

# SPONSOR & EXHIBIT PROSPECTUS

CONTROLLED RELEASE SOCIETY

CRS 2024

#CRS2024

# Annual Meeting AND Exposition

JULY 8-12, 2024 • BOLOGNA, ITALY

BOLOGNA CONGRESSI

INTEGRATING  
*Delivery Science*  
ACROSS DISCIPLINES



CRS is the premier society worldwide for the quickly expanding and evolving field of delivery science and technology and a home for experts dedicated to the delivery of actives.

Our Annual Meeting & Exposition is the leading event in delivery science and technology.

Our **1,300+** global attendees are delivery scientists, engineers, clinicians, and technical professionals who are experts in delivery science and technology. Their focus spans drug delivery and pharmaceutical science, consumer and diversified products, and preclinical sciences and animal health.

Participating in the Annual Meeting & Exposition will place you in direct contact with the scientific leaders, investors and business development professionals who are solely focused on the delivery of actives. They need your products and services to advance delivery science.

### ATTENDEE STATS

- **71%** Bioactives
- **15%** Consumer & Diversified Products (C&DP)
- **14%** Preclinical Sciences and Animal Health (PSAH)

### ATTENDEE STATS

- **56%** Industry
- **44%** Academia



# What Interests Our **1,300+** Global Attendees?

- |                                      |   |                              |                             |
|--------------------------------------|---|------------------------------|-----------------------------|
| Animal Health                        | Drug Delivery Systems                     | Mucosal Delivery             | Pulmonary Delivery          |
| Bioinspired Drug Delivery            | Encapsulation: Micro- and Nano-Excipients | Nanotechnology               | Regenerative Medicine       |
| Biomaterials                         | Foods, Flavors and Nutraceuticals         | Nanomedicine                 | Regulatory Issues           |
| Blood-Brain Barrier                  | Gene Delivery                             | Novel Polymers               | Responsive Biomaterials     |
| Cellular Delivery                    | Hydrogels                                 | Ocular Delivery              | siRNA                       |
| Coatings                             | Imaging                                   | Oncology and Tumor Targeting | Stem Cells                  |
| Contract Services                    | Immunotherapy                             | Oral Delivery                | Solubility                  |
| Controlled Release                   | Implantables                              | Parenteral Delivery          | Targeted Delivery           |
| Cosmetics and Personal Care Products | Injectables                               | PEG-Based Systems            | Tissue Engineering          |
| Development and Formulation          | In vitro – In vivo                        | Peptide and Protein Delivery | Transdermal Delivery        |
| Diagnostics                          | Intracellular Delivery                    | Pharmaceutical Manufacturing | Translational Research      |
| Disruptive Technologies              | Liposomes                                 | PK/PD                        | Vaccines                    |
| Dissolution                          | Medical Devices                           | Process Engineering          | Veterinary Drug Development |
| DNA and RNA Delivery                 | Microspheres                              |                              |                             |

# Sponsorship Levels

CRS Annual Meeting & Exposition 2024 sponsorship levels are determined by the cumulative 2024 meeting support from a given company. Companies may only be recognized at one level, benefits do not accumulate, and support is calculated based on CRS Annual Meeting & Exposition 2024 sponsorship, exhibit, and advertising support only.

	<b>GOLD</b> ACHIEVED AT \$16,500	<b>SILVER</b> ACHIEVED AT \$12,000	<b>BRONZE</b> ACHIEVED AT \$8,000
Seat Drop in General Session	X		
One (1) Spotlight Profile in Annual Meeting e-Blast (sent to all registered attendees)	X	X	
Pre and Post Registered Attendee List (emails included for opt-in only)	X	X	X
Number of Invitations to VIP President's Reception (cannot be combined with CRS Corporate Membership benefits)	2	1	1
Sponsor-level recognition on Annual Meeting Website, conference e-mails, on-site signage, session walk-in slides, abstract book and mobile app	X	X	X

## Exhibiting

### New

#### Exhibit Hall Hours (tentative hours)

Tuesday, July 9 - 7:00 p.m. to 9:00 p.m.  
 Wednesday, July 10 - 9:45 a.m. to 4:30 p.m.  
 Thursday, July 11 - 9:45 a.m. to 6:00 p.m.

## Available Exhibit Booths:

View available exhibit booths via this [link](#) to the online floor plan.

Discounted Rates for Double Booths!

Exhibitors can purchase the pre-conference attendee mailing list for \$350. List distributed one month prior to the Annual Meeting & Exposition.

### Exhibit Booth (10'x10') benefits include:

- One (1) full conference registration
- Three (3) exhibit hall registrations
- Listing on CRS Annual Meeting 2024 website, abstract book, mobile app, and on-site signage
- 3M x 3M hardwall stand
- A 7" by 44" one-line identification sign indicating your company's name as listed within the application
- Exhibit hall has Wi-Fi
- Exhibitor is responsible for furniture, electricity, carpeting, audio visual, catering, and shipping/handling

Exhibit Type	Early Bird Pricing Through January 26, 2024	Pricing Starting January 27, 2024
Standard	\$5,300	\$5,800
Preferred	\$5,800	\$6,300
<b>Double Booth (available in Standard and Preferred locations only)</b>		
Standard	\$9,500	\$10,450
Preferred	\$10,450	\$11,350

