

Exhibit Space Application/Contract

20th Symposium for Computer Applications in Radiology
Boston, Massachusetts • June 7-10, 2003



1. Please print company name and address below as you want it to appear in SCAR publications.

COMPANY NAME

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP

COUNTRY

COMPANY WEBSITE

TELEPHONE

FAX

CONTACT (Receives Exhibitor Services Manual)

TITLE

E-MAIL

DIRECT TELEPHONE (if different from above)

2. We are a new exhibitor: Yes No

3. We have a new company name. Former Name: _____

4. Please provide a description of the products to be exhibited from your booth in the first person point of view. Limit the description to 50 words and to actual products to be demonstrated in your booth. Registered trademark ®, copyright symbols ©, italics and bolds cannot be used in company profiles.

5. Product Category Selection. You may select a maximum of five (5) categories.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

PRODUCT CATEGORIES:

Archiving Services (ASP)	Imaging Devices (CR, DR, fluoro, etc.)	Storage Media, Fixed (RAID, juke box, silo, etc)
Computer Aided Diagnosis	Interface Hardware/Software	Storage Media, Portable (CD, DVD, etc)
Consulting Services	Internet Services	Teleradiology Services
Digitizers, Film	Networking, Local	Teleradiology Systems
Displays/Monitors	Networking, Web-Based	Work Stations
Educational Services	PACS, Enterprise	
Furniture	PACS, Modality	
Information Systems (RIS, HIS, EMR)	Printers	Other
Image Processing Systems	Publications	
	Speech Recognition Systems	

6. Booth Dimensions: _____ x _____ (i.e. 10 x 10; 10 x 20, etc.)

7. Booth Type: _____ (i.e. In-line, Island, etc.)

8. Booth Number Preference (refer to Exhibit Hall Floorplan)

1. _____ 2. _____ 3. _____

9. We would like to be near: _____

10. We do not want to be near: _____

11. Payment. Payment must be received in full with your Exhibit Space Application/Contract. Payments may be made by check payable to SCAR 2003, or wire transfer. Keep a copy of the Application/Contract for your records.

Booth Payment SCAR Corporate Member (\$31.50 per sq. ft.) _____ sq. ft. x \$31.50 \$ _____

New Corporate Membership (\$2,000) \$ _____

Corporate Membership Renewal (Optional, \$2,000) \$ _____

Booth Payment Nonmember (\$35 per sq. ft.) _____ sq. ft. x \$35.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

12. We understand that all space must be paid in full at the time of Application/Contact submittal. No booth space assignments will be made prior to receipt of full payment. Exhibitor agrees to abide by the Terms and Conditions that are part of the SCAR 2003 Exhibit Rules and Regulations, which are made a part of this contract by reference and fully incorporated herein. This is not a binding contract until signed by SCAR.

AUTHORIZED SIGNATURE DATE

SCAR SIGNATURE DATE

Questions: If you have any questions or need additional information, please call Heidi Prange, Director of Meetings, at (703) 757-0054 x104 or send an e-mail to SCAR2003@scarnet.org

Special Needs: Individuals needing auxiliary aids or services as identified in the Americans with Disabilities Act, please call the SCAR office at (703) 757-0054.

13. To apply for a booth, complete this form and return it with full payment to:
SCAR 2003 • 10105 Cottesmore Court • Great Falls, VA 22066

Rules and Regulations

SCAR 2003 Technical Exhibits

20th Symposium for Computer Applications in Radiology
Boston, Massachusetts • June 7-10, 2003



The Rules and Regulations have been updated. Please read carefully.

1. Payment Information

The Exhibitor understands that all space must be paid in full at the time of submitting the SCAR 2003 Space Application/Contract. Payments may be made by check payable to SCAR 2003, or by wire transfer (international exhibitors only).

Booth fee for SCAR Corporate Member is \$31.50 per square foot, and booth fee for non-members is \$35.00 per square foot.

