

EXHIBIT SPACE APPLICATION

Society for Birth Defects Research & Prevention
60th Annual Meeting: June 27-July 1, 2020
Exhibits: June 28-30, 2020
Charleston Marriott
Charleston, South Carolina



Company Information

Company Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Company Website: _____

Company Contact: _____ Contact Email: _____

Company description for use in the final program and website (*50 words or less*):

Preferred Booth Location: 1. _____ 2. _____ 3. _____

Booth Type (*please check one*):

- \$850** for tabletop exhibit space
- Complimentary** tabletop exhibit space with Platinum or Diamond Level Sponsorship

Each tabletop exhibit space is allotted 10'x9.5' of space, which includes a skirted table, two chairs and wastebasket, and one complimentary full conference registration fee.

I have read the Society for Birth Defects Research & Prevention 2020 Exhibition Rules and Regulations and agree to abide by them as part of this binding contract:

Signature _____ Date _____

Return to completed application to Amy Willis, Meetings and Exhibits Manager
awillis@birthdefectsresearch.org or 11190 Sunrise Valley Drive, Suite 300, Reston, VA, 20191

CHARACTER OF THE EXHIBITION: The purpose of the Society for Birth Defects Research & Prevention, herein referred to as BDRP, exhibit program is to further the education of the registrants by providing an area for Exhibitors to present information on products or services pertinent to the scientists' professional interests. BDRP reserves the right to determine the eligibility of any company product or service and the rights to restrict, prohibit, or evict any Exhibitor or product that, in the opinion of Show Management, detracts from the character of the exhibition or for any violation of the following Rules and Regulations. In the event of such restriction or eviction BDRP is not liable for refunding exhibit fees or any other cost incurred by the Exhibitor. Violations of the Rules and Regulations may also result in loss of Exhibitor priority.

SPACE ASSIGNMENT: Space assignments are sold on a first-come, first-served basis based on space availability. Each table top exhibit space is \$850.00. The full payment of the requested space will be invoiced after approval of the exhibit space application form. BDRP reserves the right to alter an Exhibitor's assigned space if deemed necessary in the best interest of the exhibitor. Before exercising its discretion, Show Management will consult with the Exhibitor. Applications for exhibit space are subject to the approval of BDRP Council.

TERMS OF PAYMENT: Upon approval of the application, an invoice will be sent for full payment of \$850.00. If the payment is not received before the invoice due date, the booth space will not be held. All payments must be made in US currency by company check, money order, or credit card.

BOOTH SPACE CANCELLATION TERMS: It is agreed that if a company cancels its space before Friday, March 27, 2020 a \$200 administrative fee will be kept, if a company cancels its space on or after Friday, March 27, 2020, the company will be responsible for paying the full cost of the booth space. In the event of booth space cancellation, the Exhibitor must notify BDRP in writing or refunds will not be considered. BDRP reserves the right to cancel this contract in any

event, on written notice to applicant, if the Society considers it inadvisable to hold the Exhibition.

GENERAL CONDUCT OF EXHIBITS: The following practices are prohibited by BDRP: (1) noisy electrical or mechanical apparatus interfering with other exhibitors; (2) operation of X-ray equipment; (3) canvassing or distributing any material outside the Exhibitor's own space without the Society's approval; (4) subleasing of exhibit space; (5) the use of billboard advertisements and/or display of signs outside the exhibit area; (6) soliciting participation in surveys or otherwise harassing registrants; (7) publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours; (8) contests or games of chance conducted on-site; (9) entry into another Exhibitor's booth without permission; (10) photographing or examining another Exhibitor's equipment without permission; (11) the distribution of any giveaway items (excluding items regularly manufactured by the exhibiting company) not approved by BDRP and that are priced at more than \$10.00 each; (12) exhibiting or selling products/services to prospects before the opening of the show; (13) the smoking of cigarettes and cigars in the exhibit area; (14) the distribution of food except for candy without prior BDRP approval; (15) the playing of copyrighted music without the proper licensing; (16) the displaying of live animals and/or animals in distress in videotapes or photos as part of a display or sales literature. All exhibit space must be on carpet if the Exhibit Hall is not carpeted. The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Exhibits Manager, and the Exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent Exhibitors. Exhibitors are requested to staff their exhibits during show hours with personnel attired in a manner consistent with the decorum of the meeting as well as knowledgeable in the products and policies of the company. The Exhibitor agrees to promptly remove from its exhibit space any person or thing that Show Management determines not to be suitable or in keeping with the character of the exhibition.

Relevant portions of the foregoing prohibited practices are applicable to nonexhibitors at all times.

DISTRIBUTION OF SAMPLES AND GIVEAWAYS:

Distribution either on the exhibit floor or at hotel(s) of business-like samples and giveaways is permitted only at the discretion and written permission of the BDRP Society and Show Management and provided that (1) they are priced at \$10.00 a piece or less; (2) there is no interference with adjoining Exhibitors, and (3) the items are in good taste.

INSURANCE: All Exhibitors as well as their contractors and suppliers working in the exhibit area are required to carry liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken by the exhibition location and BDRP to safeguard and protect the Exhibitors' property while at the exhibition. All Exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exhibition.

