



# American College of Toxicology

## 34<sup>th</sup> Annual Meeting

November 3–6, 2013

*San Antonio, Texas*



## **Exhibitor Packet**

***JW Marriott San Antonio Hill Country  
3808 Resort Parkway  
San Antonio, Texas 78261***

***Tel: 210.276.2500***

***Fax: 210.403.3452***

***Toll Free Reservations: 866.882.4420***

***FOR MORE INFORMATION  
go to the ACT website: [www.actox.org](http://www.actox.org)  
email: [exhibits@actox.org](mailto:exhibits@actox.org)  
tel: 703.547.0875***



American College of Toxicology • 34<sup>th</sup> Annual Meeting  
November 3–6, 2013 | JW Marriott Hill Country Resort, San Antonio, TX

**EXHIBIT SPACE APPLICATION FORM**

Provide name of your organization as it should appear in meeting publications.

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Website \_\_\_\_\_

**I agree to abide by the 2013 Exhibit Rules and Regulations, which are a part of this contract.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Preferred booth locations (see Exhibit Floor Plan): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Indicate specific potential exhibitors if you do not want your booth near theirs.

Please provide a brief description of the Exhibitor for the meeting Program (50 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Exhibitor Fee: \$2,500.00 \_\_\_ Nonprofit Exhibitor Fee \$2,000—for standard 10'x10' booth

Booth includes 6' skirted table, two chairs, 1 wastebasket, electrical outlet, two complimentary registrations, two Monday lunch tickets, listing in the Program

Exhibitor names to be registered:

1) \_\_\_\_\_ 2) \_\_\_\_\_

**PAYMENT TYPE – All payments must be in US Dollars**

**Amount Due:** \_\_\_\_\_

\_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on card: \_\_\_\_\_

\_\_\_ Check (made payable to the American College of Toxicology)

**Information for wire transfer is available by request.**

Provide deposit of \$1,500 US for each booth space requested. The balance for assigned space will be paid no later than August 9, 2013. A late fee of \$150 will be added after this date. Retain a copy for your records and remit to:

Fax: 703.438.3113 or [acthq@actox.org](mailto:acthq@actox.org)

**American College of Toxicology**

1821 Michael Faraday Drive, Suite 300 | Reston, VA 20190

Tel: 703.547.0875 | Fax: 703.438.3113 | Questions? Contact: [exhibits@actox.org](mailto:exhibits@actox.org)

**For Office Use:**

Date received \_\_\_\_\_

Booth

Assigned # \_\_\_\_\_

# 2013 American College of Toxicology Exhibit Rules and Regulations

**CHARACTER OF THE EXHIBITION:** The purpose of the American College of Toxicology exhibit program is to further the education of the registrants by providing an area for Exhibitors to present information about products or services pertinent to the professional interests of meeting attendees. The College reserves the right to determine the eligibility of any company, based on product or service offered, and the right to restrict, prohibit, or evict any Exhibitor or product that in the opinion of Show Management detracts from the character of the exhibition or for any violation of the following Rules and Regulations. In the event of such restriction or eviction, the College is not liable for refunding exhibit fees or any other cost incurred by the Exhibitor. Violations of the Rules and Regulations may also result in loss of Exhibitor priority for space in future years.

**SPACE ASSIGNMENT:** Space assignments are sold on a first-come, first-serve basis based on availability. A standard 10'x10' booth is \$2,500.00. The full payment must be received at ACT Headquarters with the exhibit space application form to guarantee reservation of space. The College reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the exhibitor or meeting. Before exercising its discretion, Show Management will consult with the Exhibitor. Applications for exhibit space are subject to the approval of the American College of Toxicology Council. If you wish to avoid having your booth adjacent to or opposite from another company, please indicate on the application form.

