCB Canada Inc  
University of Waterloo, Co-Operative Education  
Veristat  
Zogenix International Limited

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### Job Titles Represented at the 2021 Canada Annual Meeting

Assessment Officer  
 Assistant Director, Regulatory Affairs  
 Associate Regulatory Affairs  
 Associate Commissioner for Minority Health,  
 Director, Office of Minority Health  
 Associate Commissioner for Women's Health,  
 Director of the Office of Women's Health  
 Associate Director General, Policy, Planning  
 and International Affairs Directorate  
 Associate Director Regulatory Affairs  
 Associate Director, Local Safety Officer Canada  
 Associate Director, Pharmacovigilance  
 Scientist  
 Associate Director, Regulatory Affairs  
 Associate VP, Reg. Affairs, Quality &  
 Compliance  
 Associate, Drug Regulatory Affairs  
 Business Developer  
 Business Development  
 CEO  
 Chief Scientist and Vice President of Evidence  
 Standards  
 Clinical Evaluator  
 Consultant, Pharmaceutical Regulatory Affairs  
 Country Safety Lead  
 Country Safety Lead-Costa Rica  
 Dir, Regulatory Liaison  
 Director- Country Head, Pharmacovigilance,  
 Canada  
 Director General, Biologic and  
 Radiopharmaceutical Drugs Directorate, HPFB  
 Director General, Marketed Health Products  
 Directorate  
 Director Pharmacovigilance  
 Director, Regulatory Affairs and Operational  
 Services  
 Director, Americas Operations  
 Director, Bureau of Biologics,  
 Radiopharmaceuticals and Self-care products  
 Director, Bureau of Cardiology, Allergy and  
 Neurological Science  
 Director, Drug Regulatory Affairs  
 Director, Health Product (Drug) Inspection and  
 Licensing  
 Director, Health Products and Food Branch  
 Director, Office of Clinical Trials, TPD  
 Director, Office of Surveillance and  
 Epidemiology, CDER  
 Director, Patient and Public Engagement  
 Director, Regulatory Affairs  
 Director, Regulatory Affairs &  
 Pharmacovigilance

Director, Regulatory Affairs & Quality  
 Assurance  
 Director, Regulatory Affairs Canada  
 Director, Regulatory Affairs, QA and PV  
 Director, Regulatory Labeling  
 Director, Regulatory Strategy and Policy  
 Drug Safety & Public Health  
 Drug Safety Associate  
 Drug Safety Scientist  
 Editor-in-Chief  
 Epidemiologist  
 European Editor  
 Executive Director - Global Regulatory Affairs  
 Executive Director, Assistant General Counsel,  
 Europe  
 Executive Director, Medical Device Directorate  
 Executive Director, Regulatory Policy  
 Executive Director, Regulatory Policy and  
 Intelligence  
 Exhibits Manager  
 General Manager  
 Global Associate Director, Research and  
 Scientific Programs  
 Global Associate Director, Scientific  
 Communications  
 Global Head, Diversity and Inclusion in Clinical  
 Trials  
 Global Head, Maternal Health and Pediatric  
 Regulatory Policy  
 Global Program Regulatory Director,  
 Innovation  
 Global PV System and Project Lead  
 Head Case and Vendor Management  
 Head of PV Data Science & Insight Generation  
 Head of Regulatory Affairs  
 Head of Regulatory Affairs Canada; Global  
 Regulatory Affairs International  
 Head of Regulatory Affairs, Canada  
 Head of Strategic Partnerships  
 Head, Regulatory Affairs  
 Lead, Regulatory Affairs  
 Local Pharmacovigilance Responsible Person  
 Manager  
 Manager and Senior Epidemiologist, Marketed  
 Health Products Directorate  
 Manager Drug Policy and Cost Benefit Analysis  
 Manager for Biostatistics, Epidemiology, and  
 Pharmacometrics Unit, HPFB  
 Manager Medical Affairs  
 Manager, Clinical Trials  
 Manager, Global Pharmacovigilance  
 Manager, GMP Inspection Central  
 Manager, Medical Affairs & PV

Manager, Office of Pediatrics and Patient  
 Involvement  
 Manager, Pharmacovigilance and Medical  
 Information  
 Manager, Planning, Performance and  
 Stakeholder Engagement Division  
 Manager, Public and Regulatory Affairs  
 Outreach Section  
 Manager, PV Quality and Collaborations  
 Manager, Regulatory Affairs  
 Manager, Regulatory Operations and  
 Enforcement Branch  
 Manager, Scientific Programs, Americas  
 Manager, Section for Transparency and  
 Advertising Regulatory Surveillance  
 Manager, Regulatory Policy and Operations  
 Managing Director and Senior Consultant  
 MD  
 Medical Evaluator  
 Medical Information & PV Specialist  
 MIPV Specialist  
 Patient Safety Specialist  
 Pharmacovigilance & Medical Information  
 Associate  
 Pharmacovigilance Manager  
 Pharmacovigilance Specialist  
 Policy Analyst  
 Policy Analyst, Office of Policy and  
 International Collaboration, BRDD  
 Principal  
 Principal Consultant - Data Protection  
 Product Owner/Business Analyst  
 Product Safety Specialist  
 Product Specialist  
 Production Information Officer  
 Professional Services Director  
 Professor  
 Project Leader  
 Project Leader, Pharmacovigilance  
 Project Manager  
 Project Manager, Regulatory Affairs  
 Project Specialist (Event & Volunteer Support)  
 Project Specialist (Systems & Design)  
 PV Local Safety Manager  
 Registration Manager  
 Regulatory Affairs  
 Regulatory Affairs Associate  
 Regulatory Affairs Specialist

