



**ABSA**  
**INTERNATIONAL**  
*The Association for Biosafety and Biosecurity*

# **61st Annual Biological Safety Conference**

Charleston Convention Center

Charleston, South Carolina

October 12-17, 2018

**Exhibitor's Prospectus**

[www.absaconference.org](http://www.absaconference.org)

# ABSA International

## History

Since the late 1950s, biological safety specialists have met at the Annual Biological Safety Conference. Disease outbreaks, the biotechnology revolution, occupationally acquired infections, bioterrorism, and the public perception of these events have established the need for a professional association that is concerned with the safety issues of biomedical and biotechnical research and development.

ABSA International was incorporated in 1984 to become a global leader for providing professional and scientific expertise in the practice of biosafety and biosecurity. ABSA International's core purpose is dedicated to promoting and expanding biological safety expertise. ABSA International's core values are: leading the profession; collaboration and community; promote biosafety as a scientific discipline; absolute integrity; and high standards of excellence.

ABSA International accomplishes these goals by sponsoring a quarterly journal, offering various educational courses, and the Annual Biological Safety Conference. All are designed to keep members informed about regulatory initiatives, hazard recognition and management, risk communication, current biosafety and biosecurity publications, meetings, and employment opportunities, etc.

## ABSA International Members

ABSA International is comprised of over 1,400 institutional, corporate, and individual members from the U.S. and around the world. As a multi-disciplinary society, membership is open to all individuals interested or involved in any aspect of biosafety and biosecurity. The membership is comprised of biosafety and biosecurity professionals from virtually all major universities and representatives from federal, state, and local agencies, along with private laboratories, manufacturers, pharmaceutical companies, and distributors of biosafety and biosecurity equipment, both national and international.

## ABSA International Conference

The **61st Annual Biological Safety Conference** will be held October 12-17, 2018 at the Charleston Convention Center in Charleston, South Carolina. Preconference courses will be October 12-14 and the General Session will be October 15-17. Exhibits will be Sunday, October 14 at 6:30 pm through Tuesday, October 16 at 4:00 pm. On Monday and Tuesday, the exhibits will be open from 9:30 am to 4:00 pm. Since ABSA International's core purpose is dedicated to promoting and expanding biological safety expertise, this is an excellent opportunity to display and discuss your products and services to an international audience. Approximately 650 attendees representing a broad spectrum of biosafety and biosecurity, pharmaceutical, biotechnology research, development, and clinical organizations are expected to attend. The conference draws national and international attendees from academic, commercial, research, and governmental sectors.

## Exhibit Only Passes

We will be opening the exhibits to non-conference attendees to increase traffic in the Exhibit Hall. Each exhibit booth will receive four (4) "Exhibit Only" day passes for both Monday and Tuesday to share with customers and colleagues. We will also sell the "Exhibit Only" day passes to members and nonmembers. These day passes are for exhibitors and sponsors to give customers. Exhibitors and sponsors *may not* use the day passes for their employees.

## Who Should Exhibit

Anyone who supplies, manufactures, provides services or products used in biomedical research, biosafety and biosecurity should exhibit.

## ABSA International Office

For more information, contact Karen Savage ([karen@absaoffice.org](mailto:karen@absaoffice.org)). ABSA International, 1200 Allanson Road, Mundelein, IL 60060-3808, 866-425-1385 (toll free) or 847-949-1517, fax 847-566-4580, [www.absa.org](http://www.absa.org).

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**Charleston Convention Center, Charleston, South Carolina**  
**October 12-17, 2018**

# Exhibit Information

## When and Where

ABSA International's 61st Annual Biological Safety Conference will be held October 12-17, 2018 at the Charleston Convention Center in Charleston, South Carolina. The exhibits will be Sunday, October 14 through Tuesday, October 16, 2018.

## Exhibit Times

The times below are subject to change. Exhibitors will be notified as soon as possible if the times change.

