

# 2008 Annual Meeting of AIBS

Exhibit Space Contract and Sponsorship Reservation Form

The Westin Arlington Hotel, 801 North Glebe Road, Arlington, Virginia 22203

May 12-13, 2008

### Exhibit Dates and Hours:

Monday, May 12 10:15 AM-8:30 PM;

Welcome Reception 6:30-8:30 PM

Tuesday, May 13 9:00 AM-2:45 PM

Set Up: Monday, May 12 8:00-10:00 AM

Tear Down: Tuesday, May 13 3:00-5:00 PM

### Exhibit and Sponsorship Prices

Tabletop or freestanding booth (\$500/tabletop) \$ \_\_\_\_\_

Hyperlinked Ads (\$100) \$ \_\_\_\_\_

Student Poster Award Sponsor (\$1,000 each) \$ \_\_\_\_\_

Website link on meeting website (\$100 each) \$ \_\_\_\_\_

Materials at Take-One Table (\$200) \$ \_\_\_\_\_

Welcome Mixer & Poster Session (5/12/08) (\$2,000) \$ \_\_\_\_\_

Diversity Scholars Luncheon (5/13/08) (\$2,000) \$ \_\_\_\_\_

Coffee Break (\$1,000 each) \$ \_\_\_\_\_

Registration Packet Inserts(\$200 each) \$ \_\_\_\_\_

Platinum Sponsor (\$5,000) \$ \_\_\_\_\_

Gold Sponsor (\$2,500) \$ \_\_\_\_\_

Silver Sponsor (\$1,500) \$ \_\_\_\_\_

Bronze Sponsor (\$500) \$ \_\_\_\_\_

Supporting Sponsor (\$250) \$ \_\_\_\_\_

There will be an across the board 25% discount for nonprofits and AIBS member societies and organizations less 25% if applicable

TOTAL \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Web site: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Submitted and Authorized by (This is acknowledging acceptance of Rules and Regulations on reverse.)

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor's copy of the accepted agreement and future correspondence regarding the exhibit should be directed to the following individual:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### EXHIBIT PERSONNEL (Limit of 2 per booth):

1.) Name \_\_\_\_\_ 2.) \_\_\_\_\_

Description of the equipment, supplies, processes or services to be featured: (For publication in the Final Program, must be submitted by April 18, 2008) This description limited to three lines of typed text.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE SEE OTHER SIDE OF FORM FOR IMPORTANT RULES AND REGULATIONS

Exhibit space will be allocated on a first-come, first-served basis (telephone or fax reservations via the McLean Secretariat are permitted). Whenever possible, space will be allotted according to the Exhibitor's request, but the final arrangement will be determined by the American Institute of Biological Sciences in such a way as to produce the most advantageous grouping of the exhibits shown. Please make check payable to American Institute of Biological Sciences, or fill in credit card payment authorization and mail to the McLean address at the bottom of this page. Enclose this agreement which will be returned upon acceptance and signature by an authorized representative of the American Institute of Biological Sciences.

Credit Card Payment:  VISA  MasterCard  American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

### DO NOT WRITE IN THIS SPACE

Accepted by AIBS

Payment Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Payment Type:  CC  Check # \_\_\_\_\_

Signature \_\_\_\_\_

Booth(s) Assigned \_\_\_\_\_

MAIL TO: ATTN: Sue Burk/Lori Strong

1313 Dolley Madison Blvd,

Suite 402

McLean, VA 22101

Phone: (703) 790-1745

FAX: (703) 790-2672

QUESTIONS: Sue Burk – Sburk@BurkInc.com

Lori Strong – LStrong@BurkInc.com

# RULES AND REGULATIONS

1. Location, Dates, and Hours of Exhibit: The Exhibition will be held at the Westin Arlington. The exhibit area will be open free of charge to the meeting registrants as follows:

Monday, May 12	10:15 AM-8:30 PM;
Welcome Reception	6:30-8:30 PM
Tuesday, May 13	9:00 AM-2:45 PM

