

PLEASE NOTE THIS IS A NEW PATTERN/SCHEDULE FOR 2023

SLAS2023 Exhibition Hours		
Friday, February 24 th	8:00 a.m. – 6:00 p.m.	Exhibitor Setup <i>for booths 300sqft and larger only</i>
Saturday, February 25 th	7:30 a.m. – 6:00 p.m.	Exhibitor Registration Open
	8:00 a.m. – 6:00 p.m.	Exhibitor Setup
Sunday, February 26 th	8:00 a.m. – 1:00 p.m.	Exhibitor Setup
	4:00 p.m. – 7:00 p.m.	Exhibition Open & Poster Viewing
	5:30 p.m. – 7:00 p.m.	Opening Reception in Exhibition
Monday, February 27 th	10:00 a.m. – 6:00 p.m.	Exhibition Open & Poster Viewing
	12:00 p.m. – 1:00 p.m.	Exhibitor Tutorials & Lunch in Exhibition
	2:00 p.m. – 3:00 p.m.	Exhibitor Tutorials
	5:00 p.m. – 6:00 p.m.	Reception in Exhibition
Tuesday, February 28 th	9:00 a.m. – 10:00 a.m.	Exhibitor Tutorials
	10:00 a.m. – 6:00 p.m.	Exhibition Open & Poster Viewing
	12:00 p.m. – 1:00 p.m.	Exhibitor Tutorials & Lunch in Exhibition
	2:00 p.m. – 3:00 p.m.	Exhibitor Tutorials
	5:00 p.m. – 6:00 p.m.	Reception in Exhibition
Wednesday, March 1 st	6:30 p.m. – 10:30 p.m.	Exhibitor Move-Out
	8:00 a.m. – 12:00 p.m.	Exhibitor Move-Out

SLAS Exhibits and Sponsorship Department

Please contact us with any questions as you prepare for SLAS2023. We are here to help make your participation a success!

SLASops@discoversb.com

301.200.4616 ext. 110

U.S. Eastern Standard Hours 9:00 a.m. – 5:00 p.m. M-F

Your Booth Includes:

- Access to SLAS2023 registered attendee mailing list (service fee applies)
- One full-conference exhibitor registration per 10' x 10' booth (*includes access to entire SLAS2023 event including scientific sessions; additional full-conference registrations for your staff can be purchased for \$949 per person*)
- Five exhibitor booth personnel registrations per 10' x 10' booth (*includes access to the SLAS2023 exhibit hall only; additional booth personnel registrations for your staff can be purchased for \$399 per person*)
- Complimentary exhibition-only passes to distribute to customers (3 per 10' x 10' booth)
- Prominent presence on the SLAS2023 website
- Company listing and description on the SLAS2023 online floor plan and in the SLAS2023 conference app
- Dedicated networking time with our diverse global membership
- Additional sponsorship opportunities across the conference program
- Opportunity to apply for the SLAS New Product Award
- Discounted participation in SLAS Marketplace is included with your booth purchase at the rate of \$299 (non-exhibitors pay \$1,299)



INTERNATIONAL
CONFERENCE &
EXHIBITION

SLAS Exhibitor Portal:

Log into the [SLAS Exhibitor Portal](#) to:

- Upload your company logo, description, and resources for digital company list on the website/app
- Register staff for badges
- Make booth payment/view receipt
- Arrange a pre-event email
- Order Lead Retrieval
- Upload Certificate of Insurance
- Marketing Toolkit

Sponsorship Opportunities:

Accelerate your impact on SLAS2023 attendees in San Diego. [Download the SLAS2023 Sponsorship Prospectus now](#) to secure your branding, communication, signage, educational content, networking or online sponsorship opportunities to boost your presence. Please contact [Andrea Schermerhorn](#) with any questions about exhibiting or sponsoring at SLAS.

Andrea Schermerhorn, CEM, DES

Sr. Sales Manager – Exhibits and Sponsorships

+1-301-200-4616 Ext. 108

aschermerhorn@discoverSB.com

IMPORTANT DEADLINES

The following **DEADLINES** represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates.