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### Tabletop Rates and Information

#### Premium Tabletop Package

**Early Bird:** \$5,000 by August 23 | **Advance:** \$5,200 by September 20

**Standard:** \$5,450 after September 20

##### Platinum Tabletop Package includes:

- One 30" x 72" skirted table, one chair, and one basic electrical outlet.
- One **full meeting** registrations. Additional staff are required to register as attendees incurring the appropriate registration rate.
- Company description listed in Exhibitor Directory provided to all meeting participants.
- Space on exhibitor brochure table located in the luncheon room for a small stack of company brochures or information.
- One lead retrieval license with the option to purchase additional licenses at **\$250 each**

##### Plus:

- One Customized eBlast to meeting attendees. Exhibitor to provide content and graphics (HTML and Text templates to be provided) for a dedicated, Canada Annual Meeting branded email, sent to all attendees on a scheduled date within the four weeks leading up to the meeting. Scheduled dates to be assigned in order applications are received.
- A full page Expanded Exhibitor Directory Listing including contact information, logo, expanded company description, and half page ad. The Exhibitor Directory (PDF) will be added to the conference webpage at least two weeks before the conference, included in the pre and post conference eblasts to all participants, and linked to in the DIA Global App.
- Expanded Exhibitor Directory Listing and Company Logo included in the Exhibitors section of the DIA Global App

#### Standard Tabletop Package

**Early Bird:** \$3,050 by August 23 | **Advance:** \$3,200 by September 20

**Standard:** \$3,300 after September 20

##### Standard Tabletop Package includes:

- One 30" x 72" skirted table, one chair, and one basic electrical outlet.
- One **full meeting** registration. Additional staff are required to register as attendees incurring the appropriate registration rate.
- Company description listed in Exhibitor Directory provided to all meeting participants.
- Space on exhibitor brochure table located in the luncheon room for a small stack of company brochures or information.
- One lead retrieval license with the option to purchase additional licenses at **\$250 each**

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### Tabletop Display Policies

#### Tabletop Display Policies

- Display materials must be placed on surface of the table.
- Pop-up tabletop displays may be used.
- Pop-up booth (floor) displays may **not** be used.
- No additional equipment may be placed in surrounding area, with the exception of floor banners (maximum size of 33"w by 80"h) in the vicinity of your tabletop if space allows. One banner permitted next to tabletop OR two banners permitted behind tabletop.
- No signs, banners, flags, etc., may be displayed from ceiling or walls, but are acceptable if attached to the table.
- Advertisements and/or announcements for non-DIA sponsored meetings or workshops may not be distributed.
- Exhibitor hosted events and meetings must be approved by DIA and cannot be held during DIA session or event times.
- Flyers, brochures, or other marketing materials must be contained to the exhibitor's tabletop space, exhibitor hosted events or meetings, and/or the exhibitor brochure table located. No security arrangements will be provided. All materials are the responsibility of the exhibitor.



Pop-up tabletop displays or other displays that sit on top of the table are permitted.



One (1) floor banner (maximum of 33"w by 80"h) is permitted next to the table *provided space allows* and does not interfere with a neighboring displays.



Up to two (2) floor banners (maximum of 33"w by 80"h) are permitted behind the table *provided space allows*.



Pop-up booth displays or other floor backdrops are **not** permitted.



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### Exhibitor Only Enhancements

#### **Social Media Bundle: \$895**

(3 available to exhibitors only)

We'll send your announcements from DIA social platforms.

- One (1) Tweet (@DrugInfoAssn, 13,200+ Followers)
- One (1) LinkedIn post (DrugInfoAssn Company Page, 21,300+ Followers)
- One (1) post on the DrugInfoAssn Facebook Page (9,500+ Followers)

May include static image(s) with your post. All images should be 1200x628. Please note what image goes with what post.

**Deadline for purchase: September 20**

#### **Attendee eBlast: \$700**

(Limit 4 Available)

One Customized eBlast to meeting attendees. Exhibitor to provide content and graphics (HTML and Text templates to be provided) for a dedicated, Canadian Annual Meeting branded email, sent to all attendees on a scheduled date within the four weeks leading up to the meeting or the two weeks following. Scheduled dates to be assigned in order applications are received.

**Deadline for eBlast copy: 14 business days prior to selected date**

#### **Social Media Bundle: Platinum \$1,790**

We'll send your announcements from DIA social platforms.

- Three (3) Tweets (@DrugInfoAssn, 13,200+ Followers)
  - o One tweet prior, one during, and one after the conference
- Two (2) LinkedIn posts (DrugInfoAssn Company Page, 21,300+ Followers)
- Two (2) posts on the DrugInfoAssn Facebook Page (9,500+ Followers)

May include static image(s) with your post. All images should be 1200x628. Please note what image goes with what post.

**Deadline for purchase: August 23**

#### **Double Exposure Banner: \$495**

Company provided pull-up banner to be placed in the common area outside of the exhibit hall to capture the attention of attendees, both in the exhibit hall and out. Maximum pull-up banner size of 33"w by 80"h permitted.