LIABILITY: Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save BDRP, the Charleston Marriott, (hereinafter referred to as Hotel) and its employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hotel, its employees and agents. In addition, the Exhibitor acknowledges that BDRP and the Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. BDRP and the Hotel shall take reasonable precautions against damage or loss by fire, water, storm, theft or strikes or other emergencies, but do not guarantee or insure the Exhibitor against loss by reason thereof. In case the premises of the Hotel shall be destroyed or damaged, if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the

premises is prevented or interfered with by demonstration, reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or by BDRP, or for any other reason, this exhibit space application/contract may be terminated by the Society. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the Society shall be of returning to each Exhibitor his or her space payment less the prorated share of all costs and expenses incurred and committed by BDRP. These Rules and Regulations are deemed part of all exhibit space contracts. Any and all matters not specifically covered by the Rules and Regulation shall be subject solely to the decision of the Show Management. Show Management shall have full power to interpret, amend, and enforce these Rules and Regulations, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for itself, its employees, and its agents agree to abide by the Rules and Regulations and by any amendments or additions thereto in conformance with the preceding sentence.

EXHIBIT AND PUBLIC POLICY: (a) Each Exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility of the Exhibitor. (b) Materials used in all parts of exhibit construction, together with curtains, draperies, and other decorative materials must be flameproof as prescribed by the fire ordinance of the city. The Fire Marshall will examine all exhibits and test construction and decorative materials prior to the opening of the exhibit. No combustible material such as crepe paper, tissue paper, cardboard, or corrugated paper or board shall be used in, or about, or in the construction of any exhibit or part of an exhibit at any time. (c) Nothing shall be posted, tacked, mailed, 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. Anything necessary or proper for the protection of the building,

equipment, or furniture will be at the expense of the Exhibitor. (d) No Exhibitor may allow an article to be brought into, or permit any act to be done in, the Hotel which will increase the premiums or void policies of insurance held by BDRP. No Exhibitor may permit any act by its employees, agents, or guests by which the premises of the Hotel shall in any manner be marred or defaced. (e) Each Exhibitor must surrender the space occupied by it in the same condition as at the commencement of its occupation. Any damage done to the premises by the Exhibitor shall be made good to BDRP or the Hotel as their interests may appear.

INSTALLATION OF EXHIBITS: Sunday, June 28, 2020 8:00 am–12:00 pm. Exhibits must be set by 12:00 pm on Sunday, June 28, 2020 for the Welcome Reception. Installation hours are subject to change. No refuse such as empty cartons may be placed in the aisles after the final sweeping 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 the booths or aisles prior to opening.

EXHIBIT HOURS:

Sunday, June 28, 6:00 PM–7:30 PM—Welcome Reception and Poster Session 1 in Exhibit Hall

Monday, June 29, 5:35 PM–7:00 PM—Poster Session 2 in Exhibit Hall

Tuesday, June 30, 6:00 PM–7:30 PM—Poster Session 3 in Exhibit Hall

Exhibit hours are subject to change. As a courtesy to the registrants and your fellow exhibitors, BDRP that your booth be opened during exhibit hours. Any Exhibitors who violate this rule will be ineligible to participate in future shows.

DISMANTLING OF EXHIBITS: Tuesday, June 30 after 7:30 pm. All material must be packed, ready, and removed from the exhibit area by 11:00 pm on June 30. The exhibitor shall be liable for all storage and handling charges for failure to remove exhibit by the specified time and date. Important: To avoid any

damage to your equipment, please remain with the exhibit until crates are delivered and your labor, if requested, is available. Hours are subject to change.

BOOTH DESIGN AND USE OF EXHIBIT SPACE, STANDARD FURNISHINGS: Exhibitors will be provided with one skirted table, two chairs, and one wastebasket per \$850.00 fee. The display should be in good taste and in keeping with the general tone of the show. The display should not interfere with or detract from adjoining exhibits. These provisions are subject to enforcement at the discretion of Show Management. Exposed unfinished side of exhibit backgrounds must be draped to present an attractive appearance. In the event the Exhibitor is not available, the decorator, with the approval of the Show Management, will provide draping deemed necessary and charge the Exhibitor. All booths must be carpeted if the Exhibit Hall is not carpeted. The Exhibitor is responsible for the expense of the carpet. Exhibitors planning to use special equipment or construction are required to submit their plans upon submission of the exhibit space contract to be certain that the plans comply with all regulations.

EXHIBITOR SERVICE KIT: Prior to the show, an Exhibitor Service Kit will be made available electronically to each Exhibitor and will include information regarding optional pipe and drape, shipping and drayage, electrical, telephone, and other services.

REGISTRATION: Each person attending the exhibit will be required to register and wear an appropriate badge. One complimentary full registration will be issued per Table Top Exhibit space rented. The badge issued will allow Exhibitor staff to enter the exhibit area before, during, and after official exhibition hours and any BDRP meeting events open to general attendees. Special badges will be issued for persons only installing and dismantling displays, upon request.