



199th Technical Meeting Table Top Form
APRIL 27-28, 2021

EMBASSY SUITES BY HILTON, CLEVELAND ROCKSIDE
5800 ROCKSIDE WOODS BLVD. N.
INDEPENDENCE, OH 44131

Company Display Name	
Billing Address 1	
Billing Address 2	
City, State, Zip Code	
Phone Number	
Company Representative 1	
Company Representative 2	
Credit Card #	
Credit Card EXP Date	
CVC	

Signature:	
Print Name:	
Date:	

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 expenses.

Only one company's products/services can be displayed per table top. Multiple table tops can be purchased.

\$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
- Two chairs
- Carpeted space
- Complimentary entry for two representatives to attend the following only:
 - Welcome Reception
 - 25-Year Club Luncheon

*Please note, complimentary wireless internet access will be available. However, electric will **not** be provided and is not available. Purchasing the table top space does not include access to the Technical Meeting.*

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

Cancellation Policy: Melanie Avdeyev, Meetings & Events Manager, must be notified in writing in the event of cancellation. If cancellation of table top exhibit space occurs prior to March 31, 2021, the exhibitor will be refunded 50% of the payment received. After March 31, 2021, no refunds will be made. Registration will be cancelled for company table top representatives registered.

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' long x 24" wide).

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 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. 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 27, 2021. This space may be resold, reassigned or used by Rubber Division, ACS.

Schedule: Exhibit times are subject to change with 199th Technical Meeting schedule.

Move In/Set Up Schedule

Monday, April 26 1:00 p.m. – 5:00 p.m.

Tuesday, April 27 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 27 10:00 a.m. – 7:30 p.m.

Wednesday, April 28 9:30 a.m. – 5:30 p.m.

No packing or dismantling will be permitted prior to Wednesday, April 28th at 5:30 p.m.

Move Out/Tear Down

Wednesday, April 28th, 5:30 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 23, 2020.**

ATTN: Convention Service Manager
Rubber Division, ACS Meeting, Table Top Exhibit
Event Date: April 27 & April 28, 2021
YOUR COMPANY NAME
NAME OF PERSON CLAIMING THE SHIPMENT ONSITE
Embassy Suites by Hilton, Cleveland Rockside
5800 Rockside Woods Blvd. N, Independence, OH 44131

Contact Convention Services Manager, Embassy Suites by Hilton, Cleveland Rockside at 216-617-2119 for additional information or with any questions.

Storage of equipment and supplies must be arranged with the hotel. Contact Convention Services Manager 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 Melanie Avdeyev, Meetings & Events Manager, at ma@rubber.org if you have any questions regarding the table top exhibit.

Contact: Contact Anne-marie Bretzin, Office Manager, at amb@rubber.org if you have any questions regarding registration.