



## **Association For Biology Laboratory Education Annual Conference**

Conference Dates: June 23-26, 2015

Vendor Dates: June 24-26, 2015

Conference Hosts: Angela Seliga and Kathryn Spilios

Boston University, Department of Biology

5 Cummington Mall, Boston, MA 02215

Packages to: 24 Cummington Mall

### **Vendor Registration Form**

#### **1. Contact Information**

Company Name:

Vendor Contact Name:

Address:

City:

Province/State:

Postal/Zip Code:

Country:

Phone:

Fax:

E-mail:

#### **2. Program Listing**

Please provide a brief statement (25 words) about your company and products. This description will appear in the printed conference program and on our conference website. The ABLE 2015 hosts reserve the right to edit any description.

Company/Product Description:

#### **3. Logo**

Please send electronic versions of your logo, suitable for posting on the conference website and printing in the program, as attached files to [ABLEBoston2015@gmail.com](mailto:ABLEBoston2015@gmail.com)

#### 4. Vendor / Sponsor Categories

Please indicate your vendor/sponsor category: \_\_\_\_\_

##### I. Supporter

- \$250 fee
- Name of supporter would be listed on the conference website and included in the conference materials given to attendees.

##### II. General Sponsor

- \$500 fee (\$800 to include one free conference registration)
- Sponsor of a refreshment break, lunch, or breakfast.
- The sponsor's name will be posted at the event, listed on the conference website and included in the conference materials given to attendees.
- Brochures, catalogues, samples and similar materials provided by the sponsor would be placed in proximity of the sponsor sign or distributed with conference registration materials. The sponsor is responsible for making arrangements for shipping their materials to and from the conference venue.

##### III. Exhibitors

- \$800 fee
- Exhibitors will be provided a 6' display table.
- Exhibitors can purchase multiple booths.
- Exhibitors will be provided one free conference registration.
- Exhibitor name badges will be provided by the conference host.
- Exhibitors are responsible for shipping all materials to and from the conference venue.
- Exhibitors are expected to be at their booths Wednesday - Friday, 8:00 am to 4:00 pm, during breaks when workshops are not in session.
- The names of exhibitors will be listed on the conference website and included in the conference materials given to attendees.
- Do you need power outlets? \_\_\_\_\_ how many? \_\_\_\_\_

##### IV. Demonstration Presentations

- \$1000 fee
- These presentations are primarily targeted for companies to demonstrate innovative equipment developed for data collection and analysis in the teaching laboratory, and teaching aids used to improve student learning or assessment in lecture or laboratory.
- These presentations will take place during the noon lunch breaks. The type of room required can be arranged with the conference host.
- Presenters will be provided the same facilities as the exhibitors.
- Presenters will be provided up to two free conference registrations.
- The companies represented by the presenter will be listed on the conference website and included in the conference materials given to attendees.
- Presenters have the option of also hosting an exhibit (described above in "Exhibitors") at no additional charge.

##### V. Major Event Sponsor

- The sponsorship of larger gatherings such as a mixer or the welcome reception. All logistics and costs will be arranged with the conference host. Sponsors should contact the conference host to arrange other large-scale sponsorships such as providing registration bags with a vendor logo or multiple event sponsorships.

## VI. Major Workshop

- Major workshop proposals are submitted to the Major Workshop Committee for review. Vendors may participate in the presentation of a Major Workshop only if they are partnered with a faculty or staff from an academic institution who is teaching the exercise to students and who is the primary author and presenter of the Major Workshop. These workshops should be focused on effective approaches to helping student learn in biology teaching laboratories, rather than on selling a particular product. However, a novel product may convincingly help students learn the laboratory material and play an important role in a successful Major Workshop exercise.

Requests for scheduled product demonstrations will be accommodated as space allows. Vendors are advised that the designated vendor spaces for the conference are located within university teaching and research buildings, and not a typical convention hall, so while the ABLE hosts will make every reasonable effort to accommodate vendor requests with respect to space and facilities, we may be limited in this regard. Vendors are encouraged to contact the ABLE hosts to discuss the conference facilities and the vendor's individual needs.

## 5. Terms and Conditions

Registration forms must be accompanied by full payment; space will be assigned upon receipt of payment on a first-come, first serve basis. Please make check or money order payable to **Boston University**, and send to: Boston University, Biology, Kathryn Spilios, 5 Cummington St, Boston MA 02215.

Cancellations on or before June 1<sup>st</sup>, 2015 are subject to forfeiture of 50% of the space fee; no refunds after June 1<sup>st</sup>.

Each vendor is entitled to send not more than two agents or representatives per vendor space purchased.

The ABLE 2015 hosts reserve the right to relocate a vendor's space due to modifications of the vendor area, fire marshal restrictions, or any other reason.

All static displays must be confined to the limits of the space allotted to the vendor, and each vendor is responsible for keeping the aisle(s) near the space free of congestion caused by demonstrations or promotions. Vendors must not injure or deface the walls or floors of the conference premises. When such damage appears, the vendor is liable to owner of the property so damaged. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or other property of the conference premises.

Insurance and liability are the full and sole responsibility of the vendor. Vendors shall assume all responsibility for damage to the vendor spaces by reason of their exhibit and shall protect, indemnify, save and defend, and keep the ABLE 2015 hosts, their representatives, agents, guests, and the conference facility forever harmless from and against all loss, cost, damages, liability, expense, or charges which might ensue from any cause whatsoever arising out of the vendor's participation in the conference, use of the conference premises or part thereof, or in conference activities, including, but not limited to, any costs incurred as a result of alleged violations of copyright arising out of the use of mechanically or electronically reproduced material.

The ABLE 2015 hosts and the owner of the conference premises will not be responsible for the safety of the property of the vendors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the vendors from such loss. No responsibility is assumed for unpacked materials left in the vendor area after the closing hour of the exhibit. Vendors are solely responsible for their own display material and should insure it against loss or damage. All property of a vendor is understood to remain in the vendor's care, custody and control in transit to, within, and in transit from the vendor area.

Vendors agree to abide by these regulations when accepting space assignments at the ABLE 2015 conference. All points not covered are subject to the decision of the ABLE 2015 hosts.

**By checking here the vendor agrees to abide by the terms and conditions above.**