



ADT : conferences

advanced digital technology in head & neck reconstruction TM

Rules and Regulations Governing Exhibits
4th Meeting of the
Advanced Digital Technology in Head and Neck Reconstruction
May 5-8, 2011 - Freiburg, Germany

Exhibit Space: Booths for exhibits are available adjacent to the conference room at the Conference Site. Each booth space will include a 6' long by 30" wide covered table, and up to 2 chairs. You must provide a sign indicating your company name. No interference with light or space of any other exhibitor will be permitted. No signs or other articles may be posted, nailed or otherwise attached to hotel premises. Gasoline, kerosene, acetylene, or other flammable or explosive substances will not be permitted.

Contract: Each exhibitor must execute a contract for the right to use the space allotted. The deadline for acceptance of this space is **December 1, 2010**. Subletting space is prohibited. Exhibit space contracts will not be binding in the event of fire, strikes, riot, civil commotion, acts of God, war, or other unavoidable circumstances rendering the building housing the exhibits unfit for use, or that may prevent the presentation of the scientific session. Exhibitors shall indemnify and hold harmless the Kongresszentrum Konzerthaus, conference hotel, Advanced and Digital Technology conference and R.E.S. Inc. from all liability, which might ensue from any cause whatsoever.

Application: Applications for exhibits must be made with enclosed Registration Form.

Allotment: Exhibit space will be allocated on the basis of receipt of application and fee, subject to acceptability of applicant and the number of spaces reserved. *Exhibit space is limited, so please register early to ensure participation.*

Exhibit Booth Fee: The minimum fee is \$1,875 (USA dollars) per booth. Attendance projection: 300+ Payment due no later than **December 1, 2010**. Mail with enclosed registration form.

Exhibit Times: Before and after sessions, Welcome Reception, AM/PM breaks, Lunches and Exhibit Reception (Poster Session)

Location: Kongresszentrum Konzerthaus, Freiburg, Germany (Foyer of Round Hall- second floor)

Setup & Breakdown: Setup- Thursday May 5th (1pm-5pm) - Breakdown - Sunday May 8th (10:30am)

Electrical Requirements & Special Request: All electrical and/or special requests are the responsibility of the participating sponsor, patron or exhibitor. Call Kongresszentrum Konzerthaus directly for any electrical or special requests- **Mr. Markus Burger - Kongresse/Events**

Telephone: + 49/761/3881-111 **Fax:** +49 (0)761 3881-180 **Email:** markus.burger@fwtm.freiburg.de

Shipping & Storage: Exhibitors are responsible for all shipping, drayage and storage. Coordinate your exhibit booth shipment with the conference concert hall. Kongresszentrum Konzerthaus (*see above for contact information*). *Label all shipments with conference name and date.*

Hotel Room Reservations: Contact the conference hotel: **Novotel Freiburg Am Konzerthaus**. Ask for the **Advanced Digital Technology** conference room rate. Reservations must be confirmed prior to April 1, 2011.

Contact: Novotel Hotel

Tel : +49 (0) 761 388 98 92

Fax : +49 (0) 761 388 91 00

4th Meeting of the
Advanced and Digital Technology in Head and Neck Reconstruction

- SPONSOR / EXHIBITOR REGISTRATION -

Conference Dates: (Thursday) May 5- (Sunday) May 8, 2011
Location: Freiburg, Germany
Conference Site: Kongresszentrum Konzerthaus
Telephone: +49 (0)761 3881-117 Fax: +49 (0)761 3881-180

Make check payable to: **RES Seminars/ADT** Call: 1 (858) 272-1018
Email: exhibits@adt-conference.com
Mail to: R.E.S. Seminars Fax: 1 (858) 272-7687
4425 Cass St, Suite A. - San Diego, CA. 92109 USA

Option #2 Bank Wire Transfer: Wells Fargo Bank
San Diego, California (Pacific Beach Branch)
Routing Code: 121 000 248
Swift Code: WFBIUS6SSFO
Account Number: 6095261407
Account Name: RES, Inc. / ADT 2011 Meeting
Memo: Exhibit Fee for ADT 2011 Meeting <**Your Company Name**>

Booths should be set up for display on Thursday 1pm-5pm (May 5th), and dismantled Sunday 10:30am (May 8th). Specific exhibit times will be forthcoming.

*Deadline for reservation is **December 1, 2010.***

Exhibitor Name: _____

Address: _____

Phone: _____ Fax: _____

- We wish to be a **Conference Sponsor**- \$14,000 donation-six (6) representatives
- We wish to be a **Conference Gold Exhibitor**- \$7,000 donation-four (4) representatives
- We wish to be a **Conference Silver Exhibitor**- \$4,000 donation-two (2) representatives
- We wish to be a **Conference Bronze Exhibitor**- \$1,875 donation-two (2) representatives
- We wish to be a **Subscriber** (*advertisement only- no booth space*) - \$1,250 donation

Check for _____ \$ (USA Dollars) is enclosed. *All fees quoted in USA dollars*

Representative responsible for space: _____

Sponsor /Exhibit Onsite Representatives: (1) _____

(2) _____ (3) _____

(4) _____ (5) _____ (6) _____

Products to be displayed: _____

Liability

It is agreed that all provisions of the "Rules and Regulations" governing this contract for space shall be a part of this contract. The conference site or hotel, Advanced Digital Technology conference and R.E.S. Inc. are not responsible for loss or damages to any samples, displays, properties or personal effects brought to the exhibit trade show. Exhibitors hold harmless Kongresszentrum Konzerthaus and/or hotel (Novotel Hotel), Advanced Digital Technology conference and R.E.S. Inc. from claims of any nature arising from our occupancy of assigned space or from activities of our employees or representatives.

In the event that any damage to the conference site furniture, fixtures, building, or equipment caused by the installation, presence and/or removal of exhibits and exhibit materials the Exhibitor shall reimburse the conference site for the cost of such repairs or replacement as may be necessary.

Signed: _____ Title: _____ Date: _____