2. Included in Booth Fee:

- 8 foot high draped backwall
- 3 foot high draped sidewalls
- I.D. sign with company name and booth number
- Listing in the SCAR 2003 Annual Meeting Preliminary Program, Final Program, and on the SCAR website (www.scar.net.org)
- Three (3) complimentary badges per 10' x 10' (or 9' x 10' if applicable) booth rented (100 square feet of space). Badges allow admittance to educational sessions, but does not include Hospital Tours.
- One (1) guest badge per 10' x 10' (or 9' x 10' if applicable) booth rented (100 square feet of space). Guest passes allow admittance to the exhibit hall only.
- Complimentary SCAR pre-registration and post-show attendee lists provided electronically.
- One (1) copy of the SCAR 2003 Proceedings and SCAR University Syllabus

3. Booth Assignments and Priority Period

No booth space assignment will be made prior to receipt of the SCAR 2003 Space Application/Contract and full payment. The SCAR 2003 Priority Period will be conducted through November 15, 2002. Exhibitor prospects eligible for Priority Period participation include all SCAR Corporate Members and past SCAR exhibitors. The Priority Period booth assignments will be based on both the number of consecutive years of exhibiting at the SCAR Annual Meeting and SCAR Corporate Member status. Priority Period booth assignments will be made by November 22, 2002.

The general sales campaign for exhibit booth space begins on November 25, 2002. However, interested parties are encouraged to submit their SCAR Space Application/Contract and full payment at their earliest convenience. Booth space will be assigned on a first-come, first served basis. The date that the 2003 Exhibit Space Application/Contract and full payment are received will be used for assignment purposes. SCAR will consider each company's preferred booth locations and any additional specifications outlined on the application in assigning exhibit space.

SCAR reserves the right to rearrange the floorplan and/or reassign any exhibit booth location if deemed necessary for the good of the meeting.

4. Cancellation

If cancellation or reduction of space is made in writing by February 28, 2003, 50% of the total booth fee will

be retained as liquidated damages. If exhibit space is cancelled or reduced on March 1, 2003 or after, 100% of the booth fee will be retained as liquidated damages. Notification of cancellation must be made in writing and received at SCAR by the deadline dates indicated. Mail notification to SCAR 2003, 10105 Cottesmore Court, Great Falls, VA 22066.

5. Liability

The exhibitor shall be fully responsible for all claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any person or any loss of or damage to any property where such injury, loss, or damage is incident to, arises out of or is in any way connected with the exhibitor's participation in the SCAR 2003 Annual Meeting. The exhibitor shall protect, indemnify, hold harmless and defend SCAR, its officers, directors, agents, and employees from and against any and all such claims, liabilities, losses, damages, and expenses (including costs of defending against such); provided that the foregoing shall not apply to any injury, loss, or damage caused by or resulting from the negligence or willful misconduct of SCAR or one or more of its officers, directors, agents, or employees. Exhibitor further waives any claim against SCAR, its officers, directors, agents or employees arising out of the oral or written publication or republication of any statement made in connection with SCAR 2003 by anyone who is not an employee of SCAR concerning the exhibitor or the exhibitor's exhibit, products or services.

The exhibitor shall be fully responsible and liable for losses, damages, and claims arising from the exhibitor's activities on the Hynes Convention Center premises or the Sheraton Boston Hotel premises and will indemnify, defend, and hold harmless the hotel, the convention center, its agents, servants, and employees from any and all such losses, damages, and claims except for any such losses, damages, and claims arising out of any negligence on the part of the Hynes Convention Center and/or the Sheraton Boston Hotel.

In the event the Hynes Convention Center or the Sheraton Boston Hotel, or any part of the exhibit area thereof is unavailable whether for the entire meeting, or a portion of the meeting, as a result of acts of God, fire, flood, tempest, inclement weather or other such cause or as a result of governmental intervention, malicious damage, acts of war, national emergency, strike, lock-out, labor dispute, riot or other cause or agency over which SCAR has no control, or should SCAR decide that because of any such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show hours, or dismantling time, SCAR shall not be liable to indemnify or reimburse the exhibitor or in respect of any damage or loss, direct or indirect, arising as a result thereof.

6. Insurance Coverage

Each exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the exhibitor shall deem adequate. Any policy providing such insurance must contain a waiver of any right of subrogation as to any claims against SCAR, its officers, directors, agents, or employees.

