

INTERNATIONAL SMALL ANGLE SCATTERING CONFERENCE

**REGISTRATION
DEADLINE
MARCH 18, 2018**

SAS2018 will bring together between 400 and 600 Small Angle Scattering experts from across the globe to Traverse City in Michigan for a one-week exposition.

TRIPLE TABLE DISPLAY

\$8,000

- First-choice selection for table location*
- Placement in Sponsor section on website
- Sponsor materials included in participant handouts and ad placement in program book
- Includes six (6) conference registrations

CONFERENCE INFORMATION

Conference will be held at the Grand Traverse Resort & Spa in Acme, Michigan, **October 7–12, 2018.**

Grand Traverse Resort & Spa
100 Grand Traverse Village Boulevard
Acme, Michigan 49610
United States

DOUBLE TABLE DISPLAY

\$4,000

- Second-choice selection for table location*
- Sponsor materials included in participant handouts and ad placement in program book
- Includes four (4) conference registrations

ADDITIONAL INFORMATION

For more information or to be added to our mailing list, please send your name and company information to sas2018tc@gmail.com.

STANDARD TABLE DISPLAY

\$2,000

- Third-choice selection for table location*
- Includes two (2) conference registrations

CONTACT

Jan Ilavsky
E-mail: sas2018tc@gmail.com
sas2018.anl.gov

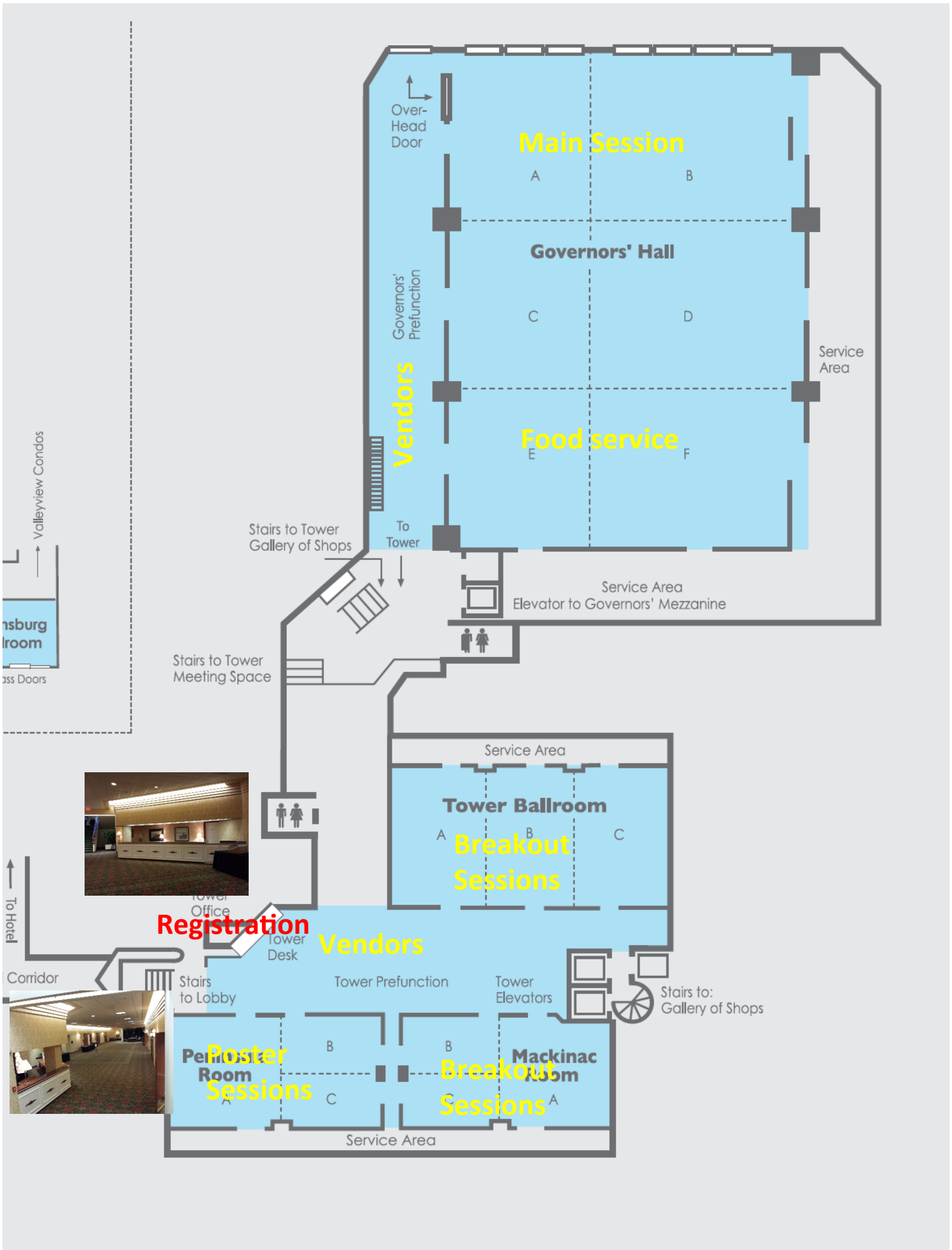
OTHER AMENITIES

Wi-Fi will be included for all exhibitors. Lodging, power, and additional services will be invoiced by the resort directly.

OTHER SPONSORSHIPS

Please inquire for more information regarding other sponsorship opportunities including coffees, luncheons, etc.

*Dependent on power requirements and other needs.





GRAND TRAVERSE RESORT & SPA EXHIBIT RULES AND PROCEDURES

1. Host organization agrees to use and pay for usage of exhibit space, electrical service, phone service, any permits required and trash removal. A copy of a floor plan with general display locations, to include electrical and phone needs, will be required two (2) weeks prior to event; four (4) weeks if electrical and phone requirements are extensive. All electrical charges are master billed. Orders for electrical service received less than 48 hrs in advance will be subject to double the prevailing rate and possibly a permit change fee.
2. Charges for damages caused by **EXHIBITORS** will be charged to the host organization's master account. The host group may then seek re-imbursement from the **EXHIBITOR** that caused the damage.
3. **EXHIBITORS** displaying Vehicles will be responsible for their own floor protection including drop cloths under engines and boards under tires. Vehicle must **be 5 gallons or ¼ tank, whichever is less** of fuel. Vented gas caps need to be taped (sealed). Batteries are to be disconnected with the cable ends taped and wire-tied down to prevent them from contacting the terminal posts. All vehicles, even electric should be diapered as they still have moving parts that are lubricated. 100% electric vehicles would be exempt from fuel controls. Electric/Gas combo models would follow the rules and regulations for internal combustion engine vehicles (gas, diesel).
