



Exhibitor Registration

12th IAPB Congress

June 6-11, 2010 • St. Louis, MO – USA

UNIVERSITY OF MISSOURI
Extension
MU Conference Office

SPACE RESERVATION FORM & BOOKING CONTRACT

Company Name _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Post Code _____ Country _____

Telephone: (____) _____ Fax: (____) _____

Mobile: (____) _____ Email: _____

Exhibit Description _____

Name(s) of Representatives *(two at no charge for 10x10; four at no charge for 10x20; each additional representative \$250)* _____

Please list major competitors you wish to be separated from _____

EXHIBITOR DETAILS AND PRICES

Exhibit Booth <i>(please choose size)</i>	_____ 10x10 - \$3000 US	_____ 10x20 - \$4500 US	\$ _____ US
Additional Representatives <i>(over two)</i>	_____ x \$250 US		\$ _____ US
Gala tickets (per person)	_____ \$75 US		\$ _____ US
		Total Cost	\$ _____ US

If you are interested in another size booth, please contact Sandi Strother at iapb2010@missouri.edu.

All booth spaces include complimentary registrations per booth (two complimentary registrations for a 10x10; four complimentary registrations for a 10x20), back and side walls, exhibitor identification sign, 6' skirted table, lunches, and breaks, two padded side chairs and one waste basket. Booth fee does not include Thursday evening gala. Booths are uncarpeted and do not include electricity. To order electricity visit: <http://www.explorestlouis.com/americasCenter/public.asp>. For additional furnishings, visit <http://www.heritageexpo.com/>

If you are interested in hosting an evening workshop, please check this box. We will contact you.

If you do not want equipment in your booth, please check this box. There will be no discount in price.

PAYMENT SCHEDULE & PROCEDURES

- 50% deposit due with exhibit reservation. Final payment due by April 7, 2010. If reserving your space after April 7, full payment is expected with registration.
- Booth location will be at the sole discretion of the conference organizers.
- Refunds:** All cancellation requests must be received in writing by April 7, 2010. Full payment, minus \$100 fee will be returned. After April 7, 2010 no refunds will be provided for any reason.
- All deposits and final payments must be made by check, cashiers check or credit card to University of Missouri and mailed with contract to: IAPB Congress Exhibits, MU Conference Office, 344 Hearnes Center, Columbia, MO 65211 or fax to: 573-882-1953. If you must pay by another method please e-mail iapb2010@missouri.edu.**

METHOD OF PAYMENT:

Payment Enclosed *(Check payable to University of Missouri)*

Credit Card: _____ Mastercard _____ Visa _____ Discover Exp. Date _____ / _____

Card Number _____

Card Holder (print) _____ Authorized Signature _____

Address if different than registrant _____

For Office Use Only: CEIS #54161

Booth # _____ Customer # _____ Receipt # _____

EXHIBITOR RULES AND REGULATIONS FOR IAPB CONGRESS 2010

Assignment of Exhibit Space

Exhibit space will be assigned based on support level and then on a first-come, first-served basis according to the date upon which the application and deposit are received.

Exhibit space assignment begins the week of April 20, 2010. NO assignments will be made without a deposit and completed application. Please forward with your application a deposit of 50% payable to: University of Missouri and mail to: IAPB Congress, 348 Hearnes Center, Columbia, MO 65211. You may also pay your deposit by credit card or cashier's check.

Exhibit management reserves the right to relocate space assigned to the exhibitor. Relocations will be made only if deemed necessary in the exhibitor's best interest and upon notification to the exhibitor by Exhibit Management.

Confirmation

Once registered, each exhibiting company will receive a confirmation letter, a separate invoice if you did not pay in full with details about when your final payment is due, and important information regarding the exhibitor service kit. In April 2010, exhibitors will receive an email informing them of their actual booth location.

Exhibitor Registration/Housing

Each exhibiting company is allowed two (2) exhibitor badges and registrations per 10'x10' booth. Badges are non-transferable, additional badges can be purchased for \$250 each. Exhibitors can pre-register their personnel by submitting the names on the exhibitor registration form. Badges can be picked up at the exhibitor registration desk.

Exhibitors are entitled to attend the full scientific program and all food functions, except Thursday's evening gala. Gala tickets for Thursday evening may be purchased in advance when filling out the registration form.

On-site check-in and setup begins Sunday, June 6, at 10:00 a.m. and will continue through set-up and exhibit hours. All booths must be complete by 4:00 p.m. Sunday. All company representatives will be required to wear badges while in the exhibit area.

