2004 International Conference on Structural Genomics

November 17-21, 2004
Washington Hilton Hotel
Washington, D.C.

Exhibitor Prospectus
To Register: www.icsg2004.org

Cosponsored By:
International Structural Genomics Organization (ISGO)
Protein Structure Initiative
National Institute of General Medical Sciences
National Institutes of Health, U.S. Department of Health and Human Services
Dear Exhibitor:

We would like to extend a personal invitation to you and your company to join us at the International Conference on Structural Genomics 2004 (ICSG 2004) on November 17-21, 2004 at the Washington Hilton & Towers in Washington, DC.

This Conference will document the important milestones in the emerging field of structural genomics, and will include progress reports by representatives of centers for structural genomics research from around the world. Participants will include some 500 - 600 students, academic and industrial scientists.

Coffee breaks and luncheons will be offered in the exhibit hall. We are promoting additional traffic by also positioning the poster sessions in the exhibit hall. This gives you the opportunity to see and be seen. So, don’t miss out and sign up early.

Looking forward to seeing you in our nation’s capitol!

Organizing Committee

Gaetano T. Montelione  
CABM, Rutgers University, USA

Udo Heinemann  
Max-Delbrueck-Centrum fuer Molekulare Medizin, Germany

John Moult  
University of Maryland, USA

Thomas Terwilliger  
Los Alamos National Laboratory, USA

Shigeyuki Yokoyama  
University of Tokyo, Japan
Attendees Are Academic and Industrial Scientists

Participants at the meeting are involved in large scale protein production and high throughput crystallization using robotic methods, as well as rapid protein structure analysis by NMR, X-ray crystallography and bioinformatics. ICSG 2004 attendees are looking for your services and products to help them achieve their professional objectives.

The Conference will attract approximately 500-600 scientists and students in these areas.

Why Will Busy Scientists Be at ICSG 2004?
• To network with other scientists from across the nation.
• To attend informative plenary and poster sessions.
• To sharpen skills in protein expression, purification, and 3D structure analysis
• To gain first hand knowledge of the latest technologies and advances for structural genomic and proteomics.

Value-Added Exhibitor Benefits:
• Breaks and luncheons will be strategically placed in the exhibit hall to draw attendees to the floor and keep activity centered there.
• A complimentary listing of your product in the onsite program guide distributed to every conference attendee, plus a detailed listing on the www.icsg2004.org Web site.
• Complimentary registrations for exhibitor personnel to the ICSG 2004 conference program, featuring high profile speakers and leaders in structural genome research.
• Poster sessions in exhibit area to promote continual exposure to your booth.

You must exhibit to meet them!

Reserve Your Exhibit Space Today!
Phone: 202-973-8687
Fax: 202-331-0111
E-mail: iscg2004@courtesyassoc.com
www.icsg2004.org
## Exhibit Days and Hours

### Set-up:
**Wednesday, November 17**
Noon – 6:00 p.m.

### Show:
**Thursday, November 18**
10:00 a.m. – 10:30 a.m. **Coffee Break**
12:30 p.m. – 2:20 p.m. **Lunch Served in Hall** **Poster Session**
4:30 p.m. – 5:00 p.m. **Coffee Break**

**Friday, November 19**
10:00 a.m. – 10:30 a.m. **Coffee Break**
12:30 p.m. – 2:20 p.m. **Lunch Served in Hall** **Poster Session**
4:30 p.m. – 5:00 p.m. **Coffee Break**

**Saturday, November 20**
10:00 a.m. – 10:30 a.m. **Coffee Break**
12:30 p.m. – 2:20 p.m. **Lunch Served in Hall** **Poster Session**
4:30 p.m. – 5:00 p.m. **Coffee Break**

### Dismantle
**Saturday, November 20**
5:00 p.m. – 9:00 p.m.

### Exhibit Space Cost

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x10’ space</td>
<td>$2,000</td>
</tr>
<tr>
<td>10’ x 20’ space</td>
<td>$4,000</td>
</tr>
<tr>
<td>20’ x 20’ space</td>
<td>$8,000</td>
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</tbody>
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### Exhibit Space Includes
- 8-foot high back drape and 3-foot high side drape
- A 7”x44” sign with your company’s name and booth number.
- Your product listing in the Onsite Directory distributed to all meeting attendees
- Two complimentary Conference registrations for each 10’x10’ booth purchased.