Date	Task	Event Partner
Monday, January 9, 2023	New Product Award Submission Deadline	SLAS – submit here
Monday, January 9, 2023	Lead Retrieval Early Bird Discount Deadline	SB Expos & Events
Friday, January 20, 2023	Discount Housing Deadline	<ul style="list-style-type: none"> • Marriott Marquis San Diego Marina • Hilton San Diego Bayfront • Hilton San Diego Gaslamp Quarter • Omni San Diego Hotel BOOK HERE
Wednesday, January 25, 2023	Freeman Advance Warehouse Begins Accepting Exhibitor Freight	Freeman
Wednesday, January 25, 2023	Booth Photography Order Deadline	The Photo Group
Friday, January 27, 2023	Audio Visual Deadline	Projection AV
Friday, January 27, 2023	Freeman Discount Deadline for the following services: <ul style="list-style-type: none"> • Furnishings • Flooring • Event Graphics • Labor Services <ul style="list-style-type: none"> ○ Install & Dismantle ○ Forklift/Rigging ○ Hanging Sign Labor ○ Motor & Truss • Electrical • Plumbing Services 	Freeman
Tuesday, January 31, 2023	Upload Exhibitor Certificate of Insurance	SLAS – login here
Friday, February 3, 2023	Catering Deadline	Centerplate Catering
Thursday, February 9, 2023	Internet Discount Deadline	Smart City
Thursday, February 9, 2023	Booth Cleaning Discount Deadline	San Diego Convention Center
Friday, February 17, 2023	Freeman Advance Warehouse Deadline Before Additional Fees Apply	Freeman
Friday, February 17, 2023	Badge Registration Deadline	SLAS – login here
Thursday, February 23, 2023	Lead Retrieval Standard Discount Deadline	SB Expos & Events
Friday, February 24, 2023	Exhibitor Freight can begin to arrive at the San Diego Convention Center	Freeman

OFFICIAL VENDORS

Please use this quick reference guide to identify the proper contact to answer all of your questions regarding your participation in the SLAS2023 Conference and Exhibition.

Official Vendors can be identified with this logo.



Service	Provider	Contact Info
Audio Visual	Projection AV	301.459.9011 exhibits@projection.com projection.boomerecommerce.com
Booth Builder	Freeman	solutions@freemanco.com
Booth Cleaning	San Diego Convention Center	619.977.0009 boothcleaning@visitsandiego.com https://boothcleaning.sdccc.org/
Catering	Centerplate Catering	619.525.5818 mary.forney@visitsandiego.com
Exhibit Transportation	Freeman	1.817.607.5183 exhibit.transportation@freeman.com
General Service Contractor (Graphics, Labor, Furnishings, Carpet)	Freeman	1.888.508.5054 Exhibitor Support
Electrical and Plumbing	Freeman	1.888.508.5054 Exhibitor Support
Housing	<ul style="list-style-type: none"> • Marriott Marquis San Diego Marina • Hilton San Diego Bayfront • Hilton San Diego Gaslamp Quarter • Omni San Diego Hotel 	To receive the SLAS discounted rate, please book rooms using the links on the official housing page here .
Internet	Smart City	619.525.5500 sdccsr@smartcity.com https://orders.smartcitynetworks.com/
Lead Retrieval	SB Expos & Events	SLASleads@discoversb.com
Photography	The Photo Group	1.800.752.6913 nicole@thephotogroup.com
Registration	SB Expos & Events	SLASreg@discoversb.com
SLAS Exhibits and Sponsorship Department	SB Expos & Events	301.200.4616 ext. 110 SLASops@discoversb.com

Insurance:

While all possible care will be exercised by Freeman and its agents, exhibitors are responsible for ensuring the safety of their personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

SLAS, Freeman, and the San Diego Convention Center assume no responsibility for products left unattended at the end of SLAS2023.

Exhibitor Appointed and/or Independent Contractors:

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using Exhibitor Appointed and/or Independent Contractors must provide a copy of an insurance certificate naming SLAS as the policyholder and Show Management and Freeman as additional insureds.

Rules and Regulations:

Exhibitors should read and be familiar with the general rules and regulations on the application and contract. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules and regulations. A copy of the General Rules & Regulations and the Exhibit Construction Guidelines are included.

Security:

SLAS will provide security around the perimeters of the exhibit hall. Please review the Exhibitor Rules and Regulations included in this exhibitor service manual. Information about individual booth security will be available upon request. Please note any additional security service will be at your own expense.