# Speaking Opportunities

## Industry Tech Forum \$5,500

**Date:** TBD

**Length:** 60-minute session

**Room Capacity:** 100+

**Full Conference Registration:** 1

## 16 available • first come, first served

- Sponsor selects all speakers, moderators, participants
- Room rental, basic furniture package, pre-set A/V. Does not include F&B.
- Promoted by CRS in emails to registered attendees
- Pre/post conference attendee list with email addresses (opt-in only) to allow direct promotion by sponsor
- Highlighted as sponsor with logo on the Annual Meeting & Exposition website, mobile app, abstract book, and session room signage

## Industry Roundtable \$9,500

**Date:** (Tentative) Wednesday, July 10th (the heart of the main program)

**Length:** 90-minute session

**Room Capacity:** 100+

**Full Conference Registrations:** 2

## 3 available • first come, first served

- Sponsor selects all speakers, moderators, participants
- Room rental, basic furniture package, pre-set A/V. Does not include F&B.
- Promoted by CRS in emails to registered attendees
- Pre/post conference attendee list with email addresses (opt-in only) to allow direct promotion by sponsor
- Highlighted as sponsor with logo on the Annual Meeting & Exposition website, mobile app, abstract book, and session room signage

## Workshop \$10,000 – \$20,000

**Date:** Pre or Post conference TBA

**Length:** Half day or Full day

**Room Capacity:** 100+

**Full Conference Registrations:** 2

Half Day/4 Full Day

## Based on availability

Ask about hosting a CRS workshop! Choose your topic, find speakers and engage your attendees in a variety of formats. Must submit a meeting workshop application to be considered by the Annual Meeting Program Committee (AMPC).

*Half day includes one break provided by the CRS. Full day workshop includes a morning and an afternoon break provided by the CRS. (lunch is not provided)*

*One lead retrieval included with workshop.*

# Educational Support

## Focus Group • \$5,000

Support CRS research and engage a targeted audience of colleagues whose interests align with your company's R&D focus. Each Focus Group will be represented during the Annual Meeting & Exposition with a Focus Group session and membership meeting.

1. Bioengineering
2. Gene Delivery and Editing
3. Immuno Delivery
4. Nanomedicine and Nanoscale Delivery
5. Ocular Delivery
6. Oral Delivery
7. Transdermal and Mucosal Delivery

## 7 available • first come, first served after right of first refusal

- One (1) full conference registration
- Branded walk-in slide and verbal recognition of support during the session and membership meeting
- Highlighted as sponsor within session descriptions found on the Annual Meeting website, mobile app, abstract book, and room signage
- Opportunity to place literature in the session room (seat drop)

## Scientific Session • \$5,000

Engaging, hot topics selected by the CRS Annual Meeting Program Committee (AMPC) based on current events, future trends, and industry must-haves.

Topics for 2024 scientific sessions will be announced.

## 10 available • first come, first served

- One (1) full conference registration
- Branded walk-in slide on screen in session room
- Highlighted as sponsor within session descriptions found on the Annual Meeting website, mobile app, abstract book, and room signage
- Opportunity to place literature in the session room (seat drop)

## Young Scientists Committee (YSC) • \$5,000

The YSC committee was established to explore, investigate, and highlight new technologies, analytical information, regulatory, intellectual property or commercial aspects of drug development. They also advise on Professional development related topics, providing a basic introduction and overview of key topics that can help advance the careers of young scientists.

- Professional development workshop
- Networking events
- Chats with luminaries
- Industry sessions
- Get up and get educated sessions

## 5 available • first come, first served after right of first refusal

- Verbal recognition of support by the organizer at the start of the Session
- Highlighted as sponsor within session description found on the Annual Meeting & Exposition website, mobile app, abstract book, and the session's meeting room sign
- Opportunity to place literature in the Scientific Session room

## Women in Science (WIS) • \$1,000

A team of female researchers dedicated to promoting the contributions of women in the drug delivery field.

For more than 5 years, WIS has organized a networking session at the CRS Annual Meeting & Exposition for women to discuss their career goals with others in the field. This event is one of the best-attended sessions during the entire program.

## 6 co-sponsors available • first come, first served

- Highlighted as joint sponsor of the networking session reception at the 2024 Annual Meeting & Exposition
- One (1) ticket to the networking session for sponsor company representative
- Recognition on the website, mobile app, abstract book, and on-site reception signage

# Branding

Each of these opportunities are designed to bring your brand front and center during the Annual Meeting & Exposition. In addition to the unique marketing deliverables outlined in each option, you'll also receive general recognition on the Annual Meeting & Exposition website, promotional e-mails, on-site signage, session walk-in slides, abstract book and mobile app.

Want to create a custom or unique sponsor package? Contact Amanda Bray at [abray@controlledreleasesociety.org](mailto:abray@controlledreleasesociety.org).