Exhibitor is responsible for production and shipping costs.

#### **Email Banner Advertisement: \$400**

(Limit 2 Available)

Exhibitor email banner and URL to be included in two DIA eBlasts to all conference attendees: "Know Before You Go" eBlast, sent a few days prior to the conference, and the "Post Meeting" eBlast sent out within a week after the meeting.

**Deadline for Ad: September 20**

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### Case Study Spotlight - Face-to-Face (3 Opportunities Available)

*(\$6,000 30min Session /  
\$10,000 45min Session)*

- Review case studies of your solutions and services in front of a live audience
- Interact with and answer questions from live audience
- Attendee list (name, title, company, email)
  - Email will be included post event, once opportunity is completed. Pre-conference list will be sent blinded (company/title only).
- Event to be listed in agenda with the note that this is exhibitor content and is not eligible for continuing education credit
- 1 Registration pass included for Presenter will be provided for 30min session; 2 Registration passes will be included for the 45min session
- Audio Visual and room rental Included: Basic AV (screen, LCD, podium and mics, WIFI)
- DIA will handle the signage
- Lead retrieval to capture attendees onsite
- Enhance your event and work directly with the hotel staff about catering options to draw attendance to your session.
- All food and beverage costs are responsibility of exhibitor and not included in cost
- Deadline for Purchase - please see chart below for all deadline/deliverable dates

**Deadline for Purchase - August 23, 2022**

### For the Foodies

#### Host a conference luncheon!

*Official Luncheon Host: \$3,200 Exhibitor  
Discounted Price: \$1,500*

*Exclusive Luncheon Host - Exhibitor Price:  
\$4,500*

*Non-Exhibitor Price: \$6,200*

Add your company logo to our directional signage outside the lunch room. DIA will create your own 22" x 28" sign placed near the buffet, and add that your company is hosting the luncheon to the mobile app. There can be up to 3 company hosts per lunch. Maximize your exposure and host exclusively. your company will also be recognized with a Push Notification and in the Networking section of the conference app.

**Deadline for purchase: October 14**

#### Everyone loves the bar host!

*Exhibitor Price: \$1,400 Non- Exhibitor  
Price: \$3,000*

*Exclusive Reception Host - Exhibitor  
Price: \$5,000 Non-Exhibitor Price: \$7,000*

Add your company logo to our directional signage outside the reception area and have the bartenders hand out cocktail napkins with your company logo with every drink ordered at your hosted bar.

**Deadline for purchase: September 20**

#### Break time!

*Afternoon Break Host: \$1,600  
Exhibitor Discounted Price: \$1,200*

Add your company logo to our directional signage to the break area, incorporate your company name into some sweet treats offered on the break buffet that your company is hosting, and add that your company is hosting the Afternoon Break to the mobile app.

**Deadline for purchase: September 20**

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Return completed *Exhibit and Marketing Application* along with the *Contract and Payment Information* form to: [Americas.Exhibits@DIAGlobal.org](mailto:Americas.Exhibits@DIAGlobal.org). Nonexhibiting companies wishing to purchase support or marketing opportunities must have at least one attendee registered for the **Canada Annual Meeting**.

### Company Contact Information

#### Company Name

Contact Name *(all correspondence will be sent to the contact information provided below)*

Address Line 1

Address Line 2

City, State, Postal Code, Country

Telephone Number

Email Address *(required for confirmation)*

### Full Meeting Exhibitor Registration

Dr. Last Name First Name M.I.  
Mr.  
Ms.

Job Title

Affiliation (Company)

Address *(Please write your address in the format required for delivery to your country.)*

City, State, Postal Code, Country

Telephone Number

Email Address

### Tabletop Rental and Marketing Options

TABLETOP RENTAL	BY AUG 23	BY SEPT 20	AFTER SEPT 20
Standard Package	\$3,050	\$3,200	\$3,300
Platinum Package	\$5,000	\$5,200	\$5,450
EXHIBITOR EXCLUSIVE ENHANCEMENTS	EXHIBITOR PRICE	Platinum	
Social Media Bundle	Add \$895	\$1790	
Attendee eBlast	Add \$625		
Double Exposure Banner	Add \$495		
Email Banner Ad	Add \$300		
Additional Lead Retrieval	Add \$250 each		
FOR THE FOODIES	EXHIBITOR PRICE	STANDARD PRICE	EXCLUSIVE EXHIBITOR
Luncheon Host	Add \$1,500	\$3,200	\$4,500
Reception Bar Host	Add \$1,400		\$5,000
Afternoon Break Host	Add \$1,200	\$1,600	
Case Study: 30 mins	Add \$6,000	\$10,000	

### Cancellation Policy

Cancellations MUST be in writing and received at the office on or before **September 20, 2022**. An administrative fee will be withheld from refund as follows:

**Tabletop** = 50% of rental fee  
**Additional Marketing** = NO REFUND

Cancellation requests received after **September 20, 2022** and do not attend, will be responsible for the full fee paid. Registrants are responsible for canceling their own hotel and airline reservations. You may transfer your full conference exhibitor registration to a colleague at any time but membership is not transferable. Please notify DIA of any such substitutions as soon as possible. DIA reserves the right to alter the venue, if necessary. If an event is canceled, DIA is not responsible for any airfare, hotel, or other costs incurred by registrants.

