



# **ABSA**

## **55th Annual Biological Safety Conference**

**Hilton Bonnet Creek Resort • Orlando, Florida • October 18-24, 2012**



# **EXHIBITOR'S PROSPECTUS**

# American Biological Safety Association

## History

Since the late 1950s, biological safety specialists have met informally at the Annual Biological Safety Conference. Events such as the Asilomar Conference, biotechnology revolution, AIDS epidemic, and the public perception of these events have now established the need for a professional association that is concerned with the safety issues of biomedical and biotechnical research and development.

ABSA was incorporated in 1984 to become a global leader for providing professional and scientific expertise in the practice of biological safety. ABSA's goals are to: expand professional and public awareness of biological safety through effective communication; participation in the development of biological safety standards, guidelines, and regulations; development of ABSA as the recognized resource for professional and scientific expertise in biological safety; advancement of biological safety as a scientific discipline through education, research, and professional development; and develop and maintain professional standards for biological safety professionals.

ABSA accomplishes these goals by sponsoring a quarterly journal, offering various educational courses, and having the Annual Biological Safety Conference. All are designed to keep members informed about regulatory initiatives, hazard recognition and management, risk communication, current biological safety publications, meetings, and employment opportunities, etc.

## ABSA Members

ABSA consists of over 1,500 institutional, corporate, and individual members from the U.S. and around the world. As a multi-disciplinary society, membership is open to all individuals interested or involved in any aspect of biological safety. The membership is comprised of biological safety professionals from virtually all major universities and representatives from federal, state, and local agencies, along with private laboratories, manufacturers, pharmaceutical companies, and distributors of biological safety equipment, both national and international.

## ABSA Conference

This will be the **55th Annual Biological Safety Conference**. The conference will be held October 18-24, 2012 at the Hilton Bonnet Creek Resort in Orlando, Florida. Preconference courses will be held on October 18-21, the General Session will held on October 22-24, and the **Exhibits will be held on Sunday, October 21 at 6:00 pm through Tuesday, October 23 at 4:00 pm**. Since the primary goal of ABSA is to expand professional and public awareness of biological safety through effective communication, you may find this an excellent opportunity to display and discuss your products and services to an international audience. This event promises to be one of the most memorable meetings in the history of the organization. Approximately 600-900 attendees representing a broad spectrum of biological, pharmaceutical, biotechnology research, development and clinical organizations are expected to attend. The conference draws national and international attendees from academic, commercial, research, and governmental sectors.

## Who Should Exhibit

Anyone who supplies, manufactures, provides services or products used in biomedical research should exhibit.

## ABSA Office

Please contact Ed Stygar or Diane Johnson at 847-949-1517 for more information.

ABSA, 1200 Allanson Road, Mundelein, IL 60060-3808, phone 866-425-1385 (toll free) or 847-949-1517, fax 847-566-4580, e-mail: ed@absaoffice.org or diane@absaoffice.org, www.absa.org



**55th Annual Biological Safety Conference**  
**www.absaconference.org**  
**Hilton Bonnet Creek Resort, Orlando, Florida**  
**October 18-24, 2012**

# Exhibit Information

## When and Where

The 55th Annual Biological Safety Conference of the American Biological Safety Association will be held October 18-24, 2012 at the Hilton Bonnet Creek Resort in Orlando, Florida. The exhibits will be held on October 21 and end on October 23, 2012.

## Exhibit Times

The times below are subject to change. Exhibitors will be notified as soon as exact times are established.

**Sunday, October 21** - Setup 12:00 pm to 5:00 pm, Opening Reception 6:00 pm to 8:00 pm

**Monday, October 22** - 7:00 am to 4:00 pm

**Tuesday, October 23** - 7:00 am to 4:00 pm, exhibits end and breakdown begins at 4:01 pm



## Booth Equipment and Services

Booths will be 8' x 10' pipe and drape with one 6' draped table, two chairs, one waste basket, a 7" x 44" booth identification sign, and two exhibitor badges. Additional exhibitor badges are \$200.00 each (Limit 4). Each exhibit booth will receive two lunches per day for Monday and Tuesday. Additional lunches and the closing dinner tickets will have to be purchased from the ABSA Office. An exhibitors' service kit will be sent to the contact person noted on the exhibit contract.

