



# VENDOR WORKSHOP AGREEMENT

## ITP 2012 Vendor Workshop

itp2012.okstate.edu

19th International Symposium on  
**Capillary Electroseparation Techniques**  
 September 30 – October 3, 2012  
 To be held in the palatial Tremont Grand  
 located near the Inner Harbor in Baltimore, Maryland, USA

Exhibiting Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web site \_\_\_\_\_

The following schedule lists a limited number of vendor workshops that will be offered free to symposium attendees, who will pre-register with the sponsoring vendor. To present, the cost to you is \$800 for the cost of the meeting room and the additional cost of food for approximately 30 attendees (continental breakfast ~ \$30 per person; lunch ~ \$45 per person). The use of a screen and microphone are complimentary and will be provided if requested. LCD projectors are not included—you may bring your own LCD projector or rent the projector from the Tremont Plaza Hotel in-house audio visual company. You must be an exhibitor to reserve one of the vendor workshop time slots. Limited to one vendor workshop per company. To request a vendor workshop, you must sign and return this Agreement by email to the ITP 2012 Symposium Manager at janetbarr@aol.com. One-hour time slots are assigned based on level of sponsorship and on a first-come, first-serve basis while available.

Time Slot Preference (indicate 1<sup>st</sup> & 2<sup>nd</sup> choices)

- Monday                      lunch vendor workshop
- Tuesday                     breakfast vendor workshop
- Tuesday                     lunch vendor workshop
- Wednesday                breakfast vendor workshop
- Wednesday                lunch vendor workshop

By signing this Agreement, you are guaranteeing payment, depending on your time slot, for a minimum number of 10 continental breakfasts or 25 lunches. The Symposium will order the food items. If the number exceeds 10 continental breakfasts or 25 lunches, your representative will be responsible onsite for ordering the final number of attendee meals for your workshop. This Agreement will be accepted so long as time slots are available.

To request a vendor workshop, you must complete this Agreement, provide a Visa, MasterCard, or American Express credit card number along with the expiration date and signature (no checks or bank wires) and return to the ITP 2012 Symposium Manager below. When your workshop is accepted, your credit card will be charged \$800 (non-refundable) for the meeting room and your company will be posted on our web site. The cost of the final number of breakfasts or lunches will be charged onsite to the credit card below after the completion of the workshop.

MasterCard/Visa/AMEX # \_\_\_\_\_ Expires \_\_\_\_\_  
(we do NOT accept any other credit cards)                      (must expire no earlier than 11/12)

Name as printed on credit card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_  
(The cardholder, by signing this Agreement, hereby authorizes Barr Conferences to charge this credit card on behalf of the organization named above)

Vendor Workshop Title/Topic: \_\_\_\_\_  
 \_\_\_\_\_

**RETURN TO**                      Ms. Janet Cunningham, ITP 2012 Symposium/Exhibit Manager  
 janetbarr@aol.com

**CONTACT**                      Ms. Janet Cunningham, ITP 2012 Symposium/Exhibit Manager  
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 Ph 301-668-6001 / janetbarr@aol.com / itp2012.okstate.edu