Each exhibitor must maintain general public liability insurance, in any amount of not less than \$1 million (\$1,000,000) for any one occurrence, against claims for

personal injury; death or property damage connected in any way with the exhibitor's participation in the SCAR 2003 Annual Meeting. Such insurance must include coverage of the indemnification obligations of the exhibitor under Section 5 of the 2003 Rules and Regulations and must cover SCAR as an additional named insured. In addition, the insurance policy must provide that coverage cannot be cancelled or reduced without at least ten (10) days written prior notice to SCAR. Upon request by SCAR, the exhibitor shall provide SCAR with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph. Each exhibitor understands that neither SCAR nor the Hynes Convention Center nor the Sheraton Boston Hotel maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance.

7. Exhibitor Appointed Contractor (EAC)

If an exhibitor plans to use a general service contractor other than Champion Exposition Services, the official service contractor appointed by SCAR, the exhibitor must submit to SCAR an original certificate of insurance certifying that the contractor maintains general public liability insurance, in the amount of not less than \$1 million (\$1,000,000) for any one occurrence against claims for personal injury, death, or property damage and that such coverage must name the exhibitor, and may not be cancelled or reduced without at least ten (10) days prior written notice to SCAR.

8. Personnel Registration and Badges (fees are tentative)

For every 10' x 10' (or 9' x 10' if applicable) exhibit booth (100 square feet of exhibit space), exhibitors will receive three (3) complimentary badges. Badges will allow admittance to sessions on a space-available basis. Additional badges, beyond the complimentary allotment, will be available for a fee. The fee for the first 20 additional badges over the complimentary allotment is \$50.00 per badge. The fee for the 21 or more badges over the complimentary allotment is \$100.00 per badge. SCAR reserves the right to restrict or to limit the number of booth personnel. Exhibit booth personnel are restricted to representatives engaged in the display, demonstration, application, or sale of the company's products and/or services. All other employees of the exhibiting company must register as regular professional attendees. The official SCAR 2003 badge must be worn in the SCAR Exhibit Hall at all times.

Complimentary exhibitor pre-registration forms will be sent with confirmation packets. New forms will be used for the SCAR 2003 Annual Meeting. Each individual must complete a separate coded form.

All setup and dismantling personnel must wear installation and dismantling (I&D) badges while in the Exhibit Hall. I&D badges are obtained at the Exhibitor Registration Counter.

Each individual exhibitor and/or exhibit representative will be responsible for procuring his/her badge at the SCAR 2003 Exhibitor Registration Counter. Badges will not be distributed in bulk to one representative of the company. Onsite badges will only be issued to individuals presenting a company business card or letterhead, or with an official company representative present.

Rules and Regulations: SCAR 2003 Technical Exhibits (CONTINUED)

9. Subletting or Sharing of Booth Space:

Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the exhibitor and/or approved by SCAR. Two or more exhibitors may share booth space only with written approval from SCAR. Only exhibiting companies may host functions at the SCAR 2003 Annual Meeting or utilize the press room for display of press kits and conduct press conferences.

10. Booth Definitions

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Refer to local building codes that regulate temporary structures.

- **Standard In-Line:** Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Booth height is restricted to eight (8) feet. Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The front five (5) feet of the rented space may be occupied from the floor up to a height of four (4) feet.
- **Corner:** A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.
- **Perimeter:** A perimeter booth is simply a linear booth that backs to the perimeter of the show floor. All guidelines for linear booths apply to perimeter booths except that the maximum backwall height is twelve (12) feet.
- **Modified Endcap:** An end-cap booth is exposed to aisles on three (3) sides and is generally composed of two 10' x 10' booths. The maximum backwall height of eight (8) feet is allowed only in the rear half of the booth space and within five (5) feet of the two aisles with a four (4) foot height restriction imposed on all materials in the remaining space forward to the aisle.
- **Peninsula:** A peninsula booth is exposed to aisles on three (3) sides and composed of a of four (4) booths (20' x 20'). There are two types of peninsula booths: a) one which backs up to linear booths, and b) one which backs to another peninsula booth and is referred to as a split island. See construction guidelines below for split island. When a peninsula booth backs up to linear booths, the backwall is restricted to four (4) feet high within five (5) feet of each aisle, permitting adequate line of sight for the adjoining linear booths. Twelve (12) feet is the maximum height allowance, including signage for the center portion of the backwall.
- **Split Island:** A split island booth shares a common backwall with another peninsula booth. The entire cubic content of this booth may be used, up to the maximum height of twelve (12) feet, without any back wall line of sight restrictions. For back-to-back peninsulas, the maximum height allowance, including signage for the backwall is twelve (12) feet
- **Island Booth:** An island booth is any size booth exposed to aisles on all four (4) sides. An island booth is 20' x 20' or larger. The entire cubic content of the space may be used up to twelve (12) feet, the maximum allowable height.

