

Exhibit Space and Sponsorship Contract



Please mark the CBMS Workshop you are interested in sponsoring or exhibiting:

- Microfluidics for Hematology – April 23-24, 2018, Boston MA
- EUROoC – 24-25 May, 2018, Stuttgart Germany
- Acoustofluidics 2018 – 29-32 August, 2018, Lille France

Sponsorship and exhibit space confirmation, exhibitor services manual and other information **should be mailed to:**

Name _____

Title _____

Company/Organization _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____

Phone _____

Fax _____

Email _____

Organization Website _____

SPONSORSHIP LEVEL

Choose your Sponsorship Level:

- Platinum: \$3,000
- Gold: \$1,500
- Silver: \$1,000

REGISTRATION MAILING LIST

Please indicate below if you wish to purchase conference registration mailing lists. (Please note that sponsors are provided one complimentary pre-conference registration mailing list.)

- Pre-conference registration mailing list. \$150
- Post-conference registration mailing list. \$200

Total Registration Mailing List Payment \$_____ **TOTAL FEES**

EXHIBIT SPACE

Exhibit space is limited to Table-top Booths or exhibits that can fit on or around a 6 foot tabletop. Tables will be provided. Access to electrical supply is not guaranteed.

- Sponsor and DO NOT wish to exhibit
- Booth as part of Platinum, Gold or Silver Sponsorship
- Booth(s) @ \$500 each (Sponsors may purchase additional booths)

Assign near: _____

Do not assign near: _____

If possible, CBMS will make every effort to accommodate your wishes.

Total Exhibit Space \$_____

Total Mailing Lists \$_____

TOTAL PAYMENT ENCLOSED \$_____

The undersigned hereby authorizes CBMS to reserve exhibit space for use by the company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations included in this contract, and to all conditions under which exhibit space is leased to CBMS. The undersigned acknowledges that space assignments shall be acceptable unless CBMS is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature _____ Date _____

Name (print or type) _____ Title _____

PAYMENT

Complete this contract and attach payment to reserve a booth or support opportunity for the Acoustofluidics 2017 Conference. All booths and support opportunities are awarded on a first-come, first-serve basis.

Make checks payable to:

CBMS (in U.S. funds)
CBMS taxpayer ID# 20-4040664

Exhibit space and support opportunities require full payment.

Please indicate payment type:

- Check # _____
- American Express Visa MasterCard Discover

SEND IN YOUR CONTRACT

Mail: Mail completed contract and appropriate fees to:

CBMS
Attn: Adam Thocher
529 14th Street, NW, Suite 750
Washington, D.C. 20045 USA

Email: athocher@kellencompany.com

PLEASE DO NOT MAIL AND EMAIL YOUR CONTRACT.

Card Number _____ Expiration Date _____

Credit Card Billing Address (if different than above) _____

Signature _____

Exhibit Space and Sponsorship Contract



Exhibits and Signs

Exhibit space at Acoustofluidics 2017 is limited to table top booths or exhibits that can fit on or around a 6 foot table

Space Assignment

Space assignments will be made in the order in which applications are received. Program sponsors and past exhibitors will be assigned the first available space and have priority placement over those companies reserving booth space only. Every effort will be made to respect the exhibitors' space choices when possible, but the decisions of the CBMS shall be final. CBMS reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibit effort. CBMS reserves the right to determine the eligibility of any company or product for inclusion in the display.

Payment

Exhibits are \$500 for a single booth. Payment must be received in full with contract. Checks should be made payable to CBMS and mailed to:

CBMS
Attn: Adam Thocher
529 14th Street, NW, Suite 750,
Washington, D.C. 20045 USA

Cancellation Policy

Cancellations received in writing by July 31, 2017, will be subject to a 50 percent administrative fee. No refund is possible for cancellations received after July 1, 2017.

Cancellation of Meeting and Exhibition

If CBMS should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government, acts of terrorism, or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then CBMS has the right to cancel the exhibition with no further liability other than a refund of space rental less a proportionate share of show management expenses.

Conducting Exhibits

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Character of the exhibits is subject to approval of the association. CBMS reserves the right to refuse applications that do not meet the standards, required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Fire Protection

All materials used in the exhibit area must be flameproof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local fire department. Crepe paper or corrugated paper, flameproof or otherwise, will not be permitted. Excelsior or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the fire department. Any exhibit or parts thereof found not to be fireproof may be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

Protection of the Building

Exhibitors will be held liable for any damage caused to the property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the convention service manager will be the final judge thereof and his/her decision shall be binding on all parties concerned.

Restrictions on Use of Space

No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of CBMS. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

Care of Exhibits

Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that exhibit management may make from time to time such as in the Exhibitor Manual. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

Responsibility

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the premises and will indemnify, defend and hold harmless the property, its owner, and/or its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

Unions and Contractors

Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless authorized by exhibit managers.