

Exhibit Space Application/Contract

21st Annual Meeting of the Society for Computer Applications in Radiology
Vancouver, BC, Canada • May 20–23, 2004



Date: _____

Priority Period Exhibitor: Yes No
(for SCAR Corporate Member of past SCAR exhibitor)

- 1.** Please print company name and address below as you want it to appear in SCAR publications.

COMPANY

CONTACT (Note: This person will receive Exhibitor Services Manual, exhibitor email blasts and any future mailings)

TITLE

COMPANY ADDRESS

CITY

STATE/PROVINCE

ZIP

COUNTRY

TELEPHONE

FAX

E-MAIL

COMPANY WEBSITE

DIRECT TELEPHONE NUMBER (if different from above)

MAILING ADDRESS IF DIFFERENT FROM ABOVE (for Exhibitor Service Manual, future mailings, etc.)

- 2.** We are a new exhibitor: Yes No
- 3.** SCAR Corporate Member Yes No Uncertain
- 4.** We have a new company name. Former Name: _____
- 5.** Please provide a description of the products to be exhibited from your booth in the first person point of view. Limit the description to 50 words and to actual products to be demonstrated in your booth. Registered trademark ®, copyright symbols ©, italics and bolds cannot be used in company profiles.

6. **Exhibit Space:** Size: _____ ft. x _____ ft. (i.e. 10 x 10, 10 x 20, etc.)

Total Booth Area: _____ sq ft.

7. **Booth Preference (refer to Exhibit Hall Floor Plan)**

First Choice _____ Second Choice: _____ Third Choice: _____

8. We would like to be near: _____

9. We do not want to be near: _____

10. **Product Category Selection.** You may select a maximum of five (5) categories.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

PRODUCT CATEGORIES:

- | | | |
|-------------------------------------|----------------------------------|---|
| Archiving Services (ASP) | Image Processing System | Reporting System |
| Computer Aided Diagnosis | Imaging Devices (CR, DR, fluoro) | Speech Recognition Systems |
| Consulting Services | Image Distribution | Storage Media, Fixed (RAID, juke box, silo) |
| CPOE (Care Provider Order Entry) | Interface Hardware/Software | Storage Media, Portable (CD, DVD, etc.) |
| Digitizers, Film | Internet Services | Teleradiology Services |
| Displays/Monitors | Networking, Local | Teleradiology Systems |
| Document Management | Networking, Web-Based | Web-based Report Distribution |
| Educational Services | PACS, Enterprise | Work Stations |
| Furniture | PACS, Modality | 3D Imaging Software |
| Information Systems (RIS, HIS, EMR) | Printers | Other _____ |
| | Publications | |

11. **Payment.** Payment must be received in full with your Exhibit Space Application/Contract. Payments may be made by check payable to SCAR 2004, or wire transfer. Keep a copy of the Application/Contract for your records. A copy of this contract will be returned to you upon acceptance.

Cost to Exhibit

SCAR Nonmember: \$35.00 per square foot _____ sq. ft. x \$35.00 \$ _____

SCAR Corporate Member: \$31.50 per square foot _____ sq. ft. x \$31.50 \$ _____

New Corporate Membership: \$2,000 (optional) \$ _____

Corporate Membership Renewal: \$2,000 (optional) \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

12. We understand that all space must be paid in full at the time of Application/Contact submittal. No booth space assignments will be made prior to receipt of full payment. Exhibitor agrees to abide by the Terms and Conditions that are part of the SCAR 2004 Exhibit Rules and Regulations, which are made a part of this contract by reference and fully incorporated herein. This is not a binding contract until signed by SCAR.

AUTHORIZED SIGNATURE

DATE

SCAR SIGNATURE

DATE

Questions: If you have any questions or need additional information, please call (703) 757-0054 or send an email to SCAR2004@scarnet.org

Special Needs: Individuals needing auxiliary aids or services as identified in the Americans with Disabilities Act, please call the SCAR office at (703) 757-0054.

13. Mail Full Payment and Completed Application/Contract to:
SCAR 2004 • 10105 Cottesmore Court • Great Falls, VA 22066

Rules and Regulations

SCAR 2004 Technical Exhibits

21st Meeting of the Society for Computer Applications in Radiology
Vancouver, BC, Canada • May 20–23, 2004



The Rules and Regulations have been updated. Please read carefully.

