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**CONTRACT AND PAYMENT**

The exhibitor agrees to comply with all rules, guidelines and regulations outlined below by completing the contract. ISMB must receive full payment for booth space and sponsorship funds to reserve space.

An exhibitor's application for space, once endorsed by ISMB, constitutes a contract for the right to use the space, subject to receipt of payment for space rental. If payment is not received by July 12, 2002, ISMB cannot guarantee booth space. Should the booth space remain unoccupied as of 1:00 pm, Friday, July 12, 2002, ISMB may rent or use it without obligation to refund. No refunds will be given for space that is unused during the Exposition. Subletting of space is prohibited.

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**CANCELLATION POLICY**

Cancellation Policy: Cancellations must be received in writing to Stephanie Hagstrom: ISCB/ISMB Conference Vice Chair, 4602 Finsen Avenue, San Diego, CA 92122, 858-623-0050 (fax), sponsorships@iscb.org(e-mail). Full refund less US \$100.00 administration fee if cancellation received prior to June 28, 2002. 50% Refund if cancellation received between June 29, 2002 and July 12, 2002. No refund after July 12, 2002.

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**BADGES**

Two Exhibit Hall passes are included with each purchased exhibit booth (see sponsorship packages for number of passes included with packages). A service kit will be sent as a confirmation that will include booth personnel badge form. To gain access to the conference social events and educational events, individuals must register for the ISMB conference at the conference rates (see also sponsorship packages for included conference registrations).

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**SHOW CONTRACTOR (DECORATOR)**

Goodkey Show Services Ltd. is the official ISMB 2002 Show Contractor for exhibitor services and can help in the booth coordination. Forms for labor, furniture, drayage, utilities, storage and supplies will be included in the Exhibitor Service Kit and is the responsibility of the exhibitor to manage and arrange. Goodkey will staff a service desk on-site during move-in, throughout the show, and move-out to assist exhibitors with all services. By waiting order services on-site, exhibitors will be charged substantially higher rates, so order early!

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**BOOTH CLEANING AND FURNISHINGS**

Available through Goodkey Show Services. Order forms will be included in the confirmation service kit.

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**BOOTH CARPET IS REQUIRED**

Show colors are navy blue and white. Aisle carpet is navy blue. Booth drape is blue and white. Carpet will be available through Goodkey Decorating. Order forms will be included in the confirmation service kit.

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**COMPUTERS/AUDIO VISUAL**

ISMB has secured an audio-visual company in Edmonton as the preferred vendor for all computers and audio-visual needs. Order forms will be included in the confirmation service kit.

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**DEMONSTRATIONS**

Demonstrations and other special activities must be located so crowds will be comfortably contained within the exhibitor's space and not blocking the aisle. Distracting activities are subject to adjacent exhibitor and ISMB approval.

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**DISTRIBUTION OF LITERATURE/PRODUCT**

Exhibitors are allowed to attract people to the booth and work with them in the exhibitors assigned area; however, exhibitors are not permitted to distribute information outside of the booth or in any other areas of the Exhibit Hall or conference areas without prior approval from ISMB.

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**EXHIBITOR APPOINTED CONTRACTORS**

Exhibitors using a contractor other than Goodkey Show Services to install or dismantle a booth, must complete the Exhibitor Appointed Contractor (EAC) forms that will be included in the Exhibitor Service Kit. Exhibitors must inform the EAC to abide by all rules and regulations of the show and not solicit business on the Exhibit floor. EAC's are not exhibitors and they must wear their designated badges at all times. An insurance certificate from this contractor showing general liability coverage is also required.

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**ELECTRICAL**

Electricity is not included in the booth fee. Electrical service can be ordered through SHOWTECH Power & Lighting. An order form will be included in the service kit. The use of surge protectors is strongly recommended.

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**EXHIBITOR AFTER HOURS ACCESS**

Exhibitors are allowed on the show floor one-hour prior and one hour after the posted show hours. Access beyond these times must be approved by ISMB at the Exhibit Registration Desk.

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**HELIUM BALLOONS**

Helium Balloons are not permitted in the Shaw Conference Centre.



#### HOTEL RESERVATIONS

Hotel reservations can be made through the ISMB2002 website. <http://www.iscb.org/ismb2002>. The Fairmont Hotel McDonald has been designated the corporate headquarters.

#### INDEMNIFICATION

It is understood that the exhibitor assumes entire responsibility for and agrees to protect, indemnify, defend and save ISCB, ISMB and the Shaw Conference Centre, and their respective consultants, agents, directors, employees, licensees and assigns them harmless from and against all claims, losses and damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or the use of or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of ISCB, ISMB, The Shaw Conference Center or its employees and agents.

#### INSURANCE

Proof of insurance must be provided upon request. Exhibitors are to have a rider on their current insurance policy to cover loss of or damage to their exhibit or other personal property while it is located at or is in transit to or from the Shaw Conference Centre. The exhibitor shall indemnify the Shaw Conference Center, Goodkey Show Services, ISCB and ISMB against, and hold it and its representatives harmless from complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibits use of display space. The Shaw Conference Center, Goodkey Show Services, ISCB and ISMB shall have no liability for loss or damage, through any cause, of goods, hand carried items, exhibits, or other materials owned, rented or leased by the exhibitor. Personal effects, souvenir handouts and other small, easily removed valuable items should not be left unattended. In no event shall ISCB or ISMB have any liability for incidental, consequential, special, indirect or punitive damages for any harm arising from, or related to, the use of exhibit space under the contract agreement.

#### INTERNET

The Shaw Conference Centre will provide Internet Services. An order form will be included in the service kit.

#### LABOR

Union labor may be required to install and/or dismantle booths or handle exhibit freight. Forms will be included in the service kit.

In order to conform to union contract rules and regulations, it will be necessary that all exhibitors' use qualified union personnel for the installation and dismantling of the exhibits and for material handling within the show. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes may be performed by the owner or company representative. This pertains to booths 100-sq. ft. or less.

#### MOVE-IN/MOVE-OUT

Goodkey Show Services is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors will need to clear all movements of exhibit materials through this department which will have priority at the loading dock at all times. Union jurisdiction allows hand-carried items, one trip only, and will not permit exhibitors to use dollies, hand trucks or push carts.

#### OTHER EQUIPMENT

Additional items may be ordered through Goodkey Show Services 780-426-2211.

#### OTHER TERMS AND CONDITIONS

All exhibits are under the management and control of ISCB/ISMB. Only authorized ISCB/ISMB personnel have the authority to make decisions affecting the conference and exhibit activities. ISCB/ISMB shall have final authority as to interpretation of the rules and their application. ISCB/ISMB reserves the right to amend these rules and regulations or to make additions thereto.

#### SECURITY:

ISCB/ISMB will provide security guards in the exhibit area during the off-hours, and will take reasonable precautions to safe guard exhibitor's property. Exhibitors are encouraged to remove any valuable items from the exhibit area each evening.

#### SHIPMENTS

Exhibitors are strongly encouraged to ship exhibit materials in advance to Goodkey Show Services warehouse, as freight received in advance will be delivered directly to the booths before move-in begins. Order forms will be included in the service kit.

#### STORAGE

Exhibitors may store minimal quantities of product and/or collateral in the booth during the show. Goodkey Show Service must store larger quantities of collateral materials.

#### TELECOMMUNICATIONS

Telephone service and/or equipment can be ordered through SHOWTECH Power & Lighting. Order forms will be included in the show service kit.

