



Application and Contract for Exhibit and Sponsorship

(Please complete both pages of this application)

In accordance with the Rules and regulations, I (we) apply for exhibition space and/or to reserve sponsorship opportunities as specified below in the 45th Middle Atlantic Regional Meeting, Hershey Lodge Convention Center, Hershey, PA, June 4-6, 2017.

Name of Contact Person: _____

Company: _____

Address: _____

City/State/Zip _____

Phone: _____

E-mail: _____

Authorized Signature: _____ Date: _____

FEES

Exhibit (Early Bird by Feb 1, 2017; payment in full by April 15, 2017 to ensure full benefits.)

Commercial	\$1,200	(Early Bird, \$900)	\$ _____
Academic	\$550	(Early Bird, \$400)	\$ _____
Advertisement	\$300	(Early Bird, \$200)	\$ _____
Others (please specify the type and the amount):	_____		\$ _____

Sponsorship (Payment in full by April 15, 2017 to ensure full benefits.)

Diamond Sponsor	\$6000-\$10000	\$ _____
Platinum Sponsor	\$3000-\$5999	\$ _____
Gold Sponsor	\$1000-\$2999	\$ _____
Silver Sponsor	\$500-\$999	\$ _____
Bronze Sponsor	\$250-\$499	\$ _____
Donor in Kind		\$ _____

Please specify the Session or Event you would like to sponsor: _____

TOTAL AMOUNT \$ _____

For promotional purpose:

- 1) Please email a high resolution logo to: ronaldsupkowski@kings.edu
 - 2) Please indicate your preferred WWW URL: _____
-

Billing Information:

Check enclosed payable to: MARM 2017 Check # _____

Credit Card (enter information below)

Type of Card: Visa Master Card American Express Other

Card number: _____

Expiration date: _____

Name on card: _____

Names and Pertinent Information of FREE Registrants

Name	Address	Email	Phone

- 1) Please email the Completed Application with Contract to:
ronaldsupkowski@kings.edu

- 2) If pay by check, please send check and Contract to:

Dr. Ron Supkowski
Re: MARM2017
King's College
122 North River St.
Wilkes-Barre, PA 18711

<i>(Do not write in this space)</i>
Postmark Date: _____
Booth Assigned: _____
Approved: _____

Thank you for supporting the 45th Middle Atlantic Regional Meeting of the American Chemical Society

MARM 2017
Exposition Rules and Regulations-Vendors

1. Contract for Space. The receipt by the Organizing Committee of the MARM 2017 Meeting, with payment for the entire amount of the exhibit fee, will constitute a contract for the right to use the specified exhibit space that has been reserved for your use. Cancellations will be accepted only after the available exhibit space has been sold and another exhibitor agrees to purchase the canceled booth space. This contract will not be binding in the event that an unforeseen and uncontrollable event, such as earthquake, leaves the exhibit area unusable. If such an event happens before May 15, 2017, the MARM 2017 meeting will refund at least 50% of the exhibit fee.

2. Space Assignment. For applications with full payment submitted prior to reserving exhibit space (see above), the MARM 2017 meeting will attempt to honor your choice of exhibit space based on the receipt date of your completed application for exhibit space. In the event all of the requested choices have been assigned, MARM 2017 will assign equivalent space as close as possible to these preferred choices. Exhibit space assignments will be publicly available on the MARM 2017 website.

3. Space Rental. All booths will be 8' by 10'. Each booth includes a) 33" draped side rails and an 8' back drop; b) a 6' draped table; c) one identification sign which spans the front of the table; d) two side chairs; e) one wastebasket; f) general overhead illumination; g) access to convention center Wi-Fi; h) and two exhibitor badges. Any power requirements can be arranged for an additional charge. The rental period for the display tables and booths will be from June 4 to 6, 2017.

4. Additional Furnishings and Supplies. Additional supplies and furnishings beyond those listed above must be arranged in advanced of the meeting with the Official Meeting Exposition Services Contractor at an additional cost. Additional electrical power beyond the standard amount described above must be arranged with the Hershey Lodge Convention Center in advance of the meeting.

5. Exhibitor Services. Exhibitor services will be provided by the official MARM 2017 meeting service provider.

6. Shipping and Handling of Shipping Crates. There are 2 shipment options. The first option involves bringing your exhibit materials at the time you arrive at the exhibit hall; in which case you will be responsible for moving these materials from your vehicle to your exhibit booth. The second option involves shipping your materials according to policies and regulations of the Hershey Lodge Convention Center. The same options apply for removal of materials after the exposition. All shipping and handling costs are the exhibitor's responsibility. See Drayage Form at the Hershey Lodge website:

http://www.hersheymeetings.com/group_services/hershey_expo.php

7. Installation and Dismantling of Exhibits. Exhibitors may set up their displays from 12 pm to 3 pm on Sunday June 4, 2017. Dismantling begins after the exhibits close at 4 pm on Tuesday June 6. Materials should be removed prior to 8 pm on this date.

8. Space Restrictions. All discussions, demonstrations, distribution of literature, and other activities must limited to the exhibitor's booth and assigned area. No exhibitor may sublet, assign, or share any portion of their assigned space without first obtaining approval

of MARM 2017. Displays should not interfere or block other exhibitors; and must not block the aisles. Sidewalls should not extend farther than 3 feet from the back wall of the display booth. No equipment higher than 8' will be allowed along the booth sides.

9. Fire Precautions. Materials used for displays must be flame retardant. Emergency and fire-fighting equipment must not be blocked. Small items may be stored under the table if they are not visible from the front. Packing containers and shipping materials must be removed from the Exposition area prior to the opening of the Exposition on Wednesday. Large items may be stored in approved locations in the Hershey Lodge Convention Center. Please contact Dr. Ron Supkowski at ronaldsupkowski@kings.edu. Any additional electrical work and wiring must be approved and installed by the Hershey Lodge Convention Center.

10. Protection of Convention Center Property. Nothing may be taped, glued, tacked, nailed, screwed, or in any other way attached to any part of the Hershey Lodge Convention Center building or any of the furniture in the building. Any damage caused by violation of this requirement will be repaired at the exhibitor's own expense.

11. Liability. The exhibitor assumes the entire responsibility and agrees to defend, protect, and hold the Hershey Lodge Convention Center & their employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition room or part thereof, excluding liability caused by the sole negligence of the Convention Center and its employees and agents.

12. Exhibitor's Badges. Each exhibitor will receive two meeting badges per booth space purchased as part of the meeting registration. Additional badges may be purchased for \$100. The names of each person should be listed on the Exhibit Booth Application Form. The Exposition Chair must be notified of additions and deletions to this list. The meeting badges will admit exhibitor representatives to presentations of contributed papers, symposia, mixers, and poster sessions. Exhibitor representatives with meeting badges will need to pay extra event admission fees to "ticketed" events as must all registered meeting attendees. These event admission fees may be paid on the website registration page or at the Registration Desk at the meeting site.

13. Admission to the Exhibit Area. Admission to the Exhibit area requires wearing a MARM 2017 badge; the only exception will be employees and staff of the Hershey Lodge Convention Center.

14. Exposition Hours. The Exposition is scheduled for the following times: 3:00 pm — 6:30 pm June 4; 9:00 am — 5:00 pm June 5; and 8:30 am — 3:30 pm June 6. Exhibitors should have at least one representative at their table.

15. Literature Display Tables. Exhibitors for Literature Display Tables may not be present by their tables during the Exposition. MARM 2017 staff will restock the tables daily during the Exposition. Literature Display Tables are available at reduced rates. Please contact Ron Supkowski at ronaldsupkowski@kings.edu if interested.