

Book Exhibit Guidelines
HISTORY OF SCIENCE SOCIETY MEETING
3-6 NOVEMBER 2011
CLEVELAND, OHIO

Before the Meeting:

1. Table fees are as outlined in the Book Exhibit Reservation Form. All reservations and payments must be received by **31 August 2011**. Post-deadline requests will be accommodated on a space-available basis only.
2. Exhibitors will receive **one** complimentary registration for each reserved table, up to a total of four registrations. So that we may provide your staff with badges, **we ask that you complete registration forms for all staff members who will be attending the meeting**. You should receive a registration form in the email with these guidelines. Please note that these registrations do not include admission to the HSS Banquet on Saturday night.
3. You will be responsible for all shipping costs **to** and **from** the meeting. The Hotel's drayage charges will be explained in the 'Hotel Guidelines' section of this document.
4. Neither the hotel nor the History of Science Society accept any liability for equipment, goods, displays, or other materials that arrive, fail to arrive, or are left at the hotel. You are responsible for insuring your property. Exhibitor shall pay for any and all damages to property owned by the Renaissance Cleveland Hotel, its owners or managers, which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Renaissance Cleveland Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, and the History of Science Society, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
5. As the meeting approaches, special requests will become increasingly difficult to accommodate. If you have any special needs, please make us aware of these as early as possible.
6. See the RCH Electrical Order Form and RCH Phone and Internet Order Form for your electrical and communication needs. It should have been sent to you with this document. Please contact the HSS office if you need another copy.

Where to ship the book exhibition materials

Books: To send books for staffed tables, to arrive no earlier than three (3) business days before the meeting, which begins 3 November 2011, follow the procedures below on page 3 under "Hotel Guidelines."

Inserts for Registration Packets: The deadline for inclusion is Monday, 24 October 2011. This year we are charging a flat rate of \$400 to include an insert in every attendee's packet. This cost is in addition to charges for Book Exhibit tables. We expect 650 delegates to attend.

At the Meeting

1. The Book Exhibit will be located **on the third (3rd) floor, Mezzanine Level, in the Gold Room**. (tentative Floor Plan available upon request). Set-up will take place **Thursday, 3 November, between 3:30 pm and 6:30 pm**. These hours may be extended if necessary. As in years past, the exhibit set-up will be simple. We will supply 6' x 2.5' tables, skirted and draped, and with 2 chairs per table and 1 wastebasket. We will **not** provide signage or booths. If you need risers or other display equipment, please plan to bring these items with you. We will try to accommodate special requests, but we must work within the confines of the exhibit space. You must contact the hotel for electrical and Internet connections. See form sent with these Guidelines or request another copy from HSS.

2. The Book Exhibit will be open to attendees at the following times:

4 November (Fri.),	9:00 am to 6:30 pm
5 November (Sat.),	9:00 am to 6:30 pm
6 November (Sun.),	9:00 am to 12:00 pm

Because the Thursday plenary session and the opening reception are both taking place off-site, we have opted to extend hours on Friday and Saturday in lieu of opening the exhibit on Thursday evening as in past years.

- 3. Some portions of the book exhibit may be in an open foyer. Security will be provided for any areas that cannot be locked.
- 4. Breakdown will begin Sunday, 6 November at noon. The exhibit space must be cleared by 4:00. Please plan to pack your own boxes so that they are ready to be shipped Monday morning. If you need to make special arrangements, please contact the HSS office. **Neither the History of Science Society nor the Book Exhibit Coordinator can take responsibility for the packing or shipping of books left in the display area.** Books and materials for the Collective Book Exhibit will **not** be returned.
- 5. Finally, we would like to make your exhibit experience as productive and as enjoyable as possible. Please do not hesitate to let us know of your needs and preferences. We will be happy to inquire about relief help for exhibitors who will be displaying alone.

***Please sign and date this form to confirm that you have received and understand these rules and send a copy to the History of Science Society Executive Office at 440 Geddes Hall, Notre Dame, IN 46556 or by fax (574) 631-1533.**

Contact the History of Science Society office with any questions or concerns: info@hssonline.org or (574) 631-1194.

Thank you for your participation!

_____	_____	_____
Signature	Company (Please print)	Date

*Signature not required for publishers who are **only** sending inserts and/or books for the Collective Book Exhibit.

