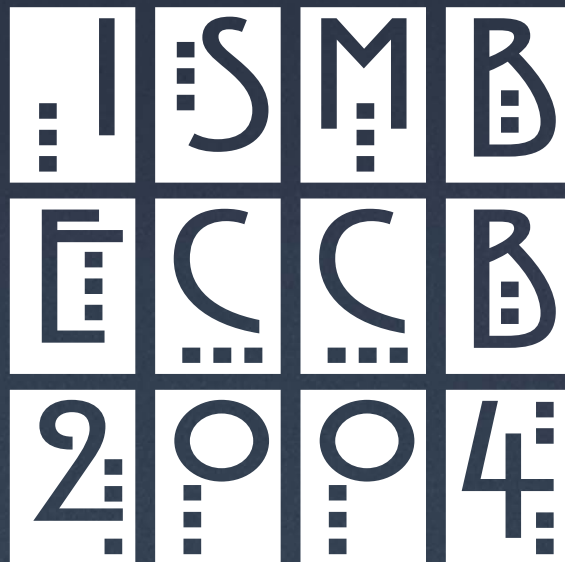




JULY 31 - AUGUST 4, 2004 ✦ SCOTTISH EXHIBITION AND CONFERENCE CENTRE



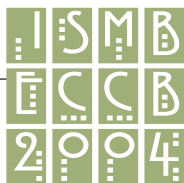
*sponsor*  
OPPORTUNITIES



[www.iscb.org/ismbeccb2004](http://www.iscb.org/ismbeccb2004)

ISMB is sponsored by the conference's host organization, the International Society for Computational Biology. ECCB is the annual European Conference on Computational Biology. Associate hosts for ISMB/ECCB 2004 are: the Collaborative Computational Project 11, the European Bioinformatics Institute, the Scottish Bioinformatics Forum, and the University of Glasgow.





Preeminent computational biologists and bio-IT executives from around the world gather annually for the world's largest bioinformatics conference the International Conference on Intelligent Systems for Molecular Biology (ISMB). ISMB boasts nearly a week of scientific presentations, collegial exchange and exploration of new technologies. For 2004, the ISMB joins forces with the European Conference on Computational Biology (ECCB) to host a joint conference—ISMB/ECCB 2004—in Glasgow, Scotland, UK, July 31 thru August 4. This is a once in a life-time opportunity to mix with the leaders from academia and industry from around the world, showcase products, and generate new sales leads.

ISMB/ECCB 2004 will include an exciting program of posters, papers, tutorials, software demos, exhibits, and speakers. ISMB and ECCB have historically been *the places* to present breakthrough results, hear from *the* top scientists, and discover new developments at the leading edge of bioinformatics. For sponsors and exhibitors, ISMB has become the place to uncover new trends in research and development, meet face-to-face with potential clients, and connect with the bioinformatics community.

Now is the time to demonstrate your presence in this emerging market and to expand contacts in the area. ISMB/ECCB 2004 offers the perfect venue. Conference sponsorship—your interface to bioinformatics community—is available through corporate sponsorship packages and participation in the ISMB/ECCB 2004 conference exhibition.

The prestigious ISMB—now in its twelfth year—is regarded by bioinformatics scientists and bio-IT business leaders as the can't-miss meeting of the year. ECCB, now in its third year, is regarded as the preeminent European conference in bioinformatics.

Please contact me today for more information about your participation in ISMB/ECCB 2004.

Stephanie Hagstrom, CMP  
Conference Liaison  
ISCB/ISMB Conference Vice Chair  
4602 Finsen Avenue  
San Diego, CA 92122  
+1-858-449-9700 (phone)  
+1-858-623-0050 (fax)  
[sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org)



# PAST SPONSORS AND EXHIBITORS 2002-2003

Accelrys	Incyte Genomics	Structural Bioinformatics, Inc.
Agouron Pharmaceuticals	InforMax, Inc.	Structural GenomiX
Alberta Cancer Board PolyomX	InforSense, Ltd.	Sun Microsystems
Alberta Heritage Foundation for Medical Research	Inpharmatica	The blueprint Initiative
Alberta Ingenuity	InPharmix, Inc.	The MIT Press
Alberta Innovation & Science	Integrated Genomics, Inc.	The University of Queensland
American Medical Informatics Association	John Wiley & Sons	TimeLogic Corporation
Apple Computers	Life Sciences Informatics Program	University of Alberta
Australian National University	LION bioscience	University of Calgary
Australian Partnership for Advanced Computing	Los Alamos National Laboratory	US Department of Energy
Aventis Pharmaceuticals	Microway	Viaken, Inc.
Bioinformatics	Millennium Pharmaceuticals, Inc.	Virtual Genetics Lab
BioLateral	Molecular Simulations, Inc.	VPAC
Biomax Informatics	Monsanto	Zymogenetics, Inc.
Bristol-Myers Squibb Company	Mount Sinai School of Medicine	
Cambridge University Press	MSI	
Center for Biological Sequence Analysis	National Biomedical Comp Resource	
Chemical Computing Group, Inc.	National Center for Genome Resources	
CRC Press	National Institutes of Health	
Cybercell	National Science Foundation	
Entigen Corporation	O'Reilly & Associates, Inc.	
Entropia, Inc.	Paracel	
Exiqon	Parabon Computation, Inc.	
Franz, Inc.	Paradigm	
GeneData, Inc.	Partek, Inc.	
Gene Logic, Inc.	PENCE	
Genetics Institute	Pfizer	
Genome Prairie	Platform Computing, Ltd.	
Genops Bioinformatics, Inc.	Protein Data Bank	
Genvea Biosciences	Protein Pathways, Inc.	
Glaxo-Wellcome Incorporated	PubGene, Inc.	
HeliXense	Queensland Government, Department of Innovation	
Hewlett-Packard	Queensland Parallel Supercomputing Foundation	
Hybrigenics	Science Factory GmbH	
IBM	SGI	
IBM Life Sciences Solution	Silicon Genetics	
ICORE	Spotfire, Inc.	
	Springer-Verlag	



