

# Quick Facts

46<sup>th</sup> DIA Annual Meeting | Washington, DC



## Location:

Walter E. Washington Convention Center  
801 Mount Vernon Place NW  
Washington, DC 20001, USA  
Lower Level - Halls A, B, and C

## Exhibitor Registration Desk Hours:

Saturday, June 12	9:00AM - 5:00PM
Sunday, June 13	8:00AM - 7:30PM
Monday, June 14	7:30AM - 7:15PM
Tuesday, June 15	7:00AM - 5:30PM
Wednesday, June 16	7:30AM - 5:00PM

## Exhibit Hall Hours:

<b>Installation</b>	Saturday, June 12	9:00AM - 5:00PM
	Sunday, June 13	8:00AM - 5:00PM

<b>Show Hours</b>	Monday, June 14	9:00AM - 6:00PM
		5:00PM - 6:00PM (Welcome Reception)
	Tuesday, June 15	9:00AM - 5:30PM
		3:30PM - 5:30PM (Guest Passes)
	Wednesday, June 16	9:00AM - 4:00PM

*All morning and afternoon coffee breaks and lunches on Monday, Tuesday, and Wednesday will be in the Exhibit Hall.*

<b>Dismantle</b>	Wednesday, June 16	4:00PM - 10:00PM*
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*\*Please make sure that a representative from your company stays with your return shipment until it has been picked up by your designated freight carrier.*

## General Services Contractor:

Champion Exposition Services  
+1.800.723.1123 / +1.508.923.5200 (outside US)  
help@ChampionExpo.com / www.ChampionExpo.com

## Important Deadlines:

Company Summary and Services	<b>April 2</b>
Final Program Advertising Form	<b>April 5</b>
Final Program Advertising Material	<b>April 20</b>
Promotional Mailing Intent Form	<b>April 23</b>
Promotional Mailing Literature	<b>May 3</b>
Exhibit Personnel Registration Form**	<b>May 7</b>

*\* To be included in the Advance Registration Attendee List*

Show Daily Advertising Form	<b>May 7</b>
Show Daily Advertising Material	<b>May 14</b>
Client Badge Order Form	<b>May 28</b>

# EXHIBIT PERSONNEL REGISTRATION FORM

Online registration is *not* available to exhibit personnel.



46<sup>th</sup> ANNUAL MEETING | ID #10001

June 13-17, 2010 Washington, DC, USA

If registering for tutorials or the networking reception and paying by credit card, return this completed form to DIA by fax to +1.215.442.6199 or by mail to 800 Enterprise Road, Suite 200, Horsham, PA 19044-3595, USA. If paying by check, follow instructions under Payment Methods below.

All registrations received at the DIA office in Horsham, PA, USA by 5:00 PM on May 7, 2010 will be included in the Advance Registration Attendee List.

Completed forms should be faxed to +1.215.442.6199

Each 10' x 10' booth includes: **one (1) complimentary full-meeting registration and three (3) exhibit booth personnel registrations.**  
Please fill out a separate form for each exhibitor registrant.  
To expedite your registration, please check the appropriate category:  
 Complimentary Full-meeting Registration  
 Exhibit Booth Personnel

Once you have utilized the four (4) badges provided per each 10' x 10' booth, any additional personnel must register as an attendee (*NOT* as an exhibitor).

Log on to [www.diahome.org](http://www.diahome.org) and download the ATTENDEE Registration Form, complete and return it as per the instructions on the form.

**PLEASE NOTE: This page must be completed and submitted for each person attending any portion of this event.**

Payment is required **ONLY** if also registering for Tutorials or the Networking Reception. Please check payment method:

- CREDIT CARD** Complete this form and fax to +1.215.442.6199 or mail to: DIA, 800 Enterprise Road, Suite 200, Horsham, PA 19044-3595, USA. Non-US credit card payment will be subject to the currency conversion rate at the time of charge.  
 VISA  MC  AMEX Exp. Date \_\_\_\_\_  
Card # \_\_\_\_\_  
Signature \_\_\_\_\_
- CHECK** drawn on a US bank payable to and mailed along with this form to: Drug Information Association Inc., P.O. Box 95000-1240, Philadelphia, PA 19195-1240, USA. Please include a copy of this registration form to facilitate identification of attendee.
- BANK TRANSFER** Upon completion of registration, DIA sends an email to the address on the form with instructions on how to complete the Bank Transfer. Payment should be made in US dollars. Your name, company, and Meeting ID #10001 must be included on the transfer document to ensure payment to your account.

**FULL-MEETING REGISTRATION** (attendance of 2 or more days) includes admission to all sessions, exhibits, coffee breaks, luncheons and receptions, **excluding Sunday Networking Reception.**

**TUTORIALS** Titles and fees on pages 10-11 of the online brochure. Space is limited; preregistration encouraged. Please indicate the ID # and fee for tutorials you plan to attend.

Tutorial # \_\_\_\_\_ Fee \_\_\_\_\_

Tutorial # \_\_\_\_\_ Fee \_\_\_\_\_

TUTORIAL SUBTOTAL \_\_\_\_\_

**JOIN DIA NOW ... SAVE on future meeting registration fees ...**

**ENJOY the benefits of membership for one year!**

[www.diahome.org](http://www.diahome.org)

US \$140

## NETWORKING RECEPTION

Must be registered for the full meeting to attend.

On or before  
**MAY 14, 2010**

After  
**MAY 14, 2010**

Networking Reception Only  
is not available.

