

License for Space Agreement

Society for Molecular Biology Evolution – SMBE

Hosted by the Center for Evolutionary Functional Genomics in the Biodesign Institute at Arizona State University, Tempe, Arizona

May 25 through May 28, 2006

**Registration and Exhibitor Reservations:** Each exhibiting company received one complimentary registration. Exhibitors who staff the booth must be listed on the registration form. Registration covers all educational and plenary sessions, receptions, breaks, and lunches.

**Materials to be Shipped:** Arrangements for advance shipment of exhibit materials should be sent to: Dr. Sudhir Kumar – SMBE 2006; The Biodesign Institute; Arizona State University; P.O. Box 875301; Tempe, AZ 85287-5301. If you have questions regarding the sending of materials, please call Patricia Marsh at Marsh Conference and Event Planning, the phone number is 480-917-9405.

**Assignment of Space and Payment:** No space assignment can be made until an executed license and full payment are received by Marsh Conference and Planning Services - Payment is accepted in the form of company check (no personal checks accepted); or credit card.

**Cancellation:** Cancellations must be received by Friday, April 28, 2006, in order to be eligible for a refund. Refunds will be made after the conference, less a \$75.00 handling fee. After April 28, 2006, refunds will be made only if space is re-licensed by SMBE.

**Installation/Dismantling:** Exhibits should be set up by 7:30 AM and MUST be set-up by 10:30 AM on Thursday, May 25, 2006. Exhibits must be dismantled by NOON on Sunday, May 28, 2006. SMBE reserves the right to re-license/reassign space if an exhibitor fails to comply with these move-in/set-up deadlines.

**Standard Booth Equipment:** SMBE will furnish each exhibitor an 8' x 10' exhibit space, draped 8 foot table, 1 chair and identification sign. If electricity is required, please contact Patricia Marsh at Marsh Conference and Event Planning, 480-917-9405 or via e-mail at patricia.chase@asu.edu. The additional cost for electricity is \$50.00.

**Restrictions:** SMBE reserves the right to revoke the license for space of any exhibiting company or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the exhibition area, which in SMBE's exclusive judgment is not appropriate.

**Security/Liability:** The Exhibit Area will be secured when exhibits are not open. SMBE shall not be responsible for the safety of exhibits from theft, damage by fire or other causes. The exhibitor hereby expressly assumes responsibility for injury or damage to persons, property or things occurring within the exhibit space licensed to each exhibitor in accordance with the terms of this license.

I have read and fully understand the License for Space Agreement above and will abide by it:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Exhibitor (Print)

\_\_\_\_\_  
Exhibitor's Signature