Exhibitor housing will be handled by the St. Louis CVC housing system. Reservations may be made through the website. Please visit the IAPB Congress website at www.iapb2010.org and choose the accommodations link for more information. Rates will vary based on the property that you choose.

Booth Information

The cost of the exhibit space includes, draping for the back and side walls, a standard 7" x 44" sign with company name and booth number, 6' skirted table, 2 side chairs, 1 wastebasket, janitorial service for the aisles of the exhibit area, and 24-hour security of the exhibit hall. If you require a guard for your booth, please contact the America's Center directly. Booth cleaning is NOT included. Individual booth cleaning or porter service can be ordered directly through the America's Center.

All booths are sold in 10 x 10 increments and each exhibit must conform to the standards set by Exhibit Management. Backgrounds must not exceed 8' in height from the floor or 36" in height from the side rails to avoid obstructing views of other exhibits.

Exposed, unfinished sides of the exhibit must be draped. Exhibitors will be notified of any infractions of the exhibit rules. In the event the exhibitor is not present, the decorator, with approval of Exhibit Management, will provide the required draping and submit charges to the exhibitor.

Conducting Exhibits

All exhibits must conform to the standards set by Exhibit Management which are as follows:

- No combustible decorating shall be used
- Use of volatile flammable liquids, gases, or solids must be approved by the Fire Marshall and steps must be taken to ensure all standard safe handling guidelines are followed.
- Any part of exhibit or signs cannot be pasted, nailed or otherwise affixed to walls, doors, etc.

- Contests or giveaways require approval from Exhibit Management.
- Subletting or sharing of exhibit space is prohibited.
- For tax purposes, the conference cannot permit completed sales of merchandise on the exhibit floor.
- Demonstrations are permitted in the booth. Should they result in aisle congestion, you will be asked to control the crowd.

Space Cancellation

Any company cancelling their exhibit space on or before April 7, 2010 is entitled to a full refund minus a \$100 fee. Companies cancelling after April 7, 2010 will receive no refund.

Labor

In order to conform to union contract rules and regulations, it will be necessary for all exhibitors to use qualified union personnel for the various services required for installation and dismantling of exhibits and material handling within the show. Charges for this labor will be billed directly to each exhibitor by Heritage Exposition Services, the official conference decorator. Overtime is before 8:00am and after 4:30pm Monday through Friday, and all day Saturday, Sunday and holidays.

Furniture

All services will be handled by Heritage Exposition Services, the conference decorator. To insure prompt handling of requests for furniture, carpeting, etc., a complete exhibitors' service kit will be forwarded to each exhibitor.

Shipping

Do NOT send displays and show merchandise to the America's Center. Shipments will be received by Heritage Exposition Services for storage up to 30 days prior to the meeting. Crates will be delivered to the exhibitor's booth, removed and returned for repacking. Complete details regarding rates and shipping instructions will be included in the exhibitors' service kit.

Liability/Indemnity

Each exhibitor agrees to protect, save and keep the International Association for Plant Biotechnology (IAPB) Congress, Society for In Vitro Biology, the University of Missouri and the MU Conference Office, and the America's Center forever harmless from any damage or charges imposed or violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those representing the exhibitor, as well as to strictly comply with applicable terms and conditions contained in the agreement between the International Association for Plant Biotechnology (IAPB) Congress, University of Missouri and the MU Conference Office, and the America's Center regarding the exhibition premises. Exhibitors shall at all times protect, indemnify, save and keep harmless the International Association for Plant Biotechnology (IAPB) Congress, University of Missouri and the MU Conference Office, and the America's Center against any and all loss, cost damage, liability, or expense arising from, any accident or other occurrence to anyone, including the exhibitor, its employees and business guests which arise from said exhibitor's occupancy and use of the exhibition premises or part thereof.

Insurance

Security for the exhibit will be provided by the International Association for Plant Biotechnology (IAPB) Congress, but does not guarantee or insure the exhibitor against loss. The International Association for Plant Biotechnology (IAPB) Congress, University of Missouri and the MU Conference Office, and the America's Center will not be responsible for an exhibitor's loss or damage of any kind. Exhibitors desiring to carry insurance on their exhibits may do so at their own expense. All property destroyed or damaged by an exhibitor must be replaced in the original condition at the exhibitor's expense.

Contractual Agreement

All of the above Rules and Regulations are to be considered as part of the exhibit space contract. It is agreed, that by signing the contract, the exhibitor will abide by the Rules and Regulations cited above before, during and after the exhibit. In the event of a dispute, it is agreed that the dispute will be referred to Exhibit Management and its decision will be final.