- Water Bottles + Stations  
\$10,000
- Tote Bags + Insert  
\$9,500
- Tote Bag Insert (4 available)  
\$1,500
- Lanyards  
\$7,500
- Social Media Selfie Wall  
\$5,500
- Meterboard sign (2 available)  
\$1,500 each
- Mobile Meeting App  
\$5,000
- Mobile Meeting App Push Notification (8 available)  
\$750 each
- Banner on Registration Confirmation Email  
\$7,500

## Abstract Book Advertising

**FIRST COME, FIRST SERVED AFTER RIGHT OF FIRST REFUSAL ON PREMIUM POSITIONS**

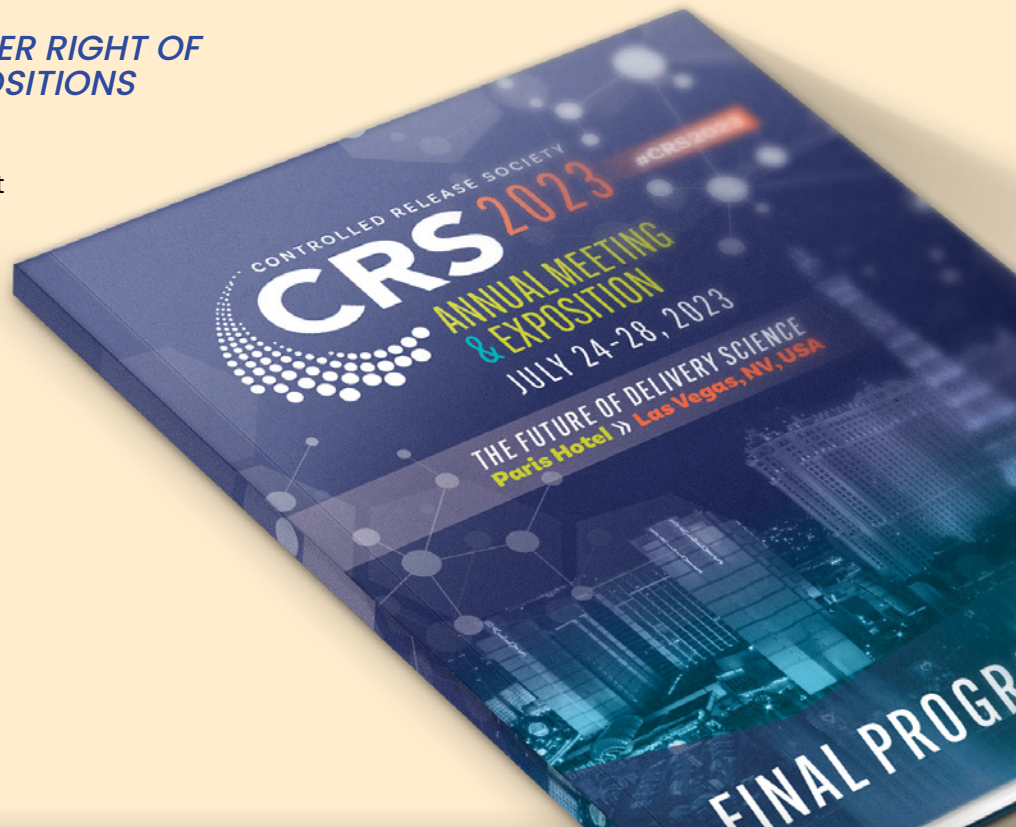
With an expected circulation of 1,300, the CRS Abstract Book is the go-to document for all attendees. Reach your target audience when they are ready to network with new companies and embrace new ideas.

### Premium Positions

2-page Inside Spread.....	\$4,000
Outside Back Cover .....	\$2,500
Inside Front Cover.....	\$2,200
Inside Back Cover.....	\$2,200
Table of Contents.....	\$2,200

### Unlimited Positions

Full Page .....	\$1,900
Half Page.....	\$1,000
Quarter Page.....	\$550



# CRS Annual Meeting & Exposition 2024 | APPLICATION

INTEGRATING DELIVERY SCIENCE ACROSS DISCIPLINES | JULY 8-11, 2024

BOLOGNA CONGRESSI • BOLOGNA, ITALY

## Primary Contact Information (handles all Conference/Marketing logistics)

Contact Name \_\_\_\_\_ Contact Title \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Office Phone \_\_\_\_\_ Contact Mobile Phone \_\_\_\_\_

## Information for Promotions (this will be used for all CRS promotions)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Country \_\_\_\_\_ Website \_\_\_\_\_

I am an authorized representative of the company named above with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all policies, code of conduct, rules, terms, conditions, and regulations contained in the prospectus, the Annual Meeting & Exposition Application, on exhibitor rules and regulations which follow, the exhibitor service manual and is incorporated herein by reference (collectively, the Agreement) posted on the CRS website and all policies, rules and regulations adopted by the CRS hereinafter.

Authorized Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit Booth

Exhibit Type	Early Bird Pricing Through January 26, 2024	Pricing Starting January 27, 2024
Standard	<input type="checkbox"/> \$5,300	<input type="checkbox"/> \$5,800
Preferred	<input type="checkbox"/> \$5,800	<input type="checkbox"/> \$6,300

Double Booth (available in Standard and Preferred locations only)		
Standard	<input type="checkbox"/> \$9,500	<input type="checkbox"/> \$10,450
Preferred	<input type="checkbox"/> \$10,450	<input type="checkbox"/> \$11,350

View available exhibit booths via this [link to the online floor plan](#).