To reserve your exhibit space at ICSG 2004 today, go to our website www.icsg2004.org.

For information, people should contact ICSG, Exhibits Manager at 202-973-8687.
Application/Contract for Exhibit Space

Organization Name (please type or print)
(Exactly as it will appear in the ICSG 2004 Conference Book, any conference publications, & booth sign)

Address ____________________________________________________________________________________________________

City ___________________________________________________   State ______________   Zip ____________________________

Telephone _____________________________________________    Fax ________________________________________________

Contact Person _______________________________________    Title ________________________________________________

E-mail  ________________________________________________    Web Address ________________________________________

Booth Number Preference(s): First Choice__________       Second Choice__________       Third Choice__________

Please write a brief product description, 50 words or less (exactly as to appear in the Exhibition Directory) and forward via email to ICSG2004@courtesyassoc.com

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Payment: Each 10’ x 10’ booth space will cost $2000.00. A deposit of one half of the total cost for requested exhibit space must accompany the Application/Contract to Exhibit. Applications not accomplished by appropriate deposit will be delayed in processing and space assignment. Balance of fees is due no later than October 22, 2004. All checks should be made payable to “ICSG 2004 Conference”.

Cancellations: Must be in writing and must be received by October 22, 2004. Payments will be refunded, less $250.00 management fee, to be paid after the Conference. Any cancellations received in this office after October 22, 2004 cannot be refunded.

We would like to reserve booth space for the ICSG 2004 Conference Exhibition, November 18-20, 2004, Washington, DC.

We agree to abide by the Official Rules, Terms and Conditions governing exhibits set forth in the Exhibitor Prospectus which is made a part of this contract, and to all conditions under which exhibit space in The Washington Hilton Hotel & Towers is leased to the ICSG 2004 Conference.

Signature: __________________________________________________

Title:___________________________________   Date:______________

For ICSG 2004 Conference Use Only

Accept by: ________________________________

Date: ____________________________________

Booth #: ________________________________

Date Deposit Received:____________________

Check #: __________________________________

Amount Paid ______________________________

Date Final Payment Rcvd __________________

Check #: __________________________________

Amount Paid:______________________________

Total Paid: ________________________________

Mail Payment to:
ICSG 2004 Conference
c/o Courtesy Associates
2025 M Street, NW, Suite 800
Washington, DC 20036

ICSG 2004
GENERAL  The term “Conference” shall mean the, 2004 International Conference on Structural Genomics, its organizers, committees or agents acting for it in the management of the Exhibition. The term “Exhibitor” shall mean any person, organization or other entity that seeks to maintain an Exhibit at the Exhibition. The Conference shall have full power in the interpretation and enforcement of all TERMS AND CONDITIONS governing Exhibitors. All matters and questions not covered by these TERMS AND CONDITIONS shall be subject to the final judgment and discretion of the Conference. The Conference will establish the schedule for setting up, opening, closing and dismantling of the Exhibits. These TERMS AND CONDITIONS may be amended at any time by the Conference upon written notice to such Exhibitors as may be affected by them.

ELIGIBILITY  The Conference reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. The acceptance of a booth for the Exhibition does not carry the Conference’s endorsement of the equipment or service displayed there. Exhibits are subject to the approval of the Conference. The Conference reserves the right to require the modification of any Exhibit which, in its opinion, is not in character with the Exhibition. This regulation applies to displays, literature, advertising, novelties, souvenirs, conduct of representatives, etc. The Conference reserves at all times the right to approve the nature of the Exhibits and conditions under which the Exhibits are displayed.

ASSIGNMENT OF SPACE  Booth assignments are generally made on a first-come, first-served basis, taking into account the date a request is received, availability of requested area, the amount of space requested, special needs and compatibility of Exhibitors. The Conference, however, reserves the right in its sole discretion to use other assignment criteria. The Conference also reserves the right to rearrange the floor plan and may relocate an Exhibit with the understanding that the Exhibitor shall be notified prior to such relocation.