## Application for Exhibit Space

The application for exhibit space is provided within this prospectus. The full amount for exhibit space must accompany the application.

## Exhibitor Registration

The registration desk will be open on Sunday, October 21, 2012 from 7:00 am to 4:00 pm, and Monday and Tuesday from 7:00 am to 4:00 pm.

## Exhibitor Housing

All housing will be handled by the Hilton Bonnet Creek Resort. To make reservations, go to [www.absaconference.org](http://www.absaconference.org).

## Installation and Dismantling

Exhibit move-in for freight shipped through official drayage company will begin at 12:00 pm on Sunday, October 21, 2012. All booths must be prepared for a walk-through by 5:00 pm on Sunday, October 21, 2012.

Exhibit space must be claimed by 5:00 pm on Sunday, October 21, 2012 or it will be subject to reassignment without a refund. If the exhibit is on-hand, ABSA reserves the right to assign labor to setup any display that is not in the process of being erected by 5:01 pm on Sunday, October 21, 2012. The charge for this labor will be billed to the exhibitor.

Exhibitors must refrain from dismantling their exhibit or do any packing until after the close of the show at 4:01 pm on Tuesday, October 23, 2012. All exhibits are expected to be dismantled immediately after the show. The handling, placing, or setting of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.



[www.absaconference.org](http://www.absaconference.org)

# American Biological Safety Association

## Shipping and Handling

The complete shipping address and instructions will be provided in the exhibitor's service kit. The material handling rates quoted in the exhibitor's service kit will include placing the material in the exhibit booth, removal and storage of all empty crates, and return of crates to the exhibit booth. The rate will not include any erection, unskidding of booths, dismantling, trading, blocking, or bracing. Please be certain that only the ASSIGNED 2012 ABSA BOOTH NUMBER APPEARS ON SHIPPING CRATES. Booth numbers on crates from previous shows only cause confusion in delivery on the exhibit floor.

## Handout Materials

The expectation for all handout materials are to be professional in nature. ABSA reserves the right to remove any material that they believe to be inappropriate. (See exhibit terms and conditions D#2.)

## Exhibitor Badges

Exhibitors will be given two badges for exhibit personnel. All exhibit personnel will be required to wear an ABSA exhibitor badge to enter and must remain on while in the exhibit hall. No person shall gain entrance without the proper badge. It will be the responsibility of each company to provide an accurate listing of representatives to the ABSA Office by September 1, 2012 to pre-register their personnel. Additional personnel with proper company identification may register onsite if necessary.

## Liability

Exhibitors agree to protect, save, and hold the American Biological Safety Association, the host hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof.

## Additional Information

For your own protection, be sure to read the exhibit terms and conditions contained in this prospectus. It is important the industry representatives are aware of the terms and conditions, as well as all other general information, which affect the operation of the exhibits. If any further information is desired or you wish to order space or additional services for your booth, please contact Ed Stygar or Diane Johnson at the ABSA contact info below.

### American Biological Safety Association

1200 Allanson Road  
Mundelein, IL 60060-3808  
866-425-1385 (toll free) or 847-949-1517  
Fax: 847-566-4580  
E-mail: [ed@absaoffice.org](mailto:ed@absaoffice.org)  
E-mail: [diane@absaoffice.org](mailto:diane@absaoffice.org)

**Exhibit Services:**  
**Freeman Decorating**  
407-816-7924  
[www.freemanco.com](http://www.freemanco.com)



**55th Annual Biological Safety Conference**  
**[www.absaconference.org](http://www.absaconference.org)**  
**Hilton Bonnet Creek Resort, Orlando, Florida**  
**October 18-24, 2012**

# Application for Exhibit Space

Application for exhibit space at 55th Annual Biological Safety Conference indicates the applicants willingness to abide by all accompanying exhibit terms and conditions, general regulation, as well as such additional rules and regulations as the ABSA management deems necessary to the success of the exhibition, provided these latter do not materially alter the exhibitors contractual rights. This application will become a contract when counter-signed by the ABSA Executive Director. Checks should be made payable to ABSA.