4. **EXHIBITORS** may not use the lobby entrance to the hotel for moving in exhibit materials. All exhibitors, equipment and materials must enter using the appropriate loading dock or the entrance behind Governors Hall. **EXHIBITORS** shall be solely responsible for delivery, handling, setup, and removal of their own displays and materials. Grand Traverse Resort does not supply labor or carts for setup.
5. All trucks, trailers, and exhibit vehicles are required to park at the water tower parking lot, or as designated.
6. **EXHIBITORS** will cooperate by not throwing refuse on the floor unnecessarily or committing any act, which may endanger public safety or inconvenience other exhibitors or the public. There will be **NO SMOKING** on the exhibit floor at **ANYTIME**.
7. All pertinent fire codes and laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly observed. Fire exits cannot be blocked at any time -- no exceptions. Use of crepe paper is not permitted and all decorative materials shall be fireproof. No flammable liquids will be permitted within the building. The fuel tanks of internal combustion engines must be ¼ tank or 5 gallons, whichever is less. Engines must be diapered. **Nothing shall be nailed, stapled or otherwise AFFIXED to WALLS, FLOORS, or any part of the exhibition area.**

8. **If a Display / Exposition service is being used, all exhibit materials should be shipped to them. Exhibit materials shipped to Grand Traverse Resort may be re-consigned back to the display company. Grand Traverse Resort will not be responsible for additional shipping charges and delivery delays that may result. Storage is NOT available for crates or excess exhibit material at Grand Traverse Resort and Spa prior, during, or after the show.**
 9. Incoming shipments must include: Name of person receiving, and name and date of event. Ship to: Grand Traverse Resort and Spa, 100 Grand Traverse Village Blvd., Acme, MI 49610. **Do not ship C.O.D.--it will be refused!**
 10. Outgoing shipments: Boxes must be labeled and sealed properly, with method of payment clearly marked. Contact shipping at extension 6617 for box pick up.
 11. Exhibits of 15 or more will require a container for trash removal. Containers can be ordered through Grand Traverse Resort and Spa and the appropriate fee will be charged to the master account.
 12. Grand Traverse Resort and Spa does not automatically provide security for an event or exhibit area, and is not liable for theft. Dedicated security is available for an additional fee.
 13. Send a copy of these rules to each exhibitor.
- ★ At 30 days prior to the event client must provide the local Grand Traverse Metro Fire Department (Fire Marshall Inspectors) with an initial floor plan. They can be reached at 231-947-3000 or email info@gtmetrofire.org. Their fax is 231-947-8728.

