

Exposition Rules and Regulations

SERMACS2002

American Chemical Society

1. Contract for Space. The receipt by SERMACS2002 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. Cancellations cannot be accepted 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 October 14th, 2002, a refund of at least half of this fee will be made.

2. Space Assignment. SERMACS2002 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, SERMACS2002 will assign booths as equitably as possible, in accordance with the stated exhibitor preferences. Space assignments will be publically displayed on the SERMACS2002 web site as they are made. Links to the assigned exhibitors web site will be added to the SERMACS2002 website.

3. Space Rental. Manned Booths will be 8 feet wide and 4 feet deep. The rental fee for manned spaces is \$650 per 8 foot wide space. Default furnishings include a 6' X 2' X 30" table; 2 chairs; one waste basket; one sign with booth number; one 110 volt/ 1 kilowatt outlet; general overhead illumination; and two exhibitor badges. Internet access is available upon request. Unmanned booths will be 8 feet wide by 2 feet deep. The rental fee for unmanned spaces is \$450 per 8 foot wide space. Default furnishings include a 6' X 2' X 30" table; one sign with booth number; general overhead illumination; and one exhibitor badge. Neither electrical nor internet service is available for unmanned booths. Rental is for two days.

4. Additional Furnishings and supplies. Extra furnishings, supplies, internet access, and extra electrical power beyond the 1 kilowatt standard, may be arranged up to a month in advance by contacting the Lightsey Center exhibition coordinator:

Annalisa Robinson-Melton, Lightsey Center Coordinator, College of Charleston, Charleston, SC 29424; PHONE: (843) 953-6310; FAX: (843) 953-1454; E-MAIL: MELTONA@admin.cofc.edu

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 Lightsey Center Coordinator, c/o Annalisa Robinson-Melton, following the instructions that you receive from her. 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 at 2:00 PM – 5 PM Wednesday November 13th, 2002, or at 8:00 AM Thursday November 14th, 2002. 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 4:30 PM Friday November 15th, 2002 until 6:00 PM on that date. All materials must be removed by noon on Saturday, November 16th, 2002.

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 SERMACS2002. 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 Lightsey Center Coordinator. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, local codes, and the Lightsey Center Coordinator.

9. **Protection of Lightsey Center Property.** Nothing shall be glued, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the building or furniture.

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 Lightsey Center, the South Carolina Section of the American Chemical Society, the American Chemical Society, SERMACS2002, and their agents and employees, from any and all such losses, damages and claims. Normal security will be provided by the Lightsey Center, but we cannot guarantee against a loss of any kind.

11. **Exhibitors' Badges.** Each exhibitor will receive badges for two persons as part of registration. The names of each person should be listed on the Booth Application Form. The Exhibits Chair, Tom Dix, should be notified of additions and deletions to this list. These badges entitle the exhibitor representatives admission to papers, symposia, gala reception, and all other SERMACS2002 sponsored functions. Exhibitors need to pay any extra admission fees to activities that require them, unless SERMACS2002 has specifically granted free admission to a particular "event". A badge for the spouse of an exhibitor can be purchased at an additional charge of \$30.

12. **Admission to Exhibit Area.** Admission to the Exhibition Hall will be by SERMACS2002 badge only. Staff and employees of The Lightsey Center, and other parties affiliated with the operation of SERMACS2002 will also be admitted to the hall.

13. **Exhibition Hours.** The exhibition hours are scheduled on Thursday November 14th, 2002 and on Friday November 15th, 2002 during the following hours: 10:00 – 4:00 P.M. These hours are subject to revision. Exhibitors of manned booths are expected to have at least one representative present at the booth during these hours, and they are free to man the booths additionally as they see fit. Exhibitors are NOT permitted to stand by the unmanned booths during the exhibit hours. Unmanned booths may be restocked by the exhibitors at any time during the day, or they may contract with SERMACS2002 to setup, maintain, and deconstruct the exhibit for an additional \$75 fee.

All inquiries regarding the SERMACS2002 Exhibition should be directed to Dr. Thomas Dix. The completed Booth Application Form (in triplicate) with payment should be mailed to:

Dr. Thomas A. Dix, Exhibits Chairman
SERMACS2002
Department of Pharmaceutical Sciences
Medical University of South Carolina
Charleston, SC 29425

Phone: (843)-876-5092
E-Mail: dixta@musc.edu
<http://SERMACS2002.cofc.edu>