



Society for Chemical Hazard Communication

P.O. Box 1392
Annandale, VA 22003-9392
Telephone: 703/658-9246 Fax: 703/658-9247

2011 Hazard Communication Management Products Display Invitation

March 2011

Dear Sir/Madam:

This is a very special invitation to exhibit your hazard communication management products at the October 4-5, 2011 meeting of the Society for Chemical Hazard Communication (SCHC) to be held at the Crystal Gateway Marriott Hotel in Arlington, Virginia (Washington, D.C. area).

SCHC is an organization of professionals whose responsibilities include the development and/or review of product labels, material safety data sheets, and other hazard communication information. These professionals represent the major industrial, consumer, and specialty chemical companies as well as pharmaceutical firms, manufacturers, government agencies, universities and consultants. The fall meeting in Arlington, Virginia will be an outstanding opportunity to interact with the membership of SCHC.

The vendor exhibit area will be available as follows.

SETUP: 2:00 p.m. to 5:00 p.m., Monday, October 3

EXHIBIT: 7:45 a.m. to 3:00 p.m. and 6:00 p.m. to 8:00 p.m. (*with reception*), Tuesday, October 4.

REMOVAL: 8:00 p.m. to 11:00 p.m., Tuesday, October 4.
(Arrangements for removal of your exhibit materials must be made in advance with the hotel.)

We have security for this room on Monday night. As always, we will have a member reception in the exhibit hall from 6:00 p.m. until 8:00 p.m., Tuesday, October 4. The cost for a 10' by 10' booth for this meeting is \$785. You may purchase more than one booth. Each booth payment provides for one 10' by 10' booth with one 6 foot exhibit table (extra tables may be arranged), electrical outlet, attendance at the meeting for one individual per booth, and the Tuesday night reception. Telephone lines and internet, if required, must be arranged by the exhibitor directly with the hotel.

Exhibit spaces will be assigned to the first paid vendor response. There are 26 spaces available. We have also provided a blueprint of the spaces available. If your company is interested in exhibiting, please return to the address above the attached contract, blueprint with your top THREE choices marked, and your check made payable to the Society for Chemical Hazard Communication (SCHC). If you choose to pay by credit card, you may fill out the credit card processing form which is available on the back side of the contract. If you have any questions regarding this exhibit please contact Lori Chaplin at (703) 658-9246 or schc.lori@verizon.net.

Sincerely,

Mary L. Rudolph / ljc

Mary L. Rudolph
Chair
SCHC Exhibit Committee

DEADLINE: Contract and payment must be received by September 1, 2011.

**HAZARD COMMUNICATION MANAGEMENT PRODUCTS DISPLAY INVITATION
FOR THE FALL 2011 MEETING OF THE
SOCIETY FOR CHEMICAL HAZARD COMMUNICATION**

WITH THIS MEMORANDUM OF AGREEMENT between the Society for Chemical Hazard Communication (SCHC), and _____ hereinafter known as the "Exhibitor," SCHC will arrange for exhibition space at the 2011 Fall Meeting at the Crystal Gateway Marriott, Arlington, Virginia. Booth space will be assigned upon receipt of payment. We will only be able to accommodate your booth choice of those remaining upon receipt of payment.

The Exhibitor acknowledges having read the enclosed Rules and Regulations Governing the Society for Chemical Hazard Communication Fall 2011 Meeting, which are hereby incorporated in and made part of this Agreement as fully as if they were herein set forth in full, and agrees to observe and be bound by each and every provision contained therein.

Fees: The fee for each 10x10 booth space is \$785. You may purchase more than one booth. Our credit card processing form is available on the back of this form. Checks shall be made payable to Society For Chemical Hazard Communication (SCHC) and mailed to P.O. Box 1392, Annandale, VA 22003-9392.

Cancellations: Notification of cancellations must be received in writing by SCHC on or before September 1, 2011. (Canceled space will be the last space assigned.) If canceled space is not reassigned, the fee will be retained by SCHC.