1. Space Rental Charge and Payment Information

The exhibit space rental charge is \$31.50 (U.S.) per square foot for SCAR Corporate Members and \$35.00 (U.S.) per square foot for non-SCAR members. To qualify for member price, Exhibitor's membership dues must be current in the year in which contract is signed and maintained in good standing through 2004. To qualify for exhibit space, exhibitor cannot be in arrears on any financial obligations with SCAR. The Exhibitor understands that all space must be paid in full at the time of submitting the SCAR 2004 Space Application/Contract. Payments may be made by check payable (U.S. dollars) to SCAR 2004 or by wire transfer (international exhibitors only).

2. Included in Booth Fee

- Standard background drape
- Side drape for in-line booths
- 7" x 44" sign in standard lettering indicating company name and booth number
- Listing in the SCAR 2004 Annual Meeting Preliminary Program, Final Program, and on the SCAR website (www.scar.net.org).
- Three (3) complimentary badges per 100 square feet of contracted space (or 10' x 10' booth). Badges allow access to educational sessions, the exhibit floor during show days and installation /dismantling but does not include Hospital Tours.
- One (1) guest badge per 100 square feet of contracted space (or 10' x 10' booth). Guest passes allow admittance to the Exhibit Hall only.
- Complimentary SCAR pre-registration and post-show attendee lists provided electronically.
- One (1) copy of the SCAR 2004 Proceedings/Meeting publication.

3. Booth Assignments and Priority Period

No booth space assignments will be made prior to receipt of the SCAR 2004 Space Application/Contract and full payment. The SCAR 2004 Priority Period will be conducted through December 31, 2003. Exhibitor prospects eligible for Priority Period participation include all SCAR Corporate Members and past SCAR exhibitors. The Priority Period booth assignments will be based on both the number of consecutive years of exhibiting at the SCAR Annual Meeting and SCAR Corporate Member status. Priority Period booth assignments will be made by January 9, 2004.

The general sales campaign for exhibit booth space begins on January 12, 2004. However, interested parties are encouraged to submit their SCAR Space Application/Contract and full payment at their earliest convenience. Booth space will be assigned on a first-come, first served basis. The date that the 2004 Exhibit Space Application/Contract and full payment are received will be used for assignment purposes. SCAR will consider each company's preferred booth locations and any additional specifications outlined on the application in assigning exhibit space.

SCAR reserves the right to rearrange the floorplan and/or reassign any exhibit booth location if deemed necessary for the good of the meeting.

4. Cancellation

If cancellation or reduction of space is made in writing by February 17, 2004, 50% of the total booth fee will be retained as liquidated damages. If exhibit space is cancelled or reduced on February 18, 2004 or after, 100% of the booth fee will be retained as liquidated damages. Notification of cancellation must be made in writing and received at SCAR by the deadline dates indicated. Mail notification to SCAR 2004, 10105 Cottesmore Court, Great Falls, VA 22066.

5. Liability

The exhibitor shall be fully responsible for all claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any person or any loss of or damage to any property where such injury, loss, or damage is incident to, arises out of or is in any way connected with the exhibitor's participation in the SCAR 2004 Annual Meeting. The exhibitor shall protect, indemnify, hold harmless and defend SCAR, its officers, directors, agents, and employees from and against any and all such claims, liabilities, losses, damages, and expenses (including costs of defending against such); provided that the foregoing shall not apply to any injury, loss, or damage caused by or resulting from the negligence or willful misconduct of SCAR or one or more of its officers, directors, agents, or employees. Exhibitor further waives any claim against SCAR, its officers, directors, agents or employees arising out of the oral or written publication or republication of any statement made in connection with SCAR 2004 by anyone who is not an employee of SCAR concerning the exhibitor or the exhibitor's exhibit, products or services.

The exhibitor shall be fully responsible and liable for losses, damages, and claims arising from the exhibitor's activities on the Vancouver Convention & Exhibition Centre premises and will indemnify, defend, and hold harmless the Convention Center, its agents, servants, and employees from any and all such losses, damages, and claims except for any such losses, damages, and claims arising out of any negligence on the part of the Vancouver Convention Centre.

In the event the Vancouver Convention Centre, or any part of the exhibit area thereof is unavailable whether for the entire meeting, or a portion of the meeting, as a result of acts of God, fire, flood, tempest, inclement weather or other such cause or as a result of governmental intervention, malicious damage, acts of war, terrorism, national emergency, strike, lock-out, labor dispute, riot or other cause or agency over which SCAR has no control, or should SCAR decide that because of any such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show hours, or dismantling time, SCAR shall not be liable to indemnify or reimburse the exhibitor or in respect of any damage or loss, direct or indirect, arising as a result thereof.

