ABRF 2013
Palm Springs Convention Center
March 2-5, 2013 [Exhibit Dates March 3-5]

OFFICIAL RULES & REGULATIONS GOVERNING EXHIBITS

ABRF 2013 – TOOLS FOR THE ADVANCEMENT OF CONVERGENCE SCIENCE, IS PRESENTED BY THE ASSOCIATION OF BIOMOLECULAR RESOURCE FACILITIES (SPONSOR). COURTESY HAS BEEN CONTRACTED FOR CONFERENCE AND EXPO MANAGEMENT. THE FOLLOWING RULES AND REGULATIONS WILL APPLY:

1. ASSIGNMENT OF BOOTH SPACE
All booth requests will be handled on a first-come, first-served basis by the date and time of receipt of contract and 50% deposit payment. Space assignment will be on a first-received (time stamped) first-assigned basis, with priority given to Platinum sponsors, followed by Gold Corporate Sponsors. No booth assignments will be confirmed until Courtesy receives an application and deposit. Every effort will be made to assign booths in order of preferences in booth locations; however, ABRF cannot guarantee the preferred locations will be available. Registering and paying early will increase the possibility of Exhibitor receiving a preferred location. Should all Exhibitors' preferred locations be assigned, ABRF reserves the right to assign the Exhibitor one of its stated preferences on a first-received (time stamped) first-assigned basis, with priority given to regular ABRF members.

2. BOOTH PAYMENT CANCELLATION OR REDUCTION
Refunds or cancellations are not available. A 50% deposit must accompany application completion, with the remaining balance due within 30 days, and no later than January 15, 2013. If assigned space is cancelled or reduced by Exhibitor before the close of business on January 15, 2013, all payments made less 50% of the total fees will be returned. Cancellations received after January 15, 2013, will result in a full forfeiture. Any Exhibitor who contracts and pays for exhibition space after January 15, 2013, will receive no refund for the cancellation or reduction of space, and/or full payment will still be due.

3. SUBLETING OR SHARING SPACE
Exhibitor may not resell, sublet, assign, or transfer their booth(s) to others, the whole or any part of the space allotted, and may not advertise or display goods or services other than those produced or sold by Exhibitor in the regular course of its business. However, Exhibitor may use equipment or products of another Exhibitor or vendor in its booth(s) for the purpose of better presentation of Exhibitor's own products.

4. INSTALLATION OF EXHIBITS
Payment in full must be received prior to delivery of materials. Installation of exhibits at Palm Springs Convention Center is Friday and Saturday, March 1st and 2nd, 2013 and only during scheduled load in hours outlined in the service kit. If Exhibitor will be delayed in setting up its booth(s), Exhibitor must contact the ABRF staff immediately to arrange for any other arrangements. Exhibitor must be fully operational by 5pm on Saturday, March 2nd, 2013. Any space contracted for and not occupied by 5pm on Saturday, March 2nd, 2013, with no prior notice being given to ABRF, is subject to forfeiture of fees and use of the space by the Exhibitor, and may be resold or reassigned at the discretion of ABRF.

5. REMOVAL OF EXHIBITS
All exhibits will be removed by 2pm on Tuesday, March 5th, 2013. Move out will begin at 2pm the same day. For safety reasons, as well as to maintain a professional and courteous atmosphere, no Exhibitors will be allowed to leave booths prior to this time. Exhibitors found in violation of this condition are subject to an Early Dismantle fee of up to $200 per hour. Exhibitor must surrender the occupied booth space in the condition prior to occupation. Exhibitor will make arrangements for the removal of equipment, crates, and materials from the exhibit area according to instructions, and Exhibitor is responsible for proper packing and securing of booth equipment. Exhibitor must dismantle and remove by 7pm on Tuesday, March 5th, 2013.

6. CONTRACTOR SERVICES
Exhibitor’s service contract will be available on the conference website by December 2012. ABRF has designated Brede Exposition Services as the official service contractor. At the Exhibitor’s expense, Brede Exposition Services will provide all show services, material, and equipment, other than material and equipment owned by Exhibitor, to be used in the exhibit space.

7. BOOTH CONSTRUCTION AND ARRANGEMENT
Booths will have a 8’ background drape and 3’ side divider. All booth materials must be no higher than 3’ in height. Electric service, phone connections, or other services and equipment are the responsibility of and defined between Exhibitor and the Contractor, and Booths may be modified or filled out in the forms in the Exhibit Service Kit, and sending them to either Brede Exposition Services, or the Hotel, whichever is chosen, on the for the exhibit hall is carpeted, no booth carpeting will be required. Any last minute needs can be ordered and paid for by the Exhibitor through Brede Exposition Services. Brede Exposition Services will not be responsible for any changes made, and it is the responsibility of the Exhibitor to call the hotel and arrange their own service. Brede Exposition Services will not be responsible for any changes made, and it is the responsibility of the Exhibitor to call the hotel and arrange their own service.

8. PROTECTION OF PALM SPRINGS CONVENTION CENTER PROPERTY
Nothing shall be pasted, tacked, nailed, screwed, or otherwise affixed to columns, walls, floors, ceilings, or other parts of the building, hallway, or common areas. Any last minute needs can be ordered and paid for by the Exhibitor through Brede Exposition Services. Brede Exposition Services will not be responsible for any changes made, and it is the responsibility of the Exhibitor to call the hotel and arrange their own service.

9. FIRE REGULATIONS AND LOCAL LAW
Exhibitor must comply with all California and/or Palm Springs laws, rules, and regulations on the use of electrical installations, equipment, and wiring must comply with the latest National and Local Electrical Codes. Further, Exhibitor agrees to abide by the rules and regulations of Palm Springs Convention Center.

