

Rules and Regulations for Exposition Booths

- 1. Contract for Space.** The receipt by the SERMACS 2006 of your signed application accompanied by payment for the full amount of the exhibitor fee will constitute a contract for the right to use exhibit space at SERMACS 2006. Cancellations will be accepted only after all available exhibition space has been sold and another exhibitor agrees to purchase the cancelled space. In the event of a fire, strike, or other uncontrollable circumstance, which renders the exhibition area unavailable for use, this contract will not be binding. If such an event happens prior to September 30, 2006, the SERMACS 2006 will issue a refund of at least half of the exhibitor fee.
- 2. Space Assignment.** SERMACS 2006 will endeavor to honor your choice of exhibit space based on the date of receipt of the completed exhibitor application. In the event that your preferred choices have already been assigned, the SERMACS 2006 will assign booths as equitably as possible, in accordance with the exhibitor preferences.
- 3. Space Rental.** All booths will be 8 feet by 10 feet. Standard booth furnishings will include a 6-foot topped and skirted table, two banquet chairs, one wastebasket, one identification sign with booth number, electrical outlet and general overhead illumination. Prior to July 1, 2006, the rental fee for manned booths will be \$800. Rental of a manned booth includes two complimentary exhibitor badges. The rental period for booths will be two days: November 2 and 3, 2006.
- 4. Additional Furnishings and Supplies.** Additional furnishings and supplies, internet and telephone access, and electrical power may be arranged in advance of the meeting through the Augusta Marriott by contacting Marisa Brady (see website for contact information). A listing of these extra services and credit card authorization will be provided with your booth confirmation.
- 5. Shipping and Handling of Shipping Crates.** Exhibitors have two options: (1) Bring your display materials with you when you arrive to set up your exhibit. Exhibitors should also bring equipment to move their materials to the exhibit area (i.e. cart or flat bed, etc). All must enter through the Loading dock entrance. They should clear their vehicles from the loading dock area within 10 minutes. (2) Ship your materials to Augusta Marriott at the address shown below to have them delivered at the time of setup. Shipments should arrive within 5 business days of the event and be schedule for ship out with 24 hours after the event. Handling fees will apply for all out bound shipments. Hotel shipping forms must be completed for out bound shipments along with a form of payment. All shipping and handling costs are the responsibility of the exhibitor.

Augusta Marriott Hotel & Suites
2 Tenth Street
Augusta, GA 30901
SERMACS 2006 (*Required*)
Vendor Name/Contact (*Required*)

The same two options apply, in reverse, for removal at the end of the exhibition.
- 6. Installation and Dismantling of Exhibits.** Exhibitors may set up their displays and other materials from 2:00 to 6:00 PM on Wednesday, November 1, 2006, or from 7:00 to 8:30 AM on Thursday, November 2, 2006. All exhibit setup work should be completed 30 minutes before the exposition's opening time of 9:00 AM on Thursday, November 2, 2006. Unoccupied exhibit space may be reassigned after 8:30 AM on Thursday, November 2, 2006 without refund of any space rental fees that may have previously been paid for it. Dismantling of exhibits shall begin after the closing of the exposition at 5:00 PM on Friday, November 3, 2006. All exhibit materials must be removed by 9:00 PM on this same day.
- 7. Space Restrictions.** All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of his assigned space without prior approval of the SERMACS 2006. Booth

displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward farther than 36 inches from the main back wall, and no equipment of abnormal height (greater than 8 feet) shall be allowed along the sides. There shall be no obstruction of the aisles.

8. **Fire Precautions.** All materials used for the displays must be flame retardant. Fire fighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials should be removed from sight upon completion of the booth setup. Small items may be stored under the table, if hidden by a table skirt. Large items shall be stored by prior arrangement in advance of the meeting by Augusta Marriott. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, Local Codes, and the directions of the Augusta Marriott.
9. **Protection of Augusta Marriott Property.** No items of any kind shall be glued, tacked, nailed, screwed, taped, or otherwise attached to the columns, walls, floors or other parts of the hotel building or to any of its furniture except that power cords may be duck-taped to the floor for safety purposes.
10. **Liability.** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the activities of the exhibitor and their agents. The exhibitor will indemnify and hold harmless the Augusta Marriott, the Savannah River Section of the American Chemical Society, the Southeast Chapter of the American Chemical Society, the American Chemical Society, the SERMACS 2006, and their agents and employees, from any and all such losses, damages and claims. The Augusta Marriott and its staff will provide a normal level of building security during the meeting and the hotel's staff will guard or lock the Exhibit Hall outside of exhibit hours. However, neither the SERMACS 2006 nor the Augusta Marriott can provide guarantees against losses of any kind.
11. **Exhibitor's Badges.** Each manned booth exhibitor will receive two exposition-only badges as part of registration. The names of each person should be listed on the Booth Application Form. The Exposition Chair, Stephanie Myers, should be notified of additions and deletions to this list. These meeting badges will admit exhibitor representatives to presentations of all SERMACS 2006 sponsored functions through Friday evening, except the technical session. However, exhibitor representatives with meeting badges will need to pay any extra event admission fees to "ticketed" events on the same basis as all other registered meeting attendees.
12. **Admission to Exhibit Area.** Admission to the Exposition Hall will be limited to those wearing a SERMACS 2006 or exposition-only badge, except for staff and employees of the Augusta Marriott who will also be admitted to the Hall.
13. **Exposition Hours.** The two-day exhibition is scheduled for Thursday and Friday, November 2-3, 2006 from 9:00 AM to 5:00 PM. These exposition hours may be revised at a later date. While exhibitors of manned booths are expected to have at least one representative present at their booth during these hours, they are free to man their booths with additional representatives as they see fit.