6. Insurance Coverage

Each exhibitor is responsible for maintaining such property and casualty insurance for its exhibit and display materials as the exhibitor shall deem adequate. Any

policy providing such insurance must contain a waiver of any right of subrogation as to any claims against SCAR, its officers, directors, agents, or employees.

Each exhibitor must maintain general public liability insurance, in any amount of not less than \$1 million (\$1,000,000 U.S.) for any one occurrence, against claims for personal injury; death or property damage connected in any way with the exhibitor's participation in the SCAR 2004 Annual Meeting. Such insurance must include coverage of the indemnification obligations of the exhibitor under Section 5 of the 2004 Rules and Regulations and must cover SCAR as an additional named insured. In addition, the insurance policy must provide that coverage cannot be cancelled or reduced without at least ten (10) days written prior notice to SCAR. Upon request by SCAR, the exhibitor shall provide SCAR with an original certificate of insurance evidencing the maintenance of liability insurance complying with all requirements of this paragraph. Each exhibitor understands that neither SCAR nor the Vancouver Convention Centre maintains insurance covering the exhibitor's property or lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance.

7. Exhibitor Appointed Contractor (EAC)

If an exhibitor plans to use a general service contractor other than Champion Exposition Services, the official service contractor appointed by SCAR, the exhibitor must submit to SCAR an original certificate of insurance certifying that the contractor maintains general public liability insurance, in the amount of not less than \$1 million (\$1,000,000 U.S.) for any one occurrence against claims for personal injury, death, or property damage and that such coverage must name the exhibitor, and may not be cancelled or reduced without at least ten (10) days prior written notice to SCAR.

8. Personnel Registration and Badges (fees are tentative)

For every 10' x 10' exhibit booth (100 square feet of exhibit space), exhibitors will receive three (3) complimentary badges. Badges will allow admittance to sessions on a space-available basis. Additional badges, beyond the complimentary allotment, will be available for a fee. The fee for the first 20 additional badges over the complimentary allotment is \$50.00 per badge. The fee for the 21 or more badges over the complimentary allotment is \$100.00 per badge. SCAR reserved the right to restrict or to limit the number of booth personnel. Exhibit booth personnel are restricted to representatives engaged in the display, demonstration, application, or sale of the company's products and/or services. All other employees of the exhibiting company must register as regular professional attendees. The official SCAR 2004 badge must be worn in the SCAR Exhibit Hall at all times.

Complimentary exhibitor pre-registration forms will be sent with confirmation packets. New forms will be used for the SCAR 2004 Annual Meeting. Each individual must complete a separate coded form.

All setup and dismantling personnel must wear installation and dismantling (I&D) badges while in the Exhibit Hall. I&D badges are obtained at the Exhibitor Registration Counter.

Rules and Regulations: SCAR 2004 Technical Exhibits (CONTINUED)

Each individual exhibitor and/or exhibit representative will be responsible for procuring his/her badge at the SCAR 2004 Exhibitor Registration Counter. Badges will not be distributed in bulk to one representative of the company. Onsite badges will only be issued to individuals presenting a company business card or letterhead, or with an official company representative present.

9. Subletting or Sharing of Booth Space

Exhibitors may not assign, sublet, or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the exhibitor and/or approved by SCAR. Two or more exhibitors may share booth space only with written approval from SCAR. Only exhibiting companies may host functions at the SCAR 2004 Annual Meeting or utilize the Press Room for display of press kits and conduct press conferences.

10. Booth Definitions

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Refer to local building codes that regulate temporary structures.

