



SBS Rules & Regulations

Presentation of Products or Services

The purpose of The Society for Biomolecular Sciences 15th Annual Conference and Exhibition is to further the education of the scientist working in the field of biomolecular screening and drug discovery. The exhibits must be of an educational nature. They must emphasize; instruments, product(s) and/or service(s) for use in teaching or research; books or other publications in the scientific field of relevance to the interests of the members of the Society; or directly convey scientific research findings in those areas of science represented by the Society. The application and all required documents must be received prior to the established deadline. Applications or assignment of booth space may be denied due to space limitations or other reasons determined by the Society.

General Conduct of Exhibits

The following practices are prohibited:

- Noisy electrical or other mechanical apparatus interfering with other exhibitors
- Operation of X-ray equipment
- Canvassing or distributing any materials outside an exhibitor's space
- The use of billboard advertisements and/or display of signs outside the exhibit area
- Soliciting participation in surveys or otherwise harassing registrants
- Publicizing and/or maintaining any extra curricular activities, inducements, demonstrations or displays away from the exhibit area during exhibition hours or in conflict with the conference
- Entry into another exhibitor's booth without permission
- Photographing, videotaping, or examining another exhibitor's equipment without permission
- The use of magicians, fortunetellers, dancers, puppets or other entertainment of this nature
- Exhibitors are requested to staff their exhibits with personnel attired in a manner consistent with the decorum of the convention, and who are knowledgeable about the products, services and policies of the company.
- The serving of alcoholic beverages during exhibit hours.

Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times.

The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Meetings & Exhibitions Coordinator, and the exhibitor must agree to discontinue its use if the sound level is deemed objectionable to the registrants or adjacent exhibitors. The playing of music in the exhibition hall is prohibited and will be strictly enforced.

Use of Animals

The use of live animals will not be permitted at any time in or on the exhibition floor or booths. The Meetings & Exhibitions Coordinator must approve the use of photographs and other forms of visual display of animals in advance of the conference.

Use of The Society for Biomolecular Science's Name or Insignia or Logotype

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 that reference may be made to the conference as "The Society for Biomolecular Sciences 15th Annual Conference and Exhibition" (with

dates and location) on the exhibitor's advertising. IN NO CASE MAY THE LOGO OR LOGOTYPE BE USED. The Society for Biomolecular Sciences," and "SBS" are trademarks.

Distribution of Giveaways

Exhibitors will be permitted to distribute appropriate promotional material and related items only from the exhibit booth. In keeping with the educational purpose of the exhibit program, all giveaways must have advance approval of SBS and must conform to acceptable, professional standards. Please send your giveaway approval request to Christina Lynch at clynch@sbsonline.org.

Certificate of Insurance

Please make sure to bring a copy of your General Liability Insurance form to the SBS show. This Insurance is for your protection along with ours. To obtain this form just simply call your broker and ask for a standard certificate. Please make sure SBS and your company name is supplied on the form. If you have any questions, please do not hesitate to contact the SBS office.

Enforcement of Rules

By applying for exhibit space, an exhibitor agrees to adhere to all conditions and regulations stipulated here and in other communications, which pertain to exhibitors. The Exhibition Committee will monitor conformity with these Rules and Regulations for The SBS 15TH Annual Conference and Exhibition. Each exhibitor is granted nothing more than a terminable license to exhibit, subject to all the rules herein, and the general control of the Society. If the Society determines that any exhibitor has failed to comply with any rule herein or any directive issued to the exhibitor, the license may be terminated at will and the exhibit closed without notice. In all interpretations of the Rules and Regulations, the decision of the Society is final.

Exhibit Space and Rental

Exhibit set-up will be prohibited if payment in full has not been received by **March 20, 2009**.

Sub-Leasing

Subleasing of exhibit space is **NOT** permitted. Neither may two companies share the same leased space.