**Sunday, October 14**—Setup 12:00 pm to 5:00 pm, Opening Reception 6:30 pm to 8:30 pm

**Monday, October 15**—9:30 am to 4:00 pm

**Tuesday, October 16**—9:30 am to 4:00 pm, exhibits end and breakdown begins at 4:01 pm

## Booth Equipment and Services

Booths will be 10' x 10' pipe and drape with one 6' draped table, two chairs, one waste basket, one 7" x 44" booth identification sign, and two (2) exhibitor badges. **Carpeting is not included.** Additional exhibitor badges are \$350 each (limit 4). Onsite exhibit booth personnel will receive lunch on Monday and Tuesday. Special Event tickets may be purchased separately from the ABSA International Office. Once available, the Exhibit Service Contractor will e-mail a link to their Exhibitor's Service Kit to the contact person listed on the exhibit application.

## Application for Exhibit Space

The application for exhibit space is provided within this Exhibitor's Prospectus. The full amount for exhibit space must accompany the application to be processed.

## Exhibitor Registration

The Registration Desk will be open on Sunday through Tuesday from 7:00 am to 4:00 pm.

## Exhibitor Housing

ABSA International has room blocks at the following hotels in Charleston, South Carolina: Embassy Suites, Residence Inn, Hyatt Place, Hilton Garden Inn, and DoubleTree. Each hotel offers a complimentary breakfast, airport shuttle, and shuttle to nearby restaurants and shopping. Each hotel is within walking distance to the Charleston Convention Center. The Embassy Suites is the headquarters hotel and is connected to the Charleston Convention Center. To make reservations, please visit [www.absaconference.org](http://www.absaconference.org).

## Installation and Dismantling

Exhibit move-in for freight shipped through the Exhibit Service Contractor will begin at 12:00 pm on Sunday, October 14, 2018. All booths must be prepared for a walk-through by 5:00 pm on Sunday, October 14, 2018.

Exhibit space must be claimed by 5:00 pm on Sunday, October 14, 2018 or it will be subject to reassignment without a refund. If the exhibit is on-hand, ABSA International reserves the right to assign labor to setup any display that is not in the process of being erected by 5:01 pm on Sunday, October 14, 2018. The charge for this labor will be billed to the exhibitor.

Exhibitors must refrain from dismantling their exhibit or do any packing until after the close of the show at 4:01 pm on Tuesday, October 16, 2018. All exhibits are expected to be dismantled immediately after the show. The handling, placing, or setting of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.

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# Exhibit Information

## Shipping and Handling

The complete shipping address and instructions will be provided in the Exhibitor's Service Kit that will be provided by the Exhibit Service Contractor. The material handling rates quoted in the Exhibitor's Service Kit will include placing the material in the exhibit booth, removal and storage of all empty crates, and return of crates to the exhibit booth. The rate will not include any erection, unskidding of booths, dismantling, trading, blocking, or bracing. Please be certain that only the ASSIGNED 2018 ABSA INTERNATIONAL BOOTH NUMBER APPEARS ON SHIPPING CRATES. Booth numbers on crates from previous shows only cause confusion in delivery on the exhibit floor.

## Handout Materials

The expectation for all handout materials is to be professional in nature. ABSA International reserves the right to remove any material that they believe to be inappropriate (see section D#2 of the Exhibit Terms and Conditions).

## Exhibitor Badges

Exhibiting companies will be provided with two (2) exhibitor badges for their designated onsite exhibit booth personnel. All onsite exhibit booth personnel will be required to wear the ABSA International exhibitor badge to enter and it must be worn while in the Exhibit Hall. No person shall gain entrance without the proper badge. It will be the responsibility of each exhibiting company to provide a final list of onsite exhibit booth personnel to the ABSA International Office by Thursday, September 13, 2018. A \$50 fee will be assessed per personnel change after Thursday, September 13, 2018.

## Liability

Exhibitors agree to protect, save, and hold the ABSA International, the host hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof.

