

# **Exposition Rules and Regulations**

## **35<sup>th</sup> Great Lakes Regional Meeting 2003**

### **American Chemical Society**

1. **Contract for Space.** The receipt by GLRM 2003 of your signed application accompanied by payment for the full amount of the reservation fee will constitute a contract for the right to use the allocated space. Refunds for cancellations will not be issued unless all the available exhibition space is already sold, and we can resell the space. In the event of fire, strike, or other uncontrollable circumstances that render the exhibition area unavailable for use, this contract will not be binding. If such an event happens prior to May 14th, 2003, a refund of at least half of this fee will be made.
2. **Space Assignment.** GLRM 2003 will endeavor to honor your choice of space request based on the date of receipt of the completed contract. In the event that your preferred choices have been already assigned, GLRM 2003 will assign booths as equitably as possible, in accordance with the stated exhibitor preferences. Space assignments will be publicly displayed on the GLRM 2003 web site as they are made. Links to the assigned exhibitor's web site will be added to the GLRM 2003 website.
3. **Space Rental.** Booths will be 10 feet wide and 8 feet deep. The rental fee per 10-foot wide space is \$500 with two exhibitor badges for industry and \$250 with one exhibitor badge for universities, government, and other non-profit organizations. Default furnishings include a 8' backwall drape, 3' siderail drapes, 6' X 2' X 30" draped table, 2 chairs, one waste basket, one sign with booth number; and general overhead illumination. Rental is for two days.
4. **Additional Furnishings and Supplies.** Extra furnishings, supplies, Internet access, and electrical power, may be arranged a month in advance by contacting the exhibition coordinator.
5. **Shipping and Handling of Shipping Crates.** Exhibitors have two options. (1) You may bring your display materials with you when you arrive to set up the exhibits. You will be responsible for moving them between your vehicle and the exhibition hall. (2) You may ship to the Coordinator following the instructions that you receive from them. You will be responsible for moving them from the storage space to the exhibition hall. 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 the exhibits between 12:00 P.M. and 5 P.M. Friday May 30<sup>th</sup>, 2003, and at 8:00 A.M. Saturday May 31<sup>st</sup>, 2003. Setup should be complete by the exhibition opening time. Unoccupied space may be reassigned without refund of the rental fee. Dismantling shall begin after the closing of the exhibition at 8:00 PM Sunday, June 1<sup>st</sup>, 2003. All materials must be removed by noon on Monday, June 2<sup>nd</sup>, 2003.
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 GLRM 2003. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project 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, excelsior, and similar 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 in places designated by the Loyola University Coordinator. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, local codes, and the Loyola University Coordinator.
9. **Protection of Loyola Property.** Nothing shall be glued, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the building or furniture. Any damage caused to university property shall be repaired at the expense of the exhibitor.
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 Loyola University, the Chicago Section of the American Chemical Society, the American Chemical Society, GLRM 2003, and their agents and employees from any and all such losses, damages, and claims. Normal security will be provided, but we cannot guarantee against a loss of any kind.
11. **Exhibitors' Badges.** Each Commercial exhibitor will receive badges for two persons as part of registration. Each university, government, or non-profit organization Exhibitor will receive a badge for one person as part of registration. If additional exhibitor badges are required they may be purchased at the member or non-member rate as appropriate. The names of each person should be listed on the Booth Application Form. The Exhibits Chair, Avrom Litin, should be notified of additions and deletions to this list. These badges entitle the exhibitor's representatives admission to papers, symposia, gala reception, and all other GLRM 2003 sponsored functions. Exhibitors need to pay any extra admission fees to activities that require them, unless GLRM 2003 has specifically granted free admission to a particular "event". A badge for a non-working spouse of an exhibitor can be purchased at an additional charge of \$25.
12. **Admission to Exhibit Area.** Admission to the exhibition hall will be by GLRM 2003 badge only. Staff of Loyola University affiliated with the operation of GLRM 2003 will also be admitted to the hall.
13. **Exhibition Hours.** The exhibition is scheduled to be open on Saturday, May 31st, 2003 from 8:00 A.M. to 4:00 P.M. and from 6:00 P.M. to 9:00 P.M. for a poster reception. On Sunday June 1st, 2003, the exhibition will be open from 8:00 A.M. to 4:00 P.M. and from 5:00 P.M. to 8:00 P.M. for a poster reception: These hours are subject to revision. Exhibitors of booths are expected to have at least one representative present at the booth during these hours, and they are free to staff the booths additionally as they see fit.

All inquiries regarding the GLRM 2003 Exhibition should be directed to Mr. Avrom Litin; Phone: (312) 413-3841; E-Mail: [alitin@uic.edu](mailto:alitin@uic.edu). The completed Booth Application Form with payment should be mailed to:

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Exhibition Chairman GLRM2003  
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