# 2004 SPONSORSHIP OPPORTUNITIES

## package

### PLATINUM SPONSORSHIP

FOR-PROFIT COMPANY US\$20,000/NON-PROFIT INST US\$14,000

#### Platinum Benefits

- ✦ Up to two (2) exhibit booths *Preferred location, Size of one (1) booth: 3m x 3m x 2.4m (see exhibit booth info)*
- ✦ Sponsor of Poster Night reception
- ✦ Placement of a poster in the new Industry Poster area
- ✦ Up to one (1) 2-hour demonstration time (*ISMB/ECCB to schedule*)
- ✦ Logo slide during opening session
- ✦ Full page black and white advertisement in the conference program
- ✦ Company logo with link to company on the ISMB/ECCB 2004 website index page
- ✦ Company logo with link to company on the ISMB/ECCB 2004 website sponsorship page
- ✦ Company name and description listed as "Platinum Sponsor" in conference program
- ✦ Company brochure in registration bag
- ✦ Four (4) complimentary full conference registrations *Includes tutorials*
- ✦ Four (4) tickets to off-site social event
- ✦ Five (5) exhibit hall only passes (*no access to scientific sessions*)
- ✦ Company logo on exhibition hall entrance unit

### GOLD SPONSORSHIP

FOR-PROFIT COMPANY US\$12,000/NON-PROFIT INST US\$7,000

#### Gold Benefits

- ✦ One (1) exhibit booth *Size of one booth: 3m x 3m x 2.4m (see exhibit booth info)*
- ✦ Up to one (1) 1-hour demonstration time (*ISMB/ECCB to schedule*)
- ✦ Half-page black & white advertisement in conference program
- ✦ Company name listed on ISMB/ECCB 2004 website sponsorship page
- ✦ Company name and description listed as "Gold Sponsor" in conference program
- ✦ Two (2) complimentary full conference registrations *Includes tutorials*
- ✦ Two (2) tickets to off-site social event
- ✦ Three (3) exhibit hall only passes (*no access to scientific sessions*)

### SILVER SPONSORSHIP

FOR-PROFIT COMPANY US\$6,000/NON-PROFIT INST US\$4,000

#### Silver Benefits no exhibition space included in this package

- ✦ Up to one (1) 1-hour demonstration time (*ISMB/ECCB to schedule*)
- ✦ Half-page black & white advertisement in conference program
- ✦ Company name listed on ISMB/ECCB 2004 website sponsorship page
- ✦ Company name and description listed as "Silver Sponsor" in the conference program
- ✦ One (1) complimentary full conference registration *Includes tutorials*
- ✦ One (1) ticket to off-site social event

### EXHIBIT BOOTH

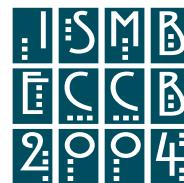
FOR-PROFIT COMPANY US\$3,000/NON-PROFIT INST US\$2,000

#### Exhibit Booth Benefits\*

- ✦ 3m x 3m x 2.4m booth space
- ✦ Two (2) 150-watt spotlights
- ✦ One (1) 2.5-amp 500-watt general purpose outlet
- ✦ Structure *Complete walling for each stand comprised of aluminum frame/lock system with fabric wall*
- ✦ Name listed in conference program as exhibitor
- ✦ Two (2) exhibit hall passes
- ✦ Company name on a vinyl sign set on fascia panels, printed one color
- ✦ One (1) 0.75m x 1.8m table with blue felt cloth
- ✦ One (1) padded chair
- ✦ One (1) wastebasket

\* Does not include internet access or conference registration





## INDUSTRY POSTER

**FOR-PROFIT COMPANY US\$1,000/NON-PROFIT INST US\$500**

We are introducing the option for organizations to purchase a poster board to display a commercial poster during ISMB/ECCB 2004. This poster will be situated in the exhibition area and viewing hours will coincide with open exhibitor hours.