## Additional Information

ABSA International asks that all affiliated events not occur at the same time as conference events. For your own protection, be sure to read the Exhibit Terms and Conditions published in this Exhibitor's Prospectus booklet. It is important the industry representatives are aware of the terms and conditions, as well as all other general information, which affect the operation of the exhibits. If any further information is desired or you wish to order space or additional services for your booth, please contact Karen Savage at the ABSA International contact information below.

### ABSA International

1200 Allanson Road  
Mundelein, IL 60060-3808  
866-425-1385 (toll free) or 847-949-1517  
Fax 847-566-4580  
karen@absaoffice.org

### Exhibit Service Contractor

Convention Services of the Southwest, Inc.  
505-243-9889  
esr@cssabq.com  
www.cssabq.com

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# Exhibit Terms and Conditions

## A. DEFINITION OF MANAGEMENT

The word "management" used herein and subsequent regulations shall mean ABSA International, its agents or employees acting for it, and the management of the exhibit.

## B. SPACE RENTAL

**1. STANDARD BOOTH:** All standard booths are 10' x 10'. Booth construction includes a draped background and side rails with drapery, a standard booth sign carrying the company name and booth number, security guard service, aisle cleaning, and two (2) onsite exhibit personnel per booth. **Carpeting is not included.**

**2. FLOOR PLAN** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The exhibit management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**3. CANCELLATION OF SHOW:** In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be canceled, a full refund of exhibit rental fees will be made which is the limit and extent of ABSA International's liability for such cancellation.

**4. FURNISHINGS:** Furniture and/or additional draping, accessories, signs, electrical outlets, carpet, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the Exhibit Service Contractor on the forms that will be provided.

**5. IRREGULAR ACTIVITIES:** No person, firm, or organization not having regularly contracted with the management for the occupancy of space in the Exhibit Hall will be permitted to display or distribute advertising materials at the exhibit. In the event there is an infringement of this regulation, management will make its best effort to remove offending persons from the Exhibit Hall.

## C. CANCELLATION OF EXHIBIT CONTRACT

**1. CANCELLATION:** Exhibitor cancellations prior to August 30, 2018 will receive a 90% refund; cancellations between August 30, 2018 and September 12, 2018 will receive a 50% refund; cancellations after September 12, 2018 will not receive a refund.

**2. FAILURE TO PAY:** Failure to remit the balance of booth rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

**3. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and his space may be resold, reassigned, or used by the exhibit management without refund, unless prior approval is obtained, in writing, from the exhibit management. If the exhibit is on hand, the exhibit management reserves the right to assign labor to setup any display that is not in the process of being erected by the given deadline and to instruct the exhibitor be billed for all charges thus incurred.

## D. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS AND EXHIBIT FACILITIES

**1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall be to serve the interest of the members of ABSA International and shall be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit which ABSA International believes to be injurious to the purpose of the Association.

**2. HANDOUT MATERIALS:** Promotional give aways will be permitted. All handout materials are expected to be of a professional nature. ABSA International reserves the right to disallow any material which they believe to be inappropriate.

**3. SOLICITATION OF EXHIBITORS:** No persons shall be permitted in the Exhibit Hall for the purpose of soliciting advertising or other exhibit space without the express written permission of the Association.

**4. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of the exhibit management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibit signs and displays are also prohibited in any part of the public space or elsewhere on the premises of the meeting facility or in the guest rooms or hallways of the hotel unless approved by the exhibition management and the hotel. Such a privilege shall be restricted to exhibitors only who have paid for exhibit space in the main exhibition. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

**5. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view nor hide the exhibits from others. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the regulations outlined should submit two (2) copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from the exhibit management.

**6. APPEARANCE OF EXHIBITS:** Any part of the exhibit which does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.

**7. INSTALLATION AND DISMANTLING EXHIBITS:** All installation and dismantling of exhibits must be carried on during the time indicated in the accompanying Exhibit Information. No exhibit may be erected after the exhibition opens nor may be dismantled before the official closing time. It is the responsibility of the exhibit or to see that all exhibit materials are delivered to the Exhibit Service Contractor and removed from the Exhibit Hall by the specified deadlines. Should the exhibitor fail to remove the exhibit, this removal will be arranged by the exhibit manager at the expense of the exhibitor.

