



October 23-26, 2016
Columbia, SC

Graduate School Fair Rules and Regulations

- 1. Contract for Space.** The receipt by SERMACS 2016 of your signed application, accompanied by payment for the full amount of the Graduate School Fair Exhibition fee, will constitute a contract for the right to use the specified exhibit space. Cancellations will be accepted only after all available exhibit space has been sold and another exhibitor agrees to purchase the cancelled space. In the event of fire, strike, or other uncontrollable circumstance, which renders the exhibit area unavailable for use, this contract will not be binding. If such an event happens prior to September 15, 2016, SERMACS 2016 will refund at least half of the exhibit fee.
- 2. Space Assignment.** SERMACS 2016 will assign spaces as equitably as possible, based on the order the reservations are received. Links to the reserved exhibitors' website will also be added to the SERMACS 2016 website on the Exposition page. Hot links using your school logo are available for an additional fee as per the application.
- 3. Space Rental.** All spaces will be approximately 8 feet by 10 feet and fully carpeted. Each space includes a) a backing poster board with dimensions 4' by 8'; b) one identification sign with the table number; c) an 8' topped and skirted table; d) 2 side chairs; e) one wastebasket; f) general overhead illumination; g) guard service during hours when the exhibit area is not open to the public; h) WIFI with internet access and i) one SERMACS registration. Dedicated high speed internet is available for purchase directly from the Columbia Metropolitan Convention Center. The rental period for exhibit space and display tables will be for Monday October 24th, 2016 from 9:15 until 12:00 for the Graduate School Fair. The Exposition will be running simultaneously during this time in the rest of the exhibit hall.
- 4. Additional Furnishings and Supplies.** The rental fee for exhibit space does not include such items as additional masking drapes, additional chairs, counter high tables, etc. Additional furnishings and supplies and additional electrical power beyond the standard service amount, may be arranged at cost in advance of the meeting by contacting the Official Meeting Exposition Services Contractor for SERMACS 2016:

Rebecca Mangum
Displays Unlimited
196A Shop Grove Drive Columbia,
SC 29209
Phone: 803-926-5300
Fax: 803-926-5500
Email: du@displaysunlimited.net
www.displaysunlimited.net

5. Exhibitor Services. Exhibitor services will be provided by Displays Unlimited. An Exhibitor Services Kit will be sent to you by the Displays Unlimited. This kit will describe their services and rates. Exhibitors have the prerogative of bringing their own material into the Columbia Convention Center, but the DU will have priority and control of all traffic into and out of the CMCC to prevent tie-ups at the loading platforms, to keep aisles clear, and to provide an orderly and efficient operation for the exposition.

6. Shipping and Handling of Shipping Crates. Exhibitors have two options. (1) Bring your display materials with you when you arrive to set up your exhibit. You will be responsible for moving them between your vehicle and the exhibit area. (2) Ship your materials ACCORDING TO THE INSTRUCTIONS IN THE EXHIBITOR SERVICES KIT. The Columbia Metropolitan Convention Center does not provide storage for crates prior to the show. Shipments made directly to the Columbia Metropolitan Convention Center will be refused. The same two options apply, in reverse, for removal at the end of the exposition. All shipping and handling costs are the responsibility of the exhibitor.

7. Installation and Dismantling of Exhibits. Exhibitors may set up their displays and other materials from 7:30 a.m. to 9:00 a.m. on Monday, October 24th, 2016 and take down from 12:00 to 13:00 October 24th. Unoccupied exhibit space may be reassigned after 9:00 a.m. on Monday, October 24, 2016 without refund of any space rental fees that may have previously been paid. Dismantling of exhibits shall begin after the closing of the Graduate School Fair at 12:00 p.m. on Monday, October 24, 2016. All exhibit materials must be removed by 1:00 p.m. on this same day.

8. Space Restrictions. All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own exhibit space or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of his assigned space without prior approval of SERMACS 2016. Exhibit space displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward farther than 3' from the main back wall; and no equipment of abnormal height (greater than 8') shall be allowed along the sides. There shall be no obstruction of the aisles.

9. Fire Precautions. All materials used for the displays must be flame retardant. Fire fighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials should be removed from sight upon completion of the exhibit space setup. Small items may be stored under the table, if hidden by a table skirt. Large items shall be stored by prior arrangement in advance of the meeting in places designated by the Columbia Metropolitan Convention Center's Event Manager. All electrical work and wiring must be approved and installed in accordance with the Underwriters Code, local codes, and the directions of Columbia Metropolitan Convention Center's Event Manager.

10. Liability. The school assumes the entire responsibility and here by agrees to protect, defend, indemnify, and save the Columbia Metropolitan Convention Center harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Columbia Metropolitan Convention Center and its employees and agents.

11. Graduate School Fair Badges. Each Graduate School will receive one SERMACS registration meeting registration per exhibit space purchased as part of the Graduate School Fair exhibit registration. The name of each person should be listed on the Exhibit Space Application Form. The meeting badges will admit the bearer to presentations of contributed papers, poster sessions, invited symposia, mixers, and all other SERMACS 2016 sponsored functions. However, the SERMACS registered attendee will need to pay any extra event admission fees to “ticketed” events on the same basis as all other registered meeting attendees.

12. Admission to the Exhibit Area. Admission to the Exhibit Hall will be limited to those wearing a SERMACS 2016 meeting badge, except for staff and employees of the Columbia Metropolitan Convention Center, who will also be admitted to the hall.

13. Graduate School Fair Hours. The Graduate school Fair is scheduled for 9:15am until 12:00 p.m. on Monday, October 24. These hours may be revised at a later date. While schools are expected to have at least one representative present at their exhibit space during these hours, they are free to use additional representatives as they see fit. The Exposition will be occurring at the same time in the exhibit hall.

14. Further Information. All inquiries regarding the SERMACS 2016 Graduate School Fair should be directed to Neal Tonks, Graduate School Fair Chair, SERMACS 2016. The completed Graduate School Fair Application and Contract, with payment payable to SERMACS 2016 should be sent to:

Neal Tonks, Graduate School Fair Chair
SERMACS 2016
The College of Charleston
Chemistry and Biochemistry
66 George St.
Charleston, SC 29424
tonksn@cofc.edu
843-953-7543

Exhibit Hall *American Chemical Society* Oct. 23-26, 2016

- (50) 10'x10' Vendor Booths and Tables
- (40) 4'x8' Display Boards
- (40) Grad School Tables