### *Sponsor Industry Poster Benefit\**

- ✦ 90cm (wide) x 170cm (long) space on a board to place posters
- ✦ Name listed in conference program book
- ✦ One (1) exhibit hall only pass (*no access to scientific sessions*)
- ✦ Company name listed on the poster board

*\*There will be no tables, chairs or areas to display brochures or literature at this location. This will be "posters only."*

## SOFTWARE DEMONSTRATIONS

**ORGANIZATION US\$3,000/STUDENT NO CHARGE**

The purpose of the ISMB/ECCB 2004 Software Demonstration session is to allow organizations to demonstrate—in private rooms—their software/hardware relevant to the bioinformatics/molecular biology community. Demonstration times will be scheduled throughout the conference and are open to corporations, non-profit organizations, government labs, and university staff and students.

### *Software Demonstration Benefits*

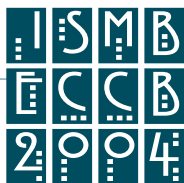
- ✦ Up to 2-hours of demonstration time (*ISMB/ECCB to schedule*)
- ✦ Listing in conference program with description of software and demonstration time
- ✦ Listing in conference schedule
- ✦ AV equipment provided *LCD projector, screen, and microphone (all additional equipment required will be charged at cost to the presenting organization)*
- ✦ Private demonstration room

## OTHER SPONSORSHIP OPPORTUNITIES

Organization names will be listed on the item along with the ISMB/ECCB 2004 logo. ISCB retains the rights for logo placement and item production. Companies will be acknowledged in the conference program and on the conference website.

- ✦ **NAME BADGE LANYARDS** US\$3,000: *exclusive sponsorship available to one company*
- ✦ **REGISTRATION SATCHELS** US\$30,000: *single sponsorship available or up to three companies as a joint sponsorship at US\$10,000 per company*
- ✦ **VOLUNTEER T-SHIRTS** US\$3,000: *exclusive sponsorship available to one company*
- ✦ **CONFERENCE T-SHIRTS** US\$15,000: *single sponsorship available or up to three companies as a joint sponsorship at US\$5,000 per company*
- ✦ **OPENING RECEPTION** US\$15,000 - Fun filled evening of entertainment to be held at the Glasgow Science Centre: *single sponsorship available or up to three companies as a joint sponsorship at US\$5,000 per company*
- ✦ **SCOTTISH THEMED EVENING AT THE UNIVERSITY OF GLASGOW** US\$27,000. This ***not-to-miss evening*** will include the Scottish traditions of Ceilidh dancing and whisky tasting! Put your name on this event and everyone will talk about what a great event \_\_\_\_\_ company hosted at the ISMB/ECCB 2004 conference. This is the event that is remembered year after year. *Single sponsorship available or up to three companies as a joint sponsorship at US\$9,000 per company*
- ✦ **LUNCHEON** US\$15,000: *single sponsorship available or up to three companies as a joint sponsorship at US\$5,000 per company, **five (5) available***
- ✦ **POSTER RECEPTION** US\$15,000: *single sponsorship available or up to three companies as a joint sponsorship at US\$5,000 per company*
- ✦ **BREAK** US\$7,500: *single sponsorship available or up to three companies as a joint sponsorship at US\$2,500 per company*





# contact us

## SPONSORSHIP OPPORTUNITIES

Dr. Clare E. Sansom  
17 Conway Close  
Cherry Hinton  
Cambridge CB1 9LY UK  
Tel/Fax: +44 1223 506031  
[sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org)

## ISCB CONTACT

Stephanie Hagstrom, CMP  
ISCB/ISMBECCB2004 Conference  
Liaison  
4602 Finsen Avenue  
San Diego, CA 92122 USA  
Tel: +1-858-449-9700  
Fax: +1-858-623-0050  
[sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org)

## FREIGHT FORWARDING & CUSTOMS

Rachel Arnold  
GeoLogistics Expo Services  
Unit 18  
Third Exhibition Avenue  
NEC  
Birmingham, B40 1PJ  
England UK  
Tel: +44 121 780 2627  
Fax: +44 121 780 2329  
[rarnold@geo-logistics.com](mailto:rarnold@geo-logistics.com)

## LOCAL MEETING PLANNER

*(on-site arrangements)*

Jane Hay  
Concorde Services  
4B, 50 Speirs Wharf  
Port Dundas  
Glasgow, G4 9TB  
Scotland UK  
Tel: +44 141 331 0123  
Fax: +44 141 331 0234  
[information04@ismbconf.org](mailto:information04@ismbconf.org)

## EXHIBIT BOOTH SUPPLIER

Gwynneth Humphreys  
Melville Beck Exhibitions  
36 Corn Street  
Port Dundas  
Glasgow, G4 9LB  
Scotland UK  
Tel: +44 141 332 9012  
Fax: +44 141 332 9027  
[gwynneth.humphreys@melville.co.uk](mailto:gwynneth.humphreys@melville.co.uk)