Recommended Dress:

SLAS provides a relaxed educational atmosphere and we suggest that you dress business casual. This may include slacks, blazers, blouses and casual dresses or a sweater or sports coat. *Use your best judgment to represent yourself and your company.*

EXHIBIT CONSTRUCTION GUIDELINES

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

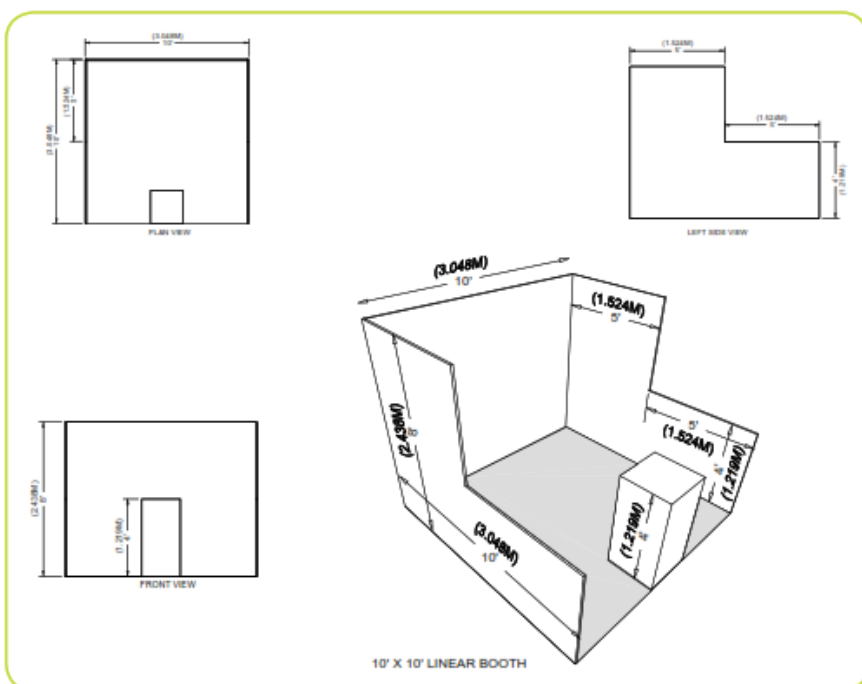
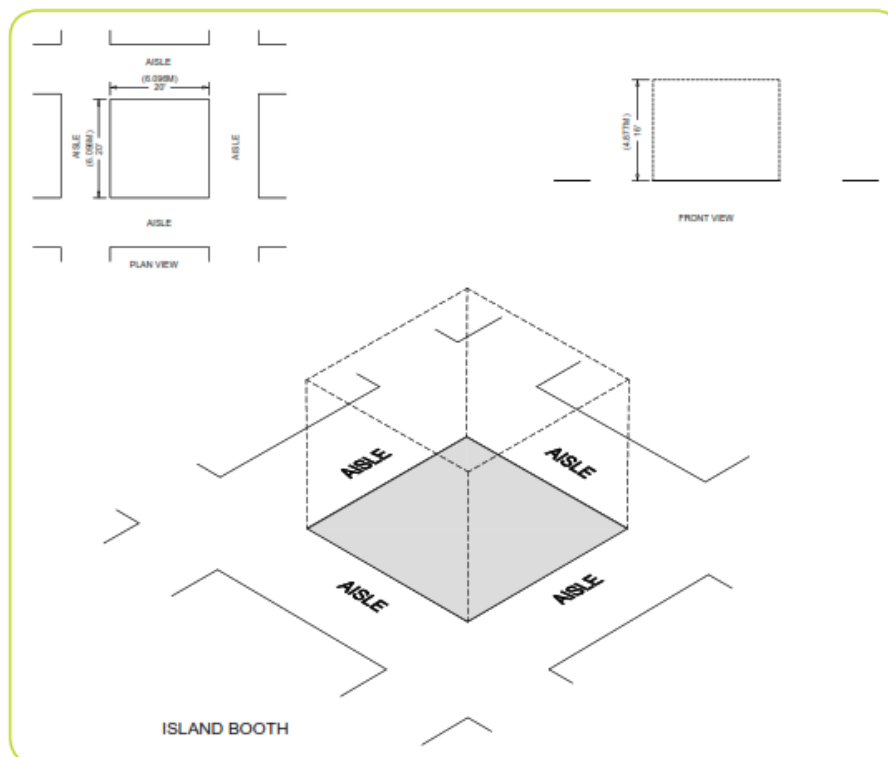


EXHIBIT CONSTRUCTION GUIDELINES

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.



Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

GENERAL RULES AND REGULATIONS

These rules and regulations are a bona fide part of the contract for exhibit space with the Society for Laboratory Automation and Screening, hereinafter referred to as SLAS, for the SLAS2023 International Conference and Exhibition, hereinafter referred to as the Event. SLAS reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well-being of the Event. Each exhibitor agrees to abide by these regulations and by any amendments or additions hereafter made by SLAS.

SLAS reserves the right to decline, prohibit, deny access or remove any exhibit, which in its sole judgment is contrary to the character, objectives and best interests of the event or suitable for its attendee audience.

This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products and conduct. SLAS reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. SLAS's decision and interpretation shall be accepted as final in all cases.

Island Booths: Island booths are booths exposed to aisles on all four sides, with a minimum size of 20x20 feet. The maximum height of an island booth is 20 feet when ceiling height and rigging permit (20 feet from the floor to the top of any booth components and signs). No signage, lighting fixtures, or light/sign trusses are allowed outside the boundaries of the exhibit space.

Linear Booths: Linear booths may not exceed eight feet (8') in height. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is only allowed in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

Terms and Conditions

I, the undersigned, desire to participate in the Society for Laboratory Automation and Screening's ("SLAS") SLAS2023 International Conference ("Event") In exchange for being permitted to participate in and enjoy the benefits of the Event, I acknowledge and agree to the following:

1. PAYMENT OF SPACE.

Applications received after April 4, 2022 must be accompanied by a nonrefundable deposit in the amount of 30% of the total space rental charges (payable in U.S. funds and drawn on a U.S. bank). Applications received without such payment will not be processed nor will space assignment be made. The balance of the space rental charge will become due and payable on September 19, 2022.

Applications submitted after September 19, 2022 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.

2. CANCELLATION AND REFUNDS.

All cancellations of space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If SLAS receives a written request for cancellation of space prior to September 19, 2022, the exhibitor will be liable for 30% of the total space rental charges. No refunds will be

made after September 19, 2022.

No-shows will be treated as cancellations and the exhibiting company will lose all accumulated points toward the following year's space assignments.

It is expressly agreed by the exhibitor that in the event they fail to pay the space rental at the times specified or fail to comply with any other provisions contained in these rules and regulations concerning their use of exhibit space, SLAS shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not SLAS enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and there upon 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 pro rata amount already paid for space for this specific event.

3. SPACE RENTAL AND SPONSORSHIPS.

Whenever possible, space assignments will be made by SLAS in keeping with the preferences as to location requested by the exhibitor. Priority Points will be utilized to determine space selection with SLAS2023 Exhibitors and Sponsors receiving priority booking for the initial round of space selection.

SLAS, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXHIBITION.

4. USE OF SPACE, SUBLETTING OF SPACE.

No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing by SLAS. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of 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 nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

5. SAFE MEETING GUIDELINES

SLAS will adhere to and publish safe Event guidelines developed in conjunction with the Event facility and applicable governing bodies. By registering for this Event, participants agree to abide by the guidelines in place at the time of the live Event. Safety guidelines will be communicated to registrants via email and the Event website in advance of arrival at the Event facility.

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 authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

For their own safety and protection, persons under the age of sixteen (16) may not staff the booth or assist in the move-in and/or move-out of any exhibit.

7. INSTALLATION AND REMOVAL.

SLAS reserves the right to fix the time for the installation of a booth prior to the Event opening and for its removal after the conclusion of the Event. Any space not claimed and occupied by two (2) hours prior to the published Event opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition.

Exhibits must be staffed during all Event hours and may not, to any extent, be dismantled before the Event closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

8. ARRANGEMENT OF EXHIBITS.

Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by SLAS 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 SLAS, 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 exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of SLAS.