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### Company Name:

#### Amount Due

Tabletop Rental	US \$
Additional Marketing	US \$
<b>TOTAL</b>	<b>US \$</b>

#### Payment Options and Information

Payment may be made by check, credit card, or bank transfer. Please note that tabletops will not be assigned without proper payment and companies with an outstanding balance will be prohibited from moving in at the Hilton Lac-Leamy.

**Credit Card** payments by **VISA, MC, or AMEX:**

**VISA MC AMEX**

Cardholder's Name:

Card Number:

Exp. Date:

Signature:

**Checks** drawn on a US bank payable to and mailed along with a copy of this form to:

Drug Information Association, Inc.  
800 Enterprise Road, Suite 200  
Horsham, PA 19044, USA

**Bank Transfer** When DIA completes your registration, an email will be sent to the address on the application form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your company name, as well as the Meeting ID 19019 must be included on the transfer document to ensure payment to your account. **Payments must be net of all charges and bank fees must be borne by the payer.**

#### Tabletop Display Policies Signature

I have read and understand the Tabletop Display Policies listed on Page 4 of this prospectus. Failure to adhere to the above policies will necessitate the dismantling and removal of any banner, display, or other material/equipment in violation with the above.

**Signature Required**

**Date**

#### Contract Signature

Exhibitor agrees to indemnify and hold harmless the Drug Information Association, its officers, directors, employees, and members from any and all liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment, and other property brought on the premises of the exhibition site by Exhibitor and for losses, damages, and claims caused by the Exhibitor to the exhibition site. Exhibitor further agrees to indemnify and hold harmless the Drug Information Association, its officers, directors, employees, and members from any and all liability to any person or persons for or by reason of any act or omission of said Exhibitor or any of its employees, agents, servants, or employees. Exhibitor, by signing the Application, expressly releases the foregoing named association and individuals from any and all liability for losses, claims, damages, and injury.

**Authorized signature**

**Date**

Return completed *Exhibit and Marketing Application* along with the *Contract and Payment Information* form to: [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org). Nonexhibiting companies wishing to purchase support or marketing opportunities must have at least one attendee registered for the **Canada Annual Meeting**.



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*This Application & Contract (the "Contract" or the "Application & Contract") to participate as a live exhibitor in the above selected ("Event") at the noted location ("Facility"), January 24-26, 2022, including but not limited to move-in and move-out dates ("Event Dates") shall become effective when it has been submitted by the exhibiting company ("Exhibitor") and accepted by Drug Information Association, Inc. ("DIA"). The Exhibitor acknowledges and agrees that the Event shall be a hybrid meeting with individuals participating at the Facility and on-line. The individual signing this Application & Contract represents and warrants that he/she is duly authorized to execute this binding Application & Contract on behalf of the exhibiting Exhibitor. By signing below, the Exhibitor agrees to be bound by the terms and conditions below, including but not limited to, the DIA Code of Conduct, Exhibitor Services Manual, Americans with Disabilities Act, Meeting/Function Space Application, and Booth Construction/Display Rules & Regulations, which are incorporated by reference as if fully rewritten herein. The Exhibitor agrees that upon acceptance of this Application & Contract by DIA, with or without appropriate payment of the exhibition fee and further action by the Exhibitor, the terms, and conditions of this Application & Contract, shall become a legally binding contract between DIA and the Exhibitor.*

**1. SHOW MANAGEMENT :** DIA will orchestrate management of the DIA Conference. DIA is responsible for sale, assignment of exhibit tabletop space, exhibit logistics – and collection of exhibitor payment. If you have any questions about your exhibit tabletop, contact DIA directly.

DIA  
21 Dupont Circle NW.  
Ste. 300  
Washington, DC 20036, USA  
Phone:  
Email: [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org)

**2. ASSIGNMENT OF SPACE:** DIA will assign space by priority when application is received. If an Exhibitor is acquired by or merges with another Exhibitor after their initial space selection, the acquired or non-surviving Exhibitor can retain its originally contracted space, move to the acquiring or surviving Exhibitor's booth or alternately combine booths and move to a new location. Exhibitors are obligated financially for the total square footage contracted by each Exhibitor. DIA reserves the right to require Exhibitor to provide documentation of acquisition. All Exhibitors should frequently review their space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. DIA reserves the right to revise the floor plan and/or relocate any Exhibitor in DIA's sole discretion and is not responsible for changes that may affect a participating Exhibitor's selection of space. DIA reserves the right to change Event hours or dates, to rearrange the floor plan, and/or to relocate any Exhibitor as it deems necessary at any time.

**3. PAYMENTS & REFUNDS:** Exhibitor must remit a 50 percent (50%) deposit of the total space rental charge with their Application & Contract. The remaining balance must be paid on or before 30 days prior to the meeting. However, Applications and Contracts submitted on or after 30 days prior to the meeting, must be accompanied by payment in full. Outstanding balances will be subject to review, and contracted space may be cancelled by DIA. Any applicable cancellation fees will apply.

Credit card payments can be made using American Express, MasterCard or Visa. Make all checks payable to DIA and remit to the following address via the U.S. Postal Service or overnight carrier (e.g., FedEx):

Drug Information Association, Inc.  
Attn: Specialty Meeting Exhibits  
21 Dupont Circle NW  
Ste. 300  
Washington, DC 20036 USA

Exhibitors who choose to pay by ACH/wire must email [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org) for remittance instructions.