## CONFERENCE CENTRE

Tanya Oliver  
Scottish Exhibition & Conference Centre  
Exhibition Way  
Glasgow, G3 8YW  
Scotland UK  
Tel: +44 141 248 3000  
Fax: +44 141 226 3423  
[tanya.oliver@secc.co.uk](mailto:tanya.oliver@secc.co.uk)







# 2004 EXHIBITOR SCHEDULE

## EXHIBITOR DATES

*Saturday, July 31 - Thursday, August 4, 2004*

## LOCATION

*Scottish Exhibition & Conference Centre*

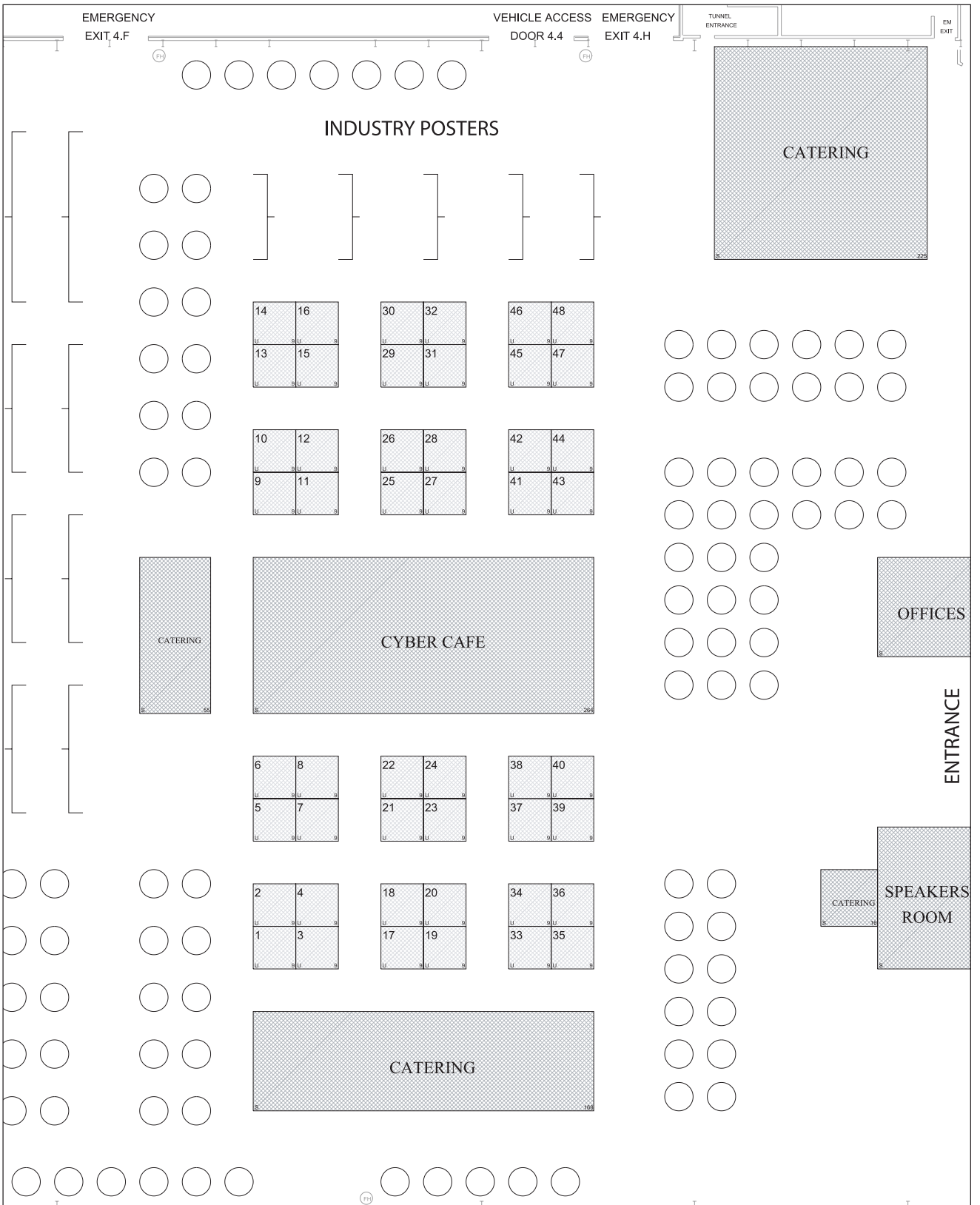
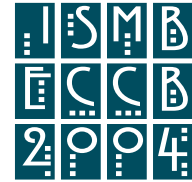
## TENTATIVE EXHIBITOR SCHEDULE-AT-A-GLANCE

*Note, this schedule is tentative, visit  
[www.iscb.org/ismbeccb2004/detailed.html](http://www.iscb.org/ismbeccb2004/detailed.html) for updates*

Saturday, July 31	1700-2000	Exhibitor Move-in/Set-up
Sunday, August 1	0800-1230	Exhibitor Move-in/Set up
	1230-2030	Exhibit Open
Monday, August 2	0830-1800	Plenary Sessions/Posters/Software Demos
	1030-2030	Exhibit Open
Tuesday, August 3	0830-1800	Plenary Sessions/Posters/Software Demos
	1030-1630	Exhibit Open
Wednesday, August 4	0830-1800	Plenary Sessions/Posters/Software Demos
	1030-1400	Exhibit Open
	1400	Exhibit Close

Each exhibiting company will receive a confirmation packet including a complete service kit with forms to arrange for shipping, additional furnishings, electrical, internet connections, telephone orders, etc.