For specific guidelines at the San Diego Convention Center, please review their current event guidelines

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

9. EXHIBITS AND PUBLIC POLICY.

Each exhibitor is charged with knowledge of all State, County and City 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. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses and/or costs resulting from failure to observe this notice shall be payable by the exhibitor.

The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.

SLAS and service contractors have no responsibility pertaining to the 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, SLAS will endeavor to answer them.

Exhibitors must comply with City and State fire regulations. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform with National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Use of propane and hazardous materials is prohibited. Use of balloons is prohibited.

Independent contractors must conform to IAEM, ESCA and ED&PA guidelines and must be signatory to a current local collective bargaining agreement.

10. STORAGE OF PACKING CRATES AND BOXES.

Unattended freight in any display space as of one hour prior to Event opening will be removed and stored at the exhibitor's sole risk and expense.

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 to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. SLAS assumes no responsibility for the contents of crates or boxes improperly labeled as "empty."

The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Event will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. Neither SLAS, the service contractor nor the exhibit facility shall assume any liability whatsoever for loss or damage.

11. SOCIAL ACTIVITIES.

Any social function or special event planned by an exhibiting company to take place during the Event must be pre-approved by SLAS. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars, and any other related activities scheduled by SLAS. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, SLAS meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space.

12. OPERATION OF EXHIBITS.

SLAS reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by SLAS to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited.

All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching

demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Alcoholic Beverages. Exhibitors may not serve alcoholic beverages in the exhibit hall unless approved by SLAS.

Direct Sales. No sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

Contests, Drawings and Lotteries. All unusual promotional activities must be approved in writing by SLAS no later than 60 days prior to the opening of the exposition.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Event. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless SLAS, SLAS, and facility against cost, expense or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

Sound. Exhibits which include the operation of musical instruments, radios, sound projection equipment or any noise making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. SLAS shall be the sole judge of what constitutes appropriate sound levels.

Live Animals. Live animals are prohibited.

Balloons. The Licensee can bring helium balloons into the Grand Ballroom and meeting rooms. At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.

Candles. Candles are permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure. All candles and required encasements to be used must be approved by the local Public Safety Department.

Weapon Policy. Weapons of any type, functional or non-functional, such as firearms, swords, knives, throwing knives, crossbows, stars, bows, boomerangs, darts, tazers, etc. are strictly prohibited within the facilities, and they may not be used or displayed at scheduled events. The convention center strictly prohibits all persons from carrying a handgun, firearm, or prohibited weapon of any kind while on the property or within a facility under the convention center control, regardless of whether the person is licensed to carry a handgun. This policy applies to all convention center employees, contractors, temporary employees, clients, visitors and

guests. Only on-duty law enforcement agents, who have been given prior authorization by the Chief of Public Safety to carry a weapon on the property, will be permitted to carry firearms.

Replica weapons are allowed, but require express written authorization for the use and/or possession by the Chief of Public Safety. Replica weapons must only be used as props or display, and will be allowed if the replica weapon is inspected, approved and peace bonded by the Chief of Public Safety prior to entry into the facility. The convention center reserves the right in its sole discretion to revoke the use of replica weapons within.

Booth Representatives. Replica weapons are allowed, but require express written authorization for the use and/or possession by the Chief of Public Safety. Replica weapons must only be used as props or display, and will be allowed if the replica weapon is inspected, approved and peace bonded by the Chief of Public Safety prior to entry into the facility. The convention center reserves the right in its sole discretion to revoke the use of replica weapons within.

Irregular Activities. All giveaway items must be submitted for approval to SLAS three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

Robot Demonstrations. Exhibitors must adhere to rules and regulations set forth by SLAS. ([Link to Robot Demonstration Policy here](#)).

Bell Persons/Couriers. Neither bell persons from surrounding hotels nor couriers are allowed in the building or on the Event floor. Deliveries must arrive at the loading dock area, to be moved by contract laborers or received by contract laborers at the doors.

Distribution of Flyers. The distribution of flyers is prohibited in all public areas. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Convention Center for the removal of these items will be charged to the Licensee.

Hand-Carry Policy. The convention center reserves the right to restrict all freight and package deliveries to the loading dock. Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out. For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand-carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.) The General Service Contractor must provide the approved Hand-Carry Policy signs and post them at all entrances to the exhibit halls during the exhibitor move-in, and no less than two (2) hours before the exhibit hall closes on the last exhibit hall date until move-out ends.

