

Exposition Rules and Regulations
38th Great Lakes Regional Meeting 2009
May 13-16, 2009
American Chemical Society

1. **Contract for Space.** The receipt by GLRM 2009 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 circumstance which renders the exhibition area unavailable for use, this contract will not be binding. If such an event happens prior to May 1, 2009 a refund of at least half of this fee will be made.
2. **Space Assignment.** GLRM 2009 will endeavor to honor your choice of space request based on the date of receipt of the completed contract (including full payment). In the event that your preferred choices have been already assigned, GLRM 2009 will assign booths as equitably as possible, in accordance with the stated exhibitor preferences. Space assignments will be publicly displayed on the GLRM 2009 web site as they are made. Links to the assigned exhibitor's web site will be added to the GLRM 2009 website once the completed contract and full payment have been received.
3. **Space Rental.** Booths will be 10 feet wide and 8 feet deep. The rental fee per 10-foot wide space is \$800 (\$1000 after March 13th) with two exhibitor badges for industry and \$400 with one exhibitor badge for universities, government, and other non-profit organizations. Default furnishings include one 8'X2'X30" draped table, 2 chairs, one sign with booth number; and general overhead illumination. Rental is for two days May 14-15, 2009. Setup on the afternoon/evening of May 13th or early morning on May 14th is expected.
4. **Additional Furnishings and Supplies.** Extra furnishings, supplies, Internet access, and electrical power may be arranged in advance by contacting the exhibition coordinator. (see Exhibitor Information)
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 your exhibit on Wednesday May 13, 2009. You will be responsible for moving all materials between your vehicle and the exhibition hall. (2) You may ship materials to the Lincolnshire Marriott (see Exhibitor Information). You will be responsible for moving them from the storage space in the Lincolnshire Marriott 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 from 12:00-5:00pm. Wednesday May 13, 2009 or from 8:00-10:00am on Thursday May 14, 2009. Setup should be complete by the exhibition opening time (10:00am) on May 14, 2009. Unoccupied space may be reassigned without refund of the rental fee. Dismantling of the exhibition booth shall begin after the closing of the exhibition at 4:00pm Friday May 15, 2009. All materials must be removed from the exposition hall by 5:30pm Friday May 15, 2009.
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 2009. 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, hidden by a table skirt. Large items shall be stored in places designated by the Lincolnshire Marriott. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, local codes, and the Lincolnshire Marriott.

9. **Protection of the Lincolnshire Marriott 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 the Lincolnshire Marriott 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 the Lincolnshire Marriott, the Chicago Section of the American Chemical Society, the American Chemical Society, GLRM 2009, 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 exhibitor should be listed on the Booth Application/Contract. The Exhibition Chair, Robin M. Zavod, 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 2009 sponsored functions. Exhibitors need to pay any extra admission fees to activities that require them, unless GLRM 2009 has specifically granted free admission to a particular "event". A badge for a non-exhibitor spouse of an exhibitor may be purchased.

12. **Admission to Exhibit Area.** Admission to the exhibition hall will be by GLRM 2009 badge only. Staff of the Lincolnshire Marriott affiliated with the operation of GLRM 2009 will also be admitted to the hall.

13. **Exhibition Hours.** The exhibition is scheduled to be open on Thursday May 14, 2009, from 10:00am to 7:00pm and on Friday May 15, 2009 from 9:00am to 4:00pm. 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 2009 Exhibition should be directed to Robin M. Zavod, Ph.D. phone: (630) 515-6478; e-mail: rzavod@midwestern.edu. The completed *Booth Application Form* with payment should be mailed to:

Robin M. Zavod, Ph.D.
Exhibition Chairperson GLRM 2009
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