



Council of State and Territorial Epidemiologists
2008 Annual Conference
EXHIBITOR PROSPECTUS
June 8 - 12, 2008 • Denver, CO

The Council of State and Territorial Epidemiologists invite you to participate in our Annual Conference to be held in Denver, CO, June 8 - 12, 2008. The conference will include public health epidemiologists who self-identify as infectious disease, chronic disease, maternal and child health, environmental, occupational, injury and general epidemiologists.

Exhibit Show Activities

Numerous activities are scheduled in the exhibit hall to increase attendee traffic and exhibitor visibility, including:

- Food and Beverage served in the exhibit hall.
- CSTE sponsored Cyber Café.

The CSTE registration desk is located near the entrance of the exhibit hall. On Monday through Wednesday, a continental breakfast, morning break and afternoon break are provided for attendees in the exhibit hall.

Exhibit Dates and Times

Sunday, June 8

12:00 pm – 4:00 pm Exhibitor Set Up

Monday, June 9

7:00 am – 3:30 pm	Exhibit Hall Hours
7:00 am – 8:30 am	Continental Breakfast
10:00 am – 10:30 am	Session Break
12:00 pm – 1:30 pm	Lunch Break
3:00 pm – 3:30 pm	Session Break

Tuesday, June 10

7:00 am – 3:30 pm	Exhibit Hall Hours
7:00 am – 8:30 am	Continental Breakfast
10:00 am – 10:30 am	Session Break
12:00 pm – 1:30 pm	Lunch Break
3:00 pm – 3:30 pm	Session Break

Wednesday, June 11

7:00 am – 1:30 pm	Exhibit Hall Hours
7:00 am – 8:30 am	Continental Breakfast
10:00 am – 10:30 am	Session Break
1:30 pm – 5:00 pm	Dismantle

Exhibit Hall Floor Plan, Details and Fees

Attached is a preliminary floor plan; CSTE reserves the right to rearrange the floor plan at any time and relocate exhibitors if it becomes necessary for causes

beyond the control of CSTE or is deemed in the best interests of the conference and CSTE. Every effort will be made to accommodate exhibitors concerns. All space is assigned on a first come, first served basis. Please choose your preferred booth based on the floor plan attached.

A Booth Application and Contract is required to confirm booth space. Please read carefully, complete and sign the exhibitor contract by March 7, 2008. Mail the contract along with your check or credit card information to:

Tarajee Curry
Council of State and Territorial Epidemiologists
2872 Woodcock Blvd., Suite 303
Atlanta, GA 30341
Telephone: (770) 458-3811
Fax: (770) 458-8516
Email: tcurry@cste.org

Exhibitor Services

The official general service contractor is Brede Exposition Services. Brede will mail the Exhibitor Service Kit prior to the exposition. Requirements for additional furniture, electricity, internet, AV, labor, drayage, special signs, and cleaning should be referred to Brede Exposition Services, 5140 Colorado Blvd., Denver, CO 80216; telephone (303) 399-8600. All required forms included in the service kit should be completed and return to the appropriate contact in advance to ensure proper set up at the exposition and to take advantage of discounts.

The exhibits will be held at the Adam's Mark Hotel. The space will be carpeted and has a high ceiling.

Standard commercial booths are 8'x10' and include:

- 8'x10' booth space
- One 6' draped table
- Two chairs
- One wastebasket
- A one-line identification sign with company name
- Complimentary company listing and description in the final conference program
- Two complimentary conference registrations per paid booth (*we require all exhibitors associated with an exhibit booth to be registered for the conference*)
- General cleaning of the aisles

Booth Personnel Registration

Two complimentary conference registrations are included with your paid exhibit booth space. This means that two organizational representatives may attend any of the CSTE sessions and the Opening Reception Monday night, June 9, 2008. If additional booth personnel want to attend, there is an extra fee of \$200 per person for up to a total of two additional people. Registration information and payment for additional booth representatives must be received by April 4, 2008.

Shipping Instructions

Brede Exposition Services is pleased to provide full-service for all your transportation needs. Your exhibitor service kit includes all information necessary for both inbound and outbound shipping as well as for the installation and dismantling of your booth display.

Please be sure to note deadlines for transportation services to take advantage of pre-show discounted rates. Brede Exposition Services will have a representative available onsite to help with any transportation needs. **Please do not ship materials directly to CSTE or to the attention of a CSTE staff member at the Sheraton Atlantic City Convention Center Hotel or any of the host hotels.** CSTE cannot be responsible for your packages or accept receipt of packages.

Hotel Accommodations

Reservations for your stay in Denver, Colorado should be made through the Adam's Mark Hotel.



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BOOTH APPLICATION AND CONTRACT
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Please reserve space for our exhibit at the CSTE Annual Conference. If our choice has been allocated, we request that CSTE call us for re-assignment or assign us what is considers best of available space. We understand that this application becomes a contract when signed by us and accepted by CSTE. We agree to abide by all rules, regulations and restrictions outlined in this contract and in the prospectus.

Booth Selection: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Booth Price:

Organization Type	Early Bird (Deadline 2/1/08)	Pre-Conference (Deadline 3/7/08)
Government, Academic and Association	\$1,100 (\$500 deposit per booth)	\$1,200 (\$600 deposit per booth)
Consultancy Firms and Small For-Profits	\$1,350 (\$625 deposit per booth)	\$1,500 (\$725 deposit per booth)
Corporate and Pharmaceutical	\$5,000 (\$975 deposit per booth)	\$7,000 (\$1,075 deposit per booth)

Number of Booths: _____ **Total Price of Booths:** _____

Deadline for final booth payment is March 7, 2008.

