



# EXHIBITOR PROSPECTUS

**13TH ANNUAL MEETING**

**SFRBM 2006**

**Adam's Mark Hotel • November 15-19, 2006 • Denver, Colorado**



# EXHIBITOR INFORMATION

## LOCATION

Adam's Mark Hotel  
550 Court Place  
Denver, CO 80202  
Phone: (303) 893-3333  
Fax: (303) 626-2542  
Reservations: (800) 444-2326  
[www.adamsmark.com/denver](http://www.adamsmark.com/denver)



The Exhibits portion of the meeting will be held in Plaza Exhibit Area, adjacent to the poster sessions and all General and Breakout Educational sessions.

## HOTEL RESERVATIONS

A special room rate of \$135 USD per night single/double is available for all exhibitors. This rate is offered on a space-available basis through October 13, 2006. Please contact the Adam's Mark Reservations Department at (800) 444-2326 or (303) 893-3333 and indicate you are with "SFRBM 2006" to receive the special room rate or make your reservations on-line by visiting: [www.sfrbm.org/13AnnualMeeting.cfm](http://www.sfrbm.org/13AnnualMeeting.cfm).

## SERVICE KITS

Brede Exposition Services is our exhibit service provider in 2006. Exhibitors will receive a service kit upon registering for a booth. For more information, contact Brede at (303) 399-8600 and ask for an Exhibitor Services Representative for SFRBM 2006.

## INBOUND & OUTBOUND SHIPMENTS

TO ENSURE that your materials are properly received and logged at the Adam's Mark Hotel please address them as follows:

Guest Name: XXXXXX, Arriving: XXXX  
c/o Adam's Mark Hotel  
550 Court Place  
Denver, CO 80202

RE: 2006 SFRBM Conference, November 15-19, 2006  
Box \_\_\_ of \_\_\_

Shipments should not arrive before Friday, November 10, 2006. Please note that charges will be assessed for receiving, delivering, and outgoing shipments. These fees are the responsibility of the exhibitor.

The Adam's Mark Hotel shipping and receiving department provides storage, pick-up and transfer of materials (less than 200 lbs) from any internal location within the hotel.

All shipment items received by the Hotel incur a standard handling charge of \$7.00 per box, \$15.00 per case and \$125.00 per skid (prices subject to change). In the event the Hotel needs to handle sensitive materials (e.g. computers), outside labor may be required at an additional expense. Any outbound shipping will incur a handling charge of \$15.00 per item/\$125.00 per skid excluding the actual shipping costs.

## EQUIPMENT/FURNISHINGS

**THE FOLLOWING EXHIBIT** equipment and furnishings are being offered by show management for each 10' X 10' booth:

- One (1) - 7" X 44" Booth ID Sign
- One (1) - 6' X 30" Skirted Table
- Two (2) Side Chairs
- One (1) Wastebasket

Standard electrical connections will be provided upon advance request. Please indicate needs on the "Exhibitor Registration" form.

## SHOW RULES AND REGULATIONS

**ALL EXHIBITORS MUST AGREE** to abide by the rules and regulations listed under "Rules and Regulations." This form must be signed, dated and returned with payment and the completed registration form in order to reserve exhibit space.

## EXHIBIT SCHEDULE

### *Exhibitor Move-In*

Wednesday, November 15, 2006 1:00 pm - 5:00 pm

### *Exhibitor Move-Out*

Saturday, November 18, 2006 7:30 pm - 10:00 pm

Sunday, November 19, 2006 8:00 am - 10:00 am

### **Exhibit Hours (Thursday, Nov. 16 - Saturday, Nov. 18)**

Exhibit Hall Open	7:00 am - 6:30 pm
Breakfast (in Exhibit Hall)*	7:00 am - 8:00 am
Free Radical School	8:00 am - 9:30 am
Break between Sessions*	9:30 am - 10:00 am
General Plenary Session	10:00 am - 12:30 pm
Break*	11:00 am - 11:30 am
Oral Presentations	2:00 pm - 4:40 pm
Formal Poster Sessions*	4:45 pm - 6:30 pm

*\*Exhibitors can expect the heaviest traffic through the exhibit halls during refreshment breaks and formal poster sessions.*



## RULES AND REGULATIONS

**THE FOLLOWING** rules and regulations (which we ask you to sign, date and return with payment) are to ensure that each exhibitor has a clear understanding of trade show management requirements. These regulations protect your investment and ensure the success of the event. Space is not guaranteed until this contract and full payment are tendered and received by the Society for Free Radical Biology and Medicine (SFRBM).

