

The Life Science Trainers & Educators (LTEN) Annual Conference on June 13-16, 2016, hereinafter referred to as LTEN Annual Conference. Upon signing the Application to Exhibit at the LTEN Annual Conference, the Exhibitor has acknowledged receipt of the 2016 Exhibit Space & Sponsorship Rules & Regulations and the Exhibitor & Sponsor Prospectus, which are incorporated by reference and are a part of the Application and part of any contractual agreement between the Parties. In consideration of the mutual covenants and promises herein, the Parties agree to the following:

### **OBLIGATIONS OF THE PARTIES**

**Obligations of LTEN:** LTEN agrees to provide exhibit space and/or sponsorships at the LTEN Annual Conference, under the terms and conditions set forth in the 2016 Exhibit Space & Sponsorship Rules & Regulations.

**Obligations of Exhibitor:** Exhibitor agrees to abide by the terms and conditions set forth in the 2016 Exhibit Space & Sponsorship Rules & Regulations and agrees to pay the fees as outlined in this Application. An Exhibitor whose application is received after April 30th, 2016 may not be included in the on-site program book.

### **EXHIBIT BOOTH PACKAGE DETAILS & BENEFITS:**

Each 10' x 10' x 8' In Line Booth includes:

- A 10' x 10' booth, 8' background drape, 3' high side rail, and one 7" x 44" ID sign.
- One exhibit-hall Pass which includes access to the Exhibit Hall only (Does NOT include access to workshops),
  - Access to Keynote Sessions
  - Continental Breakfast, morning and afternoon refreshment breaks, and lunch
  - Access to Receptions and Functions Held in the Exhibit Hall
- Free publicity on LTEN's Annual Conference Webpage and in the Annual Conference program.
- Pre-conference attendee mailing list upon request and full attendance list at the conference.

Individuals with exhibit-hall pass registrations cannot attend workshop sessions.

Exhibitors are limited to a total of three (3) exhibit-hall pass registrations per 10' x 10' booth space and to a total of three (3) staff members per 10' x 10' booth at any time. Each additional booth is subject to the same policies. *Preferred Industry Partners (PIPs)* receive special discounted booth and registration pricing.

For PIP Program information contact Gregg Haunroth @ 608-562-6537 or [ghaunroth@l-ten.org](mailto:ghaunroth@l-ten.org)

### **PAYMENT AND CANCELLATION:**

PAYMENT IN FULL must be sent by check or credit card upon completion of the online registration form, available at **Booth Purchase**. Booth space will be reserved and held for a period of 30 days to allow payment in full by mail. LTEN reserves the right to cancel registration and to resell the booth space if full payment is not received after 30 days.

Exhibit space is assigned in order of receipt of registration. Full payment is due within 30 days to confirm your Booth Purchase and guarantee your positioning. PIPs, advertisers, and past exhibitors receive priority in assignment of booth space.

LTEN reserves the right not to assign exhibit space for any reason.

All requests for cancellation are invalid unless submitted in writing to Gregg Haunroth. The date upon which the cancellation is received and confirmed by Gregg Haunroth shall apply as the official date of cancellation. Acceptance of cancellation is at the discretion of LTEN. Refunds for cancellation are at the discretion of LTEN and based upon the following schedule:

- 80% of total booth fee for cancellations received in writing prior to March 1, 2016.
- 50% of total booth fee for cancellations received in writing after March 1, 2016 and before April 1, 2016.
- No refunds are given for cancellations received on or after April 1, 2016.

The exhibitor is responsible for the total booth rental regardless of the reason for cancellation. This will include cancellation by an exhibitor because of failure of an exhibit to arrive at the meeting site for any reason.

### **RESTRICTIONS**

LTEN reserves the right, at its sole and absolute subjective discretion, to exclude from display or demonstration any exhibit or part thereof which it deems to be objectionable to the exhibition as a whole or to the purpose and/or proper functioning of the LTEN Annual Conference.

Each booth must be staffed and functioning during the official exhibition hours scheduled.

No signs or other articles are to be fastened to hotel walls, floors, ceilings, or electrical fixtures. The use of tacks, glue, plastic tape, nails, screws, bolts, or any tools or materials that could mar the facility is prohibited.

LTEN reserves the right to cancel, limit, or restrict any operations that might be considered objectionable. LTEN will, after due notice, shut down any exhibit in violation of these policies without refund to the exhibitor, and the exhibitor will be responsible for any costs associated with this shut down.

All booths and materials contained within booths must comply with U.S. Fire Department Regulations.

