

Exposition Stand Application/Contract

37th Annual Meeting & Exposition of CRS

July 10–14, 2010 • Oregon Convention Center • Portland, Oregon

Please print clearly.

1. Company Information

Company Name _____

Website _____

Address _____

City _____

State or Province/Country _____

Zip/Postal Code _____

Telephone _____

Facsimile _____

2. Primary Exhibit Contact

(person to receive future exhibit communication)

Name _____

E-mail _____

Please complete information below if contact information and address are different from Company Information.

Company Name _____

Department/Division _____

Address _____

City _____

State or Province/Country _____

Zip/Postal Code _____

Telephone _____

Facsimile _____

3. Exhibit Floor – Required Information

Please list companies from which you prefer to be separated.
(CRS will make every effort to comply with your request.)

4. Exhibit Floor Placement

Please list your booth preference:

1st _____ 2nd _____ 3rd _____

5. Rates in USD (Select one)

Exhibit	Stand Space	Through Jan. 31, 2010	Starting Feb. 1, 2010
Standard	10×10 ft	\$3,995	\$4,495
Preferred	10×10 ft	\$4,495	\$4,995
Standard	10×20 ft	\$7,195	\$7,695
Preferred	10×20 ft	\$7,995	\$8,495
Preferred	20×20 ft	\$14,595	\$15,095

For larger, customized exhibits, please contact Debby Woodard at +1.651.994.3817 or dwoodard@scisoc.org.

6. Exhibit Payment

The contract and payment of at least 50% are required to finalize stand reservations. **PAYMENT IN FULL is due on or before March 1, 2010.**

In the event the stand reservation is not finalized or final payment is not received, the stand reservation is subject to termination, and any previous payment shall be forfeited. CRS may then reassign the stand.

With this order, please indicate:

Full payment enclosed 50% deposit enclosed

Payment type:

Check is enclosed, payable to Controlled Release Society

Charge to credit card

Visa MasterCard American Express

Total Charge Amount Authorized _____

Card # _____

Name on card _____

Expiration Date _____ Security Code _____

(For your protection, we ask for the security code to prevent unauthorized use of your credit card number. A security code is 3 digits for Visa or MasterCard and 4 digits for American Express.)

Cardholder Signature _____

Final payment will be charged to this card on **March 1, 2010**, unless otherwise paid prior to this date.

7. Contract Information

Please read "Exhibit Policies and Regulations" on the reverse side of this page. Upon receipt of payment, the invoice issued to you represents a binding contract.

Return to:

CRS Exposition

Attn: Lisa Anderson

3340 Pilot Knob Road, St. Paul, MN 55121

Telephone: +1.651.454.7250

Facsimile: +1.651.454.0766

E-mail: landerson@scisoc.org

www.controlledreleasesociety.org

Questions: Contact Debby Woodard, CRS Business Development, +1.651.994.3817; dwoodard@scisoc.org.

For CRS Use Final Stand Number(s) _____

Total Exhibit Rate _____ Amount Received _____

**Return by _____ Date Received _____

Signature of CRS Official _____

Exhibit Policies and Regulations

37th Annual Meeting & Exposition of the Controlled Release Society

July 10–14, 2010 • Oregon Convention Center • Portland, Oregon U.S.A.

www.controlledreleasesociety.org

Exhibit Space Contract: Please read Exhibit Policies and Regulations prior to signing this contract. Signature of the Primary Exhibit Contact on the contract will constitute agreement of the Exhibiting Company to comply with these policies.

Contract Must Include:

Name of organization
Name, address, phone, e-mail of Primary Exhibit Contact
Signature of Primary Exhibit Contact
Deposit per payment schedule

Responsibilities/Liabilities

The Primary Exhibit Contact will have the authority to act on behalf of the Exhibiting Corporation (Exhibitor) in space reservation transactions with the CRS (Society). The signature of the Primary Exhibit Contact is required on this Contract and binds the Exhibitor and its representatives to all regulations and terms of this document and constitutes a binding agreement. The Society must receive written notice of change of the Exhibitor's Primary Exhibit Contact, when applicable.

The Exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, and save the Society and its agents harmless against all claims, loss or damage to persons or property, arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the Exhibit premises. The Exhibitor indemnifies and agrees to hold the Exhibit Facility and the legal entities which own, lease, and/or operate the Exhibit Facility, their members, officers and directors, and employees, harmless against any and all liability whatsoever arising from any or all damage to property or personal injury caused by Exhibitor or its agents, representatives, employees, or any other person. Contract for Exhibit Space at this CRS Exposition indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions and general regulations listed as well as such additional rules and regulations as the Society deems necessary for the success of the exposition, provided these latter do not materially alter the Exhibitor's contractual rights. Upon receipt of payment, the invoice issued to you represents a binding contract.

Finalization of Exhibit Reservation: Contracts for Exhibit spaces are subject to the approval of the Society. The Society reserves the right to offer or refuse exhibit rental to potential Exhibitors. Exhibit space assignments will be on a first-come, first-served basis except previous years' Exhibitors will be given priority for their assignments based upon an accumulated points scale.

Individual Exhibitor Registration: Entrance to the exposition is by CRS name badge only. The Primary Exhibit Contact will receive copies of all preliminary and program announcements to facilitate Exhibit and accommodation registrations.

Cancellation: Cancellation by an Exhibitor will result in forfeiture of exhibit fees paid to date. In the event the Exhibit is cancelled by the Society for any reason, the liability of the Society shall be limited to a refund of all monies paid by the Exhibitor as the exhibit rental fee less Exhibitor's share of expenses incurred by the Society to the date of cancellation.

