

**PREP 2011 Vendor Workshop Agreement**  
**www.PREPSYMPOSIUM.org**

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 to attend the workshop at the booth of the sponsoring vendor. To present, the cost to you is \$850 for the cost of the meeting room and the additional cost of food for approximately 30 attendees (continental breakfast ~ \$30 per person; lunch ~ \$50 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 Loews inhouse 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 email this Agreement to the PREP 2011 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)

- |                                    |                           |
|------------------------------------|---------------------------|
| <input type="checkbox"/> Monday    | lunch vendor workshop     |
| <input type="checkbox"/> Tuesday   | breakfast vendor workshop |
| <input type="checkbox"/> Tuesday   | lunch vendor workshop     |
| <input type="checkbox"/> Wednesday | breakfast vendor workshop |
| <input type="checkbox"/> Wednesday | lunch vendor workshop     |

By signing this Agreement, you are guaranteeing payment, depending on your time slot, for a minimum number of 15 continental breakfasts or 30 lunches. The Symposium will order the food items. If the number exceeds 15 continental breakfasts or 30 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 (no checks or bank wires) along with the expiration date and signature, and return to the PREP 2011 Symposium Manager below. When your workshop is accepted, your credit card will be processed \$850 (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 to the credit card below after the completion of the workshop.

MasterCard/Visa/AmExpress # \_\_\_\_\_ Expires \_\_\_\_\_  
(we do NOT accept any other credit cards) (must expire no earlier than 8/11)

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)

Title of Vendor Workshop: \_\_\_\_\_

**RETURN TO:** Ms. Janet Cunningham, PREP Symposium / Exhibit Manager  
phone 301-668-6001 / janetbarr@aol.com