US \$75

US \$85

TOTAL PAYMENT DUE **US \$** \_\_\_\_\_

### PARTICIPANTS WITH DISABILITIES

DIA meeting facilities and overnight accommodations are accessible to persons with disabilities. Arrangements can be made for sensory-impaired persons attending the meeting if requested at least 15 days prior to meeting. Contact the DIA office to indicate your needs.

**CANCELLATION POLICY:** All cancellations must be received in writing at DIA's office by 5:00 PM, May 28, 2010. If you do not cancel by May 28, 2010 and do not attend, you are responsible for the full applicable fee. Registrants are responsible for cancelling their airline and hotel reservations. You may transfer your registration to a colleague at any time but membership is not transferable. Please notify DIA of any such substitutions as soon as possible. Substitute registrants will be responsible for nonmember fee, if applicable. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for any airfare, hotel, or other costs incurred by registrants. Speakers and program agenda are subject to change.

**Refunds for cancellations received in writing on or before May 28, 2010 will be:**

- **NETWORKING RECEPTION:** On or before May 28, 2010 = Full Refund
- **TUTORIAL:** On or before May 28, 2010 = Registration fee paid minus \$75 = Refund Amount

Last/Family Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Degrees \_\_\_\_\_  Dr.  Mr.  Ms.

Job Title \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

email ([email address is required for confirmation](#)) \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

# Exhibitor Information Kiosk Form

46<sup>th</sup> DIA Annual Meeting - Washington, DC



Distribution of promotional or informational materials at the Annual Meeting is restricted to exhibiting companies within their booths or in the Exhibitor Information Kiosk. Any materials found outside these areas will be discarded and the exhibiting company will receive a violation penalty which will affect the company's booth selection choices for the 2011 Annual Meeting.

Companies wishing to distribute brochures or other company information outside of their booths must purchase a compartment on the Exhibitor Information Kiosk. The cost for each compartment is US \$225.00. Each company will be responsible for making sure their compartment is refilled daily and for picking up any remaining materials at the end of the exhibition. Any materials not retrieved prior to the exhibit hall dismantle will be discarded. The standard size of the compartment is 8 1/2 x 11 inches (US Letter). Please fill out the form below and fax back to Shannon Lewis at +1.215.293.5963 or scan and email same to Shannon.Lewis@diahome.org.

## Contact Information

Exhibiting Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

email: \_\_\_\_\_

## Payment Information

Number of kiosk compartments (at US \$225.00 each): \_\_\_\_\_

Total amount due: \_\_\_\_\_

**Checks** in US DOLLARS should be made payable to: **Drug Information Association** and mailed together with a copy of this form to facilitate identification to: DIA, 800 Enterprise Road, Suite 200, Horsham, PA, 19044-3595 USA.

**Credit card** payments by **Visa**, **MasterCard**, or **American Express** can be made by completing the relevant details hereunder.

Visa       MasterCard       American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Fax completed form to +1.215.293.5963 or email same to Shannon.Lewis@diahome.org

# Business Suite Rental Form

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Custom built 10x10 suites are available on the show floor for rental by exhibiting companies. These suites can be utilized on the exhibit floor during regular exhibit hours (Monday - 9AM-6PM, Tuesday - 9AM-5:30PM, Wednesday - 9AM-4PM).

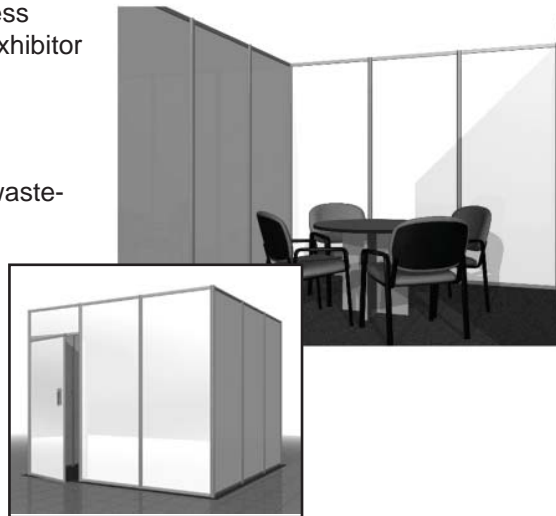
These suites can accommodate activities such as staff meetings, business meetings, a quiet area off the main show floor for lunch, focus groups, exhibitor seminars, VIP demos, etc.

Included in the price of the basic package is:

- SST Office Structure
- Furnishings (42" prestige conference table, 4 prestige side chairs, waste-basket, 10'x10' carpeting)
- 5 amp/500 watt electrical connection

Cost for the basic package is US \$2,500.00. Any additional items needed may be ordered through the Champion Service Kit by the exhibitor.

Suites may also be accessed 1 hour before and 1 hour after exhibit hours, provided persons using the suite have exhibitor badges - Annual Meeting attendees/speakers are not permitted in the exhibit hall outside of official hall hours. All persons accessing the business suites must be registered for the meeting. Non-registered persons will not have access to the exhibit hall.



## Contact Information

Exhibiting Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

email: \_\_\_\_\_

## Payment Information

Number of Business Suites requested: \_\_\_\_\_

Total rental fees (US \$2,500.00 each): \_\_\_\_\_

**Checks** in US DOLLARS should be made payable to: **Drug Information Association** and mailed together with a copy of this form to facilitate identification to: DIA, 800 Enterprise Road, Suite 200, Horsham, PA, 19044-3595 USA.

**Credit card** payments by **Visa**, **MasterCard**, or **American Express** can be made by completing the relevant details hereunder.

Visa       MasterCard       American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Fax completed form to +1.215.293.5924 or email same to Eileen.Roth@diahome.org