## Requested Booth Location

*CRS cannot guarantee exact booth location and has right at any time to alter the floorplan and/or reassign any exhibit location if deemed necessary for the good of the tradeshow.*

## Speaking Opportunity

- Tech Forum ..... \$5,500
- Industry Roundtable ..... \$9,500
- Workshop ..... \$ \_\_\_\_\_  
Workshop Title \_\_\_\_\_  Half Day  Full Day

## Branding

- Water Bottles + Stations ..... \$10,000
- Tote Bags + Insert ..... \$9,500
- Tote Bags Insert (4 available) ..... \$1,500
- Lanyards ..... \$7,500
- Social Media Selfie Wall ..... \$5,500
- Meterboard Sign (2 available) ..... \$1,500 Each
- Mobile Meeting App ..... \$5,000
- Mobile Meeting App Push Notification (8 available) ..... \$750 Each
- Banner Ad on Registration Confirmation Email ..... \$7,500

## Networking Events

- Poster Pub Sponsor ..... \$20,000
- Closing Reception ..... \$20,000

## Payment Information

Total \$ \_\_\_\_\_

- Invoice me for payment by **check**
- Invoice me to pay by **secured payment link (credit card)**
- Please charge my **credit card** below:  
 Visa  Mastercard  American Express

Tax ID #: 31-0940935  
 Invoice me for payment by **wire transfer**  
*CRS charges a flat fee of \$25.00 USD for all payments being made by wire transfer to cover bank fees.*

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

## Educational Sponsorship

- Focus Group ..... \$5,000  
Focus Group Name \_\_\_\_\_
- Scientific Session ..... \$5,000  
Session Title Event Title \_\_\_\_\_
- YSC Event ..... \$5,000  
Event Title \_\_\_\_\_
- WIS General Co-sponsorship ..... \$5,000

## Abstract Book Advertising

- 2-page Inside Spread ..... \$4,000
- Outside Back Cover ..... \$2,500
- Inside Front Cover ..... \$2,200
- Inside Back Cover ..... \$2,200
- Full Page ..... \$1,900
- Half Page ..... \$1,000
- Quarter Page ..... \$550

### PAYMENT POLICIES AND REQUIREMENTS:

- Exhibit/sponsorship and/or advertising will not run without upfront payment in full.
- The undersigned agrees to pay 100% of all fees per the terms of this application made payable to CRS.
- Any company requesting to pay later than net 60 days after the receipt of invoice, agrees to pay a deposit in the amount of 10% of the total fee.
- Cancellations must be made in writing. A refund, less a \$1,000 cancellation fee for the cancelled space is available until May 24, 2024. After May 24, 2024 there are no refunds.
- Exhibitors/sponsors and/or advertisers are responsible for ensuring the accuracy of all advertising content. CRS is not responsible for grammatical, spelling, or other errors appearing in the content of published advertising.
- Advertisers assume liability for all content of published advertising and assume responsibility for all claims against CRS resulting from their advertising.

# Exhibitor Terms and Conditions

The Controlled Release Society (“CRS”) strives to maintain a professional atmosphere for the attendees and the Exhibitors of CRS 2024 (herein referred to as “Conference”). To accomplish this, rules and regulations have been established to govern Exhibitors and the Exhibit Hall. By applying for exhibit space, the Exhibitor agrees that if its application is accepted it is bound by the Exhibitor Prospectus, the Exhibitor Service Manual, and the following Terms and Conditions, which together comprise the agreement between CRS and the Exhibitor (the “Agreement”).

## ELIGIBILITY TO EXHIBIT

Products and services must be related to delivery science and technology and companies must be in good standing with the CRS. The CRS reserves the right to refuse space to any company who has failed to fulfill its financial obligations to the CRS, and/or whose products or services, in the judgment of the CRS do not meet the educational, or scientific needs of our members and attendees.

## EXHIBIT HALL DATES AND HOURS\*

Tuesday, July 9, 2024  
7:00 p.m. – 9:00 p.m.

Wednesday, July 10, 2024  
9:45 a.m. – 4:30 p.m.

Thursday, July 11, 2024  
9:45 a.m. – 6:00 p.m.

On the days the Exhibit Hall is open, exhibitors are allowed access into the hall 2 hours prior to hall opening.

Exhibiting personnel may remain in the Exhibit Hall up to 1 hour after the hall closes unless prior authorization is received from the CRS.

## INSTALLATION / MOVE-IN HOURS

Monday July 8, 2024  
2:00 p.m. – 4:30 p.m.

Tuesday July 9, 2024  
8:00 a.m. – 4:30 p.m.

All booths and material must be set-up by 4:30 p.m. on Tuesday, July 9, 2024. Any booths unoccupied by 5pm on Tuesday, July 9, 2024, are regarded as a no-show and the contract to exhibit is terminated unless the CRS has pre-authorized a late set-up. All freight is removed and returned to the loading dock at the exhibitor's expense. For safety and security, no one under the age of 18 is allowed in the Exhibit Hall during move-in or move-out.

## DISMANTLE/MOVE-OUT HOURS

Thursday, July 11, 2024  
6:00p.m. to 10:00 p.m.

Friday, July 12, 2024  
8:00 a.m. to 12:30 pm

Dismantling or tearing down exhibits prior to 6:00 p.m. is prohibited. Bills of lading and return shipping labels are available at the Service Center. For safety and security, no one under the age of 18 is allowed in the Exhibit Hall during move-in or move-out.

## FULL PAYMENT

Exhibitor agrees to pay CRS in the amounts and by the deadlines set forth. Full payment is with the completed application. Any

company requesting to pay later than net 60 days after receipt of invoice, agrees to pay a deposit in the amount of 10% of the total fee. If full payment is not received by the deadline(s), Exhibitor may forfeit the exhibiting opportunity, and space may be cancelled and/or reassigned without notification or refund of payments by the CRS. No company can exhibit unless full payment for booth has been received. Final booth payments should be made payable to Controlled Release Society. The payments under this Agreement shall constitute payment solely for the exhibit program (“Exhibit Program”) as described in the Conference Exhibitor Prospectus.