# SECC EXHIBIT HALL LAYOUT





# EXHIBIT AND SPONSORSHIP CONTRACT

## ORGANIZATION INFORMATION

✦ Organization Name *as it should appear on printed materials & signs*

✦ Select One ☐ For-profit Company ☐ Non-profit Institution

✦ Street Address

✦ City/State, Province/Region

✦ Country, Postal Code

✦ Phone *include area & country code information*

✦ Website Address/URL

## CONTACT INFORMATION *individual responsible for sponsorship logistical arrangements*

✦ Name (First Name, Family Name)

✦ Street Address

✦ City/State, Province/Region

✦ Country, Postal Code

✦ Phone/FAX *include area & country code information*

✦ Email Address

## 50 - 100 WORD ORGANIZATION DESCRIPTION *as it should appear in printed material*

contract

*Continue on reverse side*

# EXHIBIT AND SPONSORSHIP CONTRACT

✦ ISMB/ECCB 2004 Contract, Page 2: Organization Name

## SPONSORSHIP SELECTION

CATEGORY	NO. OF ITEMS	COST PER	TOTAL DUE
✦ Platinum Sponsorship		For-profit US\$20,000/Non Profit US\$14,000	
✦ Gold Sponsorship		For-profit US\$12,000/Non Profit US\$7,000	
✦ Silver Sponsorship		For-profit: US\$6,000/Non Profit: US\$4,000	
✦ Exhibit Booth		For-profit: US\$3,000/Non Profit: US\$2,000	
✦ Industry Poster		For-profit: US\$1,000/Non Profit US\$500	
✦ Software Demonstration		Organization: US\$3,000/Student: No Charge	
✦ Name-badge Lanyards		US\$3,000	
✦ Registration Satchels		Single Sponsor US\$30,000/3-Sponsors US\$10,000 ea.	
✦ Volunteer T-shirts		US\$3,000	
✦ Conference T-shirts		Single Sponsor US\$15,000/3-Sponsors US\$5,000 ea.	
✦ Opening Reception		Single Sponsor US\$15,000/3-Sponsors US\$5,000 ea.	
✦ Off-site Theme Evening		Single Sponsor US\$27,000/3-Sponsors US\$9,000 ea.	
✦ Luncheon		Single Sponsor US\$15,000/3-Sponsors US\$5,000 ea. (5 avail)	
✦ Poster Reception		Single Sponsor US\$15,000/3-Sponsors US\$5,000 ea.	
✦ Break		Single Sponsor US\$7,500/3-Sponsors US\$2,500 ea.	
<b>Add 17.5% tax to the subtotal</b>			
<b>TOTAL DUE: US\$</b>			

50% DEPOSIT IS DUE TO CONFIRM REQUESTED EXHIBITION SPACE AND TO BE INCLUDED IN CONFERENCE MATERIALS. FULL PAYMENT IS DUE PRIOR TO THE CONFERENCE BY JULY 16, 2004.

IF YOU PLAN TO EXHIBIT AT THE ISMB/ECCB 2004 CONFERENCE AS AN EXHIBITOR, PLEASE LET US KNOW YOUR BOOTH PREFERENCES. Please refer to the floor plan listed in the brochure for booth location selection and list your...

1st Choice

2nd Choice

Third Choice

Please list any companies you would prefer not to be next to in the exhibitor area:

## PAYMENT

MAKE CHECKS PAYABLE TO "ISCB" IN U.S. CURRENCY AND MAIL TO: ISCB, 4602 Finsen Avenue, San Diego, CA 92122, USA

FORMS MAY BE FAXED TO: +1-858-623-0050

**BANK OR WIRE TRANSFERS:** To conduct a bank transfer, please contact Stephanie Hagstrom at +1-858-449-9700 or send e-mail to [sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org) for wire instructions.

READ "CONTRACTUAL ARRANGEMENT" PORTION OF THIS PROSPECTUS AND VERIFY: ☐ We have read the Exhibitor Information

✦ SIGN

DATE

Cancellations must be received in writing to ISCB at 4602 Finsen Avenue, San Diego, CA 92122, e-mail [sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org) or fax +1-858-623-0050. A full refund less US\$100 administration fee if cancellation received prior to May 16, 2004.