**8. DRAYAGE:** Advance shipments of exhibit material must be made to the Exhibit Service Contractor as indicated in the accompanying information. Should any shipment be made directly to the Exhibit Hall, it will be removed by the Exhibit Service Contractor and stored until the Exhibit Hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibitor concerned.

**9. LABOR:** Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the Exhibit Service Contractor. Display, painters, carpenters, electricians, and other skilled labor can be arranged through the Exhibit Service Contractor at established rates.

**10. FIRE AND SAFETY REGULATIONS:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fire-proof and electrical wiring must meet the safety requirements of the Exhibit Service Contractor. No combustible material shall be stored in or around exhibit booths.

**11. DAMAGE TO EXHIBIT FACILITIES:** The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

**12. EXHIBIT ADMITTANCE:** Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. Children under the age of 18 will not be permitted on the exhibit floor.

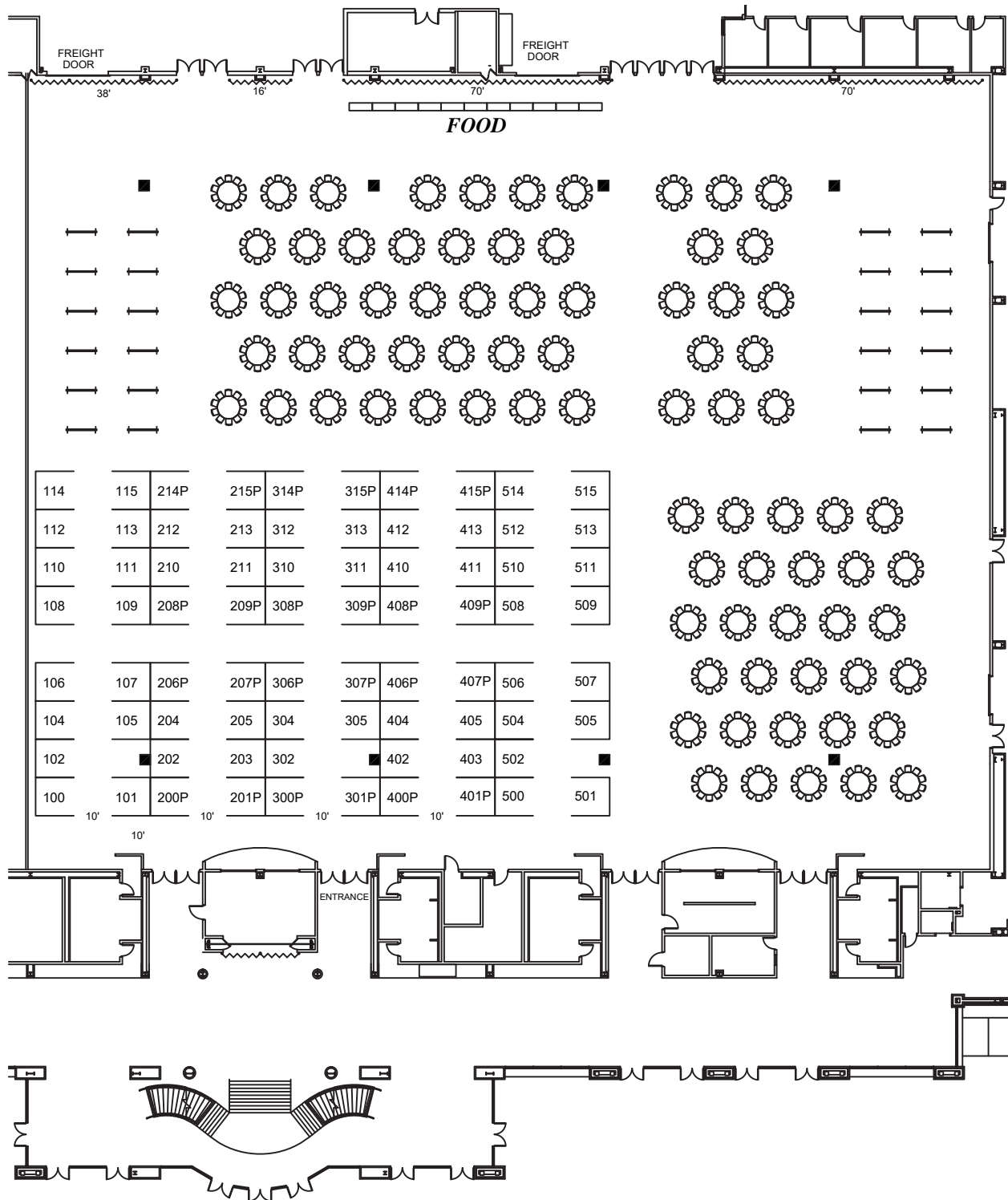
## E. LIABILITY

**1. SECURITY:** The exhibit management will provide security but the furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of the exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

**2. RESPONSIBILITY OF ABSA INTERNATIONAL AND THE EXHIBIT HALL:** Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep the ABSA International and exhibit facility forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between ABSA International and the exhibit facility regarding said premises; and further, the exhibitor shall at all times, protect, indemnify, save and defend, and keep harmless ABSA International and the exhibit facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the exhibitor, its agents, employees, and business invites which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or any part thereof.

## F. GENERAL

All matters and questions not covered by these regulations are subject to the design of management.



ABSA International  
 61st Annual Biological Safety Conference  
 October 14-16, 2018  
 Charleston Convention Center • Exhibit Halls A1, A2, & B

## Application for Exhibit Space

Application for exhibit space at 61st Annual Biological Safety Conference indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions, general regulation, as well as such additional rules and regulations as the ABSA International management deems necessary to the success of the exhibition, provided these latter do not materially alter the exhibitor's contractual rights. This application will become a contract when payment is processed by ABSA International. Please note the cancellation terms under Section C and the acceptability of exhibits under Section D of the "Exhibit Terms and Conditions" page in this Exhibitor's Prospectus as they will be strictly enforced.

