



PUERTO RICO SOCIETY OF MICROBIOLOGISTS

Box 360175
San Juan, PR 00936-0175

2020 ANNUAL MEETING May 28-29, 2020 CONTRACT FOR EXHIBIT SPACE



The Puerto Rico Society of Microbiologists (PRSM), American Society for Microbiology Local (ASM) Branch, hereby agrees, as the sponsor of the Society's 2020 Annual Meeting, to allocate booth space for each exhibitor that agrees to the terms of the Contract. Therefore, both, the Exhibitor and PRSM, shall comply with all terms and conditions set forth in this contract.

The undersigned hereby applies for an exhibit space in the 2020 PRSM Annual Meeting, to be held on May 28-29, 2020 at the Caribbean Convention Center, Street 1 km 21.3, Corner with Street 8834, La Muda, Guaynabo, PR 00969.

The exhibitor agrees to follow Page 2 Payment Schedule's fees and also agrees to pay the rental cost of each booth space upon submission of this contract.

EARLY REGISTRATION FEE will be **\$1,100.00**, if this duly signed contract and check payment are sent to PRSM on or before **April 15, 2020**. Booth fee includes: 1 table (6' x 3' size @ booth) and 2 chairs, breakfast, coffee breaks, lunch and cocktail tickets for the two (2) Company's representatives. If the exhibitor wants a two-table booth arranged at their own discretion, the one-time fee is **\$1,800.00** (2 tables, 4 chairs, breakfast, coffee breaks, lunch and cocktail tickets for the two (2) Company's representatives).

LATE REGISTRATION FEE will be **\$1,300.00**, if this duly signed contract and check payment are sent to PRSM after **April 15, 2020 but before May 15, 2020**. The PRSM will not accept Early Registration Regular Exhibitor's fee payments made after April 15, 2020, based on past exhibitions or sponsorships. Booth fee includes: 1 table (6' x 3' size @ booth) and 2 chairs, breakfast, coffee breaks, lunch and cocktail tickets for the two (2) Company's representatives. If the exhibitor wants a two-table booth arranged at their own discretion, the one-time fee is **\$2,000.00** (2 tables, 4 chairs breakfast, coffee breaks, lunch and cocktail tickets for the two (2) Company's representatives).

If you require more information or to exhibit with a larger booth, please contact Dr. Nydia Rodríguez Bonano, PRSM-Treasurer: through email at: smpr50@gmail.com or nrodriqu@uagm.edu.

PRSM does not allow more than one (1) company per booth. Please include your two (2) Company's representative(s) complete information in the space provided below and also send us your **Official COMPANY's LOGO and NAME**, as you want it to be published in the Meeting's brochure. If your exhibit requires electricity or if your Company is planning to use computers, plasma TV, etc., please bring your own extension cords. An electricity use fee will not be charged this time.

Company Name: _____

Represented by: _____ Position: _____

Signature: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone Number (s): () _____ Fax Number: () _____

E-mail address (work) _____

E-mail address (home) _____

Please include with this contract the Merchant's Registration Certificate (*Certificado de Registro Comercial*) issued by Department of the Treasury of the Commonwealth of Puerto Rico (*Departamento de Hacienda de Puerto Rico*); and please review / complete below the Payment Schedule:

Total booth(s) 1 table x \$1,100.00	Total: \$ _____ (before April 15, 2020)
Total booth(s) 2 tables x \$1,800.00	Total: \$ _____ (before April 15, 2020)
Total booth(s) 1 table x \$1,300.00	Total: \$ _____ (after April 15, 2020 and before May 15, 2020)
Total booth(s) 2 tables x \$2,000.00	Total: \$ _____ (after April 15, 2020 and before May 15, 2020)

Payment Method*:

- Pay Pal (please see link for payment at www.micropr.org) Enclosed Check / Money Order

_____ Today's Date ____ / ____ / ____
Signature

*Contract's forms after Pay Pal payments can also be E-mailed to the attention of Dr. Nydia Rodríguez Bonano, PRSM-Treasurer at nrodrigu@uaqm.edu or using the Society's email address: smpr50@gmail.com.

Make all checks payable to:
Sociedad de Microbiólogos de Puerto Rico

Mail completed and signed contract with payment to:
Sociedad de Microbiólogos de Puerto Rico
Box 360175
San Juan, PR 00936-0175

The PRSM is a non-profit organization and it is solely supported by its members and Exhibitors like you.

Thanks for your support!!!

If you have questions regarding this contract or need more information, please contact the Society directly: smpr50@gmail.com

Deadline for Early Registration and receipt of payment: April 15, 2020

Deadline for Late Registration and receipt of payment: May 15, 2020

CANCELLATION POLICY

There will be a penalty charge of 50 % of the booth's fee, if cancellation is made in writing and received by a PRSM Official before April 15, 2020. There will be a penalty charge of 75 % of the booth's fee, if cancellation is made in writing and received by a PRSM Official after April 15, 2020 but on or before May 15, 2020. If cancellation is made after May 15, 2020, the booth's fee is non-refundable.

Signature and Date (indicating that you understood and agree with the cancellation policy:

_____ Today's Date ____ / ____ / ____
Signature

For PRSM Use Only:

Date received: _____

Authorized by: _____

Position: _____