Initials _____



GRAND TRAVERSE RESORT AND SPA

CONFERENCE & EXHIBIT ELECTRICAL/SERVICES FORM

Name of Conference:		
Date of Conference:		
Exhibitor Setup:	Booth #:	
Company Name:		
Contact Name:	Phone #:	
Address:		
City:	State:	Zip:
E-mail Address:		

ELECTRICAL REQUESTS

# of Days	Quantity	Description	Price
		Quad - 4 outlet box on one circuit with 20 Amps maximum output. (Minimum of 1 Quad required for most applications)	\$40.00 per day (inside complex)
		Power Strip (in addition to Quad) – 15 amps max.	\$15.00/each per day (inside complex)

TELECOMMUNICATIONS

# of Days	Quantity	Description	Price
		DID – Direct Inward Dial Phone Line (Dial Up) – phone included (dial “9” to access outside direct line)	\$50.00 per day plus calls
		Speaker Phone – Includes cost of direct dial phone line (dial “9” to access outside line)	\$80.00 per day plus calls
		High Speed Internet Access – Wired or Wireless	\$100.00 per day per exhibit

MISCELLANEOUS CHARGES

# of Days	Quantity	Description	Price
		Banner hanging and removal – depending on size and location, a banner movement fee is also applicable	\$30.00 and per up banner

Please Note: Wall, post, and floor outlets are not part of the booth space. A separate outlet should be ordered for each piece of equipment to be connected. **Voltage, amperage, wattage, and phase must be specified for all equipment to be connected. All exhibitor cords must be THREE-WIRE grounded types. The Electrical Code requires that all exposed non-current carrying parts of fixed equipment, which are liable to become energized, shall be grounded.** To assure proper electrical service, this form is required to be completely filled out and signed. **Grand Traverse Resort and Spa needs to receive this form 14 days prior to the exhibit opening. All orders placed within 48 hours of the event WILL BE CHARGED DOUBLE the printed fees to cover labor and product. All power/electrical charges are billed on a per day basis, NOT a one time charge.**



GRAND TRAVERSE RESORT AND SPA

CONFERENCE & EXHIBIT ELECTRICAL/SERVICES FORM

SHIPPING AND RECEIVING INFORMATION

RECEIVING PROCEDURE-

US Postal MAIL Send shipment to:

Grand Traverse Resort and Spa
100 Grand Traverse Village Boulevard
Acme, Michigan 49610-0404
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes (i.e. 1 of 2, 2 of 2, etc.)

FED-EX or UPS Send shipment to:

Grand Traverse Resort and Spa
6300 US 31 North
Williamsburg MI 49690
Attention: **GUEST NAME**
Hold For: **CONFERENCE NAME**
Date of Event:
Number of Boxes (i.e. 1 of 2, 2 of 2, etc.)

RETURN SHIPPING PROCEDURE

Attach properly filled out shipping labels (Fed Ex, UPS, etc...) to packages. **Each package MUST be labeled.** Have packages taken to Shipping Office.

OR

Fill out "Shipping Information Form" which can be obtained from the Concierge, Bellstand, or the Conference Registration Desk. **Each package MUST be labeled.** Have packages taken to Shipping Office.

The Shipping Office is open Monday through Friday, 8am-5pm. After hours call Banquets extension 6100 or Security 2300. Shipments subject to a \$1 per box handling charge.

Please Note: Grand Traverse Resort and Spa **will not** accept shipments of exhibit materials when a Display Company is handling an exhibit show (i.e. ArtCraft). Please ship to Display Company directly.

Grand Traverse Resort & Spa **will not** accept shipments more than one week prior to the conference.

ATTENTION EXHIBITORS: This form must be returned 14 days prior to your event.

Due to PCI compliance, please do not email this form. You may fax it to 231-534-6152.

CC #	Expiration Date
Authorized Signature	Date