

Contact Beth Berkheimer, CMP, CEM, Exhibition & Future Sites Director, at bethb@rubber.org to reserve a table top exhibit space at the 195th Technical Meeting being held at the Holiday Inn South Cleveland, Independence, OH, April 30-May 2, 2019. Table top exhibits will be on Tuesday, April 30, 2019.

Acceptability of Display: All displays shall serve the interests of the members of Rubber Division, ACS and shall be operated in a way that will not detract from other displays or from the table top exhibition. Rubber Division, ACS determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any display, which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction, Rubber Division, ACS is not liable for any refund of fees or any other display related expense.

Only one company's products/services can be displayed per table top. Multiple table tops can be purchased. All applicable Rubber Division, ACS International Elastomer Conference terms and conditions apply to the table top exhibit.

\$500.00 US Per Table Top Exhibit Space Fee Includes:

- One (1) draped table, 6' long x 24" wide, 30" high, table drape color is black
- Table tent ID sign
- One chair
- Complimentary entry for one representative (Welcome Reception only)
- Carpeted space

*Please note, wireless internet is available, however electric will **not** be provided and is not available.*

Payment: Full payment is required to be assigned a table top space number.

Cancellation Policy: Beth Berkheimer, Exposition & Future Sites Director, must be notified in writing in the event of cancellation. If cancellation of table top exhibit space occurs prior to March 30, 2019, the exhibitor will be refunded 50% of the payment received. After March 30, 2019, no refunds will be made. Registration will be cancelled for individual representing exhibitor.

General Table Top Guidelines: A display item can be placed on the floor provided it meets the following criteria.

- Banner type display cannot exceed 34" x 80" and must be placed behind the table top and chair.
- Only one retractable floor banner may be used.
- Weight on table cannot exceed 150 lbs/68 kg.
- Lighting is not permitted.
- Sound intensity, lighting or other actions cannot interfere with the neighboring exhibitors or their patron's ability to conduct business or are otherwise judged by Rubber Division, ACS to be disruptive of the exhibition. All such effects are subject to approvals or restrictions of the exhibit facility and Rubber Division, ACS.

Table Top Height: Displayed item sitting on the table top must not exceed 36" in height, 150 lbs/68 kg and not exceed the tables dimensions (6' x 24").

Permitted at Table Top Displays:

- Sales literature
- Sales premiums, souvenirs, handouts, etc.
- Instruments and/or equipment (self-supporting and set on the table; water is not available)
- Customized table drapes

Prohibited at Table Top Displays:

- Methods of display that, in the judgment of Rubber Division, ACS, are not designed to achieve the purpose of the exhibition or are in direct competition of Rubber Division, ACS will not be permitted; Rubber Division, ACS reserves the right to forbid and prohibit the admission or conduct of persons, and the distribution of printed or other material that, in the judgment of Rubber Division, ACS, are inconsistent with the purpose of the exhibition or in competition of Rubber Division, ACS.
- Displays exceeding 36" in height on the table top
- Floor easels or backdrops
- Storage of boxes behind tables
- Solicitations and/or distribution of literature or materials anywhere other than at your own table
- Food or beverages besides those provided by Rubber Division, ACS
- Cooking or other food preparation
- Audio presentations
- Lighting (electric is not available)

Intent: Each exhibitor is entitled to a reasonable sightline and the ability to conduct business.

Care of Facility and Furnishings: Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

Storage: Packing boxes and shipping boxes/containers cannot be visible in the table top display area. If storage is necessary, then exhibitor will arrange independently with the hotel and pay to move and store items. Rubber Division, ACS accepts no responsibility for lost, marked or unmarked boxes or containers or damage to them. Boxes or other materials unclaimed by the exhibitor at the end of the meeting will be removed at the exhibitor's expense.

Security: Neither Rubber Division, ACS, nor the hotel, accept responsibility for the security of any equipment while in use or stored on the premises. The hotel can provide security personnel at the exhibitor's request. There is a charge for this service and two weeks advance notice is required.

Fire Regulations: All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate city agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the meeting. All electrical equipment must be UL approved and must be wired in accordance with the rules of the local Board of Fire Underwriters. All empty cartons and/or containers must be removed from the exhibiting area. Local fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

Compliance: The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that Rubber Division, ACS Exposition & Future Sites Director or representative may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized local, state and federal governing bodies concerning fire, safety and health, as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

Responsibility: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless Rubber Division, ACS, the hotel, their owners, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

Table Top Assignment Policy: Table locations will be assigned on a first-come, first-served basis. No table will be assigned without full payment. Exposition & Future Sites Director will determine final display table assignments. Rubber Division, ACS reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

Failure to Occupy Space: Exhibitors will forfeit space not occupied by 8:00 a.m. Tuesday, April 30, 2019. This space may be resold, reassigned or used by Rubber Division, ACS.

Schedule: Exhibit times are subject to change with 195th Technical Meeting schedule.

Move In/Set Up Schedule

Monday, April 29 3:00 p.m. – 5:00 p.m.

Tuesday, April 30 7:30 a.m. – 8:00 a.m.

Do not leave unsecured items. Rubber Division, ACS, nor the hotel, will be liable for missing or lost items.

Exhibit Schedule

Tuesday, April 30 - ***times subject to change with 195th Technical Meeting schedule***

during Technical Session Morning Break

during Technical Session Lunch Break

during Technical Session Afternoon Break

during Welcome Reception

No packing or dismantling will be permitted prior to 7:30 p.m.

Move Out/Tear Down

Tuesday, April 30, 7:30 p.m. – 8:00 p.m.

All items must be removed by 8:00 p.m. NO EXCEPTIONS!

Shipping Policy: All shipping arrangements must be made by the exhibitor. Rubber Division, ACS does not have the capabilities of shipping materials on your behalf.

If shipping **to** the hotel, label and ship to arrive **no earlier than Thursday, April 25, 2019.**

ATTN: Lynette Slama, Event Manager

Rubber Division, ACS Meeting, Table Top Exhibit

Event Date: April 30, 2019

YOUR COMPANY NAME

NAME OF PERSON CLAIMING THE SHIPMENT ONSITE

Holiday Inn Cleveland South, 6001 Rockside Road, Independence, OH 44131

Contact Lynette Slama, Event Manager, Holiday Inn Cleveland South at 216-264-2608 for additional information or with any questions.

Storage of equipment and supplies must be arranged with the hotel. Contact Lynette Slama at least two weeks prior to exhibiting. All packages must include the name of the group, function date and your company name. Arrange for inside delivery as the hotel does not accept freight that must be unloaded by their staff. They do not have a loading dock.

The hotel is unable to hold boxes following the exhibition due to lack of available storage space. It is the responsibility of the exhibitor to label items and prearrange for return shipments.

Return Shipments: Bring shipping labels with you, contact your preferred shipper for pick up and take items to the hotel front desk with the shipment labeled. UPS and Federal Express are at the hotel daily. Rubber Division, ACS and/or Rubber Division, ACS staff do not have the capabilities of shipping exhibitor materials.

Example of Table Top Provided:



Example of Approved Display Set-Up:



Contact: Contact Beth Berkheimer, CMP, CEM, Exposition & Future Sites Director, at 330-595-5538 or bethb@rubber.org if you have any questions regarding the table top exhibit.