# CONTRACTUAL ARRANGEMENT

## CONTRACT AND PAYMENT

The exhibitor agrees to comply with all rules, guidelines and regulations outlined below. Exhibitor must submit a 50% deposit for booth space and sponsorship funds to guarantee ISMB/ECCB 2004 exhibit space. Full payment is required prior to opening day of the show by July 16, 2004. An exhibitor's application for space, once endorsed by ISMB/ECCB, constitutes a contract for the right to use the space, subject to receipt of payment for space rental. If payment in full or a 50% deposit is not received by June 20, 2004, ISMB/ECCB cannot guarantee booth space. No refunds will be given for space that is unused during conference exposition. **Subletting of space is prohibited.**

## CANCELLATION POLICY

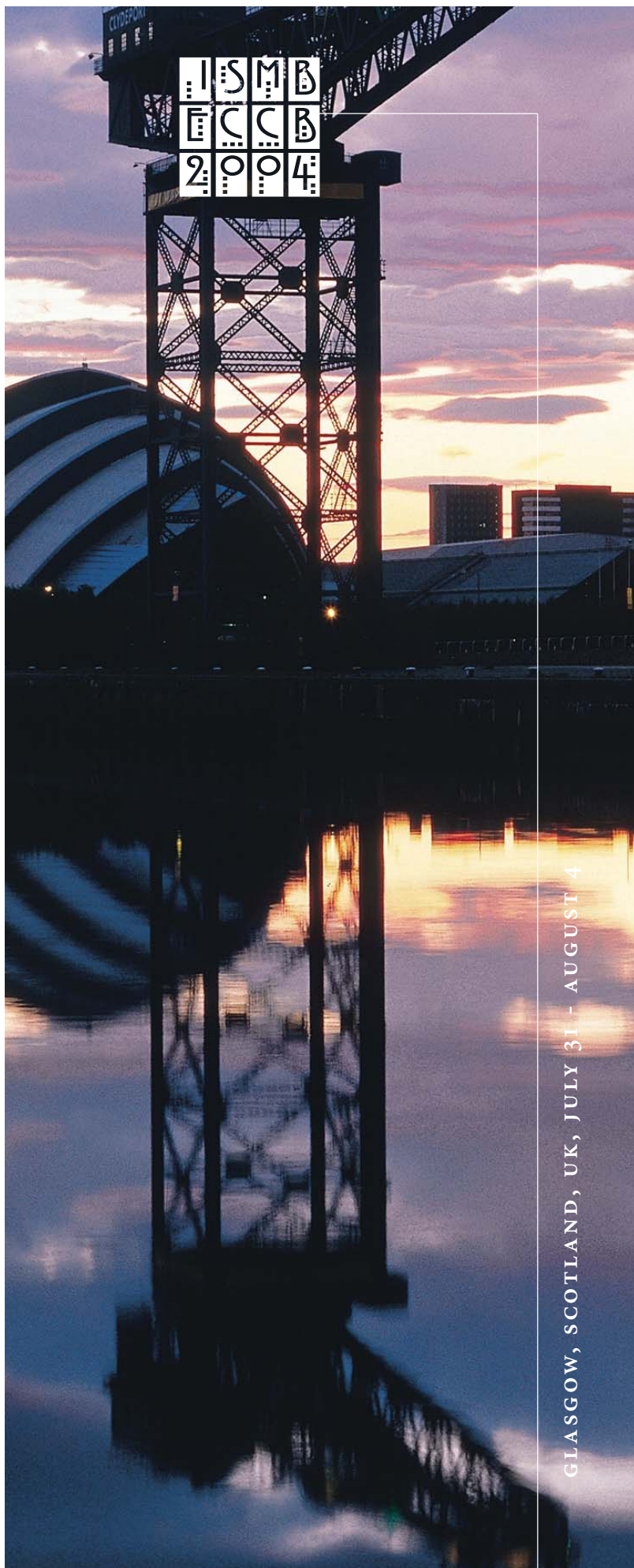
Cancellations must be received in writing to ISCB at 4602 Finsen Avenue, San Diego, CA 92122, e-mail [sponsorship04@ismbconf.org](mailto:sponsorship04@ismbconf.org) or fax +1-858-623-0050. A full refund less US\$100 administration fee if cancellation received prior to May 16, 2004. 50% refund if cancellation received between May 16 and June 16, 2004. No refund after June 16, 2004.

## SHOW CONTRACTOR (EXHIBITION COMPANY)

Melville Beck Exhibitions is the official ISMB/ECCB 2004 show contractor and can help in the booth coordination. Forms for labor, furniture, drayage, utilities, storage, and supplies will be included in the "Exhibitor Service Kit" and is the responsibility of the exhibitor to manage and arrange. Melville Beck will staff a service desk on-site during move-in, throughout the show, and during move-out to assist exhibitors with all services. By waiting to order services on-site, exhibitors will be charged substantially higher rates.

## ACCESS

Access to the Scottish Exhibition & Conference Centre (SECC) for exhibitors and contractors during build-up and pull-down is via the loading bays. All exhibitors will be allocated a time at which to unload to ensure that traffic movement is as smooth and trouble free as possible. An order form will be provided in the "Exhibitor Service Kit." Access maps will also be provided in the "Exhibitor Service Kit."



