



Label Free Technologies in Drug Discovery

SBS Symposium · June 10 – 11, 2008 · Dresden, Germany

Exhibitor Kit

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Exhibitor Package Details

- A 6' (1.82m) draped table, two chairs and a trash can (**table-top exhibits only**)
- Two booth staff badges with entry to presentations (Additional booth staff or guest badges are available [online](#).)
- Post-conference attendee mailing list, emailed one week after the meeting
- Logo placement on SBS web site, with additional recognition in select promotional materials (i.e. select SBS emails)

Please note: The exhibit will not accommodate (unless a special package has been purchased) for 3m x3m booths. Please ensure that your staff is aware of this.

Electrical needs with your package:

Electricity is available through SBS. Your booth will include the following; 220 v of electrical power, an outlet with extension cord. Please be sure to bring a converter as SBS will not be supplying this item. If additional electrical equipment is needed, please contact Katharina Müller directly, +49 0351 216-1007 at the MARITIM Hotel & Internationales Congress Center.

Additional Booth Staff or Guest Badges

Purchase additional badges to enhance your booth staff team or host special guests. For only \$300 per badge, you can extend the meeting experience to additional employees or customers. These badges allow entry to the Exhibit Hall, as well as give staff and special guests the opportunity to participate in scientific sessions and the *Networking Reception*. To obtain additional badges, simply log back into the [online registration system](#) or contact [Christina Lynch](#) for assistance.

Exhibit Hall Hours

Tuesday, June 10, 8:00am – 7:00pm*

Wednesday, June 11, 8:00am – 3:30pm

Tuesday, June 10

8:00am Morning Coffee

10:00 - 10:30am Networking Refreshment Break

12:30 – 2:00pm Lunch Buffet

3:00 – 3:30pm Networking Refreshment Break

Wednesday, June 11

8:00am Morning Coffee

10:00 – 10:30am Networking Refreshment Break

12:30- 2:00pm Lunch Buffet

3:00 – 3:30pm Networking Refreshment Break

Morning coffee, Refreshment Breaks, Lunches and the Networking Reception will be served in *Exhibit Hall 3*. The Exhibit Hall will be open to all attendees and exhibitors during meal functions.

*Tuesday evening's *Networking Reception* is your key opportunity to connect with attendees from 6:00pm -7:00pm.

Meeting Contacts

| Contact Name | Contact for assistance with | Phone Number | Email |
|--|---|--------------------------------|--|
| Anne Cox Manager, Marketing Events SBS | Sponsorship details and reservations | +1 (203) 743-1336, ext. 105 | acox@sbsonline.org |
| Christina Lynch Meetings and Exhibitions Coordinator SBS | Exhibition details and reservations | +1 (203) 743-1336, ext. 125 | clynch@sbsonline.org |
| Agnes Amos, CMP, Meetings and Exhibitions Director SBS | Program committee and venue liaison | +1 (203) 743-1336, ext. 127 | aamos@sbsonline.org |
| Marietta Manoni, CMP, Manager of Meetings and Exhibitions | Program committee and venue liaison | +1 (203) 743-1336, ext.125 | mmanoni@sbsonline.org |
| Teri Barton, Meetings Team Administrator | Registration | +1 (203) 743-1336, ext. 126 | tbarton@sbsonline.org |

Rules and Regulations

a) Space Assignments

SBS tabletops are assigned based on our Priority Points System. You must register by **April 17, 2008** to take advantage of your priority points. After that date, all booth space will be assigned on a first-come, first-served basis.

b) Advanced Shipping / Customs Broker

Shipping*

Liberty CFS will be the official Customs broker and shipping company for the SBS meeting. Please contact Ken Jaffan at +1 (905) 338- 3993 or by email, kenny@libertycfs.com for all shipping logistics. A appointed Liberty CFS agent will also be available onsite to help with your outbound shipping needs as well.

***Storage fees will apply** to all crates and pallets, from the day they arrive at the hotel. There is no charge for smaller boxes. Please send no earlier than 2-3 days in advance as storage space is

limited. If you are sending a **large shipment or pallet**, or need to send your materials sooner, please contact Katharina Müller, Event Coordinator, Maritim Hotel & Internationales Congress Center Dresden via email kmuller.dre@maritim.de for complete charges and additional instructions.

c) Set-up – Tear-down

Set-up: Monday, June 9. Set-up will be from 6:00pm - 9:00pm only. No other set-up times are available.

Tear-down: Wednesday, June 11, 3:30pm - 5:15pm. Exhibitors who begin tear-down prior to this time are subject to a \$200.00 fine.

d) **SBS Cancellation Policy**

Full refunds are available only by written request. No refunds will be granted after the **May 1** deadline. **Exhibitors** must pay balance in full by **May 27**. Companies with outstanding balances after the May 27th due date risk having their table top canceled. Payment in full is required before set-up on the show floor. SBS may substitute speakers and cancel or postpone an event because of insufficient enrollment or other unforeseen circumstances. If the event is cancelled or postponed, SBS will refund applicable registration fees, but cannot be held responsible for any related costs, charges, or expenses, including cancellation fees assessed by airlines or travel agencies. You must agree to the SBS Cancellation Policy as indicated in the online booth reservation system.

e) **SBS Logo Usage**

The use of the Society for Biomolecular Sciences name, insignia or logotype is not permitted on signs inside or outside the exhibit area or on descriptive product literature EXCEPT those that reference the symposium as "The Society for Biomolecular Sciences Symposium, June 10-11, 2008," on the exhibitor's advertising. **IN NO CASE MAY THE LOGO OR LOGOTYPE BE USED.** The Society for Biomolecular Sciences and "SBS" are trademarks.

f) **Liability Insurance**

Please make sure your on-site staff has a copy of your company's General Liability Insurance policy. This insurance is for your protection along with ours. Usually, your general insurance covers conferences and meetings. To obtain this form, simply call your broker and ask for a standard certificate. If you have any question, please do not hesitate to contact the SBS office.