Accepted by Exhibitor:

Accepted by SCHC:

DATE: _____

DATE: _____

(Signature of Exhibitor's Representative)

SCHC President

Return this completed form by September 1, 2011, along with your payment to SCHC, P.O. Box 1392, Annandale, Virginia 22003-9392.

(Exhibitor's Company Name)

(Mailing contact: mailings will be directed to this person)

(Street Address)

(Email)

(City // State // Zip)

(Web Site)

Exhibitor's Representative/Title: _____
(this person will be listed in the Exhibit Handout and will be our contact for the show)

PHONE: _____

FAX: _____

EMAIL: _____

Meeting Attendee: _____
(this person may attend the meeting and will be included in the meeting attendee list)

PHONE: _____

FAX: _____

EMAIL: _____

Additional Booth Attendees: _____

(List names as you wish the names to appear on the name badges)

Description of Services (limited to 300 characters):

Why should you exhibit at the Fall SCHC Conference?

- ◆ Exclusive and very targeted audience of Hazard Communication Professionals
- ◆ Low registration fee - \$785.00
- ◆ Exhibitors paid by September 1, 2011 will be included on Banner
- ◆ Exhibitors paid by September 1, 2011 can have links from SCHC web site to their own
- ◆ Unique opportunity to interact one-on-one with Customer
- ◆ Exhibitors limited to 18 which allows more time with attendees
- ◆ Exhibits open on Tuesday, only one night hotel stay required
- ◆ Convenient Crystal City, VA location with easy access to Reagan/National, Dulles and Baltimore/BWI airports

SCHC Computer Show Layout – Fall 2011

5		4	3	2		1
6						SALON A
7						18
8						17
9						16
10						
11						SALON B
		12	13	14	15	

Salon A and Salon B reflect the entrances.

Please indicate your top three choices by providing the space numbers in the blanks in order of your preference:

First Choice : _____

Second Choice : _____

Third Choice : _____

BANNER: _____
Please provide company name as you wish it to appear on banner

WEB LINK: _____
URL

(signature)

By: _____
(print name)

RULES AND REGULATIONS
GOVERNING THE
FALL 2011 MEETING
OF THE
SOCIETY FOR CHEMICAL HAZARD COMMUNICATION

Marriott Crystal Gateway Hotel
Arlington, Virginia

October 4, 2011

OBJECTIVE OF THE CONFERENCE

The Society for Chemical Hazard Communication provides its members a unique educational framework for dissemination of ideas in the technology and understanding of the regulations for chemical hazard labeling through program activities and product displays.

CHARACTER OF EXHIBIT

It is understood and agreed by each exhibitor that the Conference is undertaken by SCHC primarily for the education of its members. To this end, each exhibitor agrees to display products or services in a manner which is intended to describe and depict the advantages of using such products or services.

SCHC reserves the right to prohibit any exhibit or part thereof which in its opinion is not suitable to and in keeping with the educational character and spirit of the meeting. SCHC further reserves the right to close an exhibit which is found to violate the agreement described above during the course of the meeting without refund of registration or of booth fees.

1. RESERVATIONS FOR SPACE will be made in the order in which payment for booth space is received.
2. RATES AND PAYMENTS SCHEDULE FOR SPACE: Each exhibit area, as defined below, is \$785.00. The total amount is due no later than September 1, 2011. In the event said amount is not received on or before September 1, 2011, said space may be released to another firm at the discretion of SCHC. All fees must be paid in U.S. dollars.

