

**EXHIBITOR CONTRACT, REGULATIONS, AND GUIDELINES**  
**24th American Peptide Symposium**  
**Hyatt Regency Grand Cypress, Orlando, Florida**

**A. General Regulations**

1. Exhibit management will provide security personnel during the hours the exhibit is closed. However, exhibitors are solely responsible for their own materials and should insure them against loss or damage. Do not leave lap tops, cell phones, or purses un-attended.
2. Exhibitors must staff booths during exhibit hours with individuals who can effectively explain all products and services on display. Each staff member must wear an official exhibitor identification badge.
3. APS reserves the right to modify exhibit hours and relocate exhibits as necessary to meet program needs, fire marshal restrictions and local codes.
4. Exhibitors agree to confine all sales-related activities in the conference area to their assigned booths. Social affairs arranged by exhibitors must not conflict with program events.
5. Exhibitors agree not to dismantle or pack up their displays before the close of the exhibition. The APS will assess a \$200 fee to any exhibiting company that dismantles, packs, or abandons its booth before takedown time.

**B. Construction and Arrangement**

1. Exhibits must not project beyond the space allocated or obstruct view of the exhibits of others. Reasonable effort must be made to provide space within the confines of the booth for demonstrations and distribution of materials, so that visitors do not obstruct aisles.
2. No construction in booths will be permitted to exceed 44 inches in height, except in the back half of the booth, where construction shall not exceed eight feet. Construction above 44" must begin at least three feet back from the aisle line.
3. Any unattractive part of an exhibit, such as unfinished sides or end panels, must be draped at the expenses of the exhibitor. APS reserves the right to have such finishing done, billing the exhibitor for charges incurred.
4. All decorations must be flame proof. All hangings must clear the floor. Exhibits must conform to electrical safety rules and fire safety regulations.
5. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the exhibit facility. Exhibitors and their agents shall not damage or deface the walls or floors of the exhibition area. If such damage occurs, the exhibitor is liable to the hotel for property so damaged.

### **C. Space Limitations**

1. No exhibitor shall assign, sublet, or share the space allotted without knowledge and consent of APS. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the assigned booth and must be relevant to the products/services of the exhibitor and shall not be made primarily to attract or amuse. Sufficient space must be provided within the booth to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its booth free of congestion resulting from its demonstrations or other promotions.
2. Musical instruments, radios, sound motion picture equipment, CD players, or any other noise-making machines shall be operated only at a sound level that will not interfere with other exhibitors or add unduly to the general background noise level.
3. Distribution of items other than literature describing the company's products/services is discouraged. Such distribution is not prohibited, however, if it does not violate standards of good taste or tend to introduce a carnival atmosphere.

### **D. Operating Restrictions**

APS reserves the right to restrict exhibits, which because of noise, odors, fumes, method of operation, materials, or any other reason, become objectionable to the exhibit. In the event of such restrictions or eviction, APS management is not liable for any refunds of rentals or other exhibit expenses.

### **E. Liability, Responsibility and Insurance**

The exhibitor must surrender the occupied space in the same condition as it was at the commencement of occupation. The exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt (Hyatt Regency Grand Cypress), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt (Hyatt Regency Grand Cypress), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, the American Peptide Society, Indiana University Conferences, and Teamwork from any damages or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Responsibility Clause, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage.

*Liability, Responsibility and Insurance-continued*

The Hyatt Regency Grand Cypress, the American Peptide Society, and Indiana University Conferences shall be included in such policies as additional insureds. In addition, Exhibitor acknowledges that neither the Hyatt Grand Cypress, the American Peptide Society, nor Indiana University Conferences maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

**F. Cancellation**

Exhibitor fees will be refunded, less \$500.00, if received in writing on or before May 1, 2015. After May 1, 2015 no booth fees will be refunded unless APS is able to resell the space. Canceled space will not be resold until all space for the Exposition has been sold.

**G. Services**

Symposium organizers have contracted with Teamwork Labor Services, the recommended Hyatt Regency Grand Cypress service provider, to manage exhibit and poster arrangements. Exhibitors needing additional items other than those provided with the basic booth equipment may rent those items through Teamwork. Teamwork Labor Services is the official freight carrier and sole provider of services for the symposium exhibit.

I have read and agree to abide by the above rules and regulations and to those found on the general information page for exhibitors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

Signed and dated contract should be FAXED or emailed to:

Judy Warner

[juewarne@indiana.edu](mailto:juewarne@indiana.edu)

FAX: 812.855.8077