

2011 Contract for Exhibit Space

Biophysical Society 55th Annual Meeting and Exhibits,
March 5–9, 2011, Baltimore Convention Center,
Baltimore, Maryland

Company Name: _____
Address: _____
City: _____ State _____ Zip _____
Country: _____
Company Phone Number: _____
Web Address: _____
Exhibit Contact Person: _____
Email: _____
Contact Phone: _____
Marketing Director: _____
Email: _____

Important Information for Program Listing

All information must be completed in order to be considered for approval to exhibit, and for correct listing in the *55th Annual Meeting Program Guide*. The Biophysical Society is not responsible for incomplete or illegible information in the Program Guide. We must receive all information by December 1, 2010, to be included in the listing. Please make sure all information is correct. It is exhibitor's responsibility to notify the Biophysical Society of any changes in personnel and/or company information.

Please e-mail a product/service description of no more than 50 words by December 1, 2010, to gnehemiah@biophysics.org. Descriptions made after that date will not make it into the Program Guide.

Booth Fee: \$1,950 per 10x10 booth. An additional \$250 premium per corner booth will apply.

Number of inline booths requested _____

Number of corner booths requested _____

We cannot guarantee your choices will be available. Since many companies will apply for the same space, we suggest that you not concentrate your choices in one area.

Six selections for booth space(s):

1st choice _____ \$ _____
2nd choice _____ \$ _____
3rd choice _____ \$ _____
4th choice _____ \$ _____
5th choice _____ \$ _____
6th choice _____ \$ _____

Note: If you are a publisher and you would like to be included in Publishers' Row, please indicate that in your choices.

Please list companies (not products) you prefer NOT to be located near.

1. _____ 2. _____

We hereby apply for exhibit space at the 55th Annual Meeting and Exhibits of the Biophysical Society, March 5–9, 2010, at the Baltimore Convention Center. We further agree to abide by all regulations specified under Contract Rules and Regulations and purchase or rent carpet for our individual booth(s).

Signature of Representative: _____

Print Name: _____

No booth assignment will be made without a signed Contract for Exhibit Space and full payment is made. Full payment must also be received before listing in the Annual Meeting Program Guide.

Method of Payment (check one)

Check (payable to Biophysical Society – U.S. currency drawn on U.S. bank)
 Visa MasterCard American Express Discover

Name of Cardholder _____

Credit Card # _____

Exp. Date _____ Amount of Payment \$ _____

Signature _____

Please return copy of the contract to the Biophysical Society. If your application is received prior to May 31, your application will be processed according to our priority point system. Priority period open to 2009 exhibitors only. After that date, your application will be processed on a first-come first-served basis.

Mail or Fax to:

Gloria Nehemiah, Sales & Exhibits Manager
Biophysical Society
9650 Rockville Pike
Bethesda, MD 20814
Phone: 301-634-7265; Fax: 301-634-7133

For BPS office use only—do not write below this space.

Date received: _____; Booth number: _____;
Booth size: _____
Amount paid: _____; Check/CC: _____
Date: _____; By: _____

CONTRACT RULES AND REGULATIONS

Presentation of Products and Services

The purpose of the Biophysical Society exhibit program is to further the education of scientists working in the field of biophysics. The exhibits must be of an educational character. They must emphasize instruments, products or services for use in teaching and research, books, or other publications in scientific fields of relevance to the interests of the members, or directly convey scientific research findings in those areas of science represented by the Biophysical Society. The Biophysical Society reserves the right at its sole discretion to accept or deny applications for exhibit space and to allocate space among exhibitors. The Biophysical Society also reserves the right to refuse giveaways that do not meet professional, acceptable standards.

Enforcement of Rules

By applying for exhibit space, an exhibitor agrees to adhere to all conditions and regulations outlined herein. Show Management (SM) will monitor conformity with these Rules and Regulations for this meeting. Each exhibitor is granted a terminable license to exhibit, subject to all the rules herein. If it is decided that an exhibitor has failed to comply with any rule, the license may be terminated and the exhibit closed without notice. In all interpretations of the Rules and Regulations, SM's decision is final.

Space Assignment

Booth space will be assigned at the discretion of the Biophysical Society. Priority of booth selection is given to companies that have exhibited in previous years, purchased ads in any Society publication or were a sponsor of the Annual Meeting. Points are accrued for five years preceding the current meeting year. The Society will attempt to assign requested spaces. However, if none of the requested spaces is available, a space comparable in location and size will be assigned. Exhibits Manager (EM) reserves the right to alter exhibitor's assigned location at any time if deemed in the best interests of the Exhibition. EM will consult with exhibitor before exercising its discretion.