Tutorial Information

The tutorial package includes an LCD projector, screen, podium, microphone and cables to connect from LCD to laptops. **Note:** Please make sure to bring your converter as SBS will not be supplying this item.

The tutorial presenter is responsible for bringing his or her own laptop. In order to be included in promotional materials, including the *Final Program*, you must submit your tutorial title, 50-word abstract and presenter to Christina Lynch, clynch@sbsonline.org by **May 9th**.

Hotel Information

a) Overnight accommodations

Standard Single Room: 165.00* (Approximately \$242.00 US)

Standard Double Room: 190.00* (Approximately \$280.00 US)

*Breakfast, service charges and VAT of 19% are included in the above rates.

All reservations must be made directly through the hotel by calling +49 (0) 351 216 1018 or via the Web at:

<http://dresden-congresscenter.de/sbs009961>

b) Parking

Cost: 1,50 per hour/ 12,00 per day.

c) Unloading & loading materials

Boxes can be unloaded and loaded directly in front of the halls. (Parking is not allowed; this area is used for loading and unloading only.)

d) Map and Driving Directions

Exit at Dresden Altstadt

(when coming from the direction of Frankfurt)

- Exit the motorway at Dresden Altstadt to the city centre (Richtung Zentrum) on the B6 Meissen Landstrasse (Country Road).
- It turns into Hamburger Strasse, which becomes the Schäferstrasse.
- At the intersection of Weisseritzstrasse before the railway underpass, turn left onto the Weisseritzstrasse.
- At the signpost directions Innenstadt (to the city centre) (possibly Congress Center) turn right on to Ostra Ufer.
- Pass through the railway bridge and the Marienbrücke Bridge
- The International Congress Center of Dresden will then be visible on the left.

Exit at Dresden Neustadt

(coming from the direction of Berlin/Bautzen)

- Exit the motorway at Dresden-Nord to the city centre (Richtung Zentrum) onto Radeberger Strasse (E55)

- Drive down Radeberger Strasse, it becomes Hansastrasse.
- After passing through the railway bridge, right on Antonstrasse, continue over Marienbrücke Bridge.
- After going over the Marienbrücke Bridge, the Congress Center is visible on the left.
- Turn right on Weisseritzstrasse at the first fork in the road after the bridge (pass under the railway bridge).
- At the next intersection turn right on to Ostra Ufer.
- Drive through the railway bridge and the Marienbrücke Bridge.
- The Congress Center is then visible on the left.

P Parking facilities in the Congress Center underground parking garage



LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

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- *On-site Representation at the Show*
- *Return Documentation*
- *Seamless Freight Management*
- *Canadian & US Customs Clearance*

Exhibitor Services

May 19th – In order to benefit from **Economy Air** service, all shipments leaving the US should be shipped no later than May 19th.

May 20th – Any shipment sent after May 19th must be shipped **Air Express**.

June 3rd - All freight must arrive for **Customs Clearance** formalities no later than Tuesday June 3rd.

- A Commercial Invoice must accompany every shipment.
- Two separate Invoices identifying which items are Temporary (being returned back to the US after the show) and which items are Permanent (giveaways).
NOTE: One Commercial Invoice is acceptable; provided both Temporary and Permanent items are identified separately.
Permanent Items: Consider using the lowest realistic value, as FULL RATE OF DUTY AND VAT (Value Added Tax) will be applied.
Temporary Items: A CUSTOMS BOND fee depending on the value.

Simply complete the LibertyCFS Order Form or download it at www.libertycfs.com to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

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Transportation & Customs Services

| | | | |
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| Please accept this form as your authority to provide Customs and/or Transportation services. We wish to use Liberty CFS Inc. for the following: (Pick One) | | | |
| <input type="checkbox"/> Customs & Transportation | | <input type="checkbox"/> Customs Only | |
| <input type="checkbox"/> Transportation Only | | | |
| Shipper | Company | | Exhibitor |
| | IRS # | | Booth |
| | Address | | Event |
| | Address | | Address |
| | City State Zip | | Address |
| | Contact | | City State Zip |
| | Phone Fax | | Contact Phone |
| Bill to | Company | | Company |
| | Address | | Address |
| | Address | | Address |
| | City State Zip | | City State Zip |
| | Contact | | Contact Phone |
| | Phone Fax | | Arrive by Date |
| | | | |
| Credit Card | Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX | | |
| | Card Number | | Expiry Date |
| | I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge. | | Card Holder Name |
| | | | Signature |
| Transportation Info | | Service Requested: | |
| Pick up Date | Time | <input type="checkbox"/> Express 2 Day <input type="checkbox"/> Economy 3-5 Day | |
| Delivery Date | Time | <input type="checkbox"/> Other (Specify below) | |
| Description of Packages/Contents | | Declared Value for Carriage | |
| Cartons / Boxes | Dimensions | The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Forwarder for loss/damage is as stated below. | |
| Vinyl Cases | Description of Goods | Enter Amount \$ | |
| Wooden Crates | | FAA/DOT Security Approval: Known/Unknown | |
| Flat Pieces | Weight | Shipper Security and Hazardous Material Declaration | |
| Skids / Palettes | | I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT | |
| Trunks | <input type="checkbox"/> LBS <input type="checkbox"/> KGS | Signature | |
| Tubes | | | |
| Other | | | |
| Total | | | |

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