Exhibitor Services Kit: The electronic Exhibitor Services Kit (ESK) will be available online approximately eight weeks prior to the event. The ESK will include the necessary forms you will need to order furnishings, audio-visual equipment, janitorial service, graphics, internet, labor, and electrical service.

Shipping Instructions: All freight charges must be prepaid. Since the Facility does not have capabilities to receive display materials or the accommodations to store empty shipping crates, the Exposition Services Company (Decorator) will serve as the official drayage contractor. Information on the consignment of your freight, customs, and bills of lading will be included in the online ESK.

Labor and Safety: The Decorator's ESK will contain order forms for labor. The Society will enforce set-up and tear-down policies to minimize interference with other meeting functions and to maximize safety, as well as the quality and amount of exhibit hours. Please be familiar with these policies before signing the contract. The Exhibitor is responsible for knowledge of and compliance with all fire, safety, and union requirements as noted in the ESK.

Installation of Exhibits: Any Exhibit not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the Exposition the final day, or the Exhibit may be reordered to be set-up by the Society. No refuse may be placed in the aisles after the final cleaning. Please do not litter the floor, in the exhibits, or aisles after cleaning.

Dismantling: No packing or dismantling of Exhibits will be permitted prior to the published tear-down time.

Liability: Although security personnel are appointed, neither the Society, the Facility, nor the decorator or their agents can assume responsibility for any loss or damage to exhibits, equipment, rental furnishings/equipment, and/or personal belongings onsite.

Insurance: Insurance on all Exhibits is the responsibility of the Exhibitor. Neither the Society nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Exhibitor's stand. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

Fire Protection: All materials used in the exhibit area must be flameproof and fire resistant. All displays are subject to inspection by the Fire Marshall.

Special Effects and Presentation: Operational equipment, audio-visual and sound/attention getting devices and effects must not interfere with the activities of the meeting and other Exhibitors. The Society reserves the right to determine at what point sound constitutes interference, and if it must be discontinued. Professional presenters or models may conduct product and service demonstrations. Demonstrators are to be straightforward and professional and must avoid the use of theatrical gimmicks such as magicians, robots, pantomimists, balloons, etc.

The use or performance of live or recorded music, including but not limited to music on videotapes, by the Exhibitor for any purpose under this contract is prohibited.

Conduct of Exhibits: The character of the Exhibit is subject to the approval of the Society. The Society retains the right to refuse the applications of Exhibitors not meeting standards required or expected, as well as the right to curtail Exhibits or parts of Exhibits which reflect unfavorably upon the character of the meeting. Non-professional products or services are not to be displayed.

Termination of Exhibit Rights: In the event the Exhibitor, its contractors, agents, or employees fail to comply with any of the provisions hereof, or otherwise detract from the general educational character of the meeting, the Society shall be permitted and empowered to terminate the Exhibitor's right hereunder, and evict and remove the Exhibitor and contractors hired by the Exhibitor from the premises, in which event the Exhibitor shall not be entitled to any refund of amounts paid hereunder.

Prohibited Practices

- Canvassing/distributing advertising materials outside the Exhibitor's own exhibit space.
- Solicitation of business, or conferences in the interest of business, except by Exhibitors.
- Operation of unprotected x-ray equipment, UV sources, or sources of ionizing radiation.
- The use of billboard advertisements, display of signs, and/or balloons outside the exhibit area unless approved by the Society
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the Annual Meeting.
- Entry into another Exhibitor's exhibit space, examination, or photographing of another Exhibitor's exhibit without permission
- No Exhibitor may suspend or hang display materials or signs from the ceiling above their exhibit space or island exhibit. Display materials and/or signs may also not rise above the 8' / 2.44m height restriction of the exhibits (9'5" / 2.895m for island exhibits).

Exposition Space Specifications: All regulation exhibit spaces are 10'x10' or approximately 9 square meters. For 10'x10' and 10'x20' exhibits, no sidewalls or counters may exceed 48" in height, except in the back 1/3 of the exhibit space. Background and display materials are limited to 8' in height and must not protrude from the backdrape/wall more than 48". All exhibits include an 8' high back drape and a 3' side wall/rail adjoining the neighboring exhibit. Corner or end-cap exhibit spaces have the option of installing/not installing the 3' side rail. In-line exhibits have two, 3' side rails. All exhibits (except islands) include: One I.D. sign, one 6' skirted/draped table, and one wastebasket. End-cap and island exhibits have the option of building out their exhibit (per CRS specifications) and no pipe and drape would be provided, except if the per Exhibitor requests it. Background and display materials are limited to 8' / 2.44 m in height; 9'5" / 2.895 m in height for island exhibits. Booth carpet, lighting, electrical, internet, audio-visual equipment, water, cleaning, and refrigerators are not included in the exhibit space rental fee.

If an Exhibitor is interested in an island exhibit, please contact CRS Exposition Sales Manager Debby Woodard at dwoodard@scisoc.org or +1.651.994.3817 no later than **January 26, 2010**, to discuss pricing for the island exhibit space. Should the Exhibitor desire to purchase an island exhibit space, a blueprint and/or photograph design of the island exhibit design must be submitted to CRS Meeting Manager Leah Barna no later than **February 22, 2010**, at lbarna@scisoc.org or +1.612.813.0363.

No exhibit may span an aisle by roofing or floor covering. Exposed or unfinished sides of an exhibit and/or pop-up display must be draped or positioned in your stand to present an attractive appearance. The Decorator, with the approval of the Society, will provide draping deemed necessary and charge the Exhibitor accordingly. The aisles are the property of all Exhibitors. Space must be left within each exhibit area to absorb the viewers.