REASSIGNMENT OF SPACE  Exhibit space not occupied by 6:00 pm Wednesday, November 17, 2004, may be reassigned by the Exhibit Manager to another Exhibitor without refund of the rental paid.

SUBLETTING SPACE  The subletting, assignment or apportionment of the whole or any part of the Exhibitor’s space, by an Exhibitor, is prohibited. No Exhibitor may permit any other party to exhibit in their space any goods other than those manufactured or produced by the contracting Exhibitor, or permit the solicitations of business by others within their exhibit space.

PAYMENT  The fee for rental payment, less any previously paid deposit(s), shall be due October 22, 2004. If an Exhibitor fails to make payment(s) when due the Exhibitor’s right to exhibit may be canceled by the Conference without further notice.

REFUND FOR CANCELLATION  All cancellations by Exhibitors must be in writing and must be submitted to the Conference management office by October 22, 2004. A 50% deposit for each booth space is non-refundable. Payment in full is due by October 22, 2004 and booths sold after that date need to be accompanied by payment in full. Persons whose written cancellations are received by the Conference management after October 22, 2004, shall forfeit all payments made and be obligated in full for the total Exhibit rental fee. If the Exhibition is cancelled for any reason beyond the control of the Conference, the Conference will refund each Exhibitor’s rental payment on a prorated basis after all related Exhibition expenses incurred to that date have been met, thereby canceling the rental charge and lease of space. The Exhibitor agrees that this prorated refund shall release the Exhibitor from its obligations under its contract with the Conference and shall release the Conference from any liability to the Exhibitor.

EXHIBIT SPACE  No Exhibit will be permitted to interfere with the light, space, comfort or view of another Exhibit.

Displays shall comply with the following:
(a) Backwall shall not be higher than 8 feet overall.
(b) Sidewalls shall not be higher than 36 inches.
(c) All backwall illumination must either be indirect or muted by translucent panels.
(d) Aisles must be kept clear from flooring to ceiling. Floodlights, if used, must be directed to shine entirely within the booth area so that no interference with neighboring booths results. All draperies, carpets, decorations, etc., used in the display must be of a nonflammable nature. Animated signs or flashing lights (other than animation of product or actual product operation) are prohibited on or in the area of the Exhibit floor. Signs, handbills or other devices are strictly limited to the booth space assigned. Loudspeakers will not be permitted. Musical instruments, radios, projection machines, record players, VCRs, televisions, or any noise creating device or amplifying systems shall be operated only at a level which will not interfere with other Exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to the Exhibit Manager’s requirements. All audiovisual and sound devices must be relevant to the Exhibitor’s products. Each Exhibitor must keep an attendant in the display booth during the open hours of the Exhibit. Attendants must be bona fide employees or representatives of the Exhibitor. There is no restriction on the number of attendants per booth; however, attendants must wear Exhibit badges and be fully registered as Exhibitors. The Exhibitor must pay all costs incurred in the operation of its booth. This provision specifically covers expenditures incurred for lights, power, water and other utilities or services in connection with its own booth. The Conference shall provide carpeting.

Measurements shown on the floor plan of the Exhibitor’s Prospectus are not warranted but are as accurate as possible. The Exhibit Manager reserves the right to modify these plans, as necessary, to meet the needs of Exhibitors and the Exhibition.

The Conference retains the right to refuse or deny any Booth Space Application submitted for this event, in which case the Conference shall return applicant’s rental fee. The Conference shall not be deemed to have approved an application until the Conference has both received the deposit fee and emailed the applicant with notification of booth(s) assigned. Exhibitors shall not assign, sublet or share space without the knowledge and prior written consent of the Exhibit Manager. Exhibitors may show only the goods they manufacture or deal in during their regular course of business. The Conference cannot guarantee that a company exhibiting similar products or a competitor will not be located in a nearby or adjoining booth space. The Exhibit Manager reserves the right to restrict or evict Exhibitors, which because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any Exhibit which in the opinion of the Exhibit Manager may detract from the general character of the Exhibit as a whole.