**BOOTH SPACE CANCELLATION TERMS:** In the event of booth cancellation, the Exhibitor must notify the College in writing or refunds will not be considered. If a company cancels its space, cancellation fee will be \$1,500 per booth if the organization cancels after July 9, 2013, but before August 9, 2013. After August 9, 2013, the organization will be responsible for paying the full cost of booth space. The College reserves the right to cancel this contract in any event, on written notice to applicant, if the College considers it inadvisable to hold the Exhibition.

**GENERAL CONDUCT OF EXHIBITS:** The following practices are prohibited by the American College of Toxicology: 1) noisy electrical or mechanical apparatus interfering with other exhibitors; 2) operation of X-ray equipment; 3) canvassing or distributing any material outside the Exhibitor's own space without the College's approval; 4) subleasing of exhibit space; 5) the use of billboard advertisements and/or display of signs outside the exhibit area; 6) soliciting participation in surveys or otherwise harassing registrants; 7) publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours; 8) the wearing of unofficial badges, company name plates, etc.; 9) photographing or examining another Exhibitor's equipment without permission; 10) the playing of copyrighted music without the proper licensing.

The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Executive Director, and the Exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent Exhibitors.

Exhibitors are requested to staff their exhibits during show hours with personnel attired in a manner consistent with the decorum or the meeting as well as knowledgeable in the products and policies of the company.

The Exhibitor agrees to promptly remove from its exhibit space any person or thing that Show Management determines not to be suitable or in keeping with the character of the exhibition.

Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times.

**INSURANCE:** All Exhibitors, their contractors, and suppliers working in the exhibit areas are required to carry liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken by the exhibition location and the College to safeguard and protect the Exhibitors' property while at the exhibition. All Exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exhibition.

**LIABILITY:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the American College of Toxicology, the JW Marriott Hill Country (hereinafter referred to as "Hotel") and its employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the negligence of the Hotel, its employees and agents. In addition, the Exhibitor acknowledges that the American College of Toxicology and the Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

The College and the Hotel shall take reasonable precautions against damage or loss by fire, water, storm, theft or strikes or other emergencies, but do not guarantee or insure the Exhibitor against loss by reason thereof. In case their premises of the Hotel shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by demonstration, reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or by the College or for any other reason, this exhibit space application/contract may be terminated by the College. In the event of such termination, the Exhibitor waives any and all damages and claims for damages, and agrees that the sole liability of the College shall be of returning to each Exhibitor his or her space payment less the prorated share of all costs and expenses incurred and committed by the College.

These Rules and Regulations are deemed part of all exhibit space contracts. Any and all matters not specifically covered by the Rules and Regulation shall be subject solely to the decision of the Show Management. Show Management shall have full power to interpret, amend, and enforce these Rules and Regulations, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for itself, its employees, and agents agree to abide by the Rules and Regulations and by any amendments or additions thereto in conformance with the preceding sentence.

**FLAMMABLE MATERIAL:** No volatile or flammable fluids, substances, or materials of any nature prohibited by local ordinances, the Fire Prevention Bureau, or insurance carriers may be used in any booth. The use of crepe or corrugated paper is strictly prohibited.

**USE OF LIVE ANIMALS:** Approval for exhibits which include the use of live animals to further the educational intent of the display must be requested individually, in a letter received by ACT Headquarters no later than June 1, 2013. The purpose of using live animals must be clearly defined in the letter. The highest standards of cleanliness must be maintained and all undesirable noises and odors eliminated during the exhibit. In no case will surgery be allowed in the exhibit area. If for any reason during the meeting the College rules that the use of live animals must be discontinued, such ruling is final.

The displaying of live animals and/or animals in distress in videotapes or photos as part of a display or sales literature is prohibited.