Please note the Terms of Cancellation under Section C and the acceptability of exhibits under Section D of the Terms and Conditions as they will be strictly enforced.

---

## Please Print or Type

**A. Space Requested.** (Please indicate booth choices in order of preference as selected from the floor plan enclosed.)

Booth Choice:

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**Exhibit Fees \$1,800.00 per 8' X 10' Booth (includes 2 personnel)**  
**\$200.00 for each additional booth personnel (limit of 4 additional personnel)**

**B. Audio Visual.** I will be using AV equipment in my booth  yes  no

I will comply with the restriction on loud volume.

**C. Conference Program Information:**

**Company Name:** \_\_\_\_\_

*Please e-mail a 50 word or less product description to [diane@absaoffice.org](mailto:diane@absaoffice.org) by September 1, 2012. Include the name of your company and web site. The product description will be included in the final program.*

**D. PLEASE** do not place my booth near the following companies: \_\_\_\_\_

**E. Mailing Information:**

Company Name: \_\_\_\_\_

Contact Person (for mailing): \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Onsite Booth Personnel:

1. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

*(You can supply names until September 1, 2012.)*

**F. Additional Meals:** Included in the exhibit fees are two lunches for Monday and Tuesday, additional lunches or closing dinner tickets may be purchased separately. **Please contact the ABSA Office for lunch and dinner prices.**

**Payment:** Check or Credit Card

**Credit Card Type:**  Visa  MasterCard  American Express

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Total amount enclosed:** \$ \_\_\_\_\_

