

**NORM 2016**



## EXHIBITOR APPLICATION AND CONTRACT

In accordance with the attached Rules and Regulations, I (we) apply for exhibit booth space on June 26, 27, 28 and 29 at the 2016 Northwest Regional Meeting (NORM2016) of the American Chemical Society at the Egan Convention Center in Anchorage, Alaska.

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

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

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

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

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

Web site link: \_\_\_\_\_

**Check the boxes below according to your interests and indicate the total on page 4 of this form (PAYMENT INFORMATION).**

Exhibitor booths include one 8' table (pipe and drape), two chairs, and nominal wireless internet (email only).

**Single manned commercial vendor booth** \$ \_\_\_\_\_

**\$500 before 5/01/16, \$700 thereafter; includes two registrations**

Name on Badge 1: \_\_\_\_\_

Name on Badge 2: \_\_\_\_\_

**Double manned commercial vendor booth** \$ \_\_\_\_\_

**\$900 before 5/01/16, \$1150 thereafter; includes four registrations**

Name on Badge 1: \_\_\_\_\_

Name on Badge 2: \_\_\_\_\_

Name on Badge 3: \_\_\_\_\_

Name on Badge 4: \_\_\_\_\_

**Single unmanned literature display table** \$ \_\_\_\_\_

**\$250 includes one registration (send materials to NORM2016 General Chair)**

**Academic/Not-for-profit table** \$ \_\_\_\_\_

**\$250, fee includes one registration**

Name on Badge: \_\_\_\_\_

## BOOTH NUMBER CHOICE

See exhibit floor plan (provided with form) for layout and booth numbers; for double booths, list adjacent booth numbers for each choice.

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

It is understood and agreed that NORM2016 will endeavor to assign space in order of choice. If all spaces selected have been previously assigned, the Exposition Chair reserves the right to assign space as equitably as possible in accordance with the stated exhibitor preference.

## ADVERTISEMENT DESCRIPTION & RELEASE

For the benefit of promotion and publicity, I (we) authorize NORM2016 to use the following description of the products and/or services to be exhibited. Please limit the description to 100 words. The Exposition Chair reserves the right to edit for style. *Please indicate that you agree by checking the box.*

## OPENING RECEPTION PRIZE DRAWING

To participate in the Opening Reception Prize Drawing, one (1) prize worth \$50 or more must be made available by the exhibitor. If you would like to participate in the Opening Reception Prize Drawing, please describe the prize and its approximate value in the space below.

## EXHIBITOR LOGO HOTLINK (\$50)

A basic link to your company website from the NORM2016 website through your company name in the exhibitor listing is free. However, your company logo can be hot-linked from the NORM2016 Exposition page for an additional \$50. If you would like your company logo included on the NORM2016 Exposition page, include the additional \$50 in your payment and email the logo you would like displayed to the Exposition Chair. All logos will be sized to a maximum of 3" along the major dimension.

## EXHIBITOR SCAVENGER HUNT (\$100 participation fee)

Up to ten (10) exhibitors will be able to participate in the exhibitor scavenger hunt. The scavenger hunt will feature the names and logos of the participating exhibitors as well as a description of the rules and the prize(s) offered. Attendees will have to acquire at least six (6) stamps from participating exhibitors to be eligible for the prize drawing, which will be held at the close of the meeting. The prize will be valued at \$300 or more. Contact the Exposition Chair prior to including the \$100 participation fee in your payment to confirm that there is still space available.

Various sponsorship opportunities are described in the NORM2016 Sponsorship Information document or see <http://norm2016.sites.acs.org/index.htm> .

## NORM2016 EXPOSITION RULES AND REGULATIONS

1. **CONTRACT FOR SPACE** - The receipt by NORM2016 of your signed application/contract, accompanied by payment of the associated fees, will constitute a contract for the right to use the allocated space. To be honored, applicants must submit a completed form accompanied by payment for the full amount. Cancellations before June 1, 2016 will receive a 50% refund. Cancellations after June 1, 2016 are non-refundable.
2. **SPACE ASSIGNMENT** - Spaces will be assigned on a first-come, first-serve basis with the receipt of the signed application/contract and fee, using the date of the postmark/Fax time stamp to establish the order. NORM2016 will endeavor to honor the choice of space as noted on the contract, in order of stated preference. In the event that the preferred spaces have been assigned previously, NORM2016 will attempt to contact the Exhibitor to establish an alternate choice. Otherwise NORM2016 reserves the right to assign space as equitably as possible.
3. **SPACE RENTAL** - All single booths are 10' wide x 10' deep and include:
 