**EXHIBIT AND PUBLIC POLICY:** 1) Each Exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety, while participating in this show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility of the Exhibitor. 2) Materials used in all parts of exhibit construction, together with curtains, draperies, and other decorative materials must be flameproof as prescribed by the fire ordinance of the city. The Fire Marshal will examine all exhibits and test construction and decorative materials prior to the opening of the exhibit. No combustible material such as crepe paper, tissue paper, cardboard or corrugated paper or board shall be used in, or about, or in the construction of any exhibit or part of an exhibit at anytime. 3) Nothing shall be posted, tacked, mailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Exhibitor. 4) No Exhibitor may allow an article to be brought into or permit any act to be done in the Hotel, which will increase the premiums or void policies of insurance held by the College. No Exhibitor may permit any act by its employees, agents, or guests by which the premises of the Hotel shall in any manner be marred or defaced. 5) Each Exhibitor must surrender the space occupied by it in the same condition as at the commencement of its occupation. Any damage done to the premises by the Exhibitor shall be made good to the College or the Hotel as their interests may appear.

**INSTALLATION OF EXHIBITS:** Exhibits will be installed Sunday, November 3, 1:30 pm–5:30 pm. Every effort will be made by the official service contractor to have all exhibit material in the booth and ready for setup at the initial time of installation of exhibits. Exhibits must be set by 5:30 pm on Sunday, November 3, 2013.

#### **EXHIBIT HOURS:**

Monday, November 4, 7:00 AM–8:00 AM; 8:45 AM–12:00 Noon; 2:00 PM–7:00 PM

Tuesday, November 5, 7:00 AM–8:00 AM; 8:45 AM–4:30 PM

Continental breakfast and coffee breaks will be served in the exhibit hall. The exhibit hall will remain open during lunch on Tuesday. Exhibit hours are subject to change.

**DISMANTLING OF EXHIBITS:** Dismantling occurs Tuesday, November 5, 4:30 pm–9:00 pm (overtime rates apply).

All material must be packed, ready, and removed from the exhibit area by 9:00 pm on November 5, 2013. The exhibitor shall be liable for all storage and handling charges for failure to remove exhibit by the specified time and date.