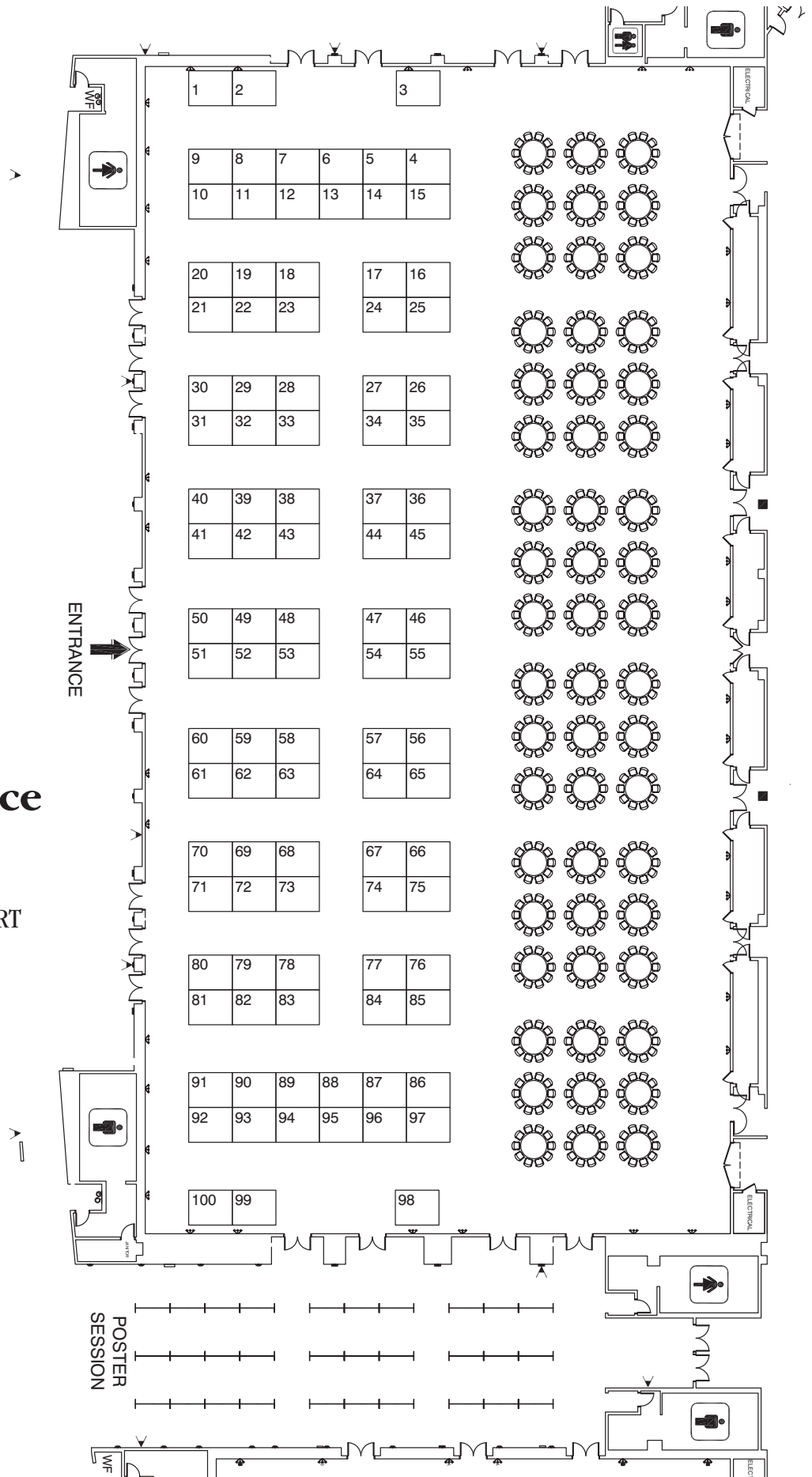
**Mail, e-mail, or fax this application to:** Edward Stygar ([ed@absaoffice.org](mailto:ed@absaoffice.org)) or Diane Johnson ([diane@absaoffice.org](mailto:diane@absaoffice.org)), ABSA, 1200 Allanson Road, Mundelein, IL 60060-3808, fax 847-566-4580, [www.absaconference.org](http://www.absaconference.org).

**Please make checks payable to American Biological Safety Association or ABSA in U.S. bank drafted funds.**



# 55TH Annual Biological Safety Conference

OCTOBER 21-23, 2012  
HILTON BONNET CREEK RESORT  
ORLANDO, FLORIDA



# Exhibit Terms and Conditions

## A. DEFINITION OF MANAGEMENT

The word "management" used herein and subsequent regulations shall mean the American Biological Safety Association, Inc., its agents or employees acting for it, and the management of the exhibit.

## B. SPACE RENTAL

**1. STANDARD BOOTH:** All standard booths are 8'x10' and booth construction includes, a draped background and side rails with drapery, a standard booth sign carrying the exhibitors name, booth number, security guard service, aisle cleaning, and (2) exhibitor registrations per booth.

**2. FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**3. CANCELLATION OF SHOW:** In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be cancelled, a full refund of exhibit rental fees will be made which is the limit and extent of the Association's liability for such cancellation.

**4. FURNISHINGS:** Furniture and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the official show decorator on the forms that will be provided.

**5. IRREGULAR ACTIVITIES:** No person, firm, or organization not having regularly contracted with the management for the occupancy of space in the Exhibit Hall will be permitted to display or distribute advertising materials at the exhibit. In the event there is an infringement of this regulation, management will make its best effort to remove offending persons from the Exhibit Hall.

## C. CANCELLATION OF EXHIBIT CONTRACT

**1. CANCELLATION:** In the event that notification of intent to cancel is received by the exhibit management at least 45 days prior to the opening of the exhibition, all sums paid by the exhibitor, less a service charge of \$200 per booth, will be refunded. Additional exhibitor cancellations received prior to September 21, 2012 will be refunded 90%, cancellations received September 21 to September 28, 2012 will receive a 50% refund. Cancellations received after September 28, 2012—no refund.