No Exhibitor will be allowed to participate in the Event unless payment in full is received prior to move-in day. DIA reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official show contractors to deny goods and services.

**4. CANCELLATION OF FULL OR PARTIAL SPACE BY EXHIBITOR** Any cancellation of exhibit space must be made in writing to DIA using the address listed in Section 1. Cancellations must be received by DIA by the deadline date. Alternatively, cancellations may be directed via email to [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org), provided that the cancelling Exhibitor obtains confirmation of receipt of email from DIA on or before the cancellation deadline.

For cancellations of space received between booth application and 30 days prior to the meeting, Exhibitor is responsible for, and DIA retains, 50 percent (50%) of the total space rental charge as a cancellation fee. Should an Exhibitor cancel a portion of their space between booth application and 30 days prior to the meeting, Exhibitor remains responsible for, and DIA will retain, the 50 percent deposit on the cancelled partial space as a cancellation fee.

Should an Exhibitor cancel their space, or even partial space, 29 days prior to the start date, the Exhibitor is responsible for the full space rental charge for the originally contracted space regardless of payment status.

No refunds whatsoever will be made to exhibitors who have credit on record with DIA and cancel full or partial space for the event.

Notwithstanding the foregoing, Exhibitor will have no right to cancel subsequent to DIA cancellation pursuant to Section 5.

**5. CANCELLATION OR CHANGES TO GLOBAL ANNUAL MEETING BY DIA:** If for any reason

beyond DIA's control DIA determines, in its sole discretion, that the Event must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed (collectively "Event Adjustment"), Exhibitor understands and agrees that DIA shall refund the rental fees paid to it by Exhibitor less reasonable expenses, if any, incurred by DIA for fulfillment of this Contract prior to a determination of the Event Adjustment. Exhibitor understands that all losses and damages that it may suffer as a consequence of an Event Adjustment or cancellation are its responsibility and not that of DIA or its directors, officers, employees, agents or subcontractors. Except for the foregoing refund, Exhibitor understands that it may lose all monies it has otherwise incurred for the Event, including travel, setup, lodging, decorator freight, employee wages, etc.

The above phrase "any reason beyond DIA's control" includes, but is not limited to: fire, casualty, flood, epidemic or pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, act or threat of terrorism, riot or civil disturbance; strike, lockout, boycott or other labor disturbance, inability to secure necessary labor, technical or personnel failure, lack of or impaired transportation facilities, inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services, orders or restraints imposed by civil defense, military or other types of governmental authorities, or acts of God, or such circumstances making DIA's performance impossible, illegal, or commercially impracticable in its sole discretion.

Exhibitor, as a condition of being permitted by DIA to be an Exhibitor at the Event, agrees to indemnify, defend, and hold harmless DIA, its directors, officers, employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside DIA's control. The terms of this provision shall survive the termination or expiration of this Contract.

**6. ELIGIBILITY TO EXHIBIT:** Exhibitor shall comply with all applicable laws, rules and regulations in the performance of its obligations under this Contract. Exhibitors should be a producer or supplier of equipment, products, or services whose proposed exhibit is directly related to the pharmaceutical, biotechnology, medical device, or related health care industries, and whose exhibit will contribute to the education of those registrants within the industry and/or their academic counterparts may apply for booth space. DIA reserves the right to determine the eligibility of any exhibitor for inclusion in the Event and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of DIA, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. An Exhibitor's eligibility to exhibit in the Event must remain in effect from the time of submission of the Application & Contract to the time of the Event and should DIA determine that an Exhibitor which it had previously determined was eligible to exhibit at the Event is no longer eligible to do so, DIA may notify the Exhibitor and may terminate the Application & Contract without liability upon written notice to Exhibitor.

Subject to all applicable laws, all Exhibitors (to include all accompanying staff) will be required to be fully vaccinated to enter the exhibit hall and to participate as a live Exhibitor at the Event. Each Exhibitor must provide proof of vaccination to gain access to the Event. Exhibitor agrees to follow all right of entry protocols established by DIA for the event including, but limited to, the process for providing proof of vaccination. No personal medical information will be retained by DIA. DIA reserves the right to refuse entry to any Exhibitor who is unable to comply with these entry protocols. No refunds will be made due to Exhibitor's failure to be fully vaccinated on the first day of the Event or its failure to comply with DIA's entry protocols. DIA reserves the right to waive this vaccination requirement, should it determine, in its sole discretion, that it is no longer merited by current public health concerns.

**7. SUBLETTING OF EXHIBIT SPACE AND EXHIBIT OF CERTAIN PRODUCTS PROHIBITED:** Any space not at least partially occupied at least 30 minutes prior to opening of the Event, will be forfeited by the Exhibitor and can be used by DIA in any manner, without refund, unless arrangements for delayed occupancy have been previously approved by DIA. All booths must be set-up and ready for the show by the walk through inspection right to direct revisions, at Exhibitor expense, of any exhibit that does not comply with these guidelines. Apart from the specific exhibit space for which an Exhibitor has contracted with DIA, no part of its grounds or surrounding grounds, may be used by any organization other than DIA for display purposes of any kind or nature without the express written permission of DIA. Exhibitor brand or company logos, signs and/or trademark displays will be limited to the Event only and must conform to appropriate federal, state, and municipal codes. Exhibitors must comply with all applicable laws and regulations.