These hours are subject to change as dictated by program requirements.
  2. Installation and Dismantling: Booths will be accessible to exhibitors for setting up displays from 8:00-10:00 am on Monday, May 12, 2008, and are to be ready for display by 10:15 am-8:30 pm on Monday, May 12, and 9:00 am-2:45 pm, Tuesday, May 13, 2008. Packing and removal can begin after 3:00 pm on Tuesday, May 13, 2008.
  3. Standard and Special Booth Equipment: Standard booth equipment consists of a table and 2 chairs and ID sign. Shipments of freight should be made directly to the hotel. All independent service companies performing work at the show site will be required to submit certificates of insurance for both workers' comprehensive and general liability insurance, at amounts established by Virginia. Deadline for receipt of these materials is April 18—three weeks prior to the start of the show. In addition, such contractor must submit his request in writing to the show management and list the names of all company representatives working in the exhibit area and must adhere to all exhibitor move-in and move-out hours and regulations.
  4. Space assigned to an Exhibitor may be transferred by the Exhibit Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named "end product" of another Exhibitor without permission of that Exhibitor and the Exhibit Manager in writing.
  5. General Regulations: Loud speaking sound displays are prohibited. The Society reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. All exhibits, backwalls and decorations will be limited to 8' in height and not extending more than 2' from the backwall except actual equipment which in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Exhibit Manager.
  6. Exhibitor will be responsible for state sales tax owed to Virginia, on any transactions made on the show floor. Exhibitor will be responsible for any business license required by Virginia. No exhibitor will be permitted to give away premium items, nor to conduct any prize drawings, awards for signing of names and addresses, or other extreme promotions without first obtaining written permission from the Exhibit Manager.
  7. Photographing booths is limited to non-exhibit hours or candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.
  8. All exhibit and booth materials, particularly drapes, curtains, table covers, etc. must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel Safety Regulations, and must be flame-proof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted to materials which will pass fire inspection. Decorations of paper, pine boughs, leafy decorations or tree decorations or tree branches are prohibited. Volatile or flammable oils, gases, unprotected picture films, other explosives or flammable matter, or any substance prohibited by the City Departments or authorities, will not be permitted in the exhibition areas. Likewise, all electrical work and electrical wiring must be approved and installed in accordance with State and Local Regulations. Smoking in exhibits is prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.
  9. In their own best interest, and for security, Exhibitors shall keep an attendant in their booths during all exhibit hours. **No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the Exhibit Manager.**
  10. Due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitor's equipment against loss, theft, damage and breakage. Neither the Hotel nor any of its employees nor representatives, nor any representative of the American Institute of Biological Sciences, nor Burk and Associates, Inc., nor any subcontractor will be responsible for any injury, loss or damage to the Exhibitor, the Exhibitor's employees or property, however caused. In addition, the Exhibitor must assume responsibility for damages to the Hotel property and indemnify and hold harmless the Hotel from liability, which might ensue from any cause, whatsoever, including accidents or injuries to Exhibitors, their agents or employees. The Exhibitor must also assume responsibility for any accident, injury or property damage to any person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the Exhibitor, his agents or employees. In view of the foregoing, Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits, and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.
  11. The American Institute of Biological Sciences and the Exhibit Manager for the meeting will cooperate fully, but cannot assume responsibility for damage to Exhibitor's property, lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.
  12. **Exhibitors wishing to have Hospitality Suites must reserve them through the Exhibit Manager. Such Suites cannot be open during any Meeting or Exhibit Hours and can be open after midnight only with Exhibit Manager's permission.**
  13. The Exhibit Manager will attempt to assist and generally protect Exhibitors, keep them informed and will assume responsibility for its own misconduct and negligence all in good faith.
  14. Rejected Displays: Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area. In which event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor or his representatives.
  15. Care of Building and Equipment and Safety Precautions: Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment in the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.
  16. The Exhibitor will engage at its expense, and through the Hotel where the Hotel so requires, all necessary labor and trade performing functions directly related to the exhibit. The exhibitor agrees that any person employed to perform such functions on a temporary basis at the Hotel shall be represented by the appropriate bonafide AFL-CIO Union.
  17. Cancellation: If space contracted for is canceled by an Exhibitor after April 18, 2008, or if the Exhibitor fails to occupy space contracted for, the Society is entitled to the full amount of the booth space charge. If the space reserved is canceled by the Exhibitor before April 18, 2008, 50% will be retained by the Society and the balance refunded. If booth space is not occupied by 9:00 AM, Monday, May 12, 2008, the Society will have right to such space as it sees fit to eliminate blank spaces in the exhibit area.
  18. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of the American Institute of Biological Sciences.
- The foregoing regulations have been formulated for the best interests of all Exhibitors; the cooperation of all exhibitors is requested.

## Pre-Meeting Contact Telephone Number:

Sue Burk or Lori Strong, AIBS Business Office 703-790-1745