**2. LATE CANCELLATION:** Cancellations within 45 days prior to the opening of the exhibit obligates the exhibitor to full payment of the rental. No refund will be made after this date.

**3. FAILURE TO PAY:** Failure to remit the balance of booth rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

**4. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and his space may be resold, reassigned, or used by the exhibit management without refund, unless prior approval is obtained, in writing, from the exhibit management. If the exhibit is on hand, the exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct the exhibitor be billed for all charges thus incurred.

## D. CONSTRUCTION, INSTALLATION AND USE OF EXHIBITS AND EXHIBIT FACILITIES

**1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall be to serve the interest of the members of ABSA and shall be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit which ABSA believes to be injurious to the purpose of the Association.

**2. HANDOUT MATERIALS:** Promotional give aways will be permitted. All hand-out materials are expected to be of a professional nature. ABSA reserves the right to disallow any material which they believe to be inappropriate.

**3. SOLICITATION OF EXHIBITORS:** No persons shall be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of the Association.

**4. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of the exhibit management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibit signs and displays are also prohibited in any part of the public space or elsewhere on the premises of the meeting facility or in the guest rooms or hallways of the hotel unless approved by the exhibition management and the hotel. Such a privilege shall be restricted to exhibitors only who have paid for exhibit space in the main exhibition. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

**5. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view nor hide the exhibits from others. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from the exhibit management.

**6. APPEARANCE OF EXHIBITS:** Any part of the exhibit which does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.

**7. INSTALLATION AND DISMANTLING EXHIBITS:** All installation and dismantling of exhibits must be carried on during the time indicated in the accompanying Exhibit Information. No exhibit may be erected after the exhibition opens nor may be dismantled before the official closing time. It is the responsibility of the exhibit or to see that all exhibit materials are delivered to the drayage company and removed from the exhibit hall by the specified deadlines. Should the exhibitor fail to remove the exhibit, this removal will be arranged by the exhibit manager at the expense of the exhibitor.

**8. DRAYAGE:** Advance shipments of exhibit material must be made to the official drayage company as indicated in the accompanying information. Should any shipment be made directly to the hall, it will be removed by the authorized drayage company and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibitor concerned.

**9. LABOR:** Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the official decorator. Display, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates.

**10. FIRE AND SAFETY REGULATIONS:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fire-proof and electrical wiring must meet the safety requirements of the official service contractor. No combustible material shall be stored in or around exhibit booths.

**11. DAMAGE TO EXHIBIT FACILITIES:** The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

**12. EXHIBIT ADMITTANCE:** Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. Children under the age of 18 will not be permitted on the exhibit floor.

## E. LIABILITY

**1. SECURITY:** The exhibit management will provide security but the furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of the exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

**2. RESPONSIBILITY OF ABSA AND THE EXHIBIT HALL:** Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep the AMERICAN BIOLOGICAL SAFETY ASSOCIATION, INC. and exhibit facility forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between ABSA and the exhibit facility regarding said premises; and further, the exhibitor shall at all times, protect, indemnify, save and defend, and keep harmless ABSA and the exhibit facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the exhibitor, its agents, employees, and business invites which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or any part thereof.

## F. GENERAL

All matters and questions not covered by these regulations are subject to the design of management.



# ABSA

## 55th Annual Biological Safety Conference

Hilton Bonnet Creek Resort • Orlando, Florida • October 18-24, 2012



**ABSA**

American Biological Safety Association

1200 Allanson Road

Mundelein, IL 60060-3808 U.S.A.

1-866-425-1385 (toll free) • 847-949-1517

fax: 847-566-4580

e-mail: [info@absa.org](mailto:info@absa.org) • [www.absa.org](http://www.absa.org)