# DIA

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**8. RETAIL SALES:** No retail sales, where payment is received and product delivered, are permitted in the Exhibit Hall at any time. Payment and/or orders may be taken for future delivery.

**9. INTELLECTUAL PROPERTY MATTERS:** The Exhibitor represents and warrants to DIA that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify DIA of any information of which the Exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights, or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold DIA, its officers, directors, employees, agents, successors and assigns harmless from and against all losses, damages and costs (including attorney's fees) arising out of or related to claims of infringement by Exhibitor, its employees, agents, or contractors of the trademarks, copyrights and other intellectual property rights of any third party.

Notwithstanding the foregoing, DIA, its officers, directors, employees, agents, and each of them, shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any Exhibitors. The terms of this provision shall survive the termination or expiration of this Contract.

**10. USE OF DIA NAME:** DIA, DIA logo and DIA Event logo are registered trademarks owned by the DIA. Participation by an Exhibitor in the Event grants no rights, title, or interest in or to use such names or logos, except that the Exhibitor may reference their participation in the Event. Usable graphics will be made available to all contracted Exhibitors. Graphics should be hyperlinked to Participation in the Event does not imply endorsement or approval by DIA of any product, service, or participant and none shall be claimed by any participant.

**11. SET-UP TIME:** Move-in and set-up of exhibits begins in the Facility on the posted times in the Freeman Kit. If an exhibit is not set-up by posted deadline in the Freeman Kit, DIA reserves the right to cancel such space, to re-assign such space to another Exhibitor, or to make such other use of the space as deemed necessary or appropriate. DIA reserves the right to remove the freight from the booth at the Exhibitor's expense. No refund will be made to the original contracting Exhibitor. DIA reserves the right to modify move-in/Show Hours/move-out, in which case all Exhibitors will be notified prior to the effective date of such changes.

**12. SHOW HOURS & BOOTH TRAFFIC:** Exhibitor must staff their booth during Show Hours posted. DIA makes reasonable attempts to attract high quality attendees to its Event but does not guarantee specific volumes of traffic or levels of qualification during Show Hours. Traffic at any given booth is a function of the Exhibitor particular exhibit and not the responsibility of DIA. DIA offers advertisement, promotional and hosting opportunities to all Exhibitors.

**13. DISMANTLING OF EXHIBITS:** Exhibits are to be kept intact until the closing of the Exhibit Hall. No part of an exhibit shall be removed during the Show Hours without obtaining written approval from DIA 14 days prior to the event. Any Exhibitor who begins dismantling of its booth before the close of the Exhibit Hall be penalized in booth selection for the following year, and may entirely lose the privilege of exhibiting at future DIA events.

All freight must be removed from Facility by the time noted in the Exhibitor Kit. If exhibits are not removed by this time, DIA reserves the right to remove exhibits and charge the expense to the Exhibitor. DIA shall have no liability for any loss or damage to Exhibitor's exhibit property caused by such removal.

**14. BADGES:** Exhibitors are provided (1) complimentary Exhibitor Full Conference badges per tabletop purchased which include access to (all sessions and CE credits). Exhibitor badges are for Exhibitor's full and part time employees or contractors. Individuals with an exhibitor badge may not enter an exhibit space of another Exhibitor without permission from the other Exhibitor nor enter an unstaffed booth. Booth Personnel badges and Exhibitor Full Conference badges allow access to the Exhibit Hall during move-in, Show Hours and move-out:

Exhibitors who give their badges to an Event attendee in order for the attendee to gain access to the Exhibit Hall prior to the official DIA Exhibit Hall Opening may, at the sole discretion of DIA, may be penalized in booth selection for the following year. DIA reserves the right to allow access to any person to the Exhibit Hall at any time at its sole discretion.

Exhibitors may order lead retrieval services from DIA's contracted Lead Retrieval provider. Exhibitor must obtain permission from any Event attendee prior to scanning their badge. Lead retrieval devices and apps are permitted to be used outside the Exhibit Hall, but not within DIA sessions or meeting room corridors. Equipment that scans attendee badges without DIA prior approval is strictly prohibited.

**15. DIA CODE OF CONDUCT:** All Event participants, including DIA members, non-DIA members, speakers, attendees, exhibitors, and any/all agents thereof, must adhere to and promote the highest standards of professional conduct by:

- Demonstrating commitment to DIA's core values, mission, and member community

- Exhibiting professional and ethical behavior at all times
  - Communicating openly, and being transparent about intent of actions, to establish accountability and trust
  - Demonstrating compassion in all interactions with colleagues
  - Respecting the diversity of DIA by providing a consistent global standard of protection from threats, harassment, and discrimination based on race, national origin, gender, religion, age, sexual orientation, disability, or other personal characteristics
- Failing to uphold this [DIA Code of Conduct](#) will result in punitive consequences up to and including termination of DIA membership and expulsion from the Event.

**16. MINIMUM AGE FOR ADMISSION:** Children under the age of 18 are not permitted in the Exhibit Hall at any time. Any attendees arriving with children under the age of 18 will be denied access to the Exhibit Hall with such children without any exceptions or refunds.

