

Society for Risk Analysis

Exhibit Space Contract and Reservation Form

Annual Meeting & Exhibition

Renaissance Harborplace, Baltimore, MD

Meeting Dates:	December 6-9, 2009	
Exhibit Dates and Hours:	Monday, December 7	Noon-4:00 PM
	Tuesday, December 8	9:45 AM-4:00 PM
	Wednesday, December 9	9:45 AM-Noon
Set Up:	Monday, December 7	9:00 AM-Noon
Tear Down:	Wednesday, December 9	Noon-2:00 PM

Amount Enclosed \$ _____ (\$500 per tabletop)

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ FAX _____

Submitted and Authorized by (This is acknowledging acceptance of Rules and Regulations on reverse.)

Name and Title: _____ Date: _____

Exhibitor's copy of the accepted agreement and future correspondence regarding the exhibit should be directed to the following individual: _____ Email: _____

EXHIBIT PERSONNEL (Limit of 1 per booth):

1.) Name _____

General Comments as to exhibit assignment. (Note preference of which other exhibitors you would or would **not** wish to be near.)

Description of the equipment, supplies, processes or services to be featured: (For publication in the Final Program, must be submitted by October 10) This description limited to three lines of typed text.

PLEASE SEE OTHER SIDE OF FORM FOR IMPORTANT RULES AND REGULATIONS

Exhibit space will be allocated on a first-come, first-served basis (telephone or fax reservations via the McLean Secretariat are permitted). Whenever possible, space will be allotted according to the Exhibitor's request, but the final arrangement will be determined by the Society for Risk Analysis in such a way as to produce the most advantageous grouping of the exhibits shown. *Please make check payable to Society for Risk Analysis or fill in credit card payment authorization and mail to the McLean address at the bottom of this page. Enclose this agreement which will be returned upon acceptance and signature by an authorized representative of the Society for Risk Analysis.*

Credit Card Payment: VISA MasterCard American Express

Card # _____ Exp. _____

Cardholder Name _____ Signature _____

Credit Card Billing Address _____

DO NOT WRITE IN THIS SPACE

Accepted by SRA _____ Amount _____

Date: _____ Payment: CC Check # _____

Signature _____

MAIL TO:

ATTN: Sue Burk/Lori Strong
1313 Dolley Madison Blvd,
Suite 402
McLean, VA 22101
(703) 790-1745 FAX: (703) 790-2672

RULES AND REGULATIONS

1. Location, Dates, and Hours of Exhibit: The Exhibition will be held at the Baltimore Renaissance Harborplace. The exhibit area will be open free of charge to the meeting registrants as follows:

Monday, December 7	Noon-4:00 PM
Tuesday, December 8	9:45 AM-4:00 PM
Wednesday, December 9	9:45 AM-Noon

These hours are subject to change as dictated by program requirements.
2. Installation and Dismantling: Booths will be accessible to exhibitors for setting up displays at 10:00 AM, Monday, December 7, 2009 and are to be ready for display by Noon, Monday, December 8. Packing and removal can begin at Noon until 2:00 PM, Wednesday, December 9, 2009.
3. Standard and Special Booth Equipment: Standard booth equipment consists of a table and 2 chairs.
4. Space assigned to an Exhibitor may be transferred by the Exhibit Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named "end product" of another Exhibitor without permission of that Exhibitor and the Exhibit Manager in writing.
5. General Regulations: Loud speaking sound displays are prohibited. The Society reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. All exhibits, backwalls and decorations will be limited to 8' in height and not extending more than 2' from the backwall except actual equipment which in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Exhibit Manager.
6. Direct selling of products or services is prohibited. Tentative arrangements or negotiations on a trial period basis toward an ultimate sale may be arranged. The Exhibitor agrees that selling goods or services in the exhibition hall will result in closing the exhibit by the Exhibit Manager. It is agreed that no refund of exhibit fees and no demand for redress will be made by the Exhibitor or his representatives in this event. No soliciting for business shall be permitted in aisles or in other Exhibitors' booths. Samples, catalogs, pamphlets, publications, promotional materials may only be distributed by exhibitors strictly within the confines of their own premises. No exhibitor will be permitted to give away premium items, nor to conduct any prize drawings, awards for signing of names and addresses, or other extreme promotions without first obtaining written permission from the Exhibit Manager.
7. Photographing booths is limited to non-exhibit hours or candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.
8. All exhibit and booth materials, particularly drapes, curtains, table covers, etc. must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel Safety Regulations, and must be flame-proof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted to materials which will pass fire inspection. Decorations of paper, pine boughs, leafy decorations or tree decorations or tree branches are prohibited. Volatile or flammable oils, gases, unprotected picture films, other explosives or flammable matter, or any substance prohibited by the City Departments or authorities, will not be permitted in the exhibition areas. Likewise, all electrical work and electrical wiring must be approved and installed in accordance with State and Local Regulations. Smoking in exhibits is prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.
9. In their own best interest, and for security, Exhibitors shall keep an attendant in their booths during all exhibit hours. **No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the Exhibit Manager.**
10. Due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitor's equipment against loss, theft, damage and breakage. Neither the Hotel nor any of its employees nor representatives, nor any representative of the Society for Risk Analysis nor Burk and Associates, Inc., nor any subcontractor will be responsible for any injury, loss or damage to the Exhibitor, the Exhibitor's employees or property, however caused. In addition, the Exhibitor must assume responsibility for damages to the Hotel property and indemnify and hold harmless the Hotel from liability, which might ensue from any cause, whatsoever, including accidents or injuries to Exhibitors, their agents or employees. The Exhibitor must also assume responsibility for any accident, injury or property damage to any person viewing his exhibit where such accident, injury or property damage is caused by the negligence of the Exhibitor, his agents or employees. In view of the foregoing, Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits, and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.
11. The Society for Risk Analysis and the Exhibit Manager for the meeting will cooperate fully, but cannot assume responsibility for damage to Exhibitor's property, lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.
12. **Exhibitors wishing to have Hospitality Suites must reserve them through the Exhibit Manager. Such Suites cannot be open during any Meeting or Exhibit Hours and can be open after midnight only with Exhibit Manager's permission.**
13. The Exhibit Manager will attempt to assist and generally protect Exhibitors, keep them informed and will assume responsibility for its own misconduct and negligence all in good faith.
14. Rejected Displays: Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area. In which event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor or his representatives.
15. Care of Building and Equipment and Safety Precautions: Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment in the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.
16. The Exhibitor will engage at its expense, and through the Hotel where the Hotel so requires, all necessary labor and trade performing functions directly related to the exhibit. The exhibitor agrees that any person employed to perform such functions on a temporary basis at the Hotel shall be represented by the appropriate bonafide AFL-CIO Union.
17. Cancellation: If space contracted for is canceled by an Exhibitor after November 1, 2009, or if the Exhibitor fails to occupy space contracted for, the Society is entitled to the full amount of the booth space charge. If the space reserved is canceled by the Exhibitor before November 1, 2009, 50% will be retained by the Society and the balance refunded. If booth space is not occupied by 10:00 AM, Monday, December 7, 2009, the Society will have right to such space as it sees fit to eliminate blank spaces in the exhibit area.
18. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of the Society for Risk Analysis.