No open flame devices, candles, or other similar materials are permitted to be used inside the hotel. A fire department permit is required to display and operate any heaters, barbecues, or other heat-producing devices, and the use of such items may be further restricted by LTEN and the hotel.

The following items and materials are expressly prohibited inside the exhibit hall: glitter, confetti, adhesive-backed decals and stickers, and all balloons (whether helium or air-filled).

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising material of any description, must be confined to exhibit booths.

Any reuse or broadcast of videos, recordings and photos taken at the event must be preapproved in writing by LTEN.

The exhibitor agrees not to assign, sublet, or share the whole or any part of their assigned space without the prior knowledge and written consent of LTEN. When two or more exhibitors occupy the same booth, an additional twenty percent (20%) of the total booth fee will be charged to each exhibitor.

### **REGISTRATION AND BADGES:**

All personnel staffing exhibit booths are required to register and display their assigned badge at all conference events.

Exhibitors cannot add any ribbon(s) or other I.D. tags to LTEN badge. Only official LTEN badges and ribbons will be allowed to be worn by exhibitor's staff.

Exhibitor personnel attending functions outside the limits of their registration will be required to pay the full registration fee or be evicted from the conference.

### **GENERAL RESTRICTIONS ON THE OPERATION OF EXHIBITS:**

LTEN reserves the right to restrict any exhibit because of noise, method of operation, or any reason that is judged dangerous or objectionable. LTEN reserves the right to prohibit or evict any exhibit that is considered to detract from the general character of the exhibit hall as a whole. This includes persons, material, conduct, or anything deemed objectionable by LTEN. If this occurs, LTEN is not liable for any refund of any exhibitor's expense.

**HOSPITALITY EVENTS:** Exhibitors are prohibited from entertaining LTEN members during conference events and exhibit hours.

**FOOD AND BEVERAGE:** No exhibitors will be allowed to sell, give away, or distribute any food or beverage items without written permission from LTEN and the convention center. Upon agreement of all parties to the types of food, beverages, and hours of distribution, a booth food permit may be issued.

Exhibitor distribution of food and beverages for consumption in the exhibit hall shall be at the exhibitor's risk and expense and shall comply with all applicable federal, state, and local health and safety laws and regulations. Children under the age of eighteen (18 yrs.) are not allowed in exhibit hall during hours of set-up or takedown of booth displays.

Exhibitor(s) found in violation of any of the policies for exhibiting at the Annual Conference may be required to leave the conference immediately without refund, will be removed from the LTEN database, and will not be welcome to exhibit at future LTEN functions.

By attending the LTEN Annual Conference, you are authorizing LTEN to use your image in any promotional or informational material produced by or on behalf of LTEN.

Registration to exhibit at the LTEN Annual Conference is your acceptance of the terms and conditions listed in this document.

### **DISTRIBUTION OF PROMOTIONAL MATERIALS BY EXHIBITORS AND SPONSORS**

Circulars or advertising material of the Exhibitor or any related entity shall be distributed only within the exhibit booth assigned to the Exhibitor. Such materials shall not be distributed to any other area of the exhibit hall or to the hotel rooms of the LTEN registrants or in any other area of the Facility unless approved by LTEN.

### **EXHIBIT BOOTHS AND DISPLAYS: HEIGHT LIMITS AND SOUND SYSTEMS**

Linear booth exhibits/displays may be placed in the booth area not more than four (4') feet from the back of the booth and up to a height not to exceed eight (8') feet from the exhibit floor.

All parts of the exhibit/display, in any portion of the booth beyond four (4') feet from the booth back wall, shall be placed not to exceed the height of the dividing side rails.

The use of sound systems is permitted provided they are not audible in neighboring booths or more than three (3') feet into the aisle, and that the sound is directed only into the exhibitor's booth.

All unfinished parts of exhibits/displays that are exposed and facing an aisle or neighboring exhibitor must be curtained-off at the exhibitor's expense.

Exhibits/displays not meeting these specifications, or which in design, operation, or otherwise are objectionable in the opinion of LTEN, will be modified to meet specifications. LTEN may assign such exhibits/displays not meeting specifications to booth space areas that will not interfere or be objectionable to neighboring exhibits.

Island booth height is limited to 12 feet. Booth design must not exceed the booth footprint. All special effects must have written approval of LTEN and Premier Resources management.

### **DELIVERY & STORAGE OF EQUIPMENT**

Exhibitor shall be responsible for the delivery of their equipment and display material and for removal of the equipment and or display material through Freeman Companies who shall control all traffic into and out of the exhibit area.