This reservation includes persons, things, conduct, printed matter or anything of a character which the Exhibit Manager determines is objectionable to the Exhibit or interferes with the activities of neighboring Exhibitors. In the event of such restriction or eviction, the Conference is not liable for any refunds or rentals or other Exhibit expense.

Please submit for approval all plans for any special or unusual Exhibit, to the Exhibit Manager by October 22, 2004. To ensure your exhibit space is approved; please bear in mind the overall appearance of the exhibit and the rights of neighboring Exhibitors.

CARE OF EXHIBIT SPACE  The Conference will arrange for installation and sweeping of aisle carpeting daily. The Exhibitor shall keep in good order the space occupied by the Exhibitor. The Exhibitor may not place anything in the aisles during open hours of the Exhibition. The Exhibitor assumes responsibility of returning the Exhibit space to the Exhibit facility in the condition in which it is found; clean, undamaged and unmarrred.

BOOTH CONSTRUCTION AND ARRANGEMENT  Exposed parts of the display must be finished so as not to be objectionable to other Exhibitors and/or the Conference or such parts will be ordered draped by the Conference and billed to the Exhibitor. Overhead canopies or simulated ceilings cannot extend out over the front two feet of the booth space. Sidewalls of booths are limited to the same height as the backwall, but to within 4 feet of the front line and from that point to the aisle — 42 inches. No display equipment over 42 inches in height may be placed in the front 2 feet of Exhibit space. In all single booth corner locations, the backwall is considered the same as the backwall of all other booths in the same continuous row except for those Exhibitors that have reserved the two end corner booths adjoining each other. Electrical, pneumatic and hydraulic equipment must meet requirements of all electrical, safety and other applicable codes.
EXHIBIT DISMANTLING  Exhibits will close promptly at 3:00 p.m. on Saturday, November 20, 2004 and must be dismantled/packed for removal no later than 9:00 p.m. on that day. Shipping labels and shipping bills of lading must be prepared and provided for the return of all crates, gartons, etc. Company employees must be present for the dismantling and packing of the displays until the booth area is empty.

CONTRACTOR SERVICE AND INFORMATION  The Conference has selected Hargrove as the official contractor to provide service to Exhibitors. The contractor will provide labor, equipment and supervision. Complete information, instructions and schedule of prices regarding shipping and drayage, labor for erecting and dismantling, electrical, furniture and carpet rental, cleaning, etc., will be included in the Exhibitor's Service Kit to be forwarded by Hargrove 3 months prior to the event for advance planning. Show management will provide vacuum sweeping of aisles once each night during open days. Aisles will be maintained during show hours. Any individual booth cleaning shall be contracted at the Exhibit Service Coordinator Service desk.

CIRCULATION AND SOLICITATION  Distribution of circulars or promotional material may be made only within the booth assigned to the Exhibitor presenting such material. No firm or organization will be permitted to solicit business within the Exhibit area unless it has been assigned space at the Exhibition.

PHOTOGRAPHY  The Exhibitor shall not photograph, videotape, audiotape or create any similar recording of any portion of the Exhibition other than its own Exhibit without the prior written authorization of the Exhibit Manager.

DELIVERY OF EQUIPMENT  Exhibitors will be responsible for delivery of their own equipment and/or display material to the exhibit hall floor and for removal of equipment and/or display material. The official drayage contractor shall control all traffic into and out of the Exhibit area to minimize delays and tie-ups. The Exhibitor assumes full responsibility for the delivery of its materials to the space, which is assigned for the purpose of exhibiting its product, service or materials. The Conference assumes no responsibility for the performance of services by common carrier, express services, the U.S. mail, telephone and telegraph companies or any other service for which the Exhibitor may wish to make a contract.

NO FLAMMABLE MATERIALS  Combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall not be used. Packaging containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silk or other decorations must be able to withstand a flameproof test as prescribed by the fire ordinances of Washington, DC.