Organization Name (To be listed in program as shown)

Address

City/State/Zip

Telephone

Fax

Contact Name/Title

Contact Email

Organization Web Site Address

Authorized Signature

Date

(Unless otherwise indicated, all correspondence, including billing, will be conducted with the individual listed above.)

Payment:

☐ Deposit ☐ Full Booth Fee

☐ Check Enclosed Check # _____ Amount _____ Made payable to CSTE
Charge to: ☐ American Express ☐ MasterCard ☐ VISA ☐ Discover

Credit Card # _____ Expiration Date _____

CSTE EXHIBIT RULES, REGULATIONS, CONDITIONS, AND RESTRICTIONS

A. SPACE RENTAL

1. **CONTRACT FOR SPACE.** Application for exhibit space releases CSTE and the Adam's Mark Hotel from any and all liabilities to applicant, its agents, licensees, or employees that may arise as a result of submission of an application or participation in this exhibition. CSTE determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by CSTE of the applicant's products or services, nor does rejection imply lack of merit of same.

2. **REFUNDS.** No refund may be made for space that is unused at any time during the exhibition. If space is unused at the opening of the exhibition, CSTE may rent or use it without obligation or refund.

B. CANCELLATION POLICY

All cancellations must be submitted in writing. Assignments not rejected by the exhibitor within 7 days of notification of space assignment will be considered accepted by the exhibitor and may, thereafter, be rejected or the contract cancelled only with the approval of CSTE. A written cancellation received on or before March 7, 2008 will be refunded in full minus the deposit. There will be no refunds after this date. THERE ARE NO REFUNDS ON DEPOSITS.

C. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS

1. **ARRANGEMENTS OF EXHIBITS.** The space provided will be shown on the floor plan insofar as possible but CSTE reserves the right to make changes at any time in the locations, size and display limits of any booth if this is the best interests of the show.

2. **USE AND PURPOSE OF EXHIBIT SPACE.** The purpose of the exhibits is to inform and educate attendees regarding products and services of the exhibitors.

3. **RESTRICTIONS.** CSTE reserves the right to make such selections from the applications received that will in its judgment most effectively contribute to the conference.

4. **CONSTRUCTION OF EXHIBITS.** Exhibitors using low side rails must coordinate plans with neighboring exhibits. No exhibit is permitted to obstruct the view of adjacent booths. Requests to deviate from these guidelines must be submitted in writing to CSTE for approval prior to set-up. CSTE reserves the right to direct revisions, at exhibitor expense, of any exhibit that does not comply with these guidelines. No materials may be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface the premises or booth equipment and furniture. Any damage is payable by the exhibitor.

5. **DECORATION OF THE EXHIBIT.** A service kit will be provided at least 4-6 weeks before the Conference, which will include information on labor, drayage of furniture, carpeting, lighting, telephones, and electricity. It is the responsibility of the

exhibitor to abide by the regulations and deadlines contained therein. All shipments to the conference should be marked with your name, company name, booth number, address, telephone number, CSTE Annual Conference and be shipped to: Address to be forwarded with your service kit.

6. INSTALLATION AND DISMANTLING OF EXHIBITS.

Information on set-up and dismantling of exhibits will be forwarded with confirmation. No one will be allowed in the hall after these designated hours. All exhibits must be completed and in place by 7:00 am, Monday, June 9 and remain in place until close of show. The exhibit area must be cleared by 5:00 pm, June 11.

7. **FIRE AND ELECTRICAL REGULATIONS.** All local regulations will be strictly enforced, and the exhibitor assumes responsibility for compliance with such regulations. All decorations and booth equipment must be fireproofed to meet the requirements of the city.

8. **UNION LABOR.** Exhibitors are required to observe all union contracts in effect between CSTE, the official contractors, the hotel and various labor organizations in accordance with city union regulations.

D. LIABILITY.

1. **INDEMNIFICATION.** Exhibitor shall not hold CSTE liable for any loss damage, theft or destruction of exhibitor's property, and further, exhibitor shall indemnify CSTE and the Adam's Mark Hotel against, and hold them harmless resulting from the exhibitor's property.

2. **INABILITY TO PERFORM.** Should any contingency prevent holding of the conference of exhibition, CSTE shall not be held liable for any expenses incurred by the exhibitor.

3. **INTERPRETATION AND ARBITRATION.** These regulations are incorporated as part of the agreement between the exhibitor and CSTE. CSTE has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decisions of CSTE and shall be binding on all parties affected by them. Exhibitors or their representatives, who fail to observe these conditions, or conduct themselves unethically, may be dismissed without refund

or other appeal. The parties agree that in the event of any claim or dispute concerning questions of fact or law arising out of or relating to this contract, its performance or alleged breach shall be submitted to the arbitration of two disinterested and competent persons, mutually chosen, who shall select a third, whose award, pursuant to the rules of the American Arbitration Association, shall be conclusive and binding on both parties. Exhibitors agree to protect, save, and hold harmless CSTE, Adam's Mark Hotel, and all affiliates, agents, servants, and employees thereof, hereinafter collectively referred to as Indemnitees, for any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor, or further, exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the hotel and further shall at all times protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs (including attorney fees) damage, liability or expenses arising from, or out of, or by reasons of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, that arises from, or out of, or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

E. **ACCEPTANCE OF TERMS AND CONDITIONS.** Exhibitor, if invited to participate in the CSTE Annual Conference, June 8-12, 2008, and as evidenced by the authorized signature on the contract opposite, agrees to abide by all terms and conditions contained in these policies and procedures.

