



# EXHIBIT SPACE, SPONSORSHIP AND MARKETING OPPORTUNITY CONTRACT

Please print or type:

CONTACT NAME/TITLE

COMPANY NAME

STREET ADDRESS

CITY, STATE/PROVINCE

ZIP/POSTAL CODE, COUNTRY

PHONE

EMAIL ADDRESS

COMPANY WEBSITE ADDRESS

The undersigned hereby authorizes the International Chemical Biology Society (ICBS) to reserve exhibit space for use by the above company or organization. As an exhibitor, the undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to ICBS. The undersigned acknowledges that space assignments shall be acceptable unless ICBS is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PRINT OR TYPE)

For U.S. citizens only: Contributions, gifts, dues or other payments to the International Chemical Biology Society are not deductible for federal income tax purposes as charitable contributions. However, they may be deductible as ordinary and necessary business expenses. Please consult your tax advisor.

**Payment**

**Payment in full must accompany application.  
 ICBS Taxpayer/ID number is 45-5297717.**

CHECK NUMBER \_\_\_\_\_ (PAYABLE TO ICBS IN U.S. FUNDS)

VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

NAME ON CREDIT CARD

ACCOUNT NUMBER

EXPIRATION DATE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Exhibit Space, Sponsorship and Marketing Selections**

**EXHIBITS:**

PRICE PER EXHIBIT TABLE **\$1,500.00 USD**

NUMBER OF EXHIBITS ORDERED \_\_\_\_\_

**SUBTOTAL: \$ \_\_\_\_\_**

CHOICE OF EXHIBIT SPACE LOCATIONS (INDICATE 3 CHOICES)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

DO NOT ASSIGN BOOTH NEXT TO THE FOLLOWING COMPANIES:

**SPONSORSHIP OPPORTUNITIES:**

NAME OF SPONSORSHIP OPPORTUNITY & COST:

\_\_\_\_\_ **SUBTOTAL: \$ \_\_\_\_\_**

**OTHER MARKETING OPPORTUNITIES:**

NAME OF MARKETING OPPORTUNITY & COST:

\_\_\_\_\_ **SUBTOTAL: \$ \_\_\_\_\_**

**GRAND TOTAL: \$ \_\_\_\_\_**

**Send a copy of this contract with payment in U.S. dollars to:**

ICBS Exhibits and Sponsorship  
 111 Deer Lake Rd., Suite 100  
 Deerfield, IL 60015 USA  
 Direct: +1-847-753-5217  
 Fax: +1-847-480-9282  
 mcarson@chemical-biology.org

# Exhibit Rules and Regulations

**ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of ICBS and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the Society. In the event of such restriction or eviction, ICBS is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-serve basis. ICBS will attempt to honor all requests for exhibit space. Notwithstanding the above, ICBS reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

**\$1,500.00 USD PER EXHIBIT FEE INCLUDES:**

- Organization identification sign
- One 6' x 30" draped table
- Two chairs
- Wastebasket
- Additional items may be rented through Freeman Decorating Services, ICBS's designated contractor

**PAYMENT:** Full payment is required with the contract.

**CANCELLATION:** ICBS must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to Friday, September 5, 2014, the exhibitor will be refunded 50% of the payment received. After Friday, September 5, 2014, no refunds will be made.

**CANCELLATION OF MEETING AND EXHIBITION:** If ICBS should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ICBS has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

**OFFICIAL CONTRACTOR:** All decorating and exhibit furniture will be handled by the official contractor, Freeman Decorating Company. The exhibition manual outlines prices and instructions for securing additional items for your exhibit, shipping and material handling, etc. The exhibition manual will be emailed upon acceptance of exhibit contract.

**INSTALLING EXHIBITS:** The exhibit area will be available for set up on Monday, November 17 from 2 – 5 p.m. All exhibits must be set by 5 p.m. on Monday, November 17. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

**DISMANTLING EXHIBITS:** All exhibits must remain intact until the official closing time of Wednesday, November 19, at 12 p.m. and may not be dismantled or removed, in whole or in part, before that time. Any company that dismantles or packs up their display prior to 12 p.m., Wednesday, November 19, will not receive the final registration list. After the close of exhibits, all material must be removed no later than 3 p.m., Wednesday, November 19.

**FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**FAILURE TO OCCUPY SPACE:** The exhibitor will forfeit space not occupied by the close of the exhibit installation period and this space may be resold, reassigned, or used by exhibit management. Exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

**CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

**RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign or share any part of the space allocated without the written consent of ICBS. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotels. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

**FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All electrical equipment must be U.L.-approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

**SECURITY:** Exhibit management provides peripheral security guard service. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

**INSURANCE:** The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on the InterContinental San Francisco's premises, and hereby waives any claim or demand it may have against the International Chemical Biology Society, The Sherwood Group and the InterContinental San Francisco or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless the International Chemical Biology Society, The Sherwood Group and the InterContinental San Francisco, its employees and agents and their respective parent(s), subsidiary(ies), and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

**COMPLIANCE:** The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty, authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

**RESPONSIBILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the facility premises and will indemnify, defend and hold harmless the facility, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

**UNIONS AND CONTRACTORS:** Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.

**CONFLICTING EVENTS:** Exhibitors attending the ICBS2014 will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events include educational or social meetings of interest and relevance to attendees that are scheduled during the same time frame encompassed by the ICBS 3<sup>rd</sup> Annual Conference. Exhibitors should review the meeting program for potential conflicts before scheduling their events.