

To reserve a table top display space at the 193<sup>rd</sup> Technical Meeting being held at the Hyatt Regency Indianapolis, IN, May 8-10, 2018, contact Beth Berkheimer, CMP, CEM, Exhibition & Future Sites Director, [bethb@rubber.org](mailto:bethb@rubber.org).

**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 Exposition & Future Sites Director 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 can be displayed per table top. Multiple table tops can be purchased. All applicable Rubber Division, ACS International Rubber and International Rubber & Advanced Materials in Health Care Terms and Conditions apply to the table top exhibit.

**\$500.00 US Per Table Top Display 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)
- Meeting room is carpeted
- *Please note, internet and electric will **not** be provided*

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

**Cancellation Policy:** Exposition & Future Sites Director must be notified in writing in the event of cancellation. If cancellation of table top display space occurs prior to March 30, 2018, the exhibitor will be refunded 50% of the payment received. After March 30, 2018, 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 not to exceed 34" x 80"
- Must be placed behind the table top and chair
- Only one retractable floor banner may be used
- No lighting is permitted

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

**Permitted at Table Top Displays:**

- Educational sales literature
- Sales premiums, souvenirs, handouts, etc.
- Instruments and/or equipment (Self-supporting and set on the table; no water will be available)
- Customized table drapes

**Prohibited at Table Top Displays:**

- No displays over 36" in height on the table top
- No floor easels or backdrops are allowed
- Storage of boxes is not allowed behind tables
- No solicitations and/or distribution of literature or materials
- No food or beverages are permitted besides those provided by Rubber Division, ACS
- No cooking or other food preparation
- Audio presentations are prohibited

- No lighting is permitted on the table top displays (electric is not available)

**Intent:** Each exhibitor is entitled to a reasonable sightline.

**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 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 the 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 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 exhibit hall. 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 the hotel, its owner, 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 8:30 a.m. Tuesday, April 25, 2017. This space may be resold, reassigned, or used by Rubber Division, ACS.

**Schedule:** Exhibit times are subject to change with 193<sup>rd</sup> Technical Meeting schedule.

**Move In/Set Up Schedule**

Monday, May 7	8:00 a.m. – 5:00 p.m.
Tuesday, May 8	7:30 a.m. – 8:00 a.m.

**Exhibit Schedule**

Tuesday, May 8 - ***times subject to change with 193<sup>rd</sup> Technical Meeting schedule***

9:30 a.m.		during Technical Session Morning Break
12:00 p.m.	- 1:15 p.m.	during Technical Session Lunch Break
3:15 p.m.		during Technical Session Afternoon Break
5:00 p.m.	- 7:00 p.m.	during Welcome Reception

No packing or dismantling will be permitted prior to 7:00 p.m.

**Move Out/Tear Down**

Tuesday, May 8, 7:00 p.m. – 7:30 p.m.  
All items must be removed by 7:30 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.

If shipping **to** the hotel, label and ship to arrive **no earlier than Thursday, May 3, 2018.**

ATTN: Kristi Cruse, Event Manager  
Rubber Division, ACS Meeting, Table Top Exhibit  
YOUR COMPANY NAME  
Name of person claiming the shipment onsite  
Hyatt Regency Indianapolis  
1 S. Capitol Avenue  
Indianapolis, IN 46204

Bring shipping labels with you and the hotel can help you make arrangements for return shipping. Rubber Division, ACS and/or RD Staff does not have the capabilities of shipping exhibitor materials.

The Hyatt Regency Indianapolis Purchasing Department ships packages out of the hotel via FedEx (air only). Proper forms, shipping labels & billing information are required for all packages. Any guest wishing to ship boxes out of the hotel using any other carrier must arrange the pick-up and delivery directly with the carrier company.

**Handling Policy:** All Packages received at the hotel are charged a handling fee. The fee structure is \$5.00 for up to 50 pounds, \$10.00 for 50-100 pounds, and \$50 for anything 100 pounds or more. Pallets shipped to the hotel must be on a 42 x 42 flatbed and will be charged a \$75 handling fee.

Once the boxes are on property, there is a \$3.00 per box delivery fee to have boxes taken to the meeting space and a \$10 pallet delivery fee to the meeting space.

Please note that the freight elevators are smaller than your typical elevator, so plan appropriately if sending freight and/or pallets to the hotel. All pallets must be broken down on the loading dock (responsibility of the recipient) and cannot fit on the service elevators. Dimensions are as follows:

Elevator Frame: 7' high x 3.5' wide  
Inside Elevator: 8' high x 77.75" wide x 55.75" deep

**Example of Table Top Provided:**



**Example of Approved Display Set-Up:**



**Contact:** If you have any questions regarding table tops, please contact Beth Berkheimer at [bethb@rubber.org](mailto:bethb@rubber.org).