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel. This policy is strictly enforced at all facility access points.

Material Handling. Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met: Exhibit personnel performing the work must be bona fide, full-time employees

("authorized personnel") of said company. The Licensee may choose to off-load from a company-owned box-truck or rental vehicle, or from a car, van or truck by personnel of the company, provided the vehicle is 24 feet or less in length. Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well. At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Glitter, Confetti, Popcorn & other Materials. The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is not permitted. Popcorn is not permitted without prior written approval from the convention center. Additional cleaning charges may apply.

Hazer/Fogger Equipment. The convention center must approve the use of a hazer/fogger or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibit hall(s) utilized for general sessions and special events. The use of hazer/fogger equipment by an individual within the exhibit hall display area or meeting rooms is prohibited.

The use of hazer/fogger equipment requires a permit from the local Fire Department. A fire fighter detail is required for rehearsal time as well as the event wherever the hazer/ fogger equipment is utilized. The number of fire fighters on detail is determined by the Public Safety Department in conjunction with the local Fire Department. It is the responsibility of the Licensee to obtain the necessary permits through the fire marshal's office at the local Fire Department.

Approved use of hazer/fogger equipment will incur a charge from the convention center to turn on/off fire detection systems.

13. LIABILITY AND INSURANCE.

All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither SLAS, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is required that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury and include SLAS as an additional insured party. Proof of insurance must be submitted to SLAS, and if requested to SLAS prior to setup of booth space at SLAS2023.

14. INDEMNIFICATION.

Exhibitor agrees that it will defend, indemnify and hold and save SLAS and the Society for Laboratory Automation and Screening (SLAS), and their respective directors, officers, members, employees, agents, volunteers and other representatives, (collectively "Indemnified Parties") whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against the Indemnified Parties on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission negligence or misconduct on the part of Exhibitor or any of its agents,

servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder.

Such indemnification of the Indemnified Parties by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence, or willful misconduct of SLAS. Exhibitor covenants and agrees that in case any of the Indemnified Parties shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorneys' fees and court costs, incurred by or imposed upon the Indemnified Parties by virtue of any such litigation.

Property Damage. Neither SLAS nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and SLAS and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of SLAS and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Use of Certain Property. Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes, or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend, and hold harmless SLAS, SLAS, the City and their officers, directors, members, agents, and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

15. WAIVER.

SLAS shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by SLAS. No delay or omission by SLAS in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

16. ATTORNEYS' FEES.

Should SLAS find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, SLAS, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

17. AMERICANS WITH DISABILITIES ACT.

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless SLAS,

SLAS, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

18. STATEMENT OF CONDUCT.

SLAS has adopted the following Statement of Conduct. By agreeing to the terms and conditions within Event registration, you are agreeing to abide by this Statement of Conduct. SLAS reserves the right to remove a non-compliant participant from the Event without refund.

19. EVENT CANCELLATION.

SLAS reserves the right to cancel this Event due to circumstances beyond the control of the organization. In the Event of cancellation, SLAS will do its best to make attendees aware of the cancellation in a timely fashion. Refunds of exhibition fees are not guaranteed in these circumstances, but SLAS will make every effort to refund fees less expense incurred by SLAS at the time of cancellation.

20. PRIVACY POLICY.

U.S.: <https://www.slas.org/privacy.cfm>

EU/UK: <https://www.slas.org/privacy-notice-eu-uk/>

21. OTHER REGULATIONS.

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of SLAS.

THE SLAS SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SLAS, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.

SECURITY TIPS

Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the show until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each company exhibiting to provide adequate insurance coverage. SLAS, Freeman, and the San Diego Convention Center and their agents will not be responsible or liable for any losses incurred or theft. *(Please refer to the General Rules and Regulations).*

In addition to adequate insurance coverage, here are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the drayage contractor, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to Show Management and show security.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (Individual booth security can also be ordered.)
- Do not put any article of value or product you will need during the show in a container marked "Empty Storage". Empties will be removed from the show floor and will not be accessible until the break of the show.
- Do not leave personal items such as handbags, wallets, briefcases, laptop computers, digital cameras or cellular phones under skirted tables, exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to details, you can ensure your company's successful participation in the show.