

NOVEMBER 4 – 8, 2024, SAN JOSÉ, COSTA RICA

EXHIBITOR GUIDE AND SERVICE MANUAL

www.imrp-ia.com

November 4-8, 2024

CCCR – Centro de Convenciones de Costa Rica

Exhibit Hall: Central

EXHIBIT TIME TABLE	
<i>Monday, November 4, 2024</i>	16:00-19:00 Welcome Reception & Exhibition Opening
<i>Tuesday, November 5, 2024</i>	08:00-18:00
<i>Wednesday, November 6, 2024</i>	08:00-17:30 15:00-17:30 Posters Presentations & Exhibition Networking Event
<i>Thursday, November 7, 2024</i>	08:00-14:00

SECTION 1 – IMPORTANT DATES

SEPTEMBER 23	Hotel Accommodation at the Marriott Hacienda Belen ***Recommendation: Reserve early! Block will likely sell out in June.***
OCTOBER 11	Completion of Exhibitor Profile for Publication on Web App Exhibitor Stand Plan/Sketches (if customized set-up) Submission of Proof of Liability Insurance Registration of Sponsors and Exhibitors Order Deadline with Octametro* (15% price increase after this date) <i>*Full custom booths must be ordered by Sept 30.</i>
NOVEMBER 1-4	Shipped items may be delivered directly to the convention center. Exhibitors must collect boxes themselves from the storage area.

Hereafter, the International Meeting on Radiation Processing will be referred to as **IMRP 2024**;

The Centro de Convenciones de Costa Rica (venue for IMRP 2024) is referred to as the **CCCR**.

*****IMPORTANT*****

Links (underlined text) are created throughout the Exhibitor Guide & Service Manual for your convenience:

- To get in touch with the various contractors,
- To access detailed information on specific items.

Should you not find the information you are looking for, please feel free to contact Isabel Stengler by email at isabel@iseventsolutions.com.

SECTION 2 – SUSTAINABILITY GUIDELINES

The theme of IMRP 2024 is “Irradiation Technologies – Available, Sustainable and Growing”. The iia is aspiring to obtain the Blue Flag Sustainability Certification from the Costa Rican association “Yo hago el cambio” (I make the change) by promoting sustainability and reducing the environmental impact. We encourage you to join us in this effort by adhering to the following sustainability guidelines:

1. Materials and Products

- **Eco-Friendly Materials:** Use sustainable, recyclable, and biodegradable materials for booth construction, displays, and promotional items.
- **Reusable Elements:** Design your booth with reusable components to minimize waste for future events.
- **Avoid Single-Use Plastics:** Eliminate single-use plastics wherever possible, opting instead for reusable or compostable alternatives.

2. Energy Efficiency

- **Efficient Lighting:** Utilize energy-efficient lighting such as LEDs and ensure that all electrical equipment is turned off when not in use.
- **Power Consumption:** Use energy-efficient appliances and equipment to reduce overall power consumption.

3. Waste Reduction

- **Minimize Handouts:** Reduce paper waste by limiting the number of printed materials. Offer digital alternatives such as QR codes for downloading brochures and information.
- **Digital Business Cards:** Instead of having printed cards, your company representative could use digital cards – insert URL; All nametags will have a QR code with the participant contact information. Be sure to have a QR code reader app installed on your phone such as the QR Code Scanner from from TinyLab.
- **Recycling Stations:** Set up clearly labeled recycling bins at your booth for paper, plastics, and other recyclable materials.

4. Transportation and Logistics

- **Local Sourcing:** Source materials and products locally to reduce transportation emissions. Consider renting additional furnishings, accessories or printing on wall panels rather than shipping your booth.
- **Eco-Friendly Shipping:** Use environmentally friendly shipping methods and packaging materials.

5. Promotional Items

- **Sustainable Giveaways:** Choose promotional items that are sustainable, useful, and durable. Avoid items that are likely to be discarded quickly. Participants will receive sustainable swag including a delegate bag, notepad, pen and lanyard.
- **Digital Engagement:** Promote your products and services through digital channels rather than physical giveaways.

6. Engagement and Education

- **Educate Your Team:** Ensure that all staff members are aware of and committed to your sustainability practices.
- **Engage Attendees:** Inform attendees about your sustainability efforts and encourage them to participate in eco-friendly practices.

7. Collaboration

- **Work with the Organizers:** Coordinate with the conference secretariat IS Event Solutions to ensure that your sustainability practices align with conference policies and capabilities.
- **Share Best Practices:** Exchange ideas and strategies with other exhibitors to promote a culture of sustainability throughout the event.