11. Booth limitation

All exhibits must be confined to the spatial limits of the exhibit space rented as indicated on your confirmation packet. Equipment, products or materials to be shown or demonstrated must be placed within the contracted

space to ensure that the attendee viewing the display will be in the booth and not impeding the aisle traffic. No part of any display may be suspended from or attached to any part of the Hynes Convention Center.

12. Hanging Signs and Graphics

No hanging signs or banners will be permitted without written approval of SCAR. Note, due to the low ceiling height in Hall A of the Hynes Convention Center, no hanging signs will be permitted at the SCAR 2003 Annual Meeting regardless of booth type.

13. Flammable and Toxic Material

All materials used in the display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

14. Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with Hynes Convention Center rules and be approved in writing by SCAR Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the SCAR 2003 Annual Meeting.

15. Storage

Fire regulations in the Hynes Convention Center prohibit storing product, literature, empty packing containers or packing materials behind back drapes.

16. Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space.

17. Sound / Music

In general, exhibitors may use sound equipment in their booth so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

18. Respect Your Neighbors

Exhibitors may only enter exhibit areas other than their own by invitation. Photo taking of exhibit booths other than your own is strictly prohibited.

19. Official General Service Contractor

The official general service contractor is Champion Exposition Services who will provide all exhibiting services. Exhibitors shall provide only the material and equipment that they own and that is to be used in their exhibit space. All other items used in the booth are to be provided only by the official service contractor. Champion Exposition Services will have complete control of all dock and loading facilities. They will receive and deliver all shipments, and provide rigging, labor, and equipment.

20. Security

Overall security service will be provided by SCAR for the duration of move-in, show hours, and dismantling, but neither the security service nor SCAR will be responsible for loss or damage to any property for any cause. SCAR reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the Exhibit Hall at any time. Anyone not allowing such inspection will not be allowed to remove un-inspected property from the Exhibit Hall until all other exhibitors have left.

21. Photos, Video, Film, Recording

In consideration of the opportunity to be an exhibitor at the SCAR 2003 Annual Meeting, I understand and hereby grant permission to SCAR to use, reproduce, and/or disseminate in any form or media, any film, audio, or photo taken or recorded of me or my exhibit during the above named meeting for the purpose of promoting SCAR's current or future activities, programs, symposia, or meetings. SCAR may copyright and distribute materials containing the film, video, audio, or photograph without further approval from me or my display. I hereby waive any claims I might have against SCAR related to such appearance(s) in the final product(s). I warrant that I am either acting on my own behalf or that I am authorized to execute this release on behalf of my company or employer.

22. Affiliated Events

Exhibitors are not permitted to conduct events of any kind during the official SCAR 2003 Annual Meeting educational program or events. If you are interested in holding an event, meeting, or forum of any kind in conjunction with the SCAR 2003 Annual Meeting, submit a completed Function Space Request Form by March 28, 2003.

23. Americans with Disabilities Act

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at (800) 514-0301, and from website www.usdoj.gov/crt/ada/infoline.htm.

24. Manning of Exhibit

Exhibit booths must be manned at all times during show hours from June 7, 2003 through to the close of the Technical Exhibits on Monday, June 9 at 5:00 pm. Exhibitors who tear down early lose all Priority Period consideration.

25. Questions

Call or e-mail Heidi Prange, Director of Meetings, for questions and/or concerns at (703) 757-0054 x104 or SCAR2003@scarnet.org.