GLASGOW, SCOTLAND, UK, JULY 31 - AUGUST 4



## CONTRACTUAL ARRANGEMENT

# details

### BADGES

Two Exhibit Hall passes are included with each purchased exhibit booth (*see sponsorship packages for number of passes included with packages*). A notice will be sent via e-mail directing sponsors/exhibitors to a website for sign-up for booth passes. To gain access to the conference social events and educational events, individuals must register for the ISMB/ECCB 2004 conference at the conference rates at <http://www.iscb.org/ismbecb2004/reg.html>.

### COMPUTERS AND AUDIO VISUAL

ISMB/ECCB has secured an audio-visual company in Glasgow as the preferred vendor for all computers and audio-visual needs. Order forms will be included in the "Exhibitor Service Kit" and on the ISMB/ECCB 2004 conference website under "exhibitor resources."

### DEMONSTRATIONS

Demonstrations in the booth and other special activities must be located so crowds will be comfortably contained within the exhibitor's space and not blocking the aisle. Distracting activities are subject to adjacent exhibitor and ISMB/ECCB approval.

### DISTRIBUTION OF LITERATURE/PRODUCT

Exhibitors are allowed to attract people to the booth and work with them in the exhibitors assigned area; however, exhibitors are not permitted to distribute information outside of the booth or in any other areas of the Exhibit Hall or conference areas without prior approval from ISMB/ECCB.

### ELECTRICAL

One (1) 2.5-amp (500 watt) general purpose electrical outlet is included in the booth fee. Additional electrical services may be ordered through Melville Beck Exhibitions. An order form will be included in the "Exhibitor Service Kit." The use of surge protectors is strongly recommended. The SECC and Melville Beck Exhibitions Management team reserves the right to demand removal from the site of any electrical equipment it deems to be non-compliant or suspect. The SECC Safety Management team can call upon internal specialists to assist when the circumstances require it. Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the SECC Health & Safety Officer.

### EXHIBITOR ACCESS ON SHOW DAYS

Exhibitor access on show days will be one (1) hour prior to show open each day and will be via the Hall 4 loading bay. Exhibitors wishing to off-load any goods on show days may go to the Hall 4 loading bay doors. The entrance to the loading bays may be accessed from Finnieston Street.

### EXHIBITOR AFTER HOURS ACCESS

Exhibitors are allowed on the show floor one (1) hour prior and one (1) hour after the posted show hours. Access beyond these times must be approved by ISMB/ECCB at the conference registration desk.

### EXHIBITOR APPOINTED CONTRACTORS

Exhibitors using a contractor other than Melville Beck Exhibitions to install or dismantle a booth must complete the Exhibitor Appointed Contractor (EAC) forms that will be included in the "Exhibitor Service Kit." Exhibitors must inform the EAC to abide by all rules and regulations of the show and may not solicit business on the exhibit floor. EACs are not exhibitors and they must wear their designated badges at all times. An insurance certificate from this contractor showing general liability coverage will also be required.



## FIRE REGULATIONS

- ✦ **FLAMMABLE PRODUCTS:** All materials used in stand construction and decoration are to be fire retardant and conform with local statutory building regulations. The storage of any flammable liquids or fuel within the exhibition hall is not permitted. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel. Fire extinguishers and fire hose reels must at all times be visible and accessible, and must not be removed from its correct location.
- ✦ **FIRE FIGHTING EQUIPMENT:** Should construction of stands and exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of the exhibition venue may require the smoke detection, emergency lighting, and exit lighting systems be extended to cover the stand or exhibit areas.
- ✦ **FIRE PROOF MATERIALS:** Any materials used in stand construction or for display purposes must conform to the following standards (*by a process deemed acceptable by fire authorities*): non-combustible and inherently non-flammable material; durably flame-proof fabric; self-extinguishing plastic; plywood, hardwood, pulpboard or fibreboard is to be rendered flame-resistant.

## FORK LIFT/MATERIAL HANDLING

Fork Lifts are available for hire from the venue and must be operated by an SECC licensed driver. Charges apply for forklift and driver. This service is available to all exhibitors and must be booked and paid for at least 48 hours prior to event build-up.

## HELIUM BALLOONS

Helium Balloons are not permitted in the SECC.

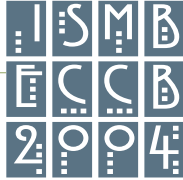
## INDEMNIFICATION

It is understood that the exhibitor assumes entire responsibility for and agrees to protect, indemnify, defend and save ISCB, ISMB, ECCB and the SECC, and their respective consultants, agents, directors, employees, licensees and assigns them harmless from and against all claims, losses and damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or the use of or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of ISCB, ISMB, ECCB, SECC or its employees and agents.

