

27th TRIANGLE CHROMATOGRAPHY SYMPOSIUM AND INSTRUMENT EXHIBIT

TRIANGLE CHROMATOGRAPHY DISCUSSION GROUP
MAY 20, 2010

BOOTH EXPOSITION RULES AND REGULATIONS

1. CONTRACT FOR SPACE. The receipt by TCDG of your signed application/contract, accompanied by a check (mail-in registration) or credit card payment (online registration) for the full amount of the reservation fee, will constitute a contract for the right to use the allocated space. Applications must be accompanied by a check for the full amount. Cancellations after April 23rd, 2010 may not receive a refund unless TCDG is able to resell the space. In the event of fire, strike or other uncontrollable circumstance rendering the exhibition unfit or unavailable for use, this contract will not be binding. If such an event occurs prior to the start of the exhibition, at least half of the reservation fee will be refunded.
2. SPACE ASSIGNMENT. Spaces will be assigned on a first-come, first-serve basis with the receipt of the signed application/contract and fee, using the date of the postmark to establish the order. **A FAXed copy of the official form and reservation check will also be honored for purposes of making an assignment.** TCDG will endeavor to honor the choice of space as noted on the contract, in order of stated preference. In the event that the preferred spaces have been assigned previously, TCDG will attempt to contact the Exhibitor to establish an alternate choice. Otherwise TCDG reserves the right to assign space as equitably as possible.
3. BASIC SPACE RENTAL. All booths are 10' wide x 8' deep (except 5 & 6, 39 & 40) and include:
 - Two Free Exhibitor badges (Additional exhibitors must register)
 - Both Identification Sign (7" x 44")
 - 8' High backwall drape, 3' high sidewall drapes
 - 8' Covered table
 - Chairs
 - General overhead illumination
 - Security service when the exhibit area is closed
 - 110V electrical service (240V available with advance notice)
 - (the Exhibit Hall is carpeted)
4. ADDITIONAL FURNISHINGS AND SHIPPING. Additional furnishings, storage, drayage, setup, and takedown labor will be available from Southern Exhibition Services (SES). An Exhibitor Service Kit outlining services and rates will be sent to you along with a confirmation of booth assignment. Exhibitors have the prerogative to bring their own material into the McKimmon Center exhibit area. **McKimmon Center staff cannot provide setup labor or shipping -- these services available through SES.**
5. INSTALLATION OF EXHIBITS. Installation may begin at 12 noon, Wednesday, May 19th. All exhibit setup must be **completed by 5 pm, Wednesday, May 19th**. Unclaimed space may be reassigned without refund of reservation fee.
6. DISMANTLING EXHIBITS. Exhibitors may not begin dismantling activities until after 4 pm, Thursday, May 20th. All packing must be completed by 6 pm the same evening..

7. **SPACE RESTRICTIONS.** All demonstrations, discussion and other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of his assigned space without approval of TCDG. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall panel shall project farther than 48 inches from the main backwall, and no equipment of abnormal height (greater than 8 feet) shall be allowed along the side rails. There shall be no obstruction of the aisles.
8. **FIRE PRECAUTIONS.** Exhibitors are expected to use good sense in the choice of and implementation of display materials. All packing containers, excelsior and similar materials are to be removed from sight upon completion of the booth arrangement. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code.
9. **LIABILITY.** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Exhibit premises and will indemnify, defend and hold harmless the TCDG and McKimmon Center, its agents, and employees from any and all such losses, damages and claims. The TCDG and McKimmon Center will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Center's premises except for any claims, loss, or damages arising directly from its negligence. TCDG will be responsible to negotiate the contract with its exhibitors.
10. **EXHIBITORS' BADGES.** Each exhibitor will receive 2 TCDG badges per booth (4 per double booth, etc.) without additional charge. Such badges entitle exhibitor representatives to admission to the Symposium presentations and lunch. Exhibitors must provide a list of booth representatives needing badges prior to the Exhibition.

NOTE: Booth representatives beyond the number of pre-registrations included with the booth reservation (2) must register at regular pre-registration or on-site registration rates.
11. **ADMISSION TO EXHIBIT AREA.** Admission to the exhibit area will be by badge only although exhibit-only badges will be free. All TCDG badges will be honored. The booth exhibition will be open from 8:00 am until 4:00 pm on May 20th. There will be coincident technical sessions (TCDG Symposium, Exhibitor Seminars).

***PLEASE SEND THE COMPLETED CONTRACT FORM AND
DIRECT INQUIRES ABOUT THE TCDG EXHIBITS TO:***

*John Hines
Symposium Exhibit Co-Coordinator
Triangle Chromatography Discussion Group
P.O. Box 12242
Research Triangle Park, NC 27709
Telephone: 919-541-6647
email: hines@rti.org
Fax: 919-485-2650*

*Sherry Gregory
Symposium Exhibit Co-Coordinator
Triangle Chromatography Discussion Group
P.O. Box 12242
Research Triangle Park, NC 27709
Telephone: 919-523-5273
email: sherry.gregory@thermofisher.com*