Booth Fee and Cancellation Policy

Space rental fee is \$19.50 per square foot. Minimum booth space is 10x10 or 100 square feet. An additional \$250 premium per corner will also apply. All booth fees are due with the Contract for Exhibit Space submission. In the event an exhibitor must cancel their entire booth, the following shall apply: Cancellations made February 1 through June 30, 2010 - all monies paid to date will be returned less 25% non-refundable deposit; July 1, through September 30, 2009 - 50% of the total booth fee will be refunded. Full booth fee is forfeited by any company withdrawing on or after October 1, 2010. In the event of partial booth cancellations, the aforementioned cancellation policy will apply to the canceled booth(s) only.

Booth Specifications

All booths are 10' x 10'. Pipe and drape backs are 8' high and the side rails are 3' high. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or attendees. Crates and other packing materials may not be stored behind the pipe and drape. No walls, partitions, decorations, hanging or free-standing items, or other obstructions may be erected that in any way interfere with the view of another exhibitor. Exposed, unfinished sides of exhibit backgrounds must be draped for an attractive appearance. If such draping is not ordered, it will be installed at the exhibitor's expense. The aisles must be free for all attendees and exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic during the entire meeting. Do not place demonstration areas on the aisle line of the exhibit if it is expected that many people may congregate there. Leave space within the exhibit area to absorb the majority of the crowd.

Standard In-Line Booths — The back wall of the display is limited to 8' in height and a depth of 4'. All display fixtures and accessories, (including but not limited to book racks, instruments, and foliage) over 4' in height, not to exceed 8' maximum, must be confined to that area of the exhibitor's space which is within 4' of the back line. Display material in the remaining 6' of booth space must not exceed 4' in height.

Island Booths — In island booth units, bordered on four sides by aisles, the full cubic content of the space may be used; however, all display material is restricted to 16' in height and a sufficient "see-through" or walk-through area must be provided so as not to block the view of adjacent exhibits. Models or to-scale drawings of cubic content exhibits must be submitted in advance to EM for approval to avoid problems during exhibit setup. Island booths will be measured and may not exceed the 16' height limitation.

General Conduct of Exhibitors

The following practices are prohibited:

- Noisy electrical or other mechanical apparatus interfering with other exhibitors.
- Operation of x-ray equipment.
- Canvassing or distributing any material outside the exhibitor's own space.
- Sub-leasing of exhibit space.
- The use of billboard advertisements and/or the display of signs outside the exhibit area.
- Soliciting participation in surveys or otherwise harassing registrants.
- Publicizing and/or maintaining any extracurricular activities, inducements, displays, or demonstrations away from the exhibit area during the exhibit hours.
- Entry into another exhibitor's booth without permission.
- Photographing, videotaping, or examining another exhibitor's equipment without permission. The use of cameras and video cameras is prohibited in exhibit hall and poster area. Any person using a camera or video camera in the hall will be escorted out by BPS security. All cameras will be confiscated if not left outside the exhibit hall.
- The use of open audio systems.
- The use of live animals.
- Photographs or other forms of visual display of surgery and experimentation being performed.
- Dismantling exhibits and leaving before official exhibits close at 5:00 PM, Tuesday, March 8.

Exhibitors are requested to staff their exhibits with personnel attired in a manner consistent with the decorum of the meeting and knowledgeable in the products and policies of the company. As a courtesy to scientists and to fellow exhibitors, Management requires exhibitor cooperation in opening exhibits on time each morning and staffing them throughout the day until the scheduled closing hour. Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times. Non-exhibitors may not solicit business from scientific registrants or companies exhibiting.

Outside Contractors

Exhibitors may use contractors other than the Official Exhibit Contractor to set up, erect, and dismantle exhibits if the Exhibitor provides to the Biophysical Society the name and address of each contractor and certificates of insurance. The exhibitor assumes full responsibility for all acts of its contractors and agrees to hold harmless and indemnify the Biophysical Society for any loss or any damage to the Baltimore Convention Center. These contractors must advise the Biophysical Society Exhibit personnel upon arrival and secure the proper temporary identification needed for set-up and dismantling.

Labor

Exhibitors are required to observe all contracts in effect between the Biophysical Society, service contractors, and the Baltimore Convention Center. Questions about specific labor union provisions can be answered by calling Larry Gutelius of Freeman at (702) 263-4169.

Installation of Exhibits (Move-In)

A labor crew will be available on set-up days in accordance with advance orders. Exhibitors are urged to order all

required services in advance. In December, a complete set of service forms will be included in the Exhibitor Service Kit. All exhibit materials must be unpacked by 3:00 PM, Saturday, March 5, to permit the removal of empty crates and cartons from the exhibit area. Any exhibit not unpacked by this time will be placed in storage and can be returned only after the exhibits close on the first day of exhibiting, or may be ordered for setup by SM and the cost charged to the exhibitor. No refuse, such as empty cartons, may be placed in the aisles after the final sweeping of the aisles in the exhibit area. Exhibitors are urged not to litter the floor in the booths or aisles after the cleaning of the exhibit area since time will not permit a sweeping of booths or aisles on opening morning.