By following these guidelines, you help us create a more sustainable and environmentally friendly event. Thank you for your cooperation and commitment to sustainability.

SECTION 3 –CONTACT INFORMATION AND SUPPLIERS

CONFERENCE ORGANIZER & SECRETARIAT (SPONSOR & EXHIBITOR SERVICING)

IS EVENT SOLUTIONS

Montreal, Canada

Mrs. Isabel Stengler

Tel: (514) 373-4800 ext: 101

Email: isabel@iseventsolutions.com

DECORATOR (additional electricity, furniture, accessories, flowers, LCD screens, carpet, custom-booth design, printing on panels, etc.)

* A 5amps/110v socket per 9m² module is included with the purchase of a furnished booth. *

Octametro

San José, Costa Rica

Mrs. Rosey Mendez

Tel: +506 8368 4228

E-mail: roseymendez@octacr.com

AUDIOVISUAL (all AV needs other than LCD screens)

SUPPLIER TBD

San José, Costa Rica

tbd

Tel:

E-mail:

CUSTOMS CLEARANCE (shipping, customs clearing, material handling, advance shipping, etc.)

Vento Logistics Alliance

San José, Costa Rica

Mrs. Adriana Vargas

Tel: +506 7059-4721

E-mail: avargas@vento-logistics.com

The Conference Organizer strongly recommends the coordination of your shipping with Vento Logistics Alliance, who is the official forwarder. It will not be possible to send material directly to the Convention Center **before October 28 and they will only accept a maximum of 3 boxes per company**. It is important to expect delays at customs clearance in Costa Rica and additional transport time should be considered. **Please read the shipping details on page 11 carefully.**

CONVENTION CENTER (booth cleaning, Internet, etc.)

Costa Rica Convention Center

San José, Costa Rica

Mrs. Maria Alejandra Salazar

Tel: 506-7006-3508 (WhatsApp)

E-mail: maria.salazar@costaricacc.com

HOTEL RESERVATIONS

Marriott Hacienda Belen

700 Meters West From Bridgestone/Firestone,

Heredia Province,

Heredia, 40703, Costa Rica

The Gala dinner will also be taking place at the Marriott Hacienda Belen.

Online hotel room reservations at the Marriott Hacienda Belen:

<https://imrp-ia.com/accommodation/>

Rate: \$214/night incl. breakfast + taxes

CATERING

Orders must be placed 21 days prior to the event at the latest.

Costa Rica Convention Center

San José, Costa Rica

Mrs. Maria Alejandra Salazar

Tel: 506-7006-3508 (WhatsApp)

E-mail: maria.salazar@costaricacc.com

DESTINATION MANAGEMENT COMPANY

If you require event planning services, you can contact:

Dynamic DMC Costa Rica & Panama

Ms. Carolina Cordoba

Tel: P: CR +(506) 2288-4318 ext. 103

M: CR +(506) 8367-7693

Web: <http://www.dynamicdmc.com>

Email: business1@dynamicdmc.com

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AUDIO-VISUAL

The official AV supplier has not been selected yet. LCD screens can be rented with Octametro. Please contact the conference secretariat for details.

BOOTH CLEANING SERVICES

CCCR supplies general cleaning services in the exhibit hall including the cleaning of aisles and vacuuming of exhibitor booths as well as emptying the garbage bins. Exhibitors are otherwise responsible to keep their booths tidy.

BOOTH FURNISHINGS AND PLANS

Discount Pricing Deadline: Oct 11, 2024

Costs will increase by 15% after the October 11 deadline.

Please note that the exhibit hall has wall-to-wall carpets. A hard wall booth structure is included in the exhibition fee. The offered booth structure may be customized by ordering additional furniture, printing on panels etc. Installation of a custom-booth is also possible but must this service must be contracted with Octametro.

Your booth package will be installed prior to your arrival on site.

Each regular 3m deep X 3m wide (10ft x 10ft) booth package includes:

- 3m wide x 3m long white hard wall sidewalls (panels of 1m)
- 2.5m high white hard wall back wall
- 1 header fascia sign (*maximum 18 characters*)
- 1 counter (lockable – brandable front for \$)
- 2 white bar stools
- 1 spotlight with arm installed on the fascia
- 1 waste basket
- 1 electrical socket 5amp - 110v



N.B. These furnishings are approved by IMRP 2024 and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

All additional requirements are the responsibility of the exhibitor. Order forms for Octametro for additional requirements may be found at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

CATERING

Exhibitors may order food and beverages to their booths at any time. Some restrictions may apply. You must contact Maria Alejandra Salazar - maria.salazar@costaricacc.com at CCCR directly.