Exhibitor understands that no security will be provided in the exhibit area for any one exhibit booth and that any valuables should not be left unattended. LTEN is not responsible for any lost or stolen property.

### **LTEN ANNUAL CONFERENCE INSTALLATION AND DISMANTLING**

TBD and posted by 1/31/16

### **ADMISSION OF INSTALLATION AND DISMANTLING CREWS**

LTEN maintains a strict policy for the admission of installation and dismantling crews for reasons of security and worker safety. During the set-up and break down periods the only personnel who will be able to access the exhibit hall will be exhibitors wearing official LTEN exhibitor badges, laborers hired by Freeman, and officially authorized installation and dismantling crews. If you plan to set up a booth using any outside installation and dismantling company, you must notify Freeman and LTEN of your intent to use that company in advance of the show. That company must submit a certificate of insurance as described in the exhibitor service manual you will receive from Freeman. Should your company fail to notify Freeman that you intend to use an outside installation and dismantling company, or if that company fails to provide the required certificate of insurance, your chosen contractor will not be allowed entry into the LTEN Exhibit Hall to set up your booth. As an exhibitor, it is your responsibility to ensure that your company staff and contractors abide by the show's rules and regulations as well as all union rules and regulations.

### **AMERICANS WITH DISABILITIES ACT**

If any exhibitor has a disability that may impact participation in this event or has special dietary restrictions, a statement must be attached to this application regarding that condition and all related needs. LTEN does not assure the availability of appropriate accommodations without prior notification of specific need.

### **LIMITED WARRANTY**

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The Parties agree that LTEN does not warrant or guarantee any specific level of traffic at this Event. Exhibitor assumes the sole risk with regard to the amount of business traffic at this Event. LTEN shall not be liable to Exhibitor for any reduction in traffic at the Event and shall make no refund or other exchange with regard to a decrease or reduction in expected traffic.

### **FORCE MAJEURE**

LTEN is not liable to any exhibitor for a cancellation of the LTEN Annual Conference, either before or during the LTEN Annual Conference, due to causes beyond LTEN's control, such as acts of God, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, U.S. State Department of Homeland Security Department travel advisory, a U.S. government elevation of the terrorism alert level to elevated or imminent, civil disturbance, or any other cause beyond LTEN's control that would make it inadvisable, illegal, impossible, or impractical (either because of unreasonable increased costs or risk of injury) to hold or continue the LTEN Annual Conference. If a cancellation occurs under the terms of this provision, then LTEN will determine the amount, if any, of the exhibit fees to be refunded.

### **POSTPONEMENT OR CANCELLATION OF LTEN ANNUAL CONFERENCE**

LTEN reserves the right, without liability and at its sole discretion, to postpone or cancel the LTEN Annual Conference. Should a contingency prevent the LTEN Annual Conference from taking place, LTEN shall retain only part of the exhibitor's rental as required for expenses incurred up to the time such contingency has occurred or deferred. The exhibitor waives all claims for damages or recovery of payments made.

### **LIMITATION OF LIABILITY**

LTEN, its officers and employees are not liable for damage or loss to any exhibitor's properties through theft, fire, accident, or any other cause whether the result of negligence or otherwise. The exhibitor shall indemnify LTEN against, and hold it harmless from any complaints, suits, or liabilities resulting from negligence of the exhibitor in connection with exhibitor's use of display space. Exhibitor shall insure their exhibit, display materials and products through the term of the Annual Conference against claims for bodily injury, death and property damage. Such insurance shall include contractual liability and product liability coverage. LTEN assumes no liability for any injury that may occur to visitors to the exposition. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Gaylord National Harbor, MD and shall indemnify and hold harmless the Gaylord National Harbor, MD and its officers, directors, agents, and employees from any and all such losses, damages, and claims.

### **INDEMNIFICATION**

The exhibitor hereby indemnifies and holds harmless LTEN, the Gaylord National Harbor, MD, Freeman, and any officer, director, employee, or agent thereof (each of the foregoing being hereinafter referred to individually as the 'indemnified party') from and against all costs (including reasonable attorney's fees), losses, expenses, or liabilities to third parties (other than liability solely the fault of the indemnified party) arising from any act or omission (negligent or otherwise) of the exhibitor or its representatives in connection with the exhibitor's participation in the LTEN Annual Conference.

### **AMENDMENTS AND ENFORCEMENT**

All matters and questions covered in the —Rules and Regulations may be amended at any time by LTEN. Such amendments or additions shall be equally binding on all parties by this original —Rules and Regulations.