1. Only one corporation may exhibit in each booth space.
2. There is no limit to the number of booth spaces you may purchase.
3. Badge trading is not permitted.
4. The \$1,500 exhibit fee covers the cost for two registered exhibitors at the meeting. Extra personnel may be registered at \$150 per person.
5. All exhibit personnel must be identified on the registration form.
6. Registration is on a first-come, first-served basis.
7. Exhibitors may not conduct any demonstration or activity which results in obstruction of aisles or prevents ready access to neighboring exhibitors' table top/booth space. Noise projecting beyond the booth is prohibited.
8. No hazardous material may be stored or placed on display within the booth space.
9. All electrical wiring must be UL-approved and meet local fire department regulations.
10. All materials used must be fire retardant.
11. Absolutely no company identification may be placed outside the area of your specific booth space (i.e. on posts, pillars, walls, tables, ceilings, etc.)
12. Overstatement in lighting is to be avoided, and attention-getting devices such as flashing, strobe or rotating lights are prohibited.
13. Music and/or entertainment is not prohibited in booths.
14. All tables/booths must be continually staffed during show hours.
15. Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive. In the event of such prohibition or eviction, management shall not be liable to exhibitor for refund of exhibit fees.
16. Any exhibitor failing to occupy space contracted for is not relieved of the obligation for payment of the full rental of such space. Set up must be completed by **8:00 am on Thursday, November 16, 2006.**
17. Nothing is to be in the aisles (i.e. furniture, etc.).
18. No table top/booth space will be dismantled until after the show is over at **7:30 pm on Saturday, November 18, 2006.**
19. SFRBM shall not be held liable for the damage or loss of exhibit or property of exhibitor or injury to an exhibitor resulting from any cause. Claims for loss, damage or injury are waived by an exhibitor.
20. The exhibitor shall indemnify the association show management. SFRBM's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its gross, sole, or contributory negligence.
21. Exhibitors must carry insurance. Coverage provisions recommended are premises, operations, contractual liability (personal injury liability and property damage), and statutory workers' compensation for employers' liability.
22. If any space is not occupied one-half hour prior to the opening of the exhibits, the space is forfeited without refund.
23. There will be a 50% administrative fee for cancellations. No refunds after November 1, 2006.

**I have read the exhibitor information, registration form and requirements, and agree to abide by them.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_



# EXHIBITOR REGISTRATION

**EXHIBITING ORGANIZATION:** List company name exactly as it should appear on booth identification sign.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

## CONTACT PERSON *(before meeting)*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTACT PERSON RESPONSIBLE FOR SPACE *(at meeting)*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BOOTH CHOICE:** Please review the enclosed Floor Plan and select booth numbers in order of preference.

Booths are assigned on a first-come, first-served basis.

1ST CHOICE: # \_\_\_\_\_ 2ND CHOICE: # \_\_\_\_\_ Please do not place me near (company name): \_\_\_\_\_

Single Booth (\$1,500) Registration for two reps  Double Booth (\$2,750) Registration for four reps

**BOOTH STAFF:** Two included with registration; \*each additional exhibitor is \$150 per person.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*4. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**DESCRIPTION OF PRODUCT/SERVICE:** Mandatory, limit 50 words, please attach to registration form.

**ELECTRICAL NEEDS:** Please indicate if you have any electrical needs (i.e. outlet): \_\_\_\_\_

**PAYMENT INFORMATION:** TOTAL ENCLOSED \$ \_\_\_\_\_ There will be a 50% fee for cancellations. No refunds after November 1, 2006.

Check payable to SFRBM (Federal Tax ID 72-1570152) -or-  Visa  Mastercard

CARD # \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Full payment must be made along with this registration to secure a booth space and your choice of location (made on a first-come, first-served basis).*

**SIGNATURE:** I agree to the policies outlined in the exhibitor prospectus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RETURN REGISTRATION FORM TO:

Society for Free Radical Biology and Medicine • 8365 Keystone Crossing, Suite 107, Indianapolis, IN 46240

Phone: (317) 205-9482 • Fax: (317) 205-9481 • Email: [info@sfrbm.org](mailto:info@sfrbm.org) • [www.sfrbm.org](http://www.sfrbm.org)



# EXHIBITOR FLOOR PLAN

## 13TH ANNUAL MEETING SOCIETY FOR FREE RADICAL BIOLOGY AND MEDICINE

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