· Exhibitor badges (Recipients listed on application)	· Two (2) chairs
· Booth Identification Sign (7" x 44")	· Wastebasket
· 8' High backwall drape, 3' high sidewall drapes	· Skirted 8' table
· General overhead illumination	
4. **ADDITIONAL FURNISHINGS AND SHIPPING** - Additional furnishings, storage, setup, and take-down labor can be contracted with the Egan Center. An Exhibitor Service Kit outlining services and rates will be sent to you with a confirmation of booth assignment. Exhibitors may bring their own furnishings to the Egan Center exhibit area for no additional fee.
5. **INSTALLATION OF EXHIBITS** - Installation may begin at 7 AM on Sunday June 26, 2016, until 4PM and all exhibit must be completed by the Exhibit Opening at 9 AM on Monday June 27, 2016. Note: The NORM2016 Welcoming Reception will take place from 6:00 PM to 8:30 PM on Sunday June 26, 2016.
6. **DISMANTLING EXHIBITS** - Exhibitors may not begin dismantling activities until after 10:00 AM on Wednesday June 29, 2016. All packing must be completed by 10 PM on Wednesday June 29, 2016.
7. **SPACE RESTRICTIONS** - All demonstrations, discussion and other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of the assigned space without approval of NORM2016. Booth displays should not be placed in such a manner as to interfere with other exhibitors.
8. **FIRE PRECAUTIONS** – Please see “Inside Your Booth” in the Exhibitor Service Kit.
9. **LIABILITY** - The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Egan Center premises and will indemnify, defend and hold harmless the Egan Center, its agents, servants and employees as well as NORM2016 from any and all such losses, damages and claims. The Egan Center will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the premises except for any claims, loss, or damages arising directly from its negligence.
10. **EXHIBITORS' BADGES** - Each exhibitor will receive registration badges as indicated in the EXHIBIT BOOTH APPLICATION AND CONTRACT. Exhibitors must provide a list of booth representatives needing badges prior to the Exhibition. Additional Exhibitor Meeting Registrations may be purchased for \$120 each.
11. **EXHIBITOR KIT INFORMATION:** An updated exhibit layout with final assignments and additional meeting information will be mailed as it becomes available.

## PAYMENT INFORMATION

Booth Space Fee \$ \_\_\_\_\_

- |                          |  |                      |                   |
|--------------------------|--|----------------------|-------------------|
| <input type="checkbox"/> | Single Manned Booth                        | \$500 before 5/01/16 | \$700 thereafter  |
| <input type="checkbox"/> | Double Manned Booth                        | \$900 before 5/01/16 | \$1150 thereafter |
| <input type="checkbox"/> | Single Unmanned Booth (literature display) |                      | \$500             |
| <input type="checkbox"/> | Academic/Non-Profit                        |                      | \$250             |

Logo Hotlink (\$50) \$ \_\_\_\_\_  
 Email the logo you would like displayed to [jguerard@alaska.edu](mailto:jguerard@alaska.edu)

Exhibitor Scavenger Hunt (\$100) \$ \_\_\_\_\_  
 Contact NORM2016 ([bcarlsen@reed.edu](mailto:bcarlsen@reed.edu)) prior to submitting the \$100 participation fee to confirm that there is space available.

**Total Payment** \$ \_\_\_\_\_

**Please provide a brief company description of products and services as you would like it to appear in the meeting program and on the meeting website (50 word limit).**

---



---



---

REMIT PAYMENT WITH CREDIT CARD OR CHECK.

Charge my:  VISA,  MASTERCARD, or  AMERICAN EXPRESS

Name on Card \_\_\_\_\_

Card Number     -     -     -

Expiration date (month/year)   -     Security Code:

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

OR make checks or money orders payable to "**NORM 2016**"

Send completed application with credit card info or check and contract to: **Bernie Carlsen, NORM 2016, 17463 SCHALIT WAY, LAKE OSWEGO, OR 97035** If paying by credit card, the completed form and contract may also be sent via Fax/phone: 503-534-9112 or e-mail: [bcarlsen@reed.edu](mailto:bcarlsen@reed.edu)  
<http://norm2016.sites.acs.org/index.htm>

An email confirmation of your payment will be sent within 2 business days of receipt. If no email address is provided, the receipt will be sent via the US Postal Service to the return address provided on the application.

***Thank you for your participation and we're looking forward to seeing you at NORM 2016 in the land of the midnight sun.***