**17. EXHIBITOR LIABILITY:** Exhibitor remains solely responsible for the safety of its property at all times during transit to and from the Facility and in the Exhibit Hall. Security personnel, if contracted directly by DIA are for crowd control and badge credential verification. Exhibitors are encouraged to budget for and make security arrangements for sensitive, valuable, or irreplaceable items. DIA is not responsible for the security of Exhibitor's property. Protection, both security and insurance coverage, of Exhibitor's property is the sole responsibility of the Exhibitor. Neither DIA, its directors, officers, employees, agents, subcontractors, nor Show Management listed in Section 1, (collectively "Show Management") are responsible for Exhibitor's property or any loss thereto from any cause.

EXHIBITOR HEREBY WAIVES AND RELEASES ANY CLAIM OR DEMAND IT MAY HAVE AGAINST ANY OF THE SHOW MANAGEMENT BY REASON OF ANY DAMAGE TO OR LOSS OF ANY OF ITS PROPERTY.

**18. INDEMNIFICATION:** Exhibitor agrees that it will indemnify, defend and hold Show Management, DIA, their respective officers, directors, employees, agents and each of them, harmless from and against a) the performance or breach of this Contract by Exhibitor, its employees, agents or contractors; b) the failure by Exhibitor, its employees, agents or contractors to comply with applicable laws, rules, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Exhibitor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of Show Management and/or DIA by Exhibitor is effective unless such injury was caused by the sole gross negligence or willful misconduct of Show Management or DIA. Exhibitor agrees that if Show Management or DIA is made a party to any litigation or other form of dispute resolution is commenced by or against Exhibitor, or relating to this Contract or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, INCLUDING ATTORNEYS' FEES, INCURRED BY OR IMPOSED UPON SHOW MANAGEMENT AND/OR DIA BY REASON OF SUCH LITIGATION OR OTHER FORM OF DISPUTE RESOLUTION. THE TERMS OF THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS CONTRACT.

**19. INSURANCE:** Exhibitors are required to maintain and to provide a certificate of insurance to Show Management on or before 30 days prior to the event, evidencing the following:

- (a) General liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits not less than \$1,000,000 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000
- (e) Commercial umbrella liability with limits not less than \$5,000,000
- (f) Personal property and equipment on a special form replacement cost basis

DIA, Freeman, and the INSERT FACILITY, are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability. A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII. Exhibitors will not be permitted to set up their booth without submitting the proper certificates. Certificates should be sent to:

**DIA**  
21 Dupont Circle NW.  
Ste. 300  
Washington, DC 20036, USA  
Phone:  
Email: [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org)

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In the event, Exhibitors from outside the US and Canada are unable to produce an acceptable Certificate of Insurance from this insurance provider(s), Exhibitor may provide a written statement of their insurance coverage from their insurance broker. Companies that are self-insured or government agencies may provide a written statement of their self-insured status.

**20. USE OF SPACE — GENERAL:** (a) Exhibitors, or their agents, may not solicit anyone outside the Exhibitor's exhibit space in the Exhibit Hall. Distribution or display by Exhibitors, or their agents, of any literature, printed materials, souvenirs, or other handouts (collectively "Promotional Material") shall be restricted to the Exhibitor's exhibit space in the Exhibit Hall. No noisemakers, helium balloons, lighter-than-air objects, popcorn, gummed stickers, or labels will be permitted as Promotional Material. Distribution or display of Promotional Material in public areas of the Facility or meeting rooms, is strictly prohibited. Distribution or display of Promotional Material of Exhibitor meetings or trainings or course material that compete with DIA, or any of its events, within the Facility, including within the Exhibitor's exhibit space, is strictly prohibited. DIA will remove such items and the Exhibitor may be penalized in booth selection for the following year DIA also reserves the right to remove, at Exhibitor's cost, any Promotional Material or product deemed by Show Management as not suitable for display at the Event.

(b) Exhibitors are prohibited from possessing, displaying, or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, price etc.) of another company.

(c) No exhibit booth will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.

(d) Any special promotions, music or stunts planned by Exhibitors at any time during the Event must be approved by DIA. Details should be submitted to Show Management via email to Americas.Exhibits@DIAglobal.org at least 10 business days prior to the start of the Event. DIA reserves the right to designate specific days and hours during which special promotions and stunts may be conducted if they are permitted at all.

(e) DIA allows drawings, games of chance and raffles in the Exhibit Hall. Exhibitors must comply with all applicable state statutes and regulations regarding drawings, games of chance and raffles including, without limitation, any required registrations. DIA may withhold or withdraw permission to distribute gifts, souvenirs, advertising, or other materials, which at its sole discretion, are considered objectionable or inappropriate or are in violation of any applicable rule or law.

(f) No animals are permitted in the Facility other than service animals.

(g) Exhibitors may not apply paint, lacquer, adhesive, or other coatings to Facility columns, floors or walls, or to standard exhibit booth equipment provided by Freeman.

(h) Exhibitors must abide by all of the General Policies, Rules, and Regulations of the Facility, a copy of which is included in the Exhibitor Services Manual, made available to Exhibitors in March. The Facility has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual. To obtain a copy of the General Policies, Rules, and Regulations of the Facility prior to publication in the Exhibitor Services Manual Exhibitor may email Americas.Exhibits@DIAglobal.org.

(i) DIA shall publish health and safety guidelines in the Exhibitor Services Manual. Exhibitor agrees to abide by the guidelines. DIA reserves the right to update, change or amend the guidelines after publication in the Exhibitor Services Manual.

