

**AAPS Exhibitor Seminar Room
Reservation
2009 AAPS National Biotechnology Conference
Washington State Convention & Trade Center
June 21- 24, 2009**



The company agrees to the Terms & Conditions detailed on the reverse.

Please check desired rental times:

Meeting Room (Rental Duration), check appropriate box:

1/2 day @ \$2,500 for 4 hours (check desired timeslot)

- Monday, June 22: 1:00 pm - 5:00 pm
- Tuesday, June 23: 8:00 am – 12:00 pm
- Tuesday, June 23: 1:00 pm – 5:00 pm

Please provide the following information for official listings:

Exhibitor Seminar (Title) _____
For Official Listing

25-word description sent electronically to Heather Horan at horanh@aaps.org

Payment Information:

Rental Amount due: \$2,500

Enclosed is check # _____ in US Dollars drawn on a US bank, payable to AAPS

Charge my: VISA MasterCard AMEX Discover

Account #: _____ Expiration: _____ (required)

Authorized Signature (required): _____

Name on Card: _____

Please Print or Type:

Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

Official Company Listing:

Company Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Country: _____ Phone: _____

Fax: _____ E-Mail address: _____

**Return to AAPS, NBC Exhibitor Seminar Room Reservation, 2107 Wilson Blvd., Ste. 700
Arlington, VA 22201-3042 fax: 703-243-5582; phone: 703-248-4788**

Office Use Only: Date Received: _____ Payment: _____ MR# _____

Terms & Conditions

1. ROOM USE:

Seminar rooms are for the exclusive use of 2009 AAPS National Biotechnology Conference exhibitors. Seminar rooms are to be used for exhibitor product demonstrations, exhibitor corporate training sessions, user groups, or exhibitor seminar. This program content is not considered official AAPS program content, and will not be listed as official program content.

2. HOURS OF OPERATION:

Seminar rooms will be open at the following times: Monday, June 22: 1:00 – 5:00 p.m.; Tuesday, June 23: 8:00 a.m. – 5:00 p.m. Seminar rooms will be rented in 1/2 day increments.

3. WHAT'S INCLUDED WITH MEETING ROOM:

AAPS Seminar Rooms will be hosted in meeting rooms at the Washington State Convention & Trade Center. Rooms will be assigned upon confirmation of this reservation form.

These rooms will be set for 45 people in theatre-style seating. Seminar Room Rental includes head-table with four chairs, theater seating for 45 people, 1 LCD projector and screen, identification sign on exterior of room, and daily cleaning. Exhibitor is responsible for any other furnishings desired and must order additional equipment, furnishings or catering from the appropriate official contractor. Order forms will be provided in the Exhibitor Service Manual.

Presenting companies will be allocated one additional complimentary exhibitor badge per 1/2 day room rental. This badge is in addition to the allotment the presenting company receives from their exhibit booth reservation.

Companies will also receive an automatic upgrade to the Preferred Package on the 2009 National Biotechnology Conference On-Line Expo webpage in order to list your sessions and promote your event.

Finally, AAPS strongly recommends the following marketing devices to promote your Seminar: Pre-show attendee list, Flyers in your booth, Provide free food/drinks (catering), and promotion to your client base.

4. ADMISSION:

All persons desiring entrance to the rooms must be properly registered for the 2009 AAPS National Biotechnology Conference. Exposition-Only registrations are available on-site for \$125 per person, per day.

5. PROGRAM LISTING:

Those room rental received by April 1, 2009 will be included in the 2009 AAPS National Biotechnology Conference Final program. Your company name and any symposium title will be listed exactly as written on the reservation form. The presentation description will be based on the 25-word description you send to AAPS electronically.

6. RESERVATIONS:

Meeting room reservations will be made on a first-come, first-served basis. E-Mail Heather Horan at HoranH@aaps.org to check on availability of rooms.

7. CANCELLATIONS:

Notice of cancellation must be received by AAPS in writing no later than April 1, 2009. All reservations are final. No refunds are available after contract is accepted.

8: GUIDELINES, TERMS & CONDITIONS:

All exhibit guidelines and terms listed on the Exhibit Space Reservation Contract and in the Exhibiting Information section of the Exhibit Service Manual apply to the Meeting Rooms.