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### 10' x 10' Exhibit Booth Rates

\$2,000 per booth

\$2,400 per premium booth—denoted with "P"

Rates include 2 onsite exhibit booth personnel.

\$350 for each additional booth personnel (limited to 4 additional for 6 maximum)

Indicate your booth choices in order of preference as selected from the 2018 exhibit floor plan—provide 5 choices.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_

We will comply with the Exhibit Terms and Conditions as published in the 2018 Exhibitor's Prospectus.  yes  no

Please try not to place our booth near these companies: \_\_\_\_\_

### Proceedings Book Information

E-mail a 50-word company or product description along with the company's name and website for publication in the Proceedings book to Karen Savage at karen@absaoffice.org by Wednesday, August 15, 2018.

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

### Contact Information

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

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Onsite Exhibit Booth Personnel

A \$50 fee will be assessed per personnel change after Thursday, September 13, 2018.

1. Name \_\_\_\_\_ E-mail \_\_\_\_\_

2. Name \_\_\_\_\_ E-mail \_\_\_\_\_

Onsite exhibit booth personnel will receive lunch on Monday and Tuesday.

Special Event tickets may be purchased separately from the ABSA International Office.

### Payment

Check (must accompany application) **OR**  Visa  MasterCard  American Express

Please make checks payable to "ABSA International" in U.S. bank drafted funds.

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Name on Card \_\_\_\_\_

Total \$ \_\_\_\_\_ Signature \_\_\_\_\_

**E-mail, fax, or mail this exhibit application to Karen Savage at:**

ABSA International, 1200 Allanson Road, Mundelein, IL 60060-3808; fax 847-566-4580; karen@absaoffice.org

**www.absaconference.org**



# ABSA INTERNATIONAL

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## 61st Annual Biological Safety Conference

Charleston Convention Center

Charleston, South Carolina

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#BiosafetySC18



ABSA International is a P.A.C.E.® Authorized Provider

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