Hotel Guidelines

SHIPPING OF PACKAGES

The Renaissance Cleveland Hotel will only accept prepaid packages. The hotel will refuse any packages delivered C.O.D. and the hotel will make no notification to the shipper. Please address all boxes/packages as follows:

(Name of Representative On Site)
(Name of Publisher or Company)

Renaissance Cleveland Hotel
Attn: Louis Zsula
24 Public Square
Cleveland, OH 44113
USA

History of Science Society: Nov 3 — Nov 6
(Box ___ of ___)

Remember to provide a complete return address including company name

If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. 1 of 3, 2 of 3, etc.)

Due to limited storage, please do not send packages to arrive more than three (3) business days prior to your event.

There is a handling fee of \$5/box for boxes coming into and leaving the dock. You are asked to pay this fee before your boxes are released to the exhibit area. You will need to pay the handling fee for any boxes to be shipped out before you depart the hotel.

Bills of lading or delivery slips showing weight and number of pieces must cover all shipments. Exhibitors need to make direct arrangements with the carriers.

Outgoing boxes can also be shipped via the Renaissance Cleveland Hotel – All PACKING SLIPS MUST BE FILLED IN PRIOR TO DEPARTURE OF THE BOXES.

The Hotel and the History of Science Society do not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the Hotel. The Exhibitor is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

It is the Exhibitor's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Renaissance Cleveland Hotel and the HSS accept no liability for lost, stolen or damaged goods.

EXHIBIT INFORMATION:

Each Table Top Exhibit Includes:

- One six foot table with cover (Tablecloth is floor length)
- Two Chairs per table
- Wastebasket

Signage:

Nothing should be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. The Hotel requests that all signage be limited

to the meeting and exhibit levels, and requires that all signage intended for display in public areas of the Hotel be professionally printed.

Exhibit Electrical Requirements:

The Renaissance Cleveland hotel offers power strips and extension cords for \$25.00 for the duration of the exhibit.

NOTE: All electrical work must be performed by the Hotel.

SECURITY

The Exhibitor acknowledges that the Cleveland Renaissance Hotel and the History of Science Society cannot be responsible for the safekeeping of equipment, supplies, written material or any other valuable items left in function rooms by the meeting's attendees. Security will be provided for the book exhibit area for the period when the exhibit is closed.

ADVERTISING

Neither the Exhibitor, nor the Hotel, nor the HSS will use the name, trademark, logo, or other proprietary designation of the other party in any advertising or promotional materials without the prior written approval of such party. The Exhibitor's requests for any Hotel advertising materials should be directed to the Hotel contact listed on the front page of this contract.

GUEST ROOM HOSPITALITY EVENTS

Guest rooms and guest suites are the private domain of the registered occupant(s) for the time reserved, and those occupants are entitled to reasonable and normal use therein. In the event of planned group activities in the guest room areas, guests are required to obtain advance Hotel approval, and all group food and beverage services must be coordinated through and/or provided by Hotel services. Should such group activities (not coordinated through Hotel) come to the Hotel's attention, Hotel will evaluate group activities for possible charges, and client will be responsible for assistance in such situations.

PROMOTIONAL MATERIALS

Nothing should be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection, therewith, necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Exhibitor. For your convenience, the Hotel has strategically located daily monitors displaying meeting information and will provide a reasonable quantity of easels for signage. The Hotel requests that all signage be limited to the meeting and exhibit levels, and requires that all signage intended for display in public areas of the Hotel be professionally printed.

AUDIO-VISUAL

Audio-Visual Services are available through the Renaissance Cleveland Hotel's in-house audio-visual company (Ted VanHying, director: Ted.VanHying@renaissancehotels.com). In the event you elect to contract with an outside audio-visual company, additional charges may be incurred. These services can be requested through Convention Services.

(This Hotel Information Sheet is effective as of September 15, 2011 and subject to change without notice.)

IN-HOUSE LABOR, SERVICE AND EQUIPMENT

All arrangements for required labor, service and/or equipment (such as Electrical power supply/connections, Internet/VPN/Telephone access, Security/Lock Changes, Banner Hangings, Marketing Opportunities, etc) may be arranged via your assigned Convention Service Manager. The Convention Service Manager will be able to provide further details on availability, associated fees and cost estimates. The Renaissance Cleveland Hotel will provide at no charge a reasonable amount of in-house inventory of meeting room equipment i.e. chairs, tables, in-house linens, stage pieces, dance floor, lecterns, etc. This complimentary arrangement does not include special set-ups or a format that would exhaust our available in-house equipment to the point of having to rent an additional supply to accommodate your needs. If such is the case, we will present two alternatives: the rental cost to your group for additional equipment or the change of the set-ups to avoid extra rental.

FORMS: See attached RCH order forms for telephone and additional electrical needs.