

# Exhibit Booth Reservation Form

Annual Meeting of The American Phytopathological Society  
July 31-August 4, 2004 • Anaheim Convention Center • Anaheim, California

## Closing Date—May 14, 2004

- Exhibit reservation and payment deadline.
- Product description due for inclusion in the program book distributed at the meeting.

## Exhibit Booth

- Please reserve \_\_\_\_\_ exhibit booth(s) for our company.  
*Each exhibiting company will be listed in the program book, so be sure to include your company description as you want it to appear when submitting this form.*
- Single Booth  
APS Sustaining Associate Members\* All Others  
 Full payment enclosed  \$725  \$825  
 Deposit of \$400 enclosed
  - Double Booth  
 Full payment enclosed  \$1025  \$1125  
 Deposit of \$600 enclosed
- \* Interested in APS Sustaining Associate membership? Save \$50 on membership by joining now. See enclosed application for details.

## Payment Information

- Check enclosed (make check payable to APS)  
 Please charge my credit card:  
 VISA  Am. Express  Master Card

### Card No:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Expiration Date:     \$ \_\_\_\_\_  
Month Year Total Payment

Card Holder's Signature \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip or Postal Code/Country \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-mail \_\_\_\_\_  
Website Address \_\_\_\_\_  
example: www.apsnet.org

By signing this statement you have agreed to abide by the rules and regulations as stated on the Regulations and Liability Statement (see other side):

Signature \_\_\_\_\_

## Booth Description

Submit a brief description of your company and your product(s) or service(s) via e-mail to [rwilkie@scisoc.org](mailto:rwilkie@scisoc.org) by April 26, 2004. Include a printout of the description when submitting the reservation form and payment. The description, which will appear in the June 2004 *Phytopathology News* newsletter and also the program book, is used to determine separation of exhibitors that will be marketing competitive products/services, as well as provide meeting attendees with information about your company and product.

- Description to be sent via e-mail

Booth numbers will be assigned by May 21, 2004, to all exhibitors who are paid in full **in the order of the date of the receipt of the paid reservation forms**. A floor plan will be sent, once the space is determined, to all current exhibitors.

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If there is a specific competitor that you do not wish to be placed next to or across from, please indicate on space provided. Please **DO NOT** place our booth next to \_\_\_\_\_.

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## Exhibit Hours

### Set Up

Sunday, August 1 11:00 a.m. - 2:00 p.m.

### Open

Sunday, August 1 3:00 p.m. - 6:00 p.m.

Monday, August 2 10:00 a.m. - 5:00 p.m.

Tuesday, August 3 10:00 a.m. - 4:00 p.m.

### Take Down

Tuesday, August 3 4:00 p.m. - 9:00 p.m.

**Special Note:** Electricity and furniture rental forms will be mailed to you after we have received your completed Exhibit Booth Reservation Form. Each booth is 10' x 10' and has an 8' back drape, 3' side drape, and sign.

## Mail or fax form and payment, and e-mail description to:

Rhonda Wilkie, Advertising & Exhibit Sales Representative  
The American Phytopathological Society  
3340 Pilot Knob Road, St. Paul, MN 55121-2097 U.S.A.  
Telephone: +1.651.994.3820 • Fax: +1.651.454.0766  
E-mail: [rwilkie@scisoc.org](mailto:rwilkie@scisoc.org)

## FOR OFFICE USE ONLY

Accepted by:

Rhonda Wilkie, Advertising & Exhibit Sales Representative

Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Balance due \$ \_\_\_\_\_ By May 14, 2004 \_\_\_\_\_

Paid in full \$ \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

# REGULATIONS AND LIABILITY STATEMENT

## 1. Admissions

Entrance to the exhibit area is by name badge only. One exhibit is entitled to two FREE registrations; two exhibits are entitled to three FREE registrations. Additional exhibitor registrations are available at a reduced rate.

## 2. Alcoholic Beverages

The serving of alcoholic beverages by exhibitors in the exhibit area is prohibited.

## 3. Exhibit Set Up and Staffing

Exhibitors must have their exhibits set up prior to the opening of the show. Exhibitors must staff their exhibits at all times during show hours. Failure to adhere to these rules will cause forfeiture of space. No refund will be made and APS will have the right to use the forfeited space.

## 4. Fire and Safety

All exhibits or portions thereof must fully comply with applicable health, fire and safety regulations. No combustible decoration, such as crepe paper, shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the Fire Marshal.

## 5. Conduct of Exhibitors

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's area. Canvassing, solicitation of business, or the use of advertising material or signs by firms other than those who have contracted for space is prohibited. APS has the right to decline or prohibit any display or portion thereof which, in the opinion of the APS management, is not proper or keeping with the character of the exhibition. It may restrict displays which, because of noise, acts, odors, costumes, gimmicks, method of operation, materials, or for any reason, become objectionable, and also may prohibit or evict any exhibit which, in the opinion of the APS management, may detract from the general character of the exhibition as a whole. This provision applies to persons, things, conduct, printed matter or anything of a character which is determined to be objectionable to the exhibition. In the event of such restriction or eviction, APS is not liable for any refunds, rentals or other exhibit expense.

## 6. Care of Building and Equipment

Nothing shall be posted on, or tacked, nailed or screwed, or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors will be held responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants.

## 7. Character of the Exhibit

Displays may consist of equipment, services, materials and products of interest to the memberships. Recorded or live music is prohibited in the exhibit hall.

## 8. Cancellation, Indemnification, Subletting

This application shall become a binding contract between the parties here-to upon its acceptance by APS. It is understood and agreed that in the event of the cancellation of the meeting, or in the event the space assigned to exhibitor is, in the opinion of APS management, rendered unusable by any cause, casualty or occurrence, then and thereupon this agreement shall terminate and the exhibitor shall pay for said space only up to the time of said termination, pro rata, and the exhibitor hereby waives any claims for damages or compensation should this agreement be so terminated. Exhibitor agrees to protect, indemnify and hold harmless APS from any and all liability, loss, damage, or expense resulting from exhibitor's use of the exhibition space. This agreement and the rights herein granted to the exhibitor may not be assigned or otherwise disposed of or encumbered by the exhibitor without the written consent of APS.

A full refund will be made for all space canceled on or before April 14, 2004. A fifty percent refund will be made on canceled space after April 14, 2004. No refund after May 14, 2004. All canceled space shall revert to the possession of APS.

## 9. Insurance and Liability

Insurance, if desired by exhibitors, must be obtained at their own cost and expense. APS and its agents and employees assume no risk, and by the acceptance of this agreement, the exhibitor expressly releases them of and from any and all liability for any damage, injury, or loss to any person or goods, from any cause whatsoever. All property shipped to and from the hotel or drayage firm by the exhibitor for installation of display is the sole responsibility of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

## 10. General

APS reserves the right to rearrange the floor plan and relocate any display. The APS management has the right to enforce all portions of these policies and rules. In interpreting these policies and rules, particular attention will be given to preserving the professional and educational nature of the exhibit.