## CANCELLATION POLICY

**Notice of cancellation and/or downsizing must be received by the CRS in writing.** A refund, less a \$1,000 cancellation fee is available until May 24, 2024. After May 24, 2024 no refunds are available.

The CRS retains the right to relocate an exhibitor after downsizing. The CRS can sell cancelled or downsized space to another exhibitor without any rebate or permission.

## BOOTH ASSIGNMENTS

The CRS reserves the right to modify the floor plan to accommodate space sales and/or avoid conflict and to relocate exhibit booths as necessary after consultation with exhibitors who are affected by the modification.



# Exhibitor Terms and Conditions

Every effort to consider location of competitors and accommodate special requests will be made; however, the CRS cannot guarantee booth location.

The subletting or assignment of the whole or any part of the space by an exhibitor is prohibited. Exhibitors may not permit any other party to exhibit in their space any goods other than those manufactured or handled by the contracted exhibitors without written approval from the CRS.

## **BOOTH CONSTRUCTION & DISPLAY RULES**

### **Linear Booth**

An in-line or linear booth is a 10'x10' booth or multiples thereof arranged in a straight line. Exhibit fixtures, components, and identification signs along the back of the booth is permitted to a maximum height of 8ft. All side material must not be higher than 3ft. and must not block line of sight to the adjacent booths. All display materials over 4ft. high must be confined to that area of the booth that is at least 5ft. from the aisle line.

### **Perimeter Wall Booth**

A perimeter wall booth is a standard 10'x10' booth or multiples thereof, located on the outer-most aisle of the exhibit floor with no booth behind you. Booth display material in perimeter booths are permitted to extend to a 12ft. in height in the rear 50% or 5ft. of the booth space, and 4ft. in the front 50% of the booth. The back wall is permitted to 12ft. in height including signs, company name, and logo and/or product information.

### **Island Booth**

Island booths are defined as exhibit space 400sq. ft. or larger with aisles on all four sides. A tower is a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Exhibit fixtures, components and identification signs of island booths are permitted

to a maximum of 22ft. Towers are permitted to a maximum of 22ft. See hanging signs section for details on the overhead sign.

There must be access from all four sides of an island booth with a 30% see-through effect from front to back and side-to-side. A sketch or blueprint of the layout for all island exhibits must be submitted to the CRS for approval by April 3, 2024.

## **ADVERTISING**

Exhibitors/sponsors and/or advertisers are responsible for ensuring the accuracy of all advertising content. CRS is not responsible for grammatical, spelling, or other errors appearing in the content of published advertising. All exhibitors must adhere to all applicable regulations, guidelines, and rulings of the FDA. Exhibitors who do not have products approved by the FDA must either have signage distinguishing their booth as "For International Attendees Only" or "For Investigational Purposes Only." The CRS and its affiliated groups, Board members, employees, representatives, and agents do not endorse or promote any products or services related to an exhibit, and exhibitors cannot suggest otherwise.

## **ALCOHOL**

Alcoholic beverages may be served in the Exhibit Hall only with prior approval from the CRS. Companies must order all alcohol through the in-house catering service at the Bologna Congressi.

## **AMERICANS WITH DISABILITIES ACT**

The CRS and the Bologna Congressi comply with all ADA regulations throughout the Annual Meeting. All exhibitors must also comply with such with respect to their booth space. For more information, contact [abray@controlledreleasesociety.org](mailto:abray@controlledreleasesociety.org)

## **AV EQUIPMENT/SOUND/MUSIC**

The use of sound systems is permitted provided they do

not interfere with the ability of neighboring exhibitors to conduct business activities. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of the booth. Any exhibit may be closed if deemed by the CRS, in its sole discretion, to have an excessive noise level. Exhibitors are responsible for obtaining appropriate licenses for any copyrighted music use in conjunction with their exhibit.

## **BOOTH ACTIVITIES / PROMOTIONAL ITEMS**

Exhibitors may not solicit in the aisles or in any other location in, around or outside the convention center except their booth space. No invasive procedures are permitted. The use of live animals in an exhibit for any purpose is not allowed. Other attention-getting tactics in the form of entertainment, amusement or demonstrations of non-product items or services must be approved in writing by the CRS prior to the start of the meeting.

No accredited continuing education activity (i.e., for which CME or CEU certification is awarded) may be conducted in an exhibit booth. No promotion of a CME accredited CRS educational session is allowed from the exhibit booth. Scientific posters being presented at this year's CRS Annual Meeting may not be displayed in commercial exhibit booths; however, a list of posters being presented at the meeting is permitted.

Theater-style presentations or Meet the Expert Sessions are welcome in exhibit booths during Exhibit Hall hours.

An exhibitor give-away should be educational or modest in value and cannot exceed \$100 in value. Prizes, contests, and/or lotteries are

# Exhibitor Terms and Conditions

permitted; however, such activities must be approved by the CRS prior to the conference. Exhibitors are solely responsible for compliance with any Federal, State, and local laws and regulations regarding prizes, contests, and lotteries. Winners cannot be announced over the congress center's broadcast system. Exhibitors are solely responsible for notifying any winners. Alcohol is not permitted as a prize. Gambling devices of any description are not allowed in the Exhibit Hall.