## INSURANCE

Proof of insurance must be provided upon request. Exhibitors are to have a rider on their current insurance policy to cover loss of, theft of or damage to their exhibit or other personal property while it is located at or is in transit to or from the SECC. The exhibitor shall indemnify the SECC, Melville Beck Exhibitions, ISCB, ISMB, and ECCB against, and hold it and its representatives harmless from complaints, suits, or liabilities resulting from negligence of the exhibitor in connection with the exhibits use of display space. The SECC, Melville Beck Exhibitions, ISCB, ISMB, and ECCB shall have no liability for loss, damage or theft, through any cause, of goods, hand carried items, exhibits, or other materials owned, rented or leased by the exhibitor. Personal effects, souvenir handouts and other small, easily removed valuable items should not be left unattended. In no event shall ISCB, ISMB, or ECCB have any liability for incidental, consequential, special, indirect or punitive damages for any harm arising from, or related to, the use of exhibit space under the contract agreement.





## INTERNET

The SECC can provide Internet Services. An order form will be included in the “Exhibitor Service Kit.”

## MOVE-IN AND MOVE-OUT

Melville Beck Exhibitions is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors will need to clear all movements of exhibit materials through this department, which will have priority at the loading dock at all times. SECC allows hand-carried items. It is also recommended that drivers and exhibitors bring their own trolleys to transport goods to and from their stands. This will reduce the amount of time it takes to load and unload and thereby assist with the free flow of traffic.

## OTHER TERMS AND CONDITIONS

All exhibits are under the management and control of ISCB/ISMB/ECCB. Only authorized ISCB/ISMB/ECCB personnel have the authority to make decisions affecting the conference and exhibit activities. ISCB/ISMB/ECCB shall have final authority as to interpretation of the rules and their application. ISCB/ISMB/ECCB reserves the right to amend these rules and regulations or to make additions thereto.

## RIGGING

Rigging of overhead banners and signage needs to be pre-arranged with the SECC prior to build-up of the Exhibition. Exhibitors who require this service should complete the “Rigging Request Form.” For safety reasons all rigging will be completed by the SECC. All banners should be delivered to the SECC prior to the conference, and we request that the “Delivery Form” enclosed with the “Exhibitor Service Kit” is placed on all parcels to ensure they are delivered to the correct location. All banners will be packaged and ready for collection from Hall 4 loading bay after the conference. Penalties apply for failure to collect banners.

## SECURITY

ISCB/ISMB/ECCB will provide security guards in the exhibit area during the off-hours, and will take reasonable precautions to safe guard exhibitor’s property. exhibitors are encouraged to remove any valuable items from the exhibit area each evening.







## CONTRACTUAL ARRANGEMENT

# Details

### SHIPMENTS

The SECC is unable to store equipment or materials in advance of the conference. Please contact GeoLogistic Expo Services (freight forwarding company) who can assist with storage of equipment and materials. Order forms will also be included in the "Exhibitor Service Kit."

Deliveries may not be made prior to Saturday, July 31, 2004. Any deliveries prior to this date will not be accepted. Please be advised that neither the Organizers nor the SECC can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

### ***All direct deliveries should be addressed as follows (not to arrive prior to July 31):***

Exhibitor's Name/Stand Number  
ISMB/ECCB 2004  
c/o Hall 4  
Scottish Exhibition & Conference Centre  
Glasgow, G3 8YW  
Scotland, UK

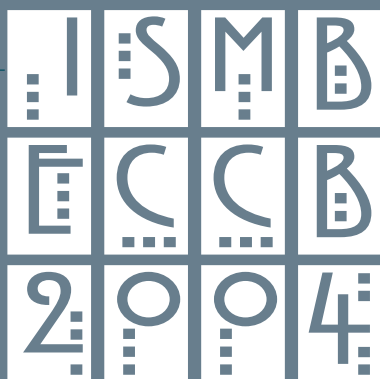
### STORAGE

Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom, doors to such must have a vision panel. The SECC does not have any storage facility for materials left on site outside of tenancy times. Any items and/or materials left at the end of the tenancy will be thrown away and a charge made to the individual exhibitor and/or contractor concerned.

If you require off-site storage facilities please contact the freight forwarding company, GeoLogistic Expo Services.

### VENUE

The ISMB/ECCB 2004 trade exhibition will be held in Hall 4 of the Scottish Exhibition & Conference Centre, Exhibition Way, Glasgow, G3 8YW.  
Telephone: +44 141 248 3000  
Fax: +44 141 226 3423



# Teamwork

*Host Organization of ISMB/ECCB 2004*  
INTERNATIONAL SOCIETY FOR COMPUTATIONAL BIOLOGY



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

*Associate Host Organizations for ISMB/ECCB 2004*

COLLABORATIVE COMPUTATIONAL PROJECT 11  
[www.hgmp.mrc.ac.uk/CCP11](http://www.hgmp.mrc.ac.uk/CCP11)

EUROPEAN BIOINFORMATICS INSTITUTE  
[www.ebi.ac.uk](http://www.ebi.ac.uk)

SCOTTISH BIOINFORMATICS FORUM  
[www.sbforum.org](http://www.sbforum.org)

THE UNIVERSITY OF GLASGOW  
[www.gla.ac.uk](http://www.gla.ac.uk)