The booth prices include the cost of the conference registration for one person and include the reception on the evening of October 4, 2011.
3. DIMENSIONS, LIMITATIONS AND FLOOR LOAD CAPACITY OF SPACE: Each standard 10x10 exhibit area includes a 6 foot (long) by 32 inch (wide) table, 2 chairs, a drape for the table and an electrical outlet. There are no back walls or side walls. Exhibits must be constructed so as not to obstruct the general view of adjoining exhibits.
4. INSURANCE AND LIABILITY are the full and sole responsibility of the Exhibitor. The Exhibitor agrees to indemnify, protect, save and keep the Society for Chemical Hazard Communication or their officers, directors, employees or agents harmless from any demands, claims, liability, costs and damages arising out of the use and occupancy of the leased space by said Exhibitor, or those holding under or claiming through the Exhibitor. SCHC should not be held responsible for the safety of exhibits in transportation, or otherwise, against robbery, mysterious disappearance, fire, accident or any destructive cause, nor for accident to Exhibitors, their employees, or their property.

Exhibitors shall carry public liability and property damage insurance. In the event of loss, said responsibility is solely that of Exhibitor.

- (a) If the hotel premises are defaced or damaged by the Exhibitor or Exhibitor invitees or guests, the Exhibitor shall pay the hotel for any or all expenses incurred by damages to its physical property, caused by Exhibitors or riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the hotel building.
 - (b) The Exhibitor shall hold SCHC harmless from any claims, expenses, damages or liabilities resulting in damages to the hotel, its guests, agents or employees caused by or arising out of the actions of the Exhibitor or any of its employees, agents, or representatives.
 - (c) The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibit's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.
5. DAMAGES AND REPAIRS: Nothing shall be pasted, tacked, nailed, screwed, or otherwise affixed to columns, walls, floors, or other parts of the hotel building or furniture.
6. FIRE AND SAFETY REGULATIONS: Only flame retardant materials shall be used in displays. Combustible decoration, such as crepe paper, tissue paper, cardboard, corrugated paper, oil cloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials which are not flame retardant are prohibited by law and shall not be used. Possession, display, use or demonstration of any devices or materials containing radioactive or hazardous substances or using X-ray is prohibited unless prior written approval is obtained from local and state government authorities and SCHC.
- All display or exhibit materials and equipment must be reasonably located. All equipment must comply with applicable federal, state, and local regulations.
- Any violation of these requirements will result in an immediate removal of the offending display. Exhibitors will be responsible and liable for all fines, damages, or other liabilities arising from violations of these requirements.
7. INSTALLATION of exhibits may begin at 2:00 p.m. on Monday, October 3, 2011. Noisy or unsightly work in any exhibitor's booth area is prohibited during exhibit hours. No obstructions shall be placed in any aisle, passageway, lobby or exit leading to any fire extinguishing appliances.
8. DISMANTLING: No displays may be dismantled or removed before the official closing of the exhibit at 8 p.m. on Tuesday, October 4, 2011, except as arranged separately with the hotel management and SCHC representatives.
9. INAPPROPRIATE EXHIBITS: SCHC reserves the right to control or prohibit any exhibit deemed not appropriate. Aisle space may NOT be used for exhibit purposes, display of signs, solicitation or distribution of cards, circulars, samples, or other promotional materials.
- The use of live models, performers and similar persons within the exhibit area for demonstrations, explanations, etc. shall be subject to advance approval of SCHC.
10. PROHIBITIONS: Subleasing or assigning of booths or part of a booth is NOT permitted. Exhibits, signs, or displays are prohibited in any of the public rooms or elsewhere on the premises of any hotel which is used for the Conference. Outside displays of equipment on

or off hotel property are prohibited. Exhibitors shall not sponsor field trips for purposes of equipment demonstration. Violations of these prohibitions will result in denial of privilege of exhibit at future Expositions.