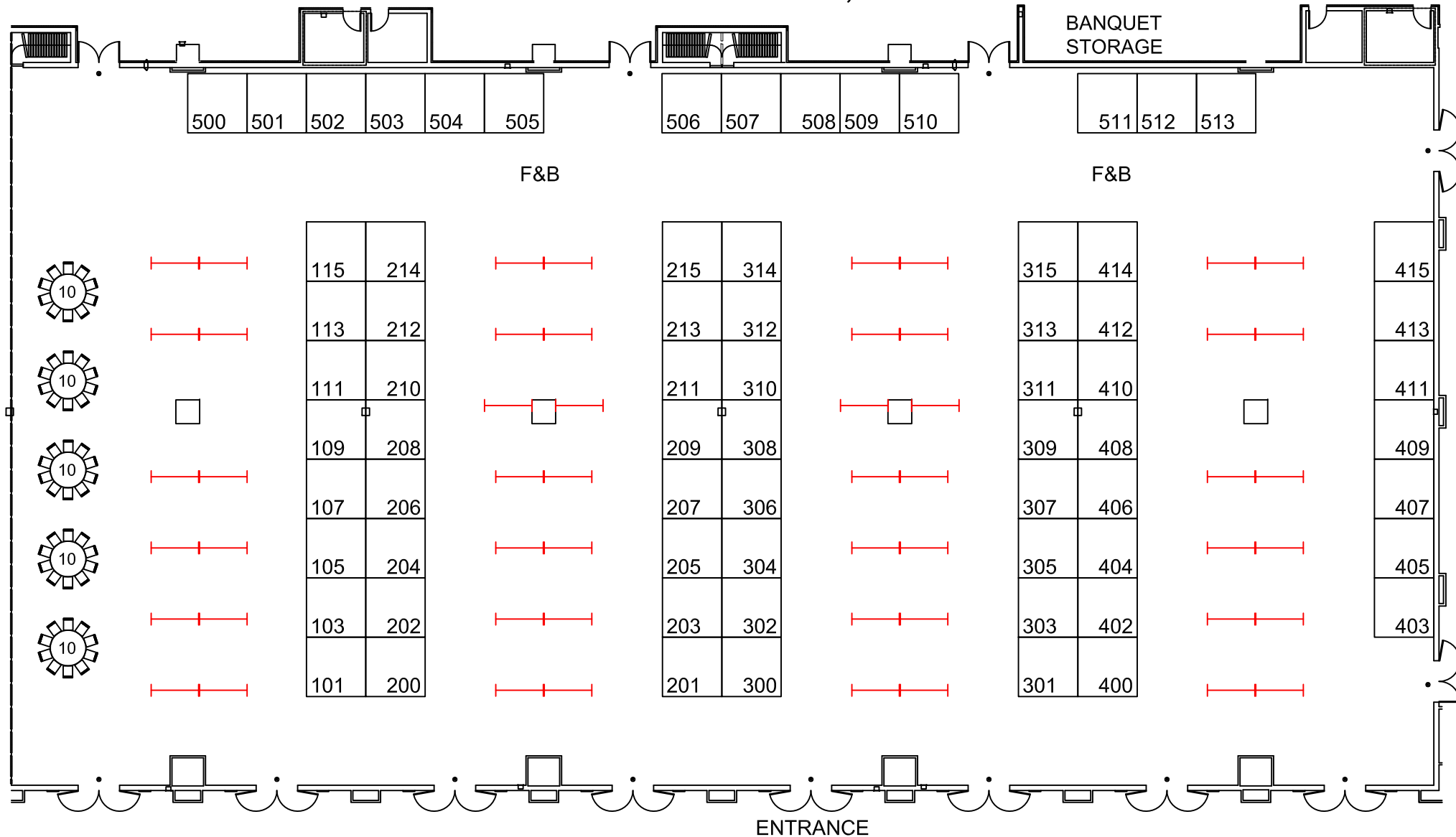
**BOOTH DESIGN AND USE OF EXHIBIT SPACE, STANDARD FURNISHINGS:** Exhibitors will be provided with an 8' high back drape, 3' high side drape, 6' draped table, 2 chairs, 1 wastebasket, and one 110 volt standard outlet (10 amp) per 10'x10' space rented. The display should be in good taste and in keeping with the general tone of the show. The display should not interfere with or detract from adjoining exhibits. These provisions are subject to enforcement at the discretion of Show Management. Linear booths must confine their exhibits to not more than 8' high along the back wall and no more than 4' high along the side rail. However, linear exhibits may be structured above the side rail if the structure extends no more than 4' forward from the back of the booth. Exceptions must be approved in writing by Show Management. Exposed and unfinished sides of the exhibit background must be draped to present an attractive appearance. In the event the Exhibitor is not available, the decorator, with the approval of Show Management, will provide draping deemed necessary and charge the Exhibitor. The JW Marriott Ballroom is carpeted. The Exhibitor is responsible for the expense of any additional carpet in their booth.

**OFFICIAL SHOW DECORATOR:** The official show decorator will be [Shepard Exposition Services](#), Inc. The decorator is selected for quality of service and pricing. Prior to the show, an Exhibitor Service Kit will be sent to each Exhibitor and will include information regarding furnishings, shipping and drayage, electrical, telephone, and other services.

**REGISTRATION:** Each person attending the exhibit will be required to register and wear an appropriate badge. Two Exhibitor badges will be issued per 10'x10' booth space rented. These badges will allow Exhibitor staff to enter the exhibit area before during and after official exhibition hours and to attend the sessions and the luncheon on Monday. Special badges will be issued for persons installing and dismantling displays. Tickets for special events are an additional charge. Each Exhibitor will have a listing in the Annual Meeting Program.

# ACT 34th Annual Meeting

## November 3-6, 2013



Please check the website for up-to-date booth availability.

**JW Marriott San Antonio Hill Country Resort & Spa**  
**Nelson Wolff Exhibit Ballroom**  
**San Antonio, Texas**