

# CRS Exposition Application and Contract

## 2018 Annual Meeting & Exposition of the Controlled Release Society

July 22–24 • New York Hilton Midtown • New York City, New York, U.S.A.

When assigning booth numbers, CRS will use a process that considers (1) when your order and payment are received (2) top three booth choices, with location preference given to premium, preferred, and then standard booths, (3) separation from competitors, and (4) advertising and sponsorship dollars from the past two years. See Policies and Regulations for further details.

Please print clearly.

### 1. Company Information

Exactly as it should appear in print using upper- and lowercase.

Company Name \_\_\_\_\_

Website \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State or Province/Country \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

### 2. Primary Exhibit Contact

(person to receive future exhibit communications)

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 4. Exhibit Floor Placement

The 2018 floor plan will be available online at a later date. As soon as it is available, paid exhibitors will have first choice of booths by booth type and CRS Annual Meeting & Exposition involvement.

### 5. Each Booth receives 2 Full Program + 2 Exhibit Hall Registrations

Space	Through Jan. 1, 2018	Beginning Jan. 2, 2018
<b>10' wide x 8' deep Booth</b>		
Standard	\$4,800	\$5,300
Preferred	\$5,300	\$5,800
Premium	\$7,800	\$8,400
<b>20' wide x 8' deep Booth</b>		
Standard	\$7,900	\$8,500
Preferred	\$8,700	\$9,300
Premium	\$10,600	\$11,200

"Preferred" are corner stands or in high-traffic areas.

"Premium" are in the highest traffic areas and premium locations.

### 6. Exhibit Payment

With this order, please indicate:

Full payment enclosed

Please invoice

Send bank wire details

If billing address is different from item 1, please supply information.

#### Payment type:

Check is enclosed, payable to Controlled Release Society

*(Please note that most banks charge a service fee for Wire Transfers. This bank charge must be factored in with the total amount due on the invoice. This charge can not be taken from the amount owed. It is your responsibility to cover this Bank Service Fee in its entirety.)*

Charge to credit card

American Express

Discover

MasterCard

Visa

Total Charge Amount Authorized \_\_\_\_\_

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

### 7. Contract Information

Please read "Exhibit Policies and Regulations" at [controlledreleasesociety.org](http://controlledreleasesociety.org). Upon receipt of payment, the invoice issued to you represents a binding contract.

### 8. Marketing and Membership

Please send information:

Sponsorship

Technology Forum

Industry Roundtables

Advertising

CRS Membership

Career Fair

### 9. Logo and Company Description For Website

Please send us your company logo, along with a 50-word description for inclusion next to your exhibitor listing on our website. Information may be sent to Dana Groves at the email address below.



Return to:

Dana Groves - Industry Relations Manager

Controlled Release Society 1120 Route 73, Suite 200 Mt. Laurel, NJ 08054

Phone: 856-642-4434 Fax: 856-439-0525 [dgroves@controlledreleasesociety.org](mailto:dgroves@controlledreleasesociety.org)

[ControlledReleaseSociety.org](http://ControlledReleaseSociety.org)

# Exhibit Policies and Regulations

## 2018 Annual Meeting & Exposition of the Controlled Release Society

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[controlledreleasesociety.org](http://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

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.

**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.

**Important! The booth selection process changed in 2015:** Instead of the previous point system for booth selection, CRS will use a process that considers (1) when your order and payment are received (2) top three booth choices, with location preference given to premium, preferred, and then standard booths, (3) separation from competitors, (4) advertising and sponsorship dollars from the past two years. CRS will make the final booth selections.

**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 first 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 exhibit booth (9'5"/2.895m for island exhibits).

### Exposition Space Specifications:

All regulation 10' wide x 8' deep exhibit spaces will include: 8' High backwall drape, 3' high sidewall drape, ID sign, (1) 6' skirted and draped table top and (2) chairs. More details regarding space limitation, carpeting, lighting, electrical, internet, audio-visual equipment, water, cleaning and appliances will be communicated at a later date. All exhibitors who sign up to participate at the 2018 CRS Annual Meeting & Exposition are obligated to comply with exhibit space regulations enforced by CRS and the show decorator(s). Exhibit space regulations are subject to change.