Application to Exhibit and Sponsorship Participation

Instructions: Type or print the application. Complete all sections. Keep a copy for your records.

Sign and return this application including payment to:

Botany 2005

c/o Botanical Society of America
2813 Blossom Avenue
Columbus, Ohio 43231

Applications are due May 1, 2005 and must include a $250.00 deposit. Balance of all rental and sponsorship fees are due June 30, 2005. Late applications received after June 30, 2005 must include full payment. Upon acceptance of contract, confirmation will be e-mailed to the contact person. An Exhibitor Service Kit will also be mailed in June, 2005.

Company or Organization Name

☐ We are already a Botanical Society of America Corporate Member for 2005.
☐ We wish to become a Botanical Society of America Corporate Member for 2005-2006.

Exhibit Contact Name ____________________________ Title ____________________________

Address ____________________________________________

City ____________________________ State ________________ Zip Code ____________________________

Phone ____________________________ Toll Free ____________________________ Fax ____________________________

Email address ____________________________

Company website ____________________________

Company information as listed above will appear in the Botany 2005 Program book distributed at the Conference.

A. Exhibit and Sponsorship Opportunities

A-1. Exhibit Space Rental - space is an 8’ x 10’ tabletop space and includes an ID sign, 1-skirted table and 2 chairs.

☐ We would like to reserve a booth space a for Botany 2005.

We are a Commercial Vendor OR a Non-Profit Organization

Educational Forum - Saturday-Sunday ........................................... $400.00 ........................................ $250.00
Scientific Meeting - Monday-Wednesday ........................................ $950.00 ........................................ $450.00
Full Conference - Saturday -Wednesday ......................................... $1,100.00 ....................................... $600.00

Any vendor wishing to rent 2 or more booth spaces may purchase the second booth at a 50% discount.

We would tentatively like to set-up our booth space: ☐ Friday, 8/12 ☐ Saturday, 8/13 or ☐ Sunday, 8/14

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A-2. Names of Individuals Representing Company
Registration fees for up to three Exhibitors is included in the booth fee, but they **MUST** register for the Conference.

1. 
2. 
3. 

A-3. Product Information
In 50 - 100 words, please attach a description of your products and services to be exhibited. This will appear in the Botany 2005 Program book and also on the Conference Website. We reserve the right to edit copy. Either attach the description or e-mail wording to johanne@botany.org.

A-4. Location Preference
Exhibits will be located in the Event Center Tent along with the Conference-wide poster session and other scheduled social events. Please indicate if there is another vendor or type of vendor you wish NOT to be near.

B. Table-top Book Display
☐ We cannot attend Botany 2005, but we would like to have a display to represent our Company. We understand that the display will be unstaffed and materials will not be returned. (Full Conference Only - $300.00)

C. Conference and Event Sponsorship
☐ We wish to support Botany 2005 by sponsoring the events listed below. (For a complete listing of sponsorship opportunities, please see page 5 of the Prospectus.)

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<tr>
<th>Event-Type</th>
<th>Amount $</th>
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D. Conference Publication Advertising
☐ We wish to place a company advertisement in the Conference Program, the Abstract Book or the Forum Program. (For sizes and specifications of ads, please see page 6 of the Prospectus.)

<table>
<thead>
<tr>
<th>Advertisement size</th>
<th>Amount</th>
<th>Publication</th>
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E. Insert in the Conference Packet
☐ We wish to insert an advertisement in the Botany 2005 conference packet to be given to an expected 600 attendees. (Details on page 6 of the Prospectus.) Copy of advertisement is attached. ($250.00 per piece.)
We are already a Botanical Society of America Corporate Member for 2005-2006

We wish to become a Botanical Society of America Corporate Member for 2005-2006 ($500.00)

Total Amount Enclosed
Balance due by June 30, 2005

We agree to abide by all the rules and regulations governing the exposition as printed on the reverse side hereof and which are part of this application. Acceptance of this application by Botany 2004 constitutes a contract.

Authorized Signature
Title ___________________________ Date ___________________________

For more information or for questions please contact:
Botany 2005 Meeting Office
Phone: 614-899-9356, Fax: 614-895-7866, or johanne@botany.org

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Summary of Fees

- Exhibit Space
  - Number of Booths _______ Booth Fee __________________________
  - OR
- Table-Top Display __________________________
- Event Sponsorship __________________________ Amount __________
- Program Advertising
  - Which Publication __________________________ Amount __________
- Conference Inserts __________________________ Amount __________

Total Fees __________________________

- We are already a Botanical Society of America Corporate Member for 2005-2006 Less 20% discount __________

- We wish to become a Botanical Society of America Corporate Member for 2005-2006 ($500.00) __________________________

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Payment Information

- Payment by Check made payable to Botany 2005
- Payment by MasterCard, Visa, or American Express

Credit Card Number ___________________________ Expiration Date __________

Name on Card ___________________________

Card Holder’s Address ___________________________

Card Holder’s Signature ___________________________

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The Botanical Society of America is hereinafter referred to as “Show Management.”

5. Payment and Refunds - Applications submitted prior to May 1, 2005 must be accompanied by a deposit in the amount of $250 of the total space rental charge. Applications received without such payment will not be processed and an assignment be made. The balance of the space rental charge will become due and payable on June 30, 2005.

Applications submitted after June 8, 2005 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will not be processed nor will space assignment be made.

Cancellation of both space must be received in writing by Show Management. If Show Management receives a written request for cancellation of space before June 15, 2005, the exhibitor will be eligible for a refund. No refunds will be made after June 15, 2005.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental charge at the time specified, or fails to comply with any other provision contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and for such times as are mutually agreeable. The exhibitor shall be bound by the written provisions set forth herein, and the exhibitor will be bound by the written provisions set forth herein.

In case the exhibitor shall not be held for any reason whatsoever, then and thereupon, the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorata amount already paid for space for this specific event.

2. Space Rental and Assignment of Location - Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

3. Use of Space, Subletting of Space - No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approved has been obtained in writing from Show Management. Exhibitors are responsible for the proper use and control of space assigned to them. Each exhibitor shall obtain prior approval for any subleasing of space, distributors or agents in the exhibitor’s display, parent or subsidiary companies are excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business.

Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor’s display, identification of such article shall be limited to the usual and regular catalogue, imprint or trade mark under which same is sold in the general course of business.

No firm or organization not assigned exhibit space will be permitted solicitation within the Exhibit Areas.

4. Exhibitors Authorized Representative - Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm’s exhibit. Such representative shall be of good moral character and such service contracts as may be necessary for the exhibit and which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exhibition periods; and this representative shall be responsible for keeping the exhibit neat, maintained and orderly at all times. For their own safety and protection, persons under the age of twenty-one (21) will not be admitted to the exhibit halls at any time.

5. Installation and Removal - Show Management reserves the right to fix the time for the installation of both a Booth Space to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exhibition.

No space not claimed and occupied prior to three (3) hours before the Show opening may be resold or assigned without refund.

No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show.

6. Arrangement of Exhibits - Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit described below is the standard equipment including both booth and exhibit materials furnished by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit, if, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition.

Exhibitor Plan Review. Booth construction plans and layout arrangements for first-time exhibitors, exhibitors in past or island booths spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

7. Exhibits & Public Policy - Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition.

Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the exhibitor's compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Butane or bottled gas is not permitted. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel and or such part of his exhibit as may be similar, and effect the removal of same at the exhibitor’s expense.

Exhibitors must comply with City and State fire regulations.

If usual equipment or machinery is to be installed, or if appliances that might come under fire regulations are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations.

8. Storage of Packing Crates and Boxes - Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned by the Show Management. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no re-