The distribution of surveys or questionnaires is not permitted outside the exhibit booth. Exhibitors should contact Amanda Bray at [abray@controlledreleasesociety.org](mailto:abray@controlledreleasesociety.org) for information about distribution of materials to hotel rooms.

## **CANVASSING OR DISTRIBUTING ADVERTISING MATERIAL OUTSIDE AN EXHIBITOR'S BOOTH IS NOT PERMITTED**

Exhibitors shall not, without the written consent of the CRS, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional material in or about the exhibit areas or congress center, except from its own allotted exhibit space. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters, cards, or stickers of any description on any part of the premises of the congress center or CRS hotels, except within the exhibitor's exhibit space. Mobile advertisements along the roads immediately surrounding the perimeter of the congress center and CRS hotels are prohibited during conference hours regardless of permits. The use of strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space is not permitted. Solicitation of business, except by contracted exhibitors is prohibited.

Photography or video recording of other exhibitor's booths, products and/or literature is prohibited.

## **CARPETING**

The Exhibit Hall is not carpeted. Booth carpeting is mandatory and is the responsibility of the exhibitor. Carpet may be either supplied by the exhibitor or rented from the service contractor. Exhibitors are encouraged to work with general contractor on recycling custom carpet.

## **DEMONSTRATIONS**

All demonstrations must be confined to the space allowed to each exhibitor. Activities which, in the CRS's opinion, interfere with normal traffic flow or infringe on other exhibits are prohibited. The use of other than closed-sound systems is permitted only with the prior written approval of the CRS. An exhibit may be closed if deemed not to meet these requirements and infractions cannot be resolved onsite. No refunds are issued for the contracted space.

## **DIRECT SALES**

Sales of, and order placement for merchandise or services are welcomed in the Exhibit Hall providing all transactions are conducted in a professional manner. The CRS reserves the right to restrict sales activities that it deems inappropriate or unprofessional. It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the meeting venue, city, municipality, and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

## **EXPOSED OR UNFINISHED BOOTHS**

Exposed/unfinished sides of inline and corner booths must be draped. In the event the exhibitor is not present, the decorator, with the approval of the CRS will provide the necessary draping.

## **FIRE REGULATIONS**

Exhibitors must comply with Fire Marshall Rules and Regulations as detailed in the Exhibitor Service Manual (updated edition published April 2024). Combustible materials such as brochures, literature, give-away items, etc., within exhibit booths are limited to a one-day supply. **NOTHING** may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. The CRS endeavors to create a trade show floor that is both visually appealing and safe.

## **HANGING SIGNS OR BANNERS**

Hanging signs or banners are only permitted for island exhibits over 400sq. ft. Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit-related equipment should be freestanding and floor-supported where possible. Attachment to the Exhibit Hall ceiling beams or trusses is permitted only through the official general service contractor. Hanging signs or banners may not exceed the perimeter of the assigned space.

The suspended height limit is 20ft. from the floor to the top of the banner. The banner may not exceed 8ft. in size from top to bottom. Sight line rules must always be followed.

## **LIGHTING**

Exhibitor lighting must be limited to the confines of the booth space. No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space without prior CRS approval. Exhibitors intending on using light systems should submit drawings to the CRS for approval. Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting that spins, rotates or pulsates, and other specialized lighting effects should be in good taste and not

# Exhibitor Terms and Conditions

interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.

## **PHOTOGRAPHY and VIDEORECORDING**

The CRS regularly contracts its own photographers and videographers for documentation and promotion of its Annual Meeting and reserves the right to photograph any exhibit booth, sign, program, or sponsorship opportunity at any time; Exhibitor hereby grants to the CRS a release and license for any such photographs to be used for CRS's business purposes. Photography or video recording by Exhibitors, including using camera enabled cell phones, is allowed only if approval is received in advance from the CRS. Photographing or videorecording another exhibitor's booth, graphics/ display or staff without their permission is strictly prohibited. Non-official photographers and/ or mobile camera crews who have received prior approval from the CRS must obtain an exhibitor registration badge to access the Exhibit Hall prior to, during and after show close. NOTE: The CRS does not require schedules or request approval for personnel to enter the hall for the installation and dismantle of stationary cameras and video equipment which will be used by exhibitors for approved booth presentations or activities.

## **PRODUCT SAMPLES**

Exhibitors may distribute non-pharmaceutical samples of their listed products to Annual Meeting attendees. Exhibitors wishing to distribute items other than product samples or educational material must submit a request in writing, along with a product prototype or pdf, to the CRS by April 3, 2024. Exhibitors must have written approval from the CRS to distribute items other than product samples, refreshments, or educational material. Requests for such must be submitted to Amanda Bray at [abray@controlledreleasesociety.org](mailto:abray@controlledreleasesociety.org).

## **SANCTIONS FOR VIOLATIONS**

A violation of this Agreement, including as outlined in the Exhibitor Prospectus, Exhibitor Service Manual, and these Terms and Conditions, may result in penalties or sanctions to the Exhibitor, including but not limited to termination of this Agreement, or loss of exhibiting privileges, for future CRS Annual Meeting, as determined by the CRS.