Crate Storage

Empty crates, boxes, and cartons must be removed from the exhibit area by 3:00 PM, Saturday, March 5. "Empty" stickers, which must be placed on all containers to be stored and returned at the close of the exhibit, will be available at the Exhibitor Service Desk. Containers or skids without the "Empty" stickers will be considered refuse and disposed of. Crates, boxes and cartons may not be stored behind booth backgrounds. SM will request removal of any goods behind booth backgrounds that detract from the exhibit floor setting. Do not store anything of value in crates going into storage.

Dismantling of Exhibits (Move-Out)

No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official closing time. Violators will not be invited to exhibit at future meetings. All exhibits must be packed by 10:00 PM, Tuesday, March 8, 2011. To avoid any damage to your equipment, please remain in your exhibit until crates are delivered and labor is available. Watchmen are appointed; however, the Biophysical Society, the Baltimore Convention Center, and Freeman cannot assume any responsibility for loss of or damage to exhibits, equipment, personal belongings, etc.

Admittance During Non-Show Hours

Exhibit personnel will not be allowed to enter the exhibit floor earlier than one hour prior to the opening of the show.

Damage to Property

The exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment. The exhibitor may not apply paint, lacquer, adhesives, stickers, or other coating to building floors, walls, or columns, or to standard booth equipment.

Use of the Biophysical Society

The use of the Biophysical Society name is not permitted on signs inside or outside the exhibit area, or on descriptive product literature, EXCEPT reference may be made to the Meeting as the "Biophysical Society 55th Annual Meeting" (with place and dates) on the exhibitor's advertising.

Distribution of Giveaways

Exhibitors will be permitted to distribute appropriate promotional material and related items from the exhibit booth only. Exhibitors distributing any material outside the booth (hotels, Convention Center lobby area, etc.) will not be invited to exhibit at future meetings. In keeping with the educational purpose of the exhibit program, all such giveaways and literature must conform to acceptable, professional standards.

Security

Limited security will be provided for perimeter access control beginning on Friday, March 4, 2011, at the start of move-in, and continue through exhibitor move-out. Booth security and the protection of special valuable items may require additional security at the exhibitor's own expense. Forms for booth security personnel will be available in the Exhibitor Service Kit.

Americans with Disabilities Act

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act within their assigned exhibit space.

Registration of Exhibitors

Each exhibiting company will receive six exhibitor badges for each 10x10 booth space purchased. It is the responsibility of the authorized individual signing the Contract for Exhibit Space to inform all company personnel of the rules and regulations contained in this brochure and Exhibitor Service Kit. To facilitate the rotation of company personnel, the badge of a departing representative may be turned in at the Exhibitor Registration Desk and a new badge will be issued to the replacement. In no case can the allotment be exceeded without specific permission. A badge that is lost, taken home, etc., cannot be replaced if the exhibitor has received the allotment. Each representative of an exhibiting company must wear the official badge while in the exhibit area. Exhibitor badges may be issued only in the name of the company shown on the Contract for Exhibit Space. Exhibitor badges will not permit attendance at scientific sessions. The exhibitor registration desk will be open during the installation of exhibits on Friday, March 4, from 8:00 AM – 5:00 PM and Saturday, March 5, from 8:00 AM – 5:00 PM. Exhibitors must have a badge to enter the exhibit area. Exhibiting companies will be given the opportunity to register their representatives in advance. Companies requiring badges for their personnel over and above the allotment, for reasons that are unique, may write to the Exhibits Manager stating the reason for additional badges and the number required, i.e., sales training, visits by company personnel other than those staffing the booth, etc. It should be noted that spouses of exhibitors will be issued a badge that is not charged against the company's allotment. Children under the age of 12 are not permitted in the Exhibit Hall during set-up or dismantling of exhibits.

Social Functions/Hospitality Suites

Industry-sponsored dinners, receptions, entertainment activities and/or meetings may not be scheduled in direct conflict with scientific sessions.

Indemnity

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Biophysical Society, the Baltimore Convention Center, Freeman and their officers, employees, and agents, harmless against all claims, losses and damages to persons property, governmental charges of fines and attorney's fees arising out of, or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibiting premises or a part thereof, excluding such liability caused by the sole negligence of the parties referred to above. In addition, the Exhibitor acknowledges that the Biophysical Society, the Baltimore Convention Center, and Freeman do not maintain insurance covering the exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

Fire Department Regulations

Volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may not be used in any booth. Regulations for Baltimore Convention Center are included in the Exhibitor Service Kit. Exhibits must meet all local fire regulations.

Insurance

Exhibitors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy protecting them against loss, theft, fire, damages, etc.