10. EXHIBITOR CONDUCT AND APPEARANCE
All employees and agents of the Exhibitors must register at the Exposition Registration Desk at the main conference registration area and must display their badges at all times. Only people with badges will be allowed to enter the College or meeting area. An Exhibitor representative must be in the booth during all the operating hours that the exhibition area is open. Representatives will have the necessary supply of all materials and will be required to conduct themselves in a manner that will encourage the cooperation and attendance of conference attendees to explain Exhibitor’s products, services, and programs. While on the exhibition floor, Representatives are to conduct themselves in a manner commensurate with acceptable public behavior. At ABRF’s discretion, any Exhibitor who is deemed out of order may be required to leave the exhibition area. All Exhibitor activities must be confined to its contracted space. Audiovisual, sound, and attention-getting devices and effects will be permitted only in those locations and in such intensity that, in the opinion of ABRF, do not interfere with the activities of neighboring Exhibitors. Operational demonstration equipment must not create noise levels or distractions objectionable to neighboring exhibitors. No smoking shall be allowed in the exhibition area.

11. LIMITATION OF USE OF RECORDED OR LIVE MUSIC
Exhibitor understands and agrees that it will not play, present, perform, or cause to be played, presented, or performed any live or recorded music at the conference other than music that is original or Exhibitor owned. Only if Exhibitor has written permission and has paid the required royalties for the use of non-original recorded or live music will such music be permitted in the exhibition area. Any violation of this law may cause the immediate cancellation of your booth contract and removal of your exhibit from the floor. In such cases all monies will be forfeited.

12. SECURITY AND INSURANCE
Guard service will be provided in the exhibition area. Exhibitor is responsible for not to exceed the amount provided by ABRF. However, Brede Exposition Services, and their employees, agents, and contractors and employees and hold them harmless, no matter what the cause of claim, from and against any lawsuits, claims, actions or causes of action, arising out of, in or in connection with, this waiver of liability or its participation in ABRF 2013. This obligation includes, but is not limited to, the cost of defense, payment of any judgments and payment of any expenses for attorneys’ fees and other costs that may be incurred by ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services, and the agents, contractors, and employees shall be liable for injuries to any person or for damage to property owned or controlled by Exhibitor. In case any part of the exhibit area is destroyed or damaged, preventing ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services from permitting an Exhibitor to occupy assigned space, securing any part or the whole of the set up or exhibition period, or in case of occupancy of assigned space during any part or the whole of the set up or exhibition period is prevented by strikes, acts of God, natural disasters, or other causes or period so prolonged as to be in any way was or could have been occupied by the Exhibitor, the Exhibitor hereby waives any claim against ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services, and their agents, contractors, employees for losses or damages that may arise in consequence of such liabilities to occupy assigned space. No relief will be provided.

14. EXHIBITOR PROFILE
A 50 word description of products and/or services to be displayed in your booth must be submitted. This information will be published in the Meeting Program provided that the application and description is received no later than Tuesday, January 15, 2013. If the description is not provided by the deadline, only the name, address, and booth number will be printed in the Meeting Program. The description must be submitted on-line. Instructions to key in this information will be included in the exhibit space confirmation packet.

15. CONTRACT FOR SPACE
Exhibitor’s contract is bound by the terms of this Contract, as well as the Official Rules & Regulations Governing Exhibits for the Exhibition, which are incorporated into this Contract by reference. In the event of any breach of any of the regulations by subject to the decision of ABRF. ABRF may amend these regulations at any time and all amendments will be made available to all parties affected by them as are the original regulations. All provisions of this agreement are severable. If any provision or portion thereof is determined to be unenforceable by a court of competent jurisdiction, then the rest of the agreement shall remain in full effect.

16. AMENDMENTS
Any and all matters not specifically covered by the preceding rules and regulations or the rules and regulations contained in the Exhibit Manual and correspondence shall be subject to the discretion of Exhibit Management. Exhibit Management shall have the full power to interpret, amend and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the exhibitors through correspondence or otherwise. Each Exhibitor for itself and its employees agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

17. VIOLATIONS
Violation of any of these regulations on the part of Exhibitor or the employees or agents of Exhibitor shall, at the discretion of ABRF, render the Exhibitor and/or any Exhibitor representative liable for damages, and to, damage to personal property, damage to Palm Springs Convention Center building or property, injury to persons, public liability, water, storm, or any other claim.

13. LIABILITY
Exhibitor hereby releases ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services, and their officers, agents, and employees from any and all claims, demands, causes of action or liability of any kind for injury or damage of any kind to any persons or property by reason of any act or negligence that may have, known or unknown, arising directly or indirectly out of attendance at or participation in ABRF 2013. Exhibitor further agrees to indemnify and defend ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services, and their agents, contractors, and employees shall be liable for injuries to any person or for damage to property owned or controlled by Exhibitor. In case any part of the exhibit area is destroyed or damaged, preventing ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services from permitting an Exhibitor to occupy assigned space, securing any part or the whole of the set up or exhibition period, or in case of occupancy of assigned space during any part or the whole of the set up or exhibition period is prevented by strikes, acts of God, natural disasters, or other causes or period so prolonged as to be in any way was or could have been occupied by the Exhibitor, the Exhibitor hereby waives any claim against ABRF, Palm Springs Convention Center, Courtesy Associates, Brede Exposition Services, and their agents, contractors, and employees for losses or damages that may arise in consequence of such liabilities to occupy assigned space. No relief will be provided.