Daily breaks and dessert/coffee during lunches are served in the Exhibit Hall in room Central. Lunches will be served in the foyer areas of the CCCR.

CUSTOMS BROKER & TRANSPORTATION

Vento Logistics Alliance is the appointed customs broker and freight forwarder. Please note that clearing customs in Costa Rica can be challenging and time-consuming. Shipping of materials at least 2 months prior to the conference is strongly encouraged.

ELECTRICAL SERVICES

Temporary electrical and lighting services will be provided by Octametro. One 5amp/110V outlet is included per 9 m² (100 sq.ft.) booth. 300 watts will be needed for the spotlights installed on the rail.

Additional orders may be placed directly via the “Additional Electrical Services Request Form” from Octametro.

EXHIBITOR LISTING

Deadline: October 11, 2024

All IMRP exhibiting organizations are entitled to a listing in the on-line Exhibit Directory.

In an effort to make this international meeting as sustainable as possible, IMRP 2024 will provide all congress information in a Web App. A printed pocket guide will be provided.

In order to be included in the IMRP Web App, please provide a 50-word description of your product(s) or service(s) in English by October 9, 2024 by use of the provided Survey Monkey link <https://www.surveymonkey.com/r/imrp2024directory>

Should you exceed the 50-word limit, the first 50 words will be used; the descriptions will not be edited, and will appear as written. The purpose of this listing is for exhibitors to provide delegates with more information on their organization and what to expect at the booth.

EXHIBITOR REGISTRATION

The benefits of IMRP exhibiting companies include:

- Two (2) exhibitor staff badges for each booth module that was purchased. This badge does **not** include access to the technical sessions or the gala dinner.
- The exhibitor staff badge includes food and beverages in the exhibit area for the duration of the exhibits. The exhibitor badge allows access to the exhibit hall, welcome reception, luncheons and breaks. The gala dinner is not included.
- A company listing and a 50-word description in the Exhibit Directory on the IMRP 2024 Web App

Additional exhibitor badges above the company’s allowance may be obtained at a cost of \$300 USD. It is permitted to surrender an exhibitor badge for replacement due to a correction or a change in personnel.

The Congress Secretariat will contact you with detailed instructions.

EXHIBIT TIMETABLE

A company representative should be present in the booth at all times. It is not recommended to leave the booth unattended.

MOVE-IN & SET-UP:

Monday, November 4, 2024 08:00-15:00

**The Exhibit Hall will be open from 16:00 to 19:00 on Monday, November 4 for the official opening of the Exhibition and the Welcome Reception.*

All crates and boxes must be removed from the exhibit floor by 15:00 on Monday, November 4. If the booth space is not occupied by 16:00 on Monday, November 4, the Conference Organizer reserves the right to use such space as it deems appropriate. All exhibits must be completely set up and ready for inspection by IMRP officials by 16:00 on Monday, November 4.

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<i>Tuesday, November 5, 2024</i>	08:00-18:00
<i>Wednesday, November 6, 2024</i>	08:00-17:30 15:00-17:30 Posters Presentations & Exhibition Networking Event
<i>Thursday, November 7, 2024</i>	08:00-14:00

Exhibitors will be allowed in the exhibit hall 30 minutes before it opens, and may also leave 30 minutes after closing. Please check with the Conference Organizers if additional time is required.

DISMANTLE & MOVE-OUT:

Thursday, November 7, 2024 14:00-18:30

Should an exhibitor fail to remove his exhibit, the Conference Organizer reserves the right to remove such exhibit at the exhibitor's expense.

FLOOR PLAN

The floor plan showing the actual booth locations can be found in section 6 of this document. The Congress Organizer, for the overall benefit of the exhibition, may modify general layout and booth allocations.

FLORAL ARRANGEMENTS

Exhibitors may order flowers / plants for their booths directly with Octametro via their order form kit. Orders must be placed prior to October 11 to avoid higher pricing.

HOTEL ACCOMMODATION

Hotel cut-off date: September 23, 2024

Sponsors and exhibitors are encouraged to reserve their hotel rooms at the Marriott Hacienda Belen as soon as possible. This is also the venue where the gala dinner will take place.

Full details are available on the IMRP website:

<https://imrp-iaa.com/accommodation/>

Sponsors and exhibitors who wish to reserve more than 5 rooms, please contact Mr. Keylor Barrett directly at Keylor.Barrett@marriott-hotels.com. For less than 5 rooms, please make individual reservations via the hotel's reservation system.

INSURANCE

Deadline: October 11, 2024

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its staff first enters the exhibitor grounds, and to continue until all his exhibits and property have been removed.