- **Standard In-Line:** Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Booth height is restricted to eight (8) feet. Regardless of the number of linear booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The front five (5) feet of the rented space may be occupied from the floor up to a height of four (4) feet.
- **Corner:** A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.
- **Perimeter:** A perimeter booth is simply a linear booth that backs to the perimeter of the show floor. All guidelines for linear booths apply to perimeter booths except that the maximum backwall height is twelve (12) feet.
- **Modified Endcap:** An end-cap booth is exposed to aisles on three (3) sides and is generally composed of two 10' x 10' booths. The maximum backwall height of eight (8) feet is allowed only in the rear half of the booth space and within five (5) feet of the two side aisles with a four (4) foot height restriction imposed on all materials in the remaining space forward to the aisle.
- **Peninsula:** A peninsula booth is exposed to aisles on three (3) sides and composed of four (4) booths (20' x 20'). There are two types of peninsula booths: a) one which backs up to linear booths, and b) one which backs to another peninsula booth and is referred to as a split island. See construction guidelines below for split island. When a peninsula booth backs up to linear booths, the backwall is restricted to four (4) feet high within five (5) feet of each aisle, permitting adequate line of sight for the adjoining linear booths. Twelve (12) feet is the maximum height allowance, including signage for the center portion of the backwall.
- **Island Booth:** An island booth is any size booth exposed to aisles on all four (4) sides. An island booth is 20' x 20' or larger. The entire cubic content of the space may be used up to eighteen (18) feet, the maximum allowable height.

11. Booth Limitation

All exhibits must be confined to the spatial limits of the exhibit space rented as indicated on your confirmation

packet. Equipment, products or materials to be shown or demonstrated must be placed within the contracted space to ensure that the attendee viewing the display will be in the booth and not impeding the aisle traffic. No part of any display may be suspended from or attached to any part of the Vancouver Convention & Exhibition Centre.

12. Hanging Signs and Graphics

No hanging signs or banners will be permitted without written approval of SCAR.

13. Flammable and Toxic Material

All materials used in the display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the National Fire Code of Canada (Canadian Commission on Building and Fire Codes) and the facility.

14. Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with Vancouver Convention Centre rules and be approved in writing by SCAR Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the SCAR 2004 Annual Meeting.

15. Storage

Fire regulations in the Vancouver Convention Center prohibit storing product, literature, empty packing containers or packing materials behind back drapes.

16. Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner that assures all exhibitor personnel and attendees are within the contracted exhibit space.

17. Sound / Music

In general, exhibitors may use sound equipment in their booth so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

18. Respect Your Neighbors

Exhibitors may only enter exhibit areas other than their own by invitation. Photo taking of exhibit booths other than your own is strictly prohibited.

19. Official General Service Contractor

The official general service contractor is Champion Exposition Services who will provide all exhibiting services. Exhibitors shall provide only the material and equipment that they own and that is to be used in their exhibit space. All other items used in the booth are to be provided only by the official service contractor. Champion Exposition Services will have complete control of all dock and loading facilities. They will receive and deliver all shipments and provide rigging, labor, and equipment.

20. Security

Overall security service will be provided by SCAR for the duration of move-in, show hours, and dismantling, but neither the security service nor SCAR will be responsible for loss or damage to any property for any cause. SCAR reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the Exhibit Hall at any time. Anyone not allowing such inspection will not be allowed to remove un-inspected property from the Exhibit Hall until all other exhibitors have left.

21. Photos, Video, Film, Recording

In consideration of the opportunity to be an exhibitor at the SCAR 2004 Annual Meeting, I understand and hereby grant permission to SCAR to use, reproduce, and/or disseminate in any form or media, any film, audio, or photo taken or recorded of me or my exhibit during the above named meeting for the purpose of promoting SCAR's current or future activities, programs, symposia, or meetings. SCAR may copyright and distribute materials containing the film, video, audio, or photograph without further approval from me or my display. I hereby waive any claims I might have against SCAR related to such appearance(s) in the final product(s). I warrant that I am either acting on my own behalf or that I am authorized to execute this release on behalf of my company or employer.

22. Affiliated Events

Exhibitors are not permitted to conduct events of any kind during the official SCAR 2004 Annual Meeting educational program or events. If you are interested in holding an event, meeting, or forum of any kind in conjunction with the SCAR 2004 Annual Meeting, complete a Function Space Request Form by March 18, 2004.

23. Americans with Disabilities Act

All exhibiting companies are required to be in compliance with the Americans with Disabilities (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at (800) 514-0301, and from website www.usdoj.gov/crt/ada/infoline.htm.

24. Manning of Exhibit

Exhibit booths must be manned at all times during show hours from Thursday, May 20 through to the close of the Technical Exhibits on Saturday, May 22 at 5:00 pm. Exhibitors who tear down early lose all Priority Period consideration.

25. Questions

Call or e-mail Heidi Prange, Director of Meetings, for questions and/or concerns at (703) 757-0054 x104 or SCAR2004@scarnet.org.