STORAGE  Proper identification will be available at the service center on the Exhibit floor and is to be attached to each piece to be placed in storage. Packaging materials such as paper and excelsior must be totally enclosed in containers.

LABOR REGULATIONS  The Exhibitor is cautioned that the conditions of union labor vary from city to city and from state to state and it must inform itself of the particular local conditions prevailing in regard to labor transactions at the time it engages any laborer, carpenter, electrician, plumber, decorator, etc., or any other person employed for the service of its booth. All work in connection with Exhibits requiring hired labor should be referred to the official contractor, Hargrove. Labor expenses for each booth (other than pipe and drape and sign installation) shall be absorbed entirely by Exhibitor.

EXHIBIT INSPECTION  All Exhibits will be subject to inspection by the Exhibit Manager one hour before the opening of the Exhibits. Exhibitors found to be in violation of the rules will be requested to comply, or dismantle their Exhibits.

REPAIR OF DAMAGES  The cost of repairing any damage caused by the Exhibitor, its employees, representatives or agents to the property of others and the Washington Hilton Hotel and Towers shall be the responsibility of the Exhibitor. Nothing will be posted on, tack, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or property of others or of the Exhibit area.

INDEMNIFICATION  The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to persons and/or displays, equipment and other property brought by it upon the premises used for the exhibition.

The Exhibitor shall indemnify and hold harmless the 2004 International Conference on Structural Genomics, the Washington Hilton Hotel and Towers, their owners, members, affiliated agents, servants, employees and assigns from any and all loss, damage, claims, actions and suits whatsoever, together with all costs, expenses and attorney's fees in connection therewith, which shall grow out of any injury or death of persons or damage to or destruction of property (tangible or otherwise), caused by, resulting from or otherwise connected with activities of the Exhibitor at the Exhibition.

SECURITY  The Conference will provide general overall 24-hour access control during the Exhibition period including move-in and move-out. However, the Conference is not responsible for the loss of any material by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Exhibitors will be provided specified time periods, prior to each day's show opening and subsequent to each day's show closing, to prepare, adjust, alter, etc. their Exhibit area.

Only registered Exhibition Attendees and Exhibitors and registered guests will be authorized to enter the Exhibit Hall.

COMPLIANCE WITH LAW  The Exhibitor shall comply with all applicable laws, ordinances, and regulations and shall secure the full compliance therewith from all of its employees, agents and visitors.

LIABILITY AND INSURANCE  The Exhibitor assumes entire responsibility for, and hereby releases the 2004 International Conference on Structural Genomics, Hargrove, the Washington Hilton Hotel and Towers and their members, employees, officers, directors, agents and assigns from any and all liability resulting from, arising out of, or in any way connected with Exhibitor's Exhibit or Exhibitor's negligence or intentional acts or omissions at the Exhibition (including, but not limited to, installation, operation, use, visitation and removal of the Exhibit. Exhibitor shall obtain insurance sufficient to cover liability for personal injury and for damage to third party property resulting from its participation at the Exhibition. It shall be solely the Exhibitor's responsibility to obtain adequate additional insurance for Exhibitor's participation in this event, including but not limited to insurance covering event cancellation and event interruption. The Conference will furnish security guards, but it is not responsible for the loss of any material, whatever the cause. Exhibitors must leave their space clean. Exhibitors assume all responsibility for any damage their Exhibits may cause to the Washington Hilton Hotel and Towers. The obligations set forth in this Section shall survive termination, performance and expiration of the Exhibitor's contract.

ADDITIONAL MATTERS; AMENDMENT TO RULES  Any and all matters or questions not specifically covered by the preceding TERMS AND CONDITIONS shall be subject solely to the discretion of the Conference. These TERMS AND CONDITIONS may be amended at any time by the Conference with sufficient notice to Exhibitor and all amendments so made shall be binding on Exhibitors equally with the foregoing TERMS AND CONDITIONS.

INCORPORATION BY REFERENCE/LAWS APPLICABLE  All terms set forth herein are expressly incorporated by reference into the original Booth Space Application and Contract and are to be treated as having full legal efficacy for enforcement of same.