

As a condition of exhibiting and when applying for exhibit space, an Exhibitor agrees to abide by the following:

Indemnification and Liability

Neither party will be liable for delayed performance or inability to perform due to acts of God or the public enemy, war, acts of terrorism, riot, embargo, sabotage, flood, tornado, accident; any circumstance of similar or different character beyond a party's reasonable control, including without limitation unavoidable fire, explosion, transportation delays, or labor trouble.

Exhibitor assumes full responsibility for the timely, safe and proper installation, removal, and maintenance of its property, exhibits, equipment, and personal belongings and for the safe and proper occupancy and use of the exhibition premises and any part thereof.

Exhibitor hereby releases and discharges, Mayo Clinic, Mayo Medical Laboratories, The Kahler Grand Hotel and its employees and agents from any and all claims, losses, and damages to person or property arising out of or in connection with Exhibitor's installation, maintenance, and removal of Exhibitor's property, exhibits, equipment, and personal belongings and its occupancy or use of the exhibition premises or any part thereof, except for such loss or damage which is directly caused by the negligence of Mayo Clinic, Mayo Medical Laboratories or The Kahler Grand Hotel, its agents, or employees. Exhibitor understands and acknowledges that Mayo Clinic, Mayo Medical Laboratories, and The Kahler Grand Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance coverage.

Exhibitor Responsibilities

Exhibitor shall comply with all applicable laws and regulations. Exhibitor shall comply with all applicable fire, utility, building, and safety codes and with all rules of The Kahler Grand Hotel. All decorative materials used by the Exhibitor shall be flame resistant. Exhibitors shall leave the exhibit space in the same condition as it was when Exhibitor entered upon the premises.

Exhibitor shall not construct or maintain its Exhibit in any manner that unreasonably interferes with or obstructs the operation of, or access to, other exhibits.

Exhibitor shall be responsible for the security of all items and persons in connection with its exhibit. Neither Mayo Clinic, Mayo Medical Laboratories nor The Kahler Grand Hotel, nor the agents or employees of any, shall be responsible for any damage to, or loss of, any items or for any injury to any persons in connection with the exhibit.

Exhibitors may not attach anything to the building by tape, nails, paste, or any other means.

Hazardous Waste Disposal

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death or pollute air, land or water. Exhibitors who generate material fitting any of these criteria, during their exhibiting activity, must follow these guidelines:

- Be aware of the full scope of the hazards associated with waste created with the exhibit
- Conform to the requirements of all regulatory agencies having jurisdiction over the creation of hazardous waste in that location

Mayo Clinic will provide hazardous waste disposal to Exhibitors.

Included with your exhibit fee of \$2,500:

- 8 x 10 exhibit space
- Pipe and drape (black)
- Table(s) (if requested)
- Chair(s) (if requested)
- Electrical hook up (if requested)

Note: The exhibit hall is carpeted. Ceiling height is 9 ft.

Booth Space Assignment

Booth space assignments are based on a first-come, first-served, space-available basis (following receipt of completed Exhibitor Registration Form and Agreement). A floor plan with available spaces will be e-mailed to the company contact for space selection.

Booth Space Cancellation

Booth space cancellation refunds will be made based on the following schedule:

If Mayo Medical Laboratories receives written notice of your cancellation:

Between December 1, 2009 & July 23, 2010	50% refund of total booth space rental fee
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On or after July 23, 2010	No refund.
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Exhibitor Installation

Tuesday, August 3	2:30-6 pm
Wednesday, August 4	7-9:45 am

Exhibitor Dates

Wednesday, August 4
Thursday, August 5

See Exhibitor Schedule for specific exhibit times. There are no competing educational sessions outside of the exhibit hall scheduled during dedicated exhibit hours.

Exhibitor Dismantling

Exhibit tear down can begin after 4 pm on Thursday, August 5. All exhibits must be packed and ready for outbound loading by 10 am on Friday, August 6.

Exhibitor Events for Conference Attendees

Any exhibitor holding an event to which conference registrants are invited must abide by the following schedule:

Tuesday, August 3	after 5:20 pm
Thursday, August 5	after 5:30 pm

Exhibitors should not be holding an event the night of the reception – Wednesday, August 4 from 6-8 pm.

Mail and e-mail participant lists can not be shared with exhibitors. If you/your company would like assistance notifying the confirmed attendees of your reception/education venue or if you would like contact information for the local hotels (to confirm space for a function), please contact Sharon Preuss (preuss.sharon@mayo.edu / 507-284-8742). Please let Sharon know if your company is planning an evening event.

Service Contractor

An official service contractor has not been designated for this program.