The International Irradiation Association (iaa), IMRP Organizing Committees, Congress Organizer & Secretariat, CCCR, Octametro or its agents assume no responsibility for bodily loss of, or damage to products, booths, and equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors must insure themselves against property loss/damage and liability for injury. Therefore, the exhibitor will provide IMRP by October 9, 2024, with satisfactory **proof of liability insurance in the limit of \$2,000,000 each and every occurrence.**

INTERNET

Wireless Internet access will be available at a no charge. Wired Internet can be purchased directly from the CCCR by contacting Maria Alejandra Salazar at maria.salazar@costaricacc.com.

Days	Speed	Price per day (without taxes)
1	10 MB	\$18
2	10 MB	\$36
3	10 MB	\$54
4	10 MB	\$72
5	10 MB	\$90
6	10 MB	\$108

Days	Speed	Price per day (without taxes)
1	20 MB	\$36
2	20 MB	\$72
3	20 MB	\$108
4	20 MB	\$144
5	20 MB	\$180
6	20 MB	\$216

Days	Speed	Price per day (without taxes)
1	30 MB	\$54
2	30 MB	\$108
3	30 MB	\$162
4	30 MB	\$216
5	30 MB	\$270
6	30 MB	\$324

Days	Speed	Price per day (without taxes)
1	50 MB	\$90
2	50 MB	\$180
3	50 MB	\$270
4	50 MB	\$360
5	50 MB	\$450
6	50 MB	\$540

Days	Speed	Price per day (without taxes)
1	100 MB	\$118
2	100 MB	\$234
3	100 MB	\$352
4	100 MB	\$468
5	100 MB	\$586
6	100 MB	\$702

Days	Speed	Price per day (without taxes)
1	200 MB	\$198
2	200 MB	\$396
3	200 MB	\$594
4	200 MB	\$792
5	200 MB	\$990
6	200 MB	\$1,188

LIABILITY

Neither the International Irradiation Association, the Conference Organizer, CCCR, any suppliers, their employees or representatives, nor any member of the IMRP Organizing Committee is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

PUBLIC ACCESS

The main entrance to the CCCR is direct from the General Cañas Highway. Autop. Gral. Cañas, San José, Costa Rica

SECURITY & STAFFING

The iia, the Conference Organizer and the CCCR will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

We ask for your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- Exhibit move-in or move-out of the hall is not permitted during the exhibition opening hours.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the IMRP Exhibitor Registration Counter, for these individuals to gain admittance to the exhibit hall.
- Please keep your giveaways and other promotional material out of sight after exhibit hours. Alcohol giveaways are prohibited.
- Never leave laptop computers or any valuable items in your booth unattended.
- Please do not schedule any meetings in your booth outside of exhibit hours, or contact the Organizers ahead of time for approval.

- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

SHIPPING OF MATERIALS

The Conference Organizer strongly recommends the use of **Vento Logistics Alliance** for shipping and customs clearance. Please contact Mrs. Adriana Vargas at avargas@vento-logistics.com directly.

!!! SHIPPING DIRECTLY TO VENUE !!!

Shipments must NOT arrive before October 28.

If you are only shipping a maximum of 3 boxes, you can ship them directly to the CCCR. However, it is the exhibitor's responsibility to carefully complete any customs documentation with as much detail and clarity as possible.

Please note that the CCCR does not provide material handling from the storage area to the booth. The boxes will need to be moved by the exhibitors themselves.

The Shipping Label must include the following information:

Costa Rica Convention Center (CCCR)
Autop. Gral. Cañas
San José, Costa Rica
Event: IMRP 2024 (Nov 4-7)
Contact at CCCR : Daniela Gutierrez (506-2106-1600)

Please email Mrs. Daniela Gutierrez to inform her that you have sent a shipment. She can then help locate it.

OUTBOUND SHIPPING

Please ensure to pre-arrange outbound shipping prior to the close of the exhibit.

Companies need to make their own arrangements with the shipping company like Fedex.

SIGNAGE

Octametro has an in-house signage department. Graphics and sign order forms are available in their order kit available at this link: <https://imrp-ia.com/sponsors-and-exhibitors/exhibitor-manual/> On-site orders will not be available.

SIGN INSTALLATION

No materials of any kind may be affixed to the ceiling or to any walls whether painted, wooden, brick, vinyl, or cement by any method whatsoever unless approved by IMRP 2024. Touch-up of exhibits, etc., must be done in such manner as not to deface or damage the property. Proper precautions must be taken; otherwise repairs and cleaning will be carried out at the expense of the exhibitor.

