



Exhibitor Guidelines

EXHIBIT HOURS:

8:00 a.m. – 4:00 p.m.

Exhibit space is located in the Hilton's pre-function area to the grand Ballroom. Exhibit set-up is from 6:00 a.m. – 8:00 a.m. Tear Down of exhibit booth and/or material begins at 4:00 p.m.

EXHIBIT SPACE:

The Hilton Huntington will provide each exhibitor a booth and/or tabletop space (8' x 10') with one six-foot table and 2 chairs

