

## RULES AND REGULATIONS FOR EXPOSITION BOOTHS

1. **Contract for Space.** The receipt by the SERMACS 2018 of your signed application accompanied by payment for the full amount of the exhibitor fee will constitute a contract for the right to use exhibit space at SERMACS 2018. Cancellations will be accepted only after all available exhibition space has been sold and another exhibitor agrees to purchase the cancelled space. In the event of a 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 September 30, 2018 the SERMACS 2018 will issue a refund of at least half of the exhibitor fee.
2. **Space Assignment.** SERMACS 2018 will endeavor to honor your choice of exhibit space based on the date of receipt of the completed exhibitor application. In the event that your preferred choices have already been assigned, the SERMACS 2018 will assign booths as equitably as possible, in accordance with the exhibitor preferences. SERMACS 2018 reserves the right to rearrange booth space for flow. In such a case, as equivalent of a booth as possible will be assigned and your contact person consulted.
3. **Space Rental and Fees.** All booths will be 8 feet by 10 feet. Standard booth furnishings will include a 6-foot topped and skirted table, two banquet chairs, one wastebasket, one identification sign with booth number, and general overhead illumination. Prior to August 1, 2018, the rental fee for a single manned booth is \$975, and for a double manned booth it is \$1750. On or after August 1, 2018, the rental fee for a single manned booth is \$1200, and for a double manned booth it is \$2000. Rental of a manned booth includes two complimentary exhibitor badges. The rental period for vendor booths will be three days: October 31 (evening only), November 1 and 2, 2018.

The rental fee for a single manned graduate school booth is \$250 and a double booth is \$450. The rental period for graduate school booths will be one day: November 3, 2018.

4. **Additional Furnishings and Supplies.** Additional furnishings and supplies, internet and telephone access, and electrical power may be arranged in advance of the meeting through the Augusta Marriott at the Convention Center (see SERMACS2018.org website for the required forms). A listing of these extra services and credit card authorization will be provided with your booth confirmation.
5. **Shipping and Handling of Shipping Crates.** Exhibitors have two options: 1.) Bring your display materials with you when you arrive to set up your exhibit. Exhibitors should also bring equipment to move their materials to the exhibit area (e.g. cart or flat bed, etc). All materials must enter through the loading dock entrance. They should clear their vehicles from the loading dock area within 10 minutes. 2.) Ship your materials to the Augusta Marriott at the Convention Center at the address shown below to have them delivered at the time of setup. Shipments should arrive within five (5) business days of the event and be scheduled for return shipment within 24 hours after the event. Handling fees will apply for all out bound shipments. Hotel shipping forms must be completed for out bound shipments along with a form of payment. All shipping and handling costs are the responsibility of the exhibitor.

Augusta Marriott at the Convention Center  
2 Tenth Street  
Augusta, GA 30901  
SERMACS 2018 (*required*)  
vendor name/contact (*required*)

The same two options apply, in reverse, for removal at the end of the exhibition.

6. **Installation and Dismantling of Exhibits.** Vendor Exhibitors may set up their displays and other materials from 1:00 to 6:00 pm on Wednesday, October 31, 2018. All exhibit setup work should be

completed 30 minutes before the exposition's opening time of 6:30 pm on Wednesday, October 31, 2018. Unoccupied exhibit space may be reassigned after 6:00 pm on Wednesday, October 31, 2018 without refund of any space rental fees that may have previously been paid for it. Dismantling of exhibits shall begin after the closing of the exposition at 5:00 pm on Friday, November 2, 2018. All exhibit materials must be removed by 9:00 pm on this same day. Graduate School Exhibitors may set up their displays and other materials on Saturday, November 3, 2018 before 9:00 am and remove them after 3:00 pm.

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 their assigned space without prior approval of SERMACS 2018. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward 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 and similar shipping materials shall 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 by prior arrangement, in advance of the meeting, by the Augusta Marriott at the Convention Center. All electrical work and wiring must be approved and installed in accordance with the underwriters code, local codes, and the directions of the Augusta Marriott at the Convention Center.
9. **Protection of Augusta Marriott at the Convention Center Property.** No items of any kind shall be glued, tacked, nailed, screwed, taped, or otherwise attached to the columns, walls, floors or other parts of the hotel or convention center building or to any of its furniture except that power cords may be duck-taped to the floor for safety purposes.
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 Augusta Marriott at the Convention Center, the Savannah River Section of the American Chemical Society, SERMACS 2018, SERMACS, Inc., the American Chemical Society, and their agents and employees, from any and all such losses, damages and claims. The Augusta Marriott at the Convention Center and its staff will provide a normal level of building security during the meeting and the hotel's staff will guard or lock the exhibit hall outside of exhibit hours. However, neither the SERMACS 2018 nor the Augusta Marriott at the Convention Center can provide guarantees against losses of any kind.
11. **Exhibitor's Badges.** Each manned booth exhibitor will receive two exposition-only badges as part of registration. The names of each person should be listed on the booth application form. The exposition chair, Stephanie Myers, should be notified of additions and deletions to this list. These meeting badges will admit exhibitor representatives to presentations of all SERMACS 2018 sponsored functions through Friday evening, except the technical sessions. However, exhibitor representatives with meeting badges will need to pay any extra event admission fees to "ticketed" events on the same basis as all other registered meeting attendees.
12. **Admission to Exposition Area.** Admission to the Exposition Hall will be limited to those wearing a SERMACS 2018 or Exposition-Only badge, except for staff and employees of the Augusta Marriott at the Convention Center, who will also be admitted to the hall.
13. **Exposition Hours.** The three-day vendor exhibition is scheduled for the evening of Wednesday, October 31, 2018 from 6:30 – 8:30 pm, and Thursday and Friday, November 1-2, 2018 from 9:00 am to 5:00 pm. The



one-day graduate school fair is scheduled for the Saturday, November 3, 2018 from 10:00 am – 2:00 pm. These exposition hours may be revised at a later date. Exhibitors of manned booths are expected to have at least one representative present at their booth during these hours, they are free to staff their booths with additional representatives as they see fit.