SOCIAL EVENTS

Official Opening of the Exhibit/

Welcome Reception:	Monday, November 4	16:00-19:00
Posters & Exhibition Networking Event	Wednesday, November 6	15:00-17:30
Gala Dinner	Thursday, November 7	19:00-23:00

VENUE

CCCR - Autop. Gral. Cañas, San José, Costa Rica

3D Virtual Tour - https://costaricacc.com/360/desktop_esp/index.htm

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PART OF CONTRACT

The policies stated herein and in the Exhibitors/Sponsors Prospectus constitute a *bona fide* part of the contract for exhibit space. The iia reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. All matters and questions not covered in these policies are subject to the final judgment and decision of the Association.

ADMISSION TO THE IMRP EXHIBIT

The Conference Organizer reserves the right to refuse admission to the exhibit to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

ALLOCATION OF SPACE

The Conference Organizer reserves the right to allocate space to the exhibitor according to the total exhibit design and overall space constraints.

BOOTH DESIGN AND CONSTRUCTION

IMRP is providing standard furnished booths spaces. Exhibitors may enhance the standard furnished booth packages (see Octametro Catalogue) or can build a custom booth in the Exhibit Hall.

CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the Conference Organizer. Exhibitors may not put signs on the walls of the Hacienda Belen without written permission from the Conference Organizer.

CONDITIONS OF PARTICIPATION

The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the “Exhibitor Guide & Service Manual” issued by the Conference Organizer and such other rules and regulations or operating procedures as the Conference Organizer may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

DANGEROUS MATERIALS

No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls without prior permission from the Conference Organizer. No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the hall. No radioactive materials are to be used.

ENTERTAINMENT OR SOCIAL FUNCTIONS

No entertainment or social functions may be scheduled to conflict with the official IMRP program or exhibit hours.

FIREPROOFING

Costa Rica Fire Department regulations require that all objects or materials used for decoration are non-flammable. All decorations and displays must be non-flammable or flame proofed by approved methods. All fabric, cellulose and cardboard display materials must be flame proofed and are subject to inspection by the Fire Department. No flammable fluids or similar substances may be used or displayed in booths. No hazardous display of any nature will be permitted in the venue.

FLOORS – WEIGHT BEARING CAPACITY

Exhibitors may not place objects weighing more than 450 kg per square meter on the floor of the Exhibit Hall. Any damage caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

INSPECTION OF LEASED PREMISES

The Conference Organizer will inspect the leased areas with a representative of the CCCR and Octametro. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

KEEPING EXITS CLEAR

Display material may not block:

- Emergency Exits
- Fire-hose Cabinets
- Fire Alarms
- Fire Alarm Rooms
- Electrical Rooms
- Signs
- Cleaning Stations

LABOUR

The venue does not supply any manpower in unloading of trucks and movement of exhibits or displays to and from the exhibit area. However, the venue will supply limited equipment (dollies, carts, etc.) to bring convention equipment and supplies to the conference level.

PHOTOGRAPHY / VIDEOGRAPHY IN THE EXHIBITION HALL

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

PROHIBITION OF STICKERS

Stickers of any kind are prohibited at CCCR because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

RESTRICTIONS

Management reserves the right to restrict exhibits which, because of the nature of the activity taking place at the booth, noise level or for any other reason, become objectionable, and also to close, without indemnity, the exhibit of any Exhibitor who refuses, after notification, to comply with the stated rules and regulations.

A company representative should be present in the booth at all times. It is forbidden to leave the booth unattended. The rights and privileges of any Exhibitor shall not be infringed upon by any other Exhibitor.

The aisles must be kept clear of exhibits. All interviews, demonstrations, distribution of literature, etc., must be made inside the Exhibitor's booth during scheduled show times.

Unethical conduct or infraction of rules by the Exhibitor or his representatives will subject the Exhibitor and/or his representatives to immediate dismissal from the Exhibit Hall. In such an event, it is agreed that no refund shall be made by the International Meeting on Radiation Processing or by CCCR and, further, that no demand for redress will be made by the Exhibitor or his representatives.

The following restrictions are applicable to exhibitors and helpers used during move-in and move-out of the exhibition.

Animals: with the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted without prior written approval of the Conference Organizer.

General: possession or usage of prohibited substances; no horseplay or other activities that can create accidents.

SOLICITING AND PROMOTIONAL ACTIVITIES

Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall as well as in the CCCR.

SOUND TRANSMISSION

The prescribed standard is as follows: sound level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The Conference Organizer will be the sole judge in this matter.

SUBLETTING

It is strictly forbidden for an exhibitor to sublet the whole or any part of his booth space without prior written permission of the Conference Organizer.

SECTION 6 – FLOOR PLANS

