

EXHIBITOR CONTRACT, REGULATIONS, GUIDELINES, and REGISTRATION INFORMATION

ChemEd 2009 Conference
August 2-6, 2009
Radford University
Radford, VA



A. General Regulations

1. The exhibits will be locked during the time the exhibit is closed. Exhibitors are responsible for any loss of their materials.
2. During the time the exhibit hall is open, each exhibit booth must be staffed with a knowledgeable person who can explain displayed products and services.
3. Exhibitors must wear the official exhibitor name badges at all times.
4. The ChemEd 2009 Chair or Exhibit Coordinator has the right to move an exhibit to meet fire marshal codes, safety needs, and local codes.
5. Exhibitors must be set up according to the schedule below and must not take the exhibit down before the exhibit hours have concluded.

B. Exhibit Booths

1. Exhibits must not project beyond the allotted space.
2. Construction in the back of the booth may not exceed eight feet in height.
3. Tables drapes will be provided at the expense of the exhibitor.
4. All decorations must be flame retardant.
5. Items cannot be attached to the walls, floors, columns, or other property of the exhibit facility. If exhibitors or their agents damage the exhibition area, they will be liable for property damaged.
6. Electricity is free, however extension cords must be provided by the exhibitor.

C. Exhibit Operations

1. Exhibitors may not assign or share the space with other exhibitors without the written permission of the ChemEd 2009 Conference Chair or Exhibit Coordinator.
2. All exhibits, demonstrations, and distribution of the products must be confined to the assigned booth.
3. The exhibitor is liable for any applicable city, state, and federal taxes for products sold in its exhibit booth.
4. All noisemaking devices must be operated at a level that will not interfere with other exhibitors.
5. The ChemEd 2009 Chair and Exhibits Coordinator have the right to restrict exhibits because of noise, fumes, odors, or other reasons that become objectionable.
6. In case the exhibitor is evicted due to failing to meet the above criteria, ChemEd 2009 is not liable for any refunds or exhibit expenses.
7. Exhibitors must leave the assigned space in the identical condition in which it was received.

8. The exhibitor shall be responsible for any injuries caused by their exhibit, their agents, or the exhibitor products.
9. By signing this contract, the exhibitor releases ChemEd 2009 and Radford University from any claims for loss, damage, or injury as mentioned above.
10. Service for additional furniture or labor will be at the exhibitor's expense.
11. Exhibitors must set up during the following times:
Sunday, August 2, 2009 from 12 noon to 6 pm
12. Exhibitors must be present at the following times:
Sunday, August 2, 2009 from 7:00 pm to 8:30 pm
Monday, August 3, 2009 from 9:00 am to 6:00 pm
Tuesday, August 4, 2009 from 9:00 am to 3:00 pm
13. Exhibitors must take down at the following times:
Tuesday, August 4, 2009 from 3:00 pm to 6:00 pm

D. Reservation and Cancellation Policies.

1. For each exhibit booth, a fee of \$750 must be received, in full, by March 1, 2009.
2. The late exhibit booth registration is March 2nd - April 15th, 2009. (\$900 per booth)
3. Any exhibitor may cancel up to March 1, 2009 with a \$15.00 non-refundable processing fee. All cancellations must be in writing to RU Conference Services at conf-serv@radford.edu
4. Any exhibitor that cancels between March 2nd – April 15th, 2009 will be charged a \$150.00 processing fee.
5. After April 15, 2009, no booth fees will be refunded unless ChemEd 2009 can resell the space. Cancelled booth spaces will only be resold once all other open booth spaces are sold.

I have read and agree to abide by the above rules and regulations:

Print Name	Signature	Date
Company	Address	

Yes/No May we share your contact information to future ChemEd Conference Planners?
(circle)

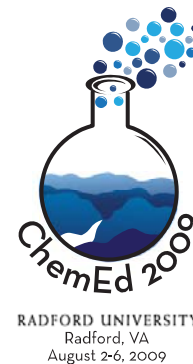
Your booth space will not be confirmed or reserved until this contract has been submitted and payment has been received.

ChemEd 2009 Exhibitor Registration

Please mail, fax or e-mail signed contract and registration to:

RU Conference Services
P.O. Box 6911
Radford, VA 24142

Phone: 540-831-5800
Fax: 540-831-6036
Email: conf-serv@radford.edu



To register on-line go to: <http://www.radford.edu/chemed2009/>
-OR- fill out this form and mail or fax to RU Conference Services address listed above.

Company Name:

First Representative & Primary Contact: (included)

First Name	Last Name	Phone	Email
Address	City	State	Zip
		Country	

Second Representative: (included)

First Name	Last Name	Phone	Email
Address	City	State	Zip
		Country	

Third Representative: (additional) @ \$200 each – maximum of 2 additional representatives at this rate

First Name	Last Name	Phone	Email
Address	City	State	Zip
		Country	

Fourth Representative: (additional) @ \$200 each – maximum of 2 additional representatives at this rate

First Name	Last Name	Phone	Email
Address	City	State	Zip
		Country	

Summary of Charges:

<input type="checkbox"/> Exhibit Booth @ \$750 each (prior to March 1) includes 2 reps, 1 table	Total _____
<input type="checkbox"/> Exhibit Booth @ \$900 each (March 2-April 15) includes 2 reps, 1 table	Total _____
<input type="checkbox"/> Number of Additional Representative at \$200 each (limited to 2)	Total _____
<input type="checkbox"/> Number of Additional Tables at \$25 each	Total _____
<input type="checkbox"/> Electricity – no charge	<u>no charge</u>

Method of Payment: (make check or PO to Radford University)

Check Purchase Order # _____ (Radford University's Federal ID# 54-6001789)

Credit Card MasterCard Visa American Express

Card Number* Expiration Date / CVV#

Name as it appears on the Card: _____ Signature: _____

*Credit card charges will appear on your statement from 123SignUp