

Rules and Regulations for Exposition Booths

1. **Contract for Space.** The receipt by the GLRM 2025 of your signed application accompanied by payment for the full amount of the exhibitor or sponsor fee will constitute a contract for the right to use exhibit space at GLRM 2025. Cancellations will be accepted only after all available exhibition space has been sold and another exhibitor agrees to purchase the cancelled space. In the event of a fire, strike, or other uncontrollable circumstance, which renders the exhibition area unavailable for use, this contract will not be binding. If such an event happens prior to June 4, 2025 the GLRM 2025 will issue a refund of at least half of the exhibitor fee.

2. **Space Assignment.** Exhibitors may submit a booth location preference by email to the Exposition Co-Chairs using the booth location numbers posted on the meeting website (see 15). GLRM 2025 will endeavor to honor your choice of exhibit space based on the date of receipt of payment for space. In the event that your preferred choices have already been assigned, the GLRM 2025 will assign booths as equitably as possible, in accordance with the exhibitor preferences. GLRM 2025 reserves the right to rearrange booth space for flow. In such a case, as equivalent of a booth as possible will be assigned and your contact person consulted.

3. **Space Rental and Fees.** All booths will be 8 feet by 10 feet. Standard booth furnishings will include one 8'x24" skirted table, two banquet chairs, 8' and 3' black drapes around the booth, one 110-volt power outlet, one identification sign with booth number, and general overhead illumination.

4. **Additional Furnishings and Supplies.** Additional furnishings and/or additional electrical power may be arranged in advance of the meeting using the Exhibitor Kit form provided through Green Bay Exposition Services. The Exhibitor Kit form (which lists the extra services and their fees) can be found on the meeting website (see 15) and has a discount price deadline of May 21, 2025.

5. **Shipping and Handling of Shipping Crates.** Exhibitors have two options:

1.) Ship your materials to Green Bay Exposition Services using the information provided in the Exhibitor Kit form. This company will bring your items to the Expo location for you. Shipments will be accepted May 21 to May 28, 2025 (which is one week prior to the meeting). All shipping and handling costs are the responsibility of the exhibitor. Please see the Exhibitor Kit form for complete details on shipping and fees.

Warehouse shipping address:

<Exhibiting Company Name and phone number>

Booth #

C/O Green Bay Expo Services
598 Borvan Avenue
Green Bay, WI 54304

2.) Bring your display materials with you when you arrive to set up your exhibit on Wednesday, June 4 between 8:00-10:30 am. Exhibitors should also bring equipment to move their materials to the exhibit area (e.g. cart or flat bed, etc). All materials must enter through the main entrance to the Hilton (park in the loading/unloading zone off College Ave). If you have large items that require the use of the loading dock (semi delivery) or you have missed the shipment deadline to Green Bay Exposition Services (see 1 above), please contact the Exposition Co-Chairs. Use of the loading dock and/or shipments to the Hilton without prior authorization is not allowed.

6. **Installation and Dismantling of Exhibits.** Exhibitors may set up their displays and other materials from 8:00-10:30 am on Wednesday, June 4, 2025. All exhibit setup work should be completed 30 minutes before the exposition's opening time of 11:00 am on Wednesday, June 4, 2025. Unoccupied exhibit space may be reassigned after 11:00 am on Wednesday, June 4, 2025 without refund of any space rental fees that may have previously been paid for it. Dismantling of exhibits shall begin after the closing of the exposition at 5:30 pm on Thursday, June 5, 2025. All exhibit materials must be removed by 9:00 pm on Thursday, June 5, 2025.

7. Space Restrictions. All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of their assigned space without prior approval of GLRM 2025. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward farther than 36 inches from the main back wall, and no equipment of abnormal height (greater than 8 feet) shall be allowed along the sides. There shall be no obstruction of the aisles.

8. Fire Precautions. All materials used for the displays must be flame retardant. Firefighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials shall be removed from sight upon completion of the booth setup. Small items may be stored under the table, if hidden by a table skirt. Large items shall be stored by prior arrangement, in advance of the meeting, by Green Bay Exposition Services. All electrical work and wiring must be approved and installed in accordance with the underwriters code, local codes, and the directions of the Green Bay Exposition Services.

9. Protection of Green Bay Exposition Services and Hilton Paper Valley Hotel Property. No items of any kind shall be glued, tacked, nailed, screwed, taped, or otherwise attached to the columns, walls, floors or other parts of the hotel or convention center building or to any of its furniture except that power cords may be duck-taped to the floor for safety purposes.

10. Liability. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the activities of the exhibitor and their agents. The exhibitor will indemnify and hold harmless the Hilton Paper Valley Hotel, Green Bay Exposition Services, the Central Wisconsin Section of the American Chemical Society, the Northeast Wisconsin Section of the American Chemical Society, GLRM 2025, the American Chemical Society, and their agents and employees, from any and all such losses, damages and claims. The Hilton Paper Valley Hotel and its staff will provide a normal level of building security during the meeting and the exhibit hall will be locked outside of exhibit hours. However, neither the GLRM 2025 nor the Hilton Paper Valley Hotel can provide guarantees against losses of any kind.

11. Exhibitor's Badges. Each manned booth exhibitor will receive one exposition-only badge as part of registration. The names of each person should be listed on the booth application form. The exposition chair, Kara and Ksenia, should be notified of additions and deletions to this list. These meeting badges will admit exhibitor representatives to presentations of all GLRM 2025 sponsored functions through Friday afternoon, except the technical sessions. However, exhibitor representatives with meeting badges will need to pay any extra event admission fees to "ticketed" events on the same basis as all other registered meeting attendees.

12. Admission to Exposition Area. Admission to the Exposition Hall will be limited to those wearing a GLRM 2025 or Exposition-Only badge, except for staff and employees of the Hilton Paper Valley Hotel and Green Bay Exposition Services, who will also be admitted to the hall.

13. Exposition Hours. The two-day exhibition is scheduled for the morning of Wednesday, June 4, 2025 from 11:00 am – 8:00 pm (break from 4:30 – 6:00pm), and Thursday, June 5, 2025 from 8:00 am to 5:30 pm. These exposition hours may be revised at a later date. Exhibitors of manned booths are expected to have at least one representative present at their booth during these hours, they are free to staff their booths with additional representatives as they see fit.

14. Exposition Co-Chairs: Kara Nell and Ksenia Carr (glrm2025.expo@gmail.com)

15. Meeting Website: <https://greatlakesregion-acis.org/event-welcome/glrm-2025>