

# Application and Contract for Exhibit and Sponsorship

*(Please complete both pages of this application)*

In accordance with the Rules and regulations, I (we) apply for exhibition space and/or to reserve sponsorship opportunities as specified below in the 44<sup>th</sup> Middle Atlantic Regional Meeting, College of Mount Saint Vincent, Riverdale, New York, June 9-12, 2016.

Name of Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEES

Exhibit (Early Bird by March 1, 2016; payment in full by April 15, 2016 to ensure full benefits.)

Commercial with power	\$1,000 (Early Bird, \$800)	\$ _____
Commercial without power	\$700 (Early Bird, \$500)	\$ _____
Academic	\$450 (Early Bird, \$350)	\$ _____
Academic, shared	\$200 (Early Bird, \$150)	\$ _____
Unattended	\$350 (Early Bird, \$275)	\$ _____
Unattended, shared	\$225 (Early Bird, \$175)	\$ _____
Others (please specify the type and the amount):	_____	\$ _____

Sponsorship (Payment in full by April 15, 2016 to ensure full benefits.)

Diamond Sponsor	\$3000-\$10000	\$ _____
Platinum Sponsor	\$2000-\$2999	\$ _____
Gold Sponsor	\$1000-\$1999	\$ _____
Silver Sponsor	\$500-\$999	\$ _____
Bronze Sponsor	\$250-\$499	\$ _____
Donor in Kind		\$ _____

Please specify the Session or Event you would like to sponsor: \_\_\_\_\_

Advertisement (Payment in full by April 15, 2016 to be included in the Meeting Program.)

Program half-page with web logo/link	\$500	\$ _____
Program quarter-page with web logo/link	\$300	\$ _____
Program business card with web logo/link	\$125	\$ _____
Web logo/link	\$45	\$ _____
Others (please specify the type and the amount):	_____	\$ _____

**TOTAL AMOUNT** \$ \_\_\_\_\_

Make Checks payable to: **ACS New York Section (MARM 2016)**

Credit card: ☐ American Express ☐ Master Card ☐ Visa

Cardholder (please print): \_\_\_\_\_

CARD #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_

## Page 2 of Application and Contract

### Send check/credit card info and contract to:

Dr. Frank Romano  
3280 Sunrise Highway  
PMB 293  
Wantagh, NY 11793-4024

(Do not write in this space)

Postmark Date: \_\_\_\_\_

Booth Assigned: \_\_\_\_\_

Approved: \_\_\_\_\_

Please list the following: Company Name, Address, Phone, FAX, e-mail, WWW URL; as you want them to appear in the Meeting Program and on our website.

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Description of products/services as you would like it to appear in the Meeting Program and other promotional literature (50 word limit)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For advertisement in the Meeting Program, please attach a copy of press quality pdf ad to the application. Please mark the correct ad type or size.**

Cover \_\_\_\_ Full page \_\_\_\_ 1/2 Page \_\_\_\_ 1/4 Page \_\_\_\_ Logo \_\_\_\_ Others (specify) \_\_\_\_\_

Press quality pdf ad is attached (please check one)

Yes ☐ No ☐

### Names of Representatives who will staff the booth

\_\_\_\_\_

\_\_\_\_\_

*Thank you for exhibiting at the  
44<sup>th</sup> Middle Atlantic Regional Meeting of the  
American Chemical Society*

## MIDDLE ATLANTIC REGIONAL MEETING EXPOSITION RULES AND REGULATIONS

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1. **CONTRACT FOR SPACE:** Receipt of your signed contract by the Middle Atlantic Regional ACS Meeting, accompanied by a check for a full amount for table space rental, will constitute a contract for the right to use the space allocated. In the event of fire, labor strikes or other uncontrollable circumstances rendering the **Exposition area unfit or unavailable for use, this contract will not be binding. If such event happens prior to January 15, 2016**, a refund of one-half the rental fee will be made. Applicants must be on the official form and accompanied by a check for the full amount, in order to be honored. Cancellations cannot be honored unless the MARM 2016 ACS Meeting is able to re-sell the space. Canceled space will not be resold until all space for the Exposition has been sold.

2. **SPACE ASSIGNMENT:** The Middle Atlantic Regional ACS Meeting will endeavor to honor your choice of space. In the event that your preferred spaces have been previously assigned, the Exhibits Chair reserves the right to assign space as equitably as possible. Table assignments will be made within five (5) days after receipt of the signed contract and full payment.

3. **SPACE RENTAL:** Each space includes a 6-ft rectangular table, two side chairs and general overhead illumination. At the end of day there will be a secured room to store your equipment or valuables. For further information, please contact:

**Dr. Pamela Kerrigan**  
College of Mount Saint Vincent  
Pamela.kerrigan@Mountsaintvincent.edu

**Dr. Daniel Amarante**  
College of Mount Saint Vincent  
Daniel.amarante@Mountsaintvincent.edu

4. **INSTALLATION AND TAKE-DOWN OF EXHIBITS:** Installation time starts on Thursday, June 9, 2016 from 5:00 P.M. to 10:30 P.M. and Friday, June 10, 2016 from 8:00 A.M. to 9:00 A.M. Unclaimed space will be reassigned with no refund of rental fees. Please remove your exhibit before 10:00 A.M. on Sunday, June 12, 2016.

5. **PROTECTION OF THE COLLEGE OF MOUNT SAINT VINCENT:** Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors violating this requirement are expressly bound, at their expense, to repair any such damage to the College property, which they may cause.

6. **FIRE PRECAUTIONS:** Combustible decorations are forbidden. All packing containers, excelsior and similar material are to be removed from the floor upon completion of booth setup. The exhibitor is restricted in materials used to those that pass fire inspection by the New York Fire Department (NYPD). Drapes and curtains must be flameproof. Likewise, all electrical work and electrical wiring must be approved and installed in accordance with regulations established by New York code. Volatile or flammable matter or any substance prohibited by the city departments or insurance authorities will not be permitted in the building.

7. **LIABILITY:** Exhibitors shall be fully responsible to pay for any and all damages to property owned by College of Mount Saint Vincent, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, College of Mount Saint Vincent, its owner, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, cost, damages, or expenses arising from or out of 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 Exposition premises, the College or any part thereof. Guards will be provided, as noted, and every precaution shall be taken to insure the exhibitor against loss.

8. **EXHIBITOR'S BADGES:** Each exhibitor may receive 1-2 badges without charge depending on the booth types. Such badges entitle exhibitor's representatives admission to papers or other Meeting sponsored functions.

9. **NO SMOKING:** It is the policy of the ACS that the use of tobacco products is strictly prohibited in the Exhibit Hall (including the time during which exhibits are set-up and dismantled).