



EXHIBITION RULES AND REGULATIONS

AMERICAN CHEMICAL SOCIETY

59TH SOUTHWEST REGIONAL MEETING

October 25-28, 2003

The Westin Hotel
Oklahoma City, OK

CONTRACT FOR SPACE: Receipt by the 59th Southwest Regional Meeting of a signed contract accompanied by a check for the full amount of the cost of the space requested will constitute a contract for the right of the applicant to use the space allocated. Applications should be made on the official contract form, sent only by mail or hand delivered and accompanied by the full payment. Cancellation after receipt of the contract cannot be honored unless SWRM 2003 is able to resell the space. In the event of fire, strikes, or other uncontrollable circumstances rendering the Exposition Areas unfit or unavailable for use, this contract will not be binding.

SPACE ASSIGNMENT: SWRM 2003 will endeavor to honor your choice of table location as noted on your contract. In the event that your preferred location has already been assigned, SWRM 2003 reserves the right to assign space as equitably as possible. Assignment of space will be based on the order in which the contracts are received, using the postmark date to establish that order for contracts not delivered by hand. Notification of space assignment will be made within ten days of receipt of the contract.

SPACE RENTAL: Exhibitors will be provided a table, skirt and one chair. Requests for electrical or telephone connections must be made at the time of contract signing. These requests will be arranged by the hotel and cannot be guaranteed by SWRM 2003.

COST SCHEDULE:

Corporate & Government Exhibitors	per table including 2 complimentary registrations	\$500
Academic Exhibitors	per table including 1 complimentary registration	\$250

SHIPPING AND HANDLING OF EXHIBITS: No service will be provided by SWRM 2003 for the shipping or setup of exhibits. Further information about shipment of items to the hotel prior to the meeting will be provided after receipt of a signed contract.

INSTALLATION OF EXHIBITS: Exhibits should be set up before Noon, Sunday, October 26.

DISMANTLING OF EXHIBITS: Exhibitors must remove their material by close of meeting on Tuesday, October 28.

RESTRICTIONS: Orders for materials and services may be taken on the premises by exhibitors, but no cash sales will be permitted. All demonstrations, discussions and other activities, such as distribution of descriptive literature of any kind, must be confined to the exhibitor's own table area. No exhibitor may assign, sublet or share the whole or any part of their assigned space without prior approval of SWRM 2003. Displays shall not be placed in such a manner as to interfere with other exhibitors. There must be no obstruction of the aisle space or of exits.

PROTECTION OF THE HOTEL PROPERTY: Nothing shall be nailed, pasted, tacked or otherwise attached to the floor, walls, or other parts of the Hotel Building. Exhibitors violating this regulation are expressly bound, at their own expense, to repair any such damage.

FIRE PRECAUTIONS: Readily combustible materials, including decorations, cannot be used in any manner by an exhibitor. All packing materials are to be removed from the floor upon assembly of the exhibit. The exhibitor is restricted to the use of materials that pass the local and state fire safety regulations. Likewise, any electrical wiring must be installed in accordance with regulations established by the City of Oklahoma City and National Electrical Code. Flammable materials or any substance prohibited by any city department or insurance company will not be permitted.

LIABILITY: It is agreed that exhibitors shall assume all responsibility for any loss, damage or injury that they shall have or cause, and they shall indemnify and hold faultless the Oklahoma ACS Section and the American Chemical Society from all liability which may ensue, from whatever the cause. Every precaution will be taken by SWRM 2003 to prevent loss, but there is no guarantee against loss of any kind.

Tentative Schedule for SWRM General Program:

Sunday, October 26	Noon – 6:00 pm
Monday, October 27	8:00 am – 5:00 pm
Tuesday, October 28	9:00 am – 5:00 pm

Further Information:

For further information about exhibition rules and regulations, contact Dr. Jim Dechter by phone at the University of Central Oklahoma (405) 974-5435 or by email at jdechter@ucok.edu.