

MARCH 30 – APRIL 3

2020

Seattle, Washington, USA
RENAISSANCE SEATTLE HOTEL



33rd International Conference
on Antiviral Research (ICAR)

Hosted by the International Society for Antiviral Research (ISAR)

Exhibitor/Sponsor Agreement Conditions

EXHIBIT LOCATION

Renaissance Seattle Hotel, 515 Madison Street, Seattle, Washington 98104

EXHIBIT LOGISTICS

If you have a display that exceeds the size of a tabletop, we will work to accommodate your needs. Please note no power is provided. Included in the cost of the exhibit:

- One (1) display table
- Two (2) chairs
- One (1) Full Conference Registration
 - Coffee and refreshment breaks
 - Opening Reception on Monday, March 30, 2020
 - Scientific meeting and poster sessions
 - Closing networking event on Thursday, April 2, 2020

Additional exhibit persons from the same company who want to attend the scientific sessions may register at a special rate of \$800. Additional persons with the same company or accompanying persons who do not wish to attend the scientific sessions but want to participate in the social events may register at a special rate of \$200.

EXHIBITOR MOVE-IN

**Monday, March 30, 2020:
10:00 am – 12:00 pm**

Exhibitors who need additional time before or after the official move-in times should contact the Conference management office directly for pre-approval.

EXHIBITOR MOVE-OUT

**Friday, April 3, 2020:
9:00 am – 12:00 pm**

All exhibit materials must be removed no later than 12:00 pm on April 3. Any materials remaining after 12:00 pm will be

discarded unless prior arrangements are made with the Conference Management.

EXHIBIT HOURS

Exhibits will be set in a central, highly visible location providing maximum exposure. Exhibits may be open prior to scientific sessions, during breaks, after meeting sessions and during poster sessions, but not during plenary sessions. A more detailed schedule with specific hours will be sent closer to the meeting.

LOSS / DAMAGE LIABILITY

The Renaissance Seattle Hotel and ISAR cannot guarantee against loss or damage and will assume no liability damage nor guarantee the exhibitor against loss of any kind. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the venue and agrees to indemnify, defend and hold harmless the Group, the venue, and its owners, servants, agents, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the use of the venue's premises excluding any liability caused by the negligence of the Group or the venue or its owners, servants, agents, and employees.

EXHIBIT MATERIAL

All materials used in the exhibit must be non-flammable and conform to the Fire Regulations of the venue and city. Electrical installation must conform to appropriate codes and must be arranged through the Conference Management. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Gasoline engines, motors, or any kind of equipment may not be operated. All storage, delivery,



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electrical, decor, and costs other than the above described exhibit booth shall be the sole responsibility of the exhibitor, and should be coordinated through the Conference Management.

SPECIAL NOTICES

All display equipment, furniture, and decor must be confined to the measured limits of the tabletop display. Please let us know if you need special accommodations. **Nothing, including nails or wires used in erecting displays may be attached to the building in any way.** Any property destroyed or damaged by exhibitors must be replaced in its original condition by the user or at the user's expense.

INSURANCE & SECURITY

Exhibitors who desire to carry insurance or security for their exhibits must obtain it at their own expense. The Renaissance Seattle Hotel, ICAR 2020, ISAR or its Conference Management, accepts no

responsibility for the security of any equipment or materials in use or stored on the premises. Some areas can be secured but no guarantees against unauthorized entry can be made.

REFUND POLICY

Exhibitor registrations canceled before February 7, 2020 will be refunded, less a \$200 USD processing fee. After February 7 no refunds will be processed. Cancellations must be confirmed in writing; all refunds will be processed after the Conference. Registration cancellations for additional or accompanying persons are subject to the same conditions, with a \$50 USD processing fee.

REGISTRATION

Each exhibit booth staff person needs to complete and send in a copy of the Exhibitor Meeting Registration Form with the appropriate fee.

ADDITIONAL INFORMATION

For additional exhibitor or sponsor information, please contact:

Roger Ptak, ICAR Exhibitors Chair
Phone: +1-301-694-3232 ext. 284
E-mail: rptak@southernresearch.org

If you require additional services, please contact:

Kelly Givan, Caliber Meetings & Events, LLC
Phone: +1-571-349-0079, ext. 102
E-mail: info@isaricar.com



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Please print

SECTION 1 – Provide information exactly as it should appear on Conference materials.

Last Name			First Name			Degree		
Exhibiting/Sponsoring Company Name								
Street Address								
City			State		Country		Zip/Postal Code	
Telephone					Email			
If outside U.S., please include country and city codes.								

SECTION 2a – EXHIBITOR: Select Exhibitor Registration Type

(Registration code(s) will be sent to you after the application has been processed.)

<input type="checkbox"/>	Exhibitor - Fee Includes One (1) Meeting Registration	\$2,500.00
	Print/Type Full Name(s) of Attendee (as to appear on name badge)	
<input type="checkbox"/>	Exhibitor - Additional Person Attending Scientific Sessions	\$800.00
	Type/Print Full Name(s) of Additional Exhibitor (as to appear on name badge)	
<input type="checkbox"/>	Accompanying Person – Social Events Only	\$200.00
	Type/Print Full Name(s) of Accompanying Person (as to appear on name badge)	

SECTION 2b - SPONSOR: Select sponsor support level

- Platinum - \$ _____
 - Gold - \$ _____
 - Silver - \$ _____
 - Bronze - \$ _____
 - A la carte - \$ _____
- Description: _____

SECTION 3 – Payment Information

Check or Money Order is enclosed.
Make checks payable to: ISAR Amount Enclosed = \$ _____

Credit Card. ISAR is PCI Compliant, so we will send you a secure payment link.

American Express Visa MasterCard

Signature: _____ Amount = \$ _____

Return form (and payment if applicable) to:

Caliber Meetings & Events, LLC, Attn: Kelly Givan, 2364 North Fillmore Street, Arlington, VA 22207 USA
E-mail: info@isaricar.com / Phone: +1-571-349-0079

Please retain a copy of this form for your records. Receipt of registration fees will be acknowledged.