

## Exhibiting Information

(Be sure and read "The Fine Print" found at [www.2011.botanyconference.org](http://www.2011.botanyconference.org)).

### Payments

Check, money order, or credit card (Master Card, VISA, or American Express) are made payable to Botany 2011. Applications are due April 15, 2011 and must include a \$250.00 deposit. Balance of all rental and sponsorship fees are due June 1, 2011. Late applications received after June 1, 2011 must include full payment.

### Exhibitor Registration

The rental fee for each exhibit includes 3 complimentary Botany 2011 registrations. Exhibitors must be regular employees, representatives of the exhibiting company, spouses of employees, or representatives who will staff the booth during published show hours. Exhibitors must register for the conference with the Botany 2011 registrar through the conference website ([www.2011.botanyconference.org](http://www.2011.botanyconference.org)).

### Assignment of Exhibit Space

Booth space requests will be assigned on a first-come, first-served basis. All attempts will be made to grant your special requests as indicated on the Exhibitor Application.

### Eligibility For Exhibiting

The Annual Meeting serves as the participating societies' premiere conference. Its purpose is to enhance the professional development of its members. Accordingly, Botany 2011 reserves the exclusive and total right to control all aspects of the conduct of the meeting and exhibits. Botany 2011 specifically reserves the right to determine the acceptability of applications for exhibit space.

Applications must meet all of the following criteria:

- a. The products or services to be exhibited are of professional or educational interest or benefit to the registrants.
- b. The applicant is determined by Botany 2011 to be ethical and reputable, and the goods and services to be exhibited are reasonably believed by Botany 2011 not to be harmful, ineffective, or illegal.
- c. The applicant agrees to comply with Botany 2011's Rules and Regulations governing exhibits.
- d. The application, fees and any required documents are received prior to the established deadline.

### Exhibit Service Kits

Service kits will be mailed to exhibitors in late May. All extra furniture, electrical connections, dedicated phone lines, or Internet connections can be ordered at that time.

### Exhibit Area/Booth Information

Each booth includes: one 8' skirted table, two side chairs, 1 wastebasket and an identification sign. The exhibit hall is carpeted. The show colors will be indicated in the decorator kit that will be sent to you at a later date. (NOTE: To maintain uniformity and to prevent obstruction of the view of adjoining booths, displays must NOT be higher than 8' in the back and 4' high along dividers and aisles. No walls, partitions, decorations, or any other obstructions may be erected which in any way interfere with the view of any other exhibit. Exhibitors desiring to use other than standard booth equipment or any signs, decorations, or arrangements of display materials conflicting in any way with these above regulations must submit two copies of a detailed sketch or a proposed layout at least 30 days prior to the opening of the exhibit, and must receive written approval from the Conference Director.)

### Exhibit Shipping Information

Exhibitors are responsible for any handling charges associated with their packages, and it is recommended to use a trackable service. The shipping address, dates and information will be located in your exhibitor kit sent directly to you by the decorator. The employees and agents of Botany 2011 are not responsible for the shipping of stored materials. The Hotel will not accept any exhibit material shipments.

### Exhibit Installation

Installation of exhibits in the Botany 2011 Exhibit Hall may begin at 12:00 PM (noon) on Saturday, July 9, 2011. All exhibits must be fully operational by 5:00 PM, Sunday, July 9, 2011.

### Utilities

Utilities (e.g. electrical, telephone, internet, etc) must be ordered directly from the designated vendors and are not included in the booth fee. Order forms will be in the exhibitor kit from the decorator.



### Dismantling/Removal of Exhibits

Each exhibitor will complete arrangements for removal of material from the Hotel in accordance with these rules. No packing or dismantling of exhibits will be allowed until the official closing of the Botany 2011 Exhibit Hall after 4:00 PM on Wednesday, July 13, 2011. All exhibit materials must be packed and ready for shipment by 7:00 PM, Wednesday, July 13, 2011. All space occupied by an exhibitor must be surrendered in the same condition as originally leased at the commencement of occupation.

### Care of Exhibit Space

The exhibitor must, at its own expense, maintain and keep the booth and exhibit in clean and good order in accordance with the Rules and Regulations and all other applicable rules and ordinances.

### Cancellation Policy

Cancellations received in writing prior to June 1, 2011 will forfeit the \$250 deposit. There will be no refunds for cancellations received after June 2, 2011. In the unlikely event of cancellation of the meeting, Botany 2011 is not responsible for any cost, damages, or other expenses of any kind including, without limitation, transportation and/or hotel costs incurred by registrant.

### Subleasing

Subleasing of the exhibit space is NOT permitted, and two or more commercial companies may not share a single leased space. Space sharing is permitted for no more than 2 not-for-profit organizations. Botany 2011 reserves the right to approve sub-leases.

### Security

Each exhibiting company is responsible for safeguarding its goods, materials, equipment and exhibit booth at all times. General security service will be provided by Botany 2011 for the exhibition period, but neither the security service nor Botany 2011 will be responsible for loss of or damage to any property.

### Fire Regulations

All doors and openings must be kept clear. Combustible decorations shall not be used. All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. All decorations must be able to stand a flameproof test.

### Terms

To reserve your exhibit space and or Sponsorship, you will need to include a \$250 non-refundable deposit, with the entire balance due no later than June 1, 2011. Payments by check should be made payable to Botany 2011 and forwarded to Botany 2011, 125 Connemara Drive, Granville, OH 43023

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### Accommodations

The meeting will be held at the Chase Park Plaza, St. Louis, Missouri. Special rates at nearby hotels have been arranged. Please check the conference website for details. Exhibitors are strongly encouraged to stay within the negotiated room block.

### Liability and Insurance

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify, and save Botany 2011, the Chase Park Plaza, its owners, its operator, and each of their respective parent, subsidiaries, affiliates, 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 premises or a part thereof, excluding any such liability caused by the sole gross negligence of Botany 2011, the Chase Park Plaza and its employees and agents.

Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage. Botany 2011, the Chase Park Plaza, its owners, and operator shall be included in such policies as additional named insured's. In addition, Exhibitor acknowledges that neither Botany 2011, the Chase Park Plaza, its owners, its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

### Interpretation & Enforcement

These rules and regulations become a part of the contract between the exhibitor and Botany 2011. Botany 2011 has full power of interpretation and enforcement of these rules and its decision is final. All matters in question not covered by these rules are subject to the decisions of Botany 2011 and all decisions so made shall be binding on all parties affected by them as the original regulations. Exhibitors or their representatives who fail to observe these conditions, or contract or who, in the opinion of Botany 2011, conduct themselves unethically, may be dismissed from the exhibition without refund or other appeal.

