

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

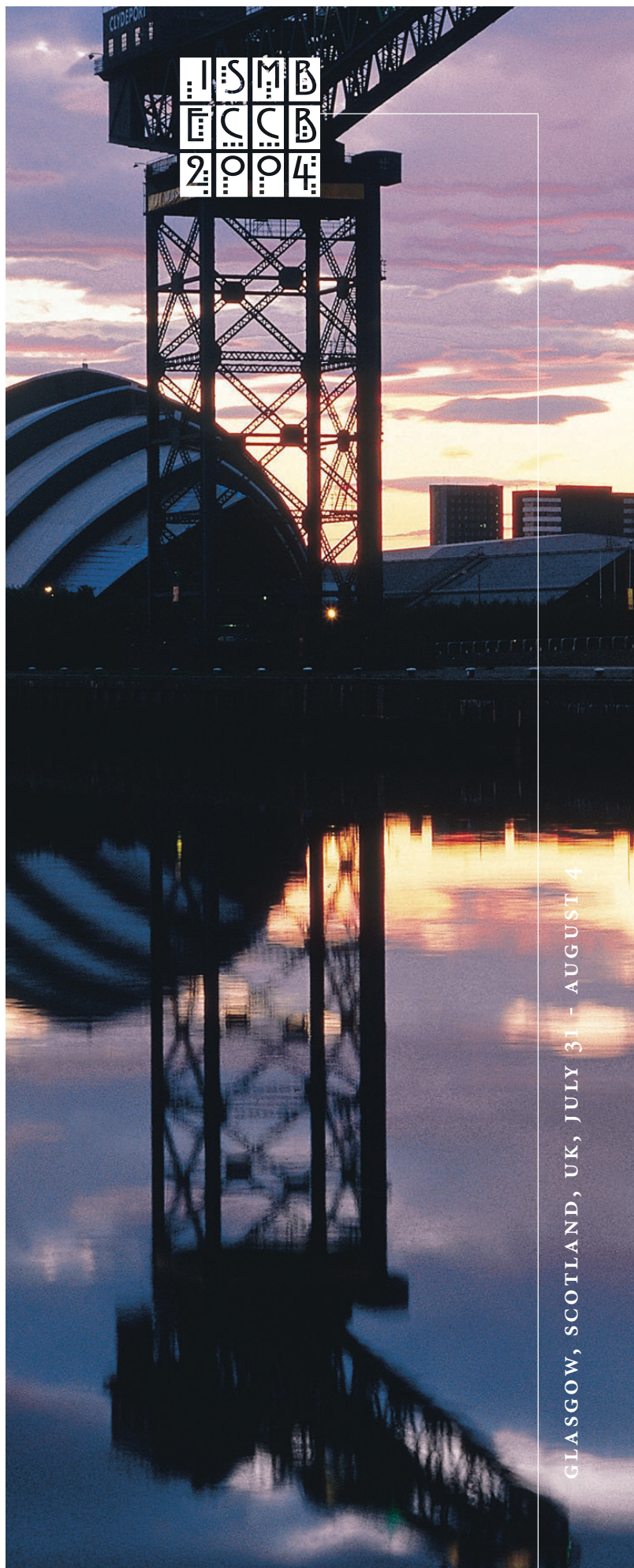
Cancellations must be received in writing to ISCB at 4602 Finsen Avenue, San Diego, CA 92122, e-mail sponsorship04@ismbconf.org or fax +1-858-623-0050. A full refund less US\$100 administration fee if cancellation received prior to May 16, 2004. 50% refund if cancellation received between May 16 and 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."



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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.

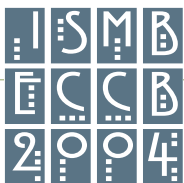
INDEMNIFICATION

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 negligent 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.”

M:OVE-IN AND M:OVE-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.





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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