(j) All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act. The Exhibitor shall indemnify, defend and hold Event Management harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor's breach of this provision consequences of Exhibitor's failure in this regard. The terms of this provision shall survive the termination or expiration of this Contract. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

**U.S. Department of Justice ADA, Civil Rights Division Disability Rights Section – NYAV**

950 Pennsylvania Avenue, NW

Washington, D.C. 20530 USA

Phone: +1.800.514.0301 (voice) +1.800.514.0383 (TTY)

Website: [www.ada.gov](http://www.ada.gov)

(k) Helium or other lighter-than-air objects are prohibited throughout the Facility. DIA reserves the right to assess a fee for retrieving any escaped lighter-than-air objects.

(l) All hotel reservations are going directly through the hotel. DIA shall maintain an authorized vendor list on its website. If you are contacted by ANY company about hotel reservations for the DIA event, please inform Show Management at Americas.Exhibits@DIAglobal.org. DIA shall not be responsible for any damages or costs incurred by Exhibitor due to its use of an unauthorized housing vendor.

(m) All exhibit booth personnel must be properly and modestly clothed.

(n) Exhibitors are permitted to serve food and non-alcoholic beverages in their booth during Event Hours. Non-alcoholic beverages do not need to be served by a bartender, but all beverages and food must be ordered through the Facility's caterer.

(o) Exhibitors are permitted to provide alcoholic beverages in their booth. Alcoholic beverages served in booths may only be purchased and served by licensed bartenders from the Facility's Food and Beverage Department and must be ordered through the Facility's caterer.

(q) All booth floors must be finished. Exposed concrete is not acceptable. Booth carpet order forms are included in the Exhibitor Services Manual. The event spaces are carpeted.

(r) Exhibitors, at DIA's sole discretion, are prohibited from taking videos and/or photographs of any booths in the Exhibit Hall, other than their own. Exhibitors who choose to hire a professional photographer/videographer other than the official DIA photographer/videographer must adhere to Section 27. Labor Relations. Aerial photography, videography and/or stunts of any kind by an Exhibitor, i.e., drones, are strictly prohibited. The Exhibitor acknowledges and agrees that DIA, its employees, and contractors may take photographs/videos which could include images of the Exhibitor, its name and logo, its representatives and its exhibits while attending the Exhibition. The Exhibitor hereby consents to and grants to DIA and its affiliates, the unrestricted, perpetual, worldwide, royalty-free and transferable right and license to use (and grant others the right to use) the images worldwide without any compensation. The Exhibitor acknowledges that DIA is the sole and exclusive owner of all rights in the images and hereby waives (a) any and all rights in and to such images, and (b) any and all claims the Exhibitor and its representatives may have relating to or arising from the images or their use.

(s) Hanging signs are NOT permitted for this show.

(t) All exhibit fixtures and booth structures are permitted to a maximum height of (8') (2.44 m) in all booths. Exhibitor agrees to abide by these maximum height limits. Exhibitor agrees to drape off any portion of its exhibit with an unfinished side(s) or back that is visible at its' expense. Exhibitor agrees to abide by all other Booth Construction/Display Rules & Regulations, See Appendix. Any Exhibitor who fails to comply with the Booth Construction/Display Rules & Regulations may lose part or all their priority points and may entirely lose the privilege of exhibiting at future DIA events. DIA, Freeman, and the Facility reserve the right to amend the Booth Construction/Display Rules & Regulations based on CDC recommendations.

(v) Umbrellas and canopies are considered part of the overall booth components and may not protrude into the aisle.

## 21. USE OF SPACE — AUDIO/ ELECTRICAL/ LIGHTS/ VEHICLES ETC.

(a) Electrical cords, rear sides of audio/visual equipment and other exhibit aspects must be concealed and positioned so not to be irritating or distracting to neighboring Exhibitors or guests.

(b) No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to neighboring Exhibitors or guests.

(c) Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring Exhibitors or guests.

(d) No strobe light effects are permitted.

(e) Projectors, computer screens or TV screens must not cause people to block the aisle. Computer screens and TV screens are considered part of the overall booth components and may not protrude into the aisle.

(f) Loudspeakers or operation of equipment which is of excessive sound volume to be annoying to neighboring Exhibitors or guests is not permitted based on the 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an Exhibitor's booth or is clearly identifiable more than 80 feet from that booth is considered objectionable.

(g) Music in the booth or at any of Exhibitor's function held in conjunction with the Event is subject to applicable copyright and licensing fees. It is the sole responsibility of the Exhibitor to pay applicable fees.

(h) No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. All lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or aisles. Exhibitors are not permitted to use hanging light systems.

(i) Vehicles are not permitted.

**21. USE OF SPACE — AUDIO/ ELECTRICAL/ LIGHTS/ VEHICLES ETC:** In order to ensure the success of the Event and avoid dilution of benefits extended to all partners, Exhibitor may not extend invitations, call meetings or otherwise encourage absence of other exhibitors/sponsors attendees from any program or other component of the Event during Show Hours or conduct any function sponsored in connect with the Event without prior notice to and approval by DIA.

Any exhibits outside the facility, displays in hotel rooms, hotel public areas or other facilities or areas contracted or used by DIA must be approved and managed through DIA. DIA reserves the right to halt any unapproved activity of this nature. Further, Exhibitors shall not engage in any promotional activities that DIA determines to be outside the purpose and/or character of the Event, as determined by DIA in its sole discretion.