

# Exposition Rules and Regulations

## 34<sup>th</sup> Great Lakes Regional Meeting of the American Chemical Society

**Contract for Space.** The receipt by the 34<sup>th</sup> Great Lakes Regional Meeting of your signed application accompanied by a check (payable to GLRM 2002) 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 that renders the exhibition area unavailable for use, this contract will not be binding. If such an event happens prior to June 1, 2002, a refund of at least half of this fee will be made.

**Space Assignment.** The 34<sup>th</sup> GLRM will endeavor to honor your choice of space on a first-come first-served basis, based on the application postmark date. In the event that all your preferred choices have been already assigned, the 34<sup>th</sup> GLRM will assign a booth as equitably as possible. Within five days, you will be notified of your booth assignment. Space assignments will be publicly displayed on the 34<sup>th</sup> GLRM web site: <http://www.chem.umn.edu/gram/exhibitors.html>.

**Space Rental.** Booths will be 8' x 10'. The rental fee is \$500 per booth. Default furnishings include: 8 foot high back drape; 3 foot high side rail drape; one 7" x 44" sign with your company name and booth number; general overhead illumination; identification badges; site security monitoring.

**Additional Furnishings and Supplies.** Additional booth furnishings, supplies and electrical power will be available from the exhibit contractor, Hubbell/Tyner Convention & Trade Show Specialists, 660 Kasota Avenue S. E., Minneapolis, MN 55414, (612) 331-3738, fax (612) 331-5141, Attn: Dave Warhol. An exhibitor kit will be distributed directly by Hubbell/Tyner.

**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 exhibition contractor, Hubbell/Tyner Convention & Trade Show Specialists, following the instructions that you will receive from them. The same two options apply for removal at the end of the exhibition.

**Installation and Dismantling of Exhibits.** Exhibitors may begin setting up the exhibits at 9:00 am Sunday, June 2, 2002. Setup should be complete by the exhibition opening time. Unassigned space may be reassigned without refund of the rental fee. Exhibitors may not begin dismantling or packing activities until after closing of the exhibition at 5:30 pm Monday, June 3, and all materials must be removed by 8 pm.

**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/her assigned space without prior approval of the 34<sup>th</sup> GLRM. 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 side rails. There shall be no obstruction of the aisles.

**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 the table skirt hides it. Large items shall be stored in places designated by the Radisson Hotel Metrodome or Hubbell/Tyner Convention & Trade Show Specialists. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code and local codes.

**Protection of Radisson Hotel Metrodome Property.** Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they may cause.

**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 blameless The Radisson Hotel Metrodome, the Minnesota Section of the American Chemical Society, the American Chemical Society, the 34<sup>th</sup> Great Lakes Regional Meeting, Hubbell/Tyner Convention & Trade Show Specialists, and their agents and employees, from any and all such losses, damages and claims. Every precaution will be taken by the 34<sup>th</sup> GLRM to prevent loss, but there is not guarantee against loss of any kind.

**Exhibitors' Badges.** Each exhibitor will receive badges for its personnel as part of its registration. The names of each person should be listed on the Booth Application Form. The Exposition Chair should be notified of additions and deletions to this list. These badges entitle the exhibitor representatives admission to papers, symposia, and all other 34<sup>th</sup> GLRM sponsored functions. Exhibitors need to pay any extra admission fees to activities that require them, unless the 34<sup>th</sup> GLRM has specifically granted free admission to a particular event. Exhibitors are invited as guests of the 34<sup>th</sup> GLRM to the general reception on Sunday night, June 2, 2002.

**Admission to Exhibit Area.** Admission to the Exposition area will be by 34<sup>th</sup> GLRM badge only. Staff and employees of the Radisson Hotel Metrodome, Hubbell/Tyner Convention & Trade Show Specialists, and other parties affiliated with the operation of the 34<sup>th</sup> GLRM will also be admitted to the exposition area.

**Exhibition Hours.** The exhibition hours are scheduled on Sunday, June 2, 2002 from 12:00 pm (noon) to 5:30 pm; and on Monday, June 3, 2002, from 8:30 am to 5:30 pm. These hours are subject to revision. Exhibitors are expected to have at least one representative present at the booth during these hours.

**To Reserve Space.** U.S. Mail a completed Booth Application Form with payment (check payable to GLRM 2002), and direct all inquiries regarding the 34<sup>th</sup> GLRM Exhibition, to:

Rebecca C. Hoye, Exhibition Chair  
Macalester College  
1600 Grand Avenue  
St. Paul, MN 55105-1899

email: hoye@macalester.edu  
phone: 612-626-1342  
voice mail: 651-696-6252  
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