11. **SOUND DEVICES AND MOTION PICTURES:** The use of sound, devices, megaphones, loudspeakers, or undignified methods of attracting attention are prohibited. The use of motion pictures or controlled sound equipment shall be permitted only if written permission from SCHC is obtained, and all motion picture exhibitions shall be governed by local union regulations.
12. **WARNING:** Neither SCHC nor the Marriott Crystal Gateway Hotel shall accept shipments prior to Monday, October 4, at 8:00 a.m. Exhibitors who fail to heed this warning, knowingly or otherwise, shall pay the cost of drayage for removal of such shipments from the hotel, plus storage expenses, until the hotel is ready to accept incoming shipments from the authorized drayage company, plus cost of drayage to bring the shipment to the exposition hall. All special arrangements for shipments must be made beforehand directly with the hotel.
13. **AMENDMENTS TO REGULATIONS:** All matters and questions not covered by these regulations are subject to the decision of SCHC. SCHC shall have sole authority to promulgate, interpret and enforce all rules and regulations, and to make any amendments to the regulations as shall be necessary for the orderly conduct of the Exposition.
14. **ADMISSION:** SCHC shall have sole control over all admission policies at all times. All persons visiting the exhibits shall be required to register and wear an appropriate badge while in attendance.
15. **EXHIBITOR'S REPRESENTATIVE:** The Exhibitor shall name one individual as its duly authorized representative in charge of its exhibit and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout all exhibit periods. This representative shall be placed on the mailing list and shall be the one individual to whom all future correspondence relating to the Exposition shall be addressed.
16. SCHC reserves the right to change conference dates and sites upon prior written notice to Exhibitors; and in such event, upon written request from the Exhibitor within 15 working days from receipt of change notice, SCHC shall refund to the Exhibitor its booth fee, without interest or any other further liability.
17. SCHC reserves the absolute right to cancel the Exposition and/or the meeting either in whole or in part; and in such event, SCHC shall refund to the Exhibitor its booth fee, without interest or any other further liability.
18. **IN THE EVENT** of strike, flood, fire, labor disputes, act of God, force majeure, or any other condition or circumstances outside of the control of SCHC causing cancellation, delay, disruption, or curtailment of the Exposition, either in whole or in part, after commencement of the installation of the Exposition, SCHC shall not be held liable therefore and the registration and booth fees shall not be refunded.



Individual Exhibitor Informational Guidelines

Thank you for your interest in exhibiting at the Crystal Gateway Marriott. Please find attached useful guidelines and information regarding the set-up of your tabletop exhibits/displays.

Prior to Arrival Guidelines

If shipping materials or boxes to the hotel, please address as follows:

Example: SCHC
XYZ Exhibitor (**Company Name of Exhibitor**)
Attn: **Roman Chrost - Event Manager**
Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202

Delivery Charges-

- There will be a \$5.00 per box in and out .
- \$55.00 per pallet.
- \$85.00 per crate.
- \$35.00 per exhibit case.

Storage Charges-

- Pallets- \$40.00 per day.
- Crates- \$45.00 per day.
- Exhibit cases- \$25.00 per day.
- 10 or more boxes- \$5.00 per day, per 10 boxes.

Crystal Gateway Marriott assesses the following fees:

Box handling fees may be charged to an individual guest room or payable by cash or check. Packages for meetings may be delivered to the hotel three business days prior to the date of the function. Should a package arrive prior to three days, the hotel may impose a storage fee.

The Crystal Gateway Marriott will not assume any responsibility for the damage or loss of merchandise sent to the hotel for storage. Charges will be posted to the group's Master Account. If AV equipment is needed please contact **Roman Chrost at roman.chrost@marriott.com**, or complete the attached forms and fax to **Roman Chrost at (703) 271-5169** to make arrangements.

Any services or rental equipment provided by the hotel must be paid for before exhibitor's arrival (unless exhibitor is staying at the hotel and wants charges to be billed to the room). Payment may be made by credit card or check. Direct Billing can not be established for individual exhibitors.

If you need assistance in setting up your tabletop exhibits/displays, please schedule with **Roman Chrost** prior to arrival. Labor will be contracted at \$40.00 per set-up (unless it requires longer than one hour, in which case, labor will be charged on a per hour basis). Hotel does not provide assistance in setting up tabletops/displays unless previously arranged.