## **SECURITY**

The CRS provides security guards during set-up and dismantle times. Furnishing this service shall not be construed to be any assumption of liability with respect to the protection of exhibitor property, which shall, at all times, be the sole responsibility of each exhibitor. The CRS, the Bologna Congressi, or any of its officers, agents, or employees shall not be liable for any act or omission of such security guards. Information on requesting security guard services for your booth during set-up show hours and dismantle is provided in the Exhibitor Service Manual.

***Children under 18 are not allowed at the conference or in the Exhibit Hall at any time.***

## **STAFFING**

### ***Exhibitor Staffing***

Exhibits must always be staffed and operational during show hours. Exhibitors vacating their booth before the closing of each day or prior to the final close of the show will incur a violation and may be denied exhibit space at future CRS conferences. Move-out may not begin before 6:00 p.m. on Thursday, July 11, 2024.

### ***Exhibitor Registration / Badges***

All exhibitor personnel must be registered. This includes booth representatives, agency personnel, Installation & Dismantle staff working during exhibit dates and times.

One (1) Full conference registration and three (3) exhibitor registrations

per 10'x10' booth space are provided without charge.

Exhibitor badges are personal and are not to be given to anyone else. Exhibitors caught badge swapping will have their badge confiscated permanently.

Supplemental badges or those altered or changed using a business card, ribbons or company logos are not permitted and may be confiscated. Exhibitor badges are made out in the name of the company shown on the exhibit reservation and application form only.

An exhibitor badge allows access into the Exhibit Hall.

### ***Installation and Dismantle Staff (labor)***

Installation and dismantle personnel who are employees of, or labor hired by, an Exhibitor Appointed Contractor and are not employees of the exhibiting company must obtain work passes from the CRS Security Team. Work passes are only valid during installation and dismantle hours. If Exhibitor Appointed Contractor personnel must enter the hall to service the booth during exhibit dates, they must be registered as part of your booth personnel. All Exhibitor Appointed Contractors (EAC) must submit a notification form and proof of insurance to the CRS prior to the conference or they are not permitted access to the exhibit floor.

## **SURVEYS**

All surveys must be conducted within the confines of the booth space assigned. At no time should exhibit personnel leave the booth to encourage attendees in the aisles to complete a questionnaire.

## **TEMPORARY STAFF/MODELS**

Temporary staff/models are considered company personnel

# Exhibitor Terms and Conditions

and must be registered and wear a company exhibitor badge for entrance into the Exhibit Hall. These badges must be registered with the exhibitors' allotment of badges.

Models under the age of 18 are prohibited.

Attire of models shall be consistent with the professional atmosphere of the CRS Annual Meeting. Models can wear sports attire including sweat suits, shorts, and T-shirts. Tight fitting or other inappropriate attire, which include leotards, T-backs, and short-shorts, are not permitted on the exhibit floor.

## **CANCELLATION, POSTPONEMENT, OR REORGANIZATION OF CONFERENCE**

The CRS may cancel the Annual Meeting for any reason in its sole discretion. If the Annual Meeting is canceled for any reason, then and thereupon this Agreement will be automatically terminated and the CRS will refund amounts paid under this Agreement to each Exhibitor, minus any fees for services already provided. The CRS may re-organize the Annual Meeting for any reason, including by postponing the event dates, changing the location, or changing the event to a virtual or hybrid format, and Exhibitor acknowledges and agrees that in such an event, this Agreement shall remain in full force and effect and all amounts paid by Exhibitor to the CRS shall be applied to the re-organized event.

## **CONFIDENTIALITY**

The CRS and Exhibitor, on behalf of themselves and their respective agents and employees, agree not to use or disclose at any time, whether orally conveyed or in writing, any confidential information of the other party or its affiliated groups, unless expressly authorized in writing and/or required by law. If any confidential information must be produced pursuant to a court order or valid

subpoena, the disclosing party must promptly notify the other party and reasonably cooperate with the other party's efforts to contest or limit the scope of such order. Notwithstanding the foregoing, confidential information shall not include any information that is already publicly available or was known or becomes known from a third party that has no obligation to keep such information confidential. Both parties acknowledge that the obligations undertaken in this Section will survive the termination or expiration of this Agreement.

## **CONFLICTS OF INTEREST**

Exhibitor shall not have any business or legal conflict of interest with respect to the Annual Meeting and performance of this Agreement. Exhibitor agrees to obtain any necessary waivers in the event of a conflict.

## **FORCE MAJEURE**

The performance of the Agreement by either party shall be subject to force majeure, including acts of God, fire, flood, natural disaster, war or threat of war, acts of the CRS of terrorism, civil disorder, unauthorized strikes, governmental order or regulation, or curtailment of transportation facilities where any such occurrence makes it illegal or impossible for either party to perform its obligations under the Agreement. The Agreement may be terminated, or performance may be excused, without penalty for any one or more of such reasons by written notice from one party to the other. In such an event, the CRS shall provide a prorated refund to Exhibitor.

## **INDEMNIFICATION AND INSURANCE**

The Exhibitor agrees to defend, indemnify, and hold harmless the CRS, its officers, directors, agents and employees, from and against all claims, losses, damages, fees, expenses, judgements or liabilities whatsoever (including without

limitation, reasonable attorneys' fees and costs), arising in whole or in part from the negligence, intentional misconduct, or breach of this Agreement by Exhibitor or its officers, directors, agents or employees.

