# MARM 2020

# Application and Contract for Exhibitors and Sponsors

***(Please complete both pages of this application)***

48th Middle Atlantic Regional Meeting

The Graduate Center of City University of New York, New York, New York

June 12, 2020

Name of Contact Person:

Company:

Address:

City/State/Zip:

Phone: Fax:

E-mail:

Year of Past Participation:

Authorized Signature: Date:

**FEES**

**(*Early Bird by March 1, 2020; payment in full by April 15, 2020 to ensure full benefits.)***

|  |  |  |  |
| --- | --- | --- | --- |
|  | March 1, 2020 | April 15, 2020 | Amount |
| MARM Returning Exhibitor | Early Bird |
| Commercial | $270 | $320 | $375 |  |
| Academic\* | $210 | $235 | $275 |  |
| Total Amount | - | - | - |  |

\*Note: Academic Booths will be set up in an area where student programs are run.

|  |  |  |
| --- | --- | --- |
| Equipment/Instrument | Starting | Running |
| Current, A | Power, W | Current, A | Power, W |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please use one of the methods below for payment:**

1. **PayPal at PayPal@MARM2020.org**
2. **Check payable to: MARM 2020**

**Please send check to:** Dr. Ping Furlan

Math & Science Department

U.S. Merchant Marine Academy

300 Steamboat Road

Kings Point, New York 11024

Date or estimated date of payment:

# Page 2 of Application and Contract

Please list the following: company name, address, phone, fax, e-mail, and website as you want them to appear in the meeting program and on our website.

Company Name:

Contact Person:

Address:

Phone: Fax:

E-mail: Website:

Description of products/services as you would like it to appear in the Meeting Program and other promotional literature (**50 word limit**)

**Name and Information of Registrants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Email** | **Phone** | **ACS member**  |
|  |  |  |  | Yes or No |
|  |  |  |  | Yes or No |

**Names of the Representatives Who will Staff the Booth**

**Please Email**

1) The completed application with contract

2) A high-resolution organization logo

to: Expo@MARM2020.org

*Thank you for supporting the 48th Middle Atlantic Regional Meeting of the American Chemical Society.*

**MIDDLE ATLANTIC REGIONAL MEETING EXPOSITION RULES AND REGULATIONS**

1. CONTRACT FOR SPACE: Receipt of your signed contract by the Middle Atlantic Regional ACS Meeting, accompanied by a check or PayPal payment for a full amount for table space rental, will constitute a contract for the right to use the space allocated. In the event of fire, labor strikes or other uncontrollable circumstances rendering the **Exposition area unfit or unavailable for use, this contract will not be binding. If such event happens prior to January 15, 2020**, a refund of one-half the rental fee will be made. Applicants must be on the official form and accompanied by a check or PayPal payment for the full amount, in order to be honored. Cancellations cannot be honored unless the MARM 2020 ACS Meeting is able to re-sell the space. Canceled space will not be resold until all space for the Exposition has been sold.
2. SPACE ASSIGNMENT: The Middle Atlantic Regional ACS Meeting will endeavor to honor your choice of space. In the event that your preferred spaces have been previously assigned, the Exhibition Chair reserves the right to assign space as equitably as possible.
3. SPACE RENTAL: Each space includes a 5-ft rectangular table, and two side chairs. For further information about the site, please contact the program chair, Brian Gibney, BGibney@gc.cuny.edu.
4. INSTALLATION AND TAKE-DOWN OF EXHIBITS: Installation time starts at 9:30 a.m. on Friday, June 12, 2020. Unclaimed space will be reassigned by noon with no refund of rental fees. Please remove your exhibit by 6:00 p.m. on Friday, June 12, 2020.
5. PROTECTION OF THE GRADUATE CENTER OF CITY UNIVERSITY OF NEW YORK (CUNY): Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. All balloons are expressly forbidden in The Graduate Center. Exhibitors violating this requirement are expressly bound, at their expense, to repair any such damage to The Graduate Center property, which they may cause.
6. FIRE PRECAUTIONS: Combustible decorations are forbidden. All packing material and containers are to be removed from the floor upon completion of booth setup. The exhibition materials must comply with New York City Fire Department Codes. Drapes and curtains must be flameproof. Likewise, all electrical wiring must be approved and installed in accordance with New York City code. Volatile or flammable matter or any substance prohibited by the City departments or insurance authorities will not be permitted in the building.
7. LIABILITY: Exhibitors shall be fully responsible to pay for any and all damages to property owned by The Graduate Center of CUNY, its owners or managers, which results from any act or omission of the Exhibitor. The Exhibitor agrees to defend, indemnify, and hold harmless, The Graduate Center of CUNY, its owner, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from exhibitor’s use of the property. Exhibitor’s liability shall include all losses, cost, damages, or expenses arising from, or out of, by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from, or out of, the exhibitor’s occupancy and use of Exposition premises, The Graduate Center, or any part thereof. Guards will be provided, as noted, and every precaution shall be taken to insure the exhibitor against loss.
8. EXHIBITOR’S BADGES: Each exhibitor may receive two registration badges without charge. Such badges entitle exhibitor’s representatives admission to presentations or other meeting sponsored functions.
9. NO SMOKING: It is the policy of the ACS that the use of tobacco products is strictly prohibited in the Exhibit Hall, including the time during which exhibits are set-up and dismantled.