Registration of Exhibitors

To facilitate the rotation of company personnel exhibiting, the badge of a departing representative may be turned in at the Registration Desk and a new badge will be issued to their replacement. A lost badge can be replaced only with proper identification. Each representative of an exhibiting company must wear the official Society for Biomolecular Sciences 2009 exhibitor badge at all times while in the exhibit area, attending scientific seminars, social events or outings. Exhibitor badges will be made out in the name of the company provided on the booth registration form. **No set up of booths will be allowed after Sunday, April 26, 2008 at 5:00 PM.**

For security reasons, exhibitors and set-up staff must have a badge to enter the exhibit area. Companies requiring badges for their personnel in excess of the allotment may write to the Society stating the reason for additional badges, and number required, i.e., visits by company personnel other than those staffing the booth, extra staff to set-up or tear-down an exhibit, spouses of exhibitors. These badges will not be charged against the company's allotment. These badges will become invalid on Monday, April 27, 2009. No one will be allowed in the Exhibit area without an exhibitor's badge once the show opens.

Guests of Exhibitors

In order to encourage wider participation of interested parties in the exhibits, and to promote general good will, each exhibiting company will receive unlimited one-day exhibit only guest badges with their booth. Guest badges will not permit attendance into the scientific sessions or social affairs, nor are they valid for

staffing the booth. Guests must register in Lille Metropole of Palais . Every effort will be made to assure that only properly identified and authorized registrants enter the exhibit area. Guest badges will be made available to exhibitor guests, defined as individuals you wish to invite to view your display who would not otherwise be registering for the meeting. It is the responsibility of the exhibiting company to inform all guests of the rules and regulations contained herein, particularly the rules pertaining to General Conduct of Exhibits.

Please Note: Children under the age of 18 are not permitted in the exhibit hall.

Additional Security / Protection

Security will be provided for perimeter access control beginning Saturday, April 25, 2009. Individual booth security and protection of special valuable items that require additional security may be provided at the exhibitor's own expense. Deliveries or removal of equipment must be made before or after exhibit hours. During exhibition hours, a pass must be obtained from Exhibit Management or the security supervisor to remove any material or equipment prior to the closing of the exhibits.

All matters and questions not covered by these regulations are at the discretion of SBS. SBS may amend these regulations at anytime, and all amendments shall be equally binding, upon publication, on all parties affected as the original regulations.

Installation of Exhibits

Exhibitor set up hours:

Saturday, April 25	2:00pm-10:00pm
Sunday, April 26	8:00am-5:00pm

All displays are to be completely installed and ready for inspection by Show Management by **6:30pm Sunday, April 26, 2009**. Inspection will end at 7:00 pm. SBS will go through the hall to make sure each booth is in proper line with the rules and regulations. Exhibitors will not need to be present during exhibitor inspection.

All exhibit material must be **unpacked by 5:00 pm, Sunday, April 26, 2009** to permit the removal of empty crates and cartons from the exhibit area. Any exhibits not unpacked by this time will be placed in storage and can be returned only after the closing on the last day of the exhibition, or the Meetings & Exhibitions Coordinator may order setup with the cost being charged to the exhibitor. No refuse, such as empty cartons, may be placed in the aisles after final sweeping, in the exhibit area. Exhibitors are urged not to litter the floors in the booths after cleaning of the exhibit.

Dismantling of the Exhibits

Exhibit tear down:

Wednesday, April 29, 2009	2:30PM-12:00pm (Midnight)
Thursday, April 30, 2009	8:00 AM-5:00pm

IMPORTANT: To avoid any damages to your equipment, please remain in your exhibit area until crates are delivered and labor is available. Watchmen are appointed; however, The Society for Biomolecular Sciences cannot assume any responsibility for loss of or damage to exhibits, equipment, personal belongs, etc. All materials must leave Lille, France by 5:00pm Thursday, April 30, 2009.

Exhibition Hours

Monday, April 27, 2009	12:00 pm – 6:30pm
Tuesday, April 28, 2009	10:00 am – 5:30pm
Wednesday, April 29, 2009	10:00 am – 2:30pm

Exhibitor Orientation / Reception

Sunday, April 26, 2009	5:15pm-6:15pm
------------------------	---------------

SBS 2010 Sponsorship & Exhibition Sales Office

Monday, April 27, 2009	1:00 pm – 5:00pm
Tuesday, April 28, 2009	9:30 am – 4:00pm
Wednesday, April 29, 2009	9:30 am – 2:00pm