Day of Exhibitor Arrival

If you shipped boxes to the hotel, please confirm that your boxes were received by contacting the Shipping and Receiving department at 703-553-5789. Our Shipping and Receiving staff will bring boxes to the exhibit area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.

If you are bringing boxes directly to the hotel please use the loading dock on the south side of the building, at the corner of 18th and Eads Street. Please check-in with Crystal Gateway's Loss Prevention Department before loading in equipment/boxes. Loss Prevention will provide you with identification and escort you to the meeting room.

**** Please note: Exhibits/Displays must conform to fire codes. If any set-ups are in violation of this code, exhibitors will be required to alter the display to meet fire code as instructed by the hotel's Event Manager.**

EXHIBITOR AUDIO VISUAL ORDER REQUEST

MEETING NAME _____

EXHIBITOR COMPANY _____

ONSITE CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

TELEPHONE _____ FAX _____

BOOTH NUMBER (IF APPLICABLE) _____

DATE AND TIME AUDIO-VISUAL REQUESTED _____

DATE AND PICK-UP TIME FOR AUDIO VISUAL _____

	# of days	
54" MONITOR CART	\$30.00	0
27" VIDEO MONITOR/CART	\$140.00	0
27" VIDEO MONITOR &VCR	\$215.00	0
27" VIDEO MONITOR & DVD	\$240.00	0
32" VIDEO MONITOR & CART	\$175.00	0
32" VIDEO MONITOR & DVD	\$265.00	0
19" XGA DATA MONITOR	\$140.00	0
21" XGA DATA MONITOR	\$200.00	0
21" FLAT SCREEN MONITOR	\$350.00	0
27" XGA DATA MONITOR	\$250.00	0
HIGH SPEED INTERNET	\$350.00	0
TELEPHONE	\$75.00	0
		<hr/> <hr/>
AV Equipment Charge		0
22% Service Charge		0
4.5% Tax		0
Total AV Charge		0

BILLING INFORMATION

VISA MASTERCARD AMEX

CREDIT CARD # _____

EXPIRATION DATE _____

SIGNATURE OF CARDHOLDER _____

PRINTED NAME _____

o PLEASE CHARGE TO MY HOTEL ROOM

PLEASE FAX TO (703) 271-5169 TO COMPLETE AUDIO-VISUAL EXHIBIT ORDER

EXHIBITOR POWER (ENGINEERING) ORDER REQUEST

MEETING NAME _____

EXHIBITOR COMPANY _____

ONSITE CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

TELEPHONE _____ FAX _____

BOOTH NUMBER (IF APPLICABLE) _____

DATE AND TIME POWER REQUESTED _____

110 VOLTS
(OVER 30 AMPS MUST BRING RATED MALE & FEMALE PLUGS)

OUTLET ITEM	# NEEDED	PRICE	COST
20 AMPS		\$65.00	0
30 AMPS		\$85.00	0
40 AMPS		\$115.00	0

208 VOLTS -- SINGLE PHASE
(MUST BE RATED FOR VOLTAGE AND AMPERAGE -
AND SUPPLIED BY USER)

OUTLET ITEM	# NEEDED	PRICE	COST
20 AMPS		\$175.00	0
30 AMPS		\$285.00	0
40 AMPS		\$325.00	0

OARLINGTON COUNTY CODE requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. (Please contact Chief Engineer for Code Specifics)

O Any extension cords needed must be provided by exhibitor or hotel's Audio Visual Department.

BILLING INFORMATION

VISA MASTERCARD AMEX

CREDIT CARD # _____

EXPIRATION DATE _____

SIGNATURE OF CARDHOLDER _____

PRINTED NAME _____

PLEASE CHARGE TO MY HOTEL ROOM

PLEASE FAX TO (703) 271-5169 TO COMPLETE POWER REQUIREMENTS ORDER