For the term of the Agreement, Exhibitor shall maintain comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in or upon or resulting from the premises leased by the CRS. Such insurance shall include contractual liability and product liability coverage, of \$1,000,000 per occurrence with a \$2,000,000 aggregate. The CRS and the Bologna Congressi shall be added as additional insureds to such insurance. Exhibitor shall confirm to the CRS such insurance cannot be cancelled or changed prior to Conference. Exhibitor agrees to provide the CRS a suitable certificate verifying that the required insurance is and will remain in force for the duration of the Exhibition.

## **INTELLECTUAL PROPERTY**

The CRS and the Exhibitor shall each retain all right, title, and interest in and to their respective intellectual property, including such party's logos, trademarks, trade names, and copyrighted information (collectively, "Intellectual Property"). Each party may use the other party's Intellectual Property only as specifically provided for in this Agreement or as otherwise authorized in writing by the other party. CRS trademarks include but are not limited to "CRS", "Annual Meeting & Exposition", "CRS 2024" and "Controlled Release Society, CRS hereby grants to Exhibitor a limited, non-exclusive license to use the words "CRS 2024" when referencing an exhibit booth in marketing materials for the conference. Exhibitor hereby grants to the CRS a limited, non-exclusive license to use Exhibitor's Intellectual Property, including names, trademarks, and

# Exhibitor Terms and Conditions

copyrights, in connection with promotion of the Exhibit Program. All content presented at the Annual Meeting, including but not limited to papers, presentations, speeches, and posters, is subject to copyright ownership and may not be used, in whole or in part, by any participants, including, but not limited to, exhibitors, sponsors, and attendees, such as to create CME or otherwise, without the written consent of the owner of such copyrights.

## **LIMITATION OF LIABILITY**

The CRS will bear no liability for personal injuries, whether suffered by Exhibitor, its employees, its contractors, agents, or business invitees. The CRS will also assume no liability for loss or damage to the property of Exhibitor, its employees, its contractors, agents, or business invitees, regardless of the cause, unless such injury or damage results from, or is caused directly and exclusively by, the negligence or wrongful acts of the CRS.

In no event shall the CRS be liable to Exhibitor, whether in contract, tort, or otherwise, for any amount more than the amounts paid by Exhibitor under the Agreement. Further, in no event shall the CRS be liable for any indirect, consequential, exemplary, punitive, or special damages or awards, including but not limited to lost profits.

## **OBSERVANCE OF APPLICABLE LAWS AND REGULATIONS**

Exhibitor shall comply with and do all things necessary for the Exhibitor and the CRS each to comply with all laws and regulations applicable to any activities carried out with respect to the Conference. Exhibitor agrees that it will engage in such activities as are in keeping with good ethics, are customary and proper under the circumstances and give no appearance of impropriety.

## **RELATIONSHIP OF THE PARTIES**

The CRS and Exhibitor agree that this Agreement is not intended to create any partnership, agency, joint venture, or employer/employee relationship of any kind; both parties agree not to contract any obligations in the name of the other or to use each other's credit in conducting any activities under this Agreement. The parties agree that exhibiting as part of the Annual Meeting does not constitute CRS's official endorsement, guarantee, acceptance, or approval of Exhibitor, its services, products, programs, or activities.

## **SETTLEMENT OF DISPUTES**

All disputes, issues, claims or controversies arising shall be resolved by an arbitrator whose decision shall be final and binding on the parties. Arbitration shall be administered in accordance with the then current Model Arbitration Procedures of the American Arbitration Association (AAA). In the event the parties are unable to agree on an arbitrator, the AAA shall designate an arbitrator. The arbitrator's fees and expenses shall be shared equally by the parties.

## **TERM AND TERMINATION**

This Agreement is effective as of the date of last signature and will continue until the conclusion of the post promotion of the Exhibits. The CRS may earlier terminate the Agreement at any time, for any or no reason, in its sole discretion. Upon any early termination by the CRS, the CRS shall provide a prorated refund to Exhibitor. Notwithstanding the foregoing, in the event of termination for material breach by Exhibitor, payments made by Exhibitor will not be refunded, and any balance will become immediately due and payable. Except as otherwise provided under this Agreement, in the event of termination by Exhibitor, refunds will be governed by the section "Cancellation Policy." Upon any termination of this Agreement,

all rights, and privileges for use of the other party's Intellectual Property shall expire and each party shall discontinue the use of the other party's Intellectual Property.

## **MISCELLANEOUS**

This Agreement supersedes all prior writings or oral agreements and constitutes the entire agreement between the parties on the subject hereof; it may be amended only by a writing clearly setting forth the amendments and signed by both parties. This Agreement is binding on the parties, their successors, and assigns, provided that the Exhibitor may not assign this Agreement without the prior written consent of the CRS. Any such assignment or transfer without prior approval of the CRS will be null, void and without effect. Either party's waiver of or failure to exercise any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement. All notices required or permitted hereunder shall be in writing, addressed to the parties as provided by the parties. This Agreement shall be governed by and interpreted in accordance with the laws of the State of New Jersey.

## **INTERPRETATION AND APPLICATION OF RULES AND REGULATIONS**

All matters and questions not specifically covered herein, as well as booth assignments, are subject to the decision of Gabrielle Copperwheat, CRS Executive Director and Amanda Bray, Sales Manager, Industry Relations Controlled Release Society. The CRS is a member of the Professional Convention Management Association (PCMA) the International Association for Expositions and Events (IAEE), and the American Society for Association Executives (ASAE).