The foregoing regulations have been formulated for the best interests of all Exhibitors; the cooperation of all exhibitors is requested.

Pre-Meeting Contact Telephone Number: SRA Secretariat - 703-790-1745

Please Note: Upon receipt of your contract and payment, the SRA Secretariat will forward complete information regarding electrical service, shipping and phone lines. The information will be forwarded to you approximately 30 days prior to the show date.

Society for Risk Analysis
Advertising/Sponsorship Opportunities
(See list of sponsorship opportunities below)

Baltimore Renaissance Harborplace , December 6-9, 2009

COMPANY INFORMATION: Please print exactly as you would like it to appear in the final program.

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ FAX _____ Email _____

ADVERTISING

Full Page Ad.....\$500 Inside Front Cover..... \$575

Inside Back Cover\$575 Half Page Ad..... \$300

SPONSORSHIPS

Poster Reception Co-Sponsor..\$2500 Lunch Co-Sponsor \$5,000

Coffee Co-Sponsor.....\$500 Flyer in Delegate Packet . \$300

TOTAL PAYMENT ENCLOSED (check or credit card)\$ _____

If paying by check mail to: SRA, 1313 Dolley Madison Blvd., Suite 402, McLean, VA 22101

Credit Card Payment: VISA MasterCard American Express If paying by credit card, fax to 703-790-2672

Card # _____ Exp. _____

Cardholder Name _____ Signature _____

Credit Card Billing Address: _____

ADVERTISING OPPORTUNITIES

Maximize your exposure with an advertisement in the official Final Program of the Meeting. You will reach over 700 attendees. This publication will be an official publication of the SRA Annual Meeting. SRA reserves the right to alter the size of an ad to fit the program's dimension specifications. No bleeds allowed. Program is set up landscape.

RATE/PAGE STRUCTURE

Full-Page Ad 11 x 8 1/2 \$500

Half-Page Ad 5 1/2 x 8 1/2
 11 x 4 1/4 \$300

Inside Front Cover 11 x 8 1/2 \$575

Inside Back Cover 11 x 8 1/2 \$575

SPECIFICATIONS

All advertisements must be black and white and in electronic format and must arrive at the SRA Business Office with full payment no later than October 9, 2009. Full page ad size should be 60 x 45 picas. Half page ad ad size should be 30 x 45 picas or 60 x 22 picas.

Please send to SRA, ATTN: Lori Strong, 1313 Dolley Madison Blvd., Suite 402, McLean, VA 22101; 703-790-1745.

SPONSORSHIP OPPORTUNITIES

With your contribution to the Society for Risk Analysis, your company becomes an official sponsor of the 2009 Annual Meeting. As such, your company will receive high-profile recognition and exposure based upon the following sponsorship opportunities:

POSTER RECEPTION CO-SPONSOR
CONTRIBUTION OF \$2,500

COFFEE BREAK CO-SPONSOR
CONTRIBUTION OF \$500

LUNCH CO-SPONSOR
CONTRIBUTION OF \$5,000

FLYER IN DELEGATE PACKET \$300

Your company must provide SRA with 750 copies of a single page flyer to be handed out with the final program. The flyer must be shipped directly to the Boston.

SPONSORSHIP BENEFITS

- ◆ Your company name will be posted on signs at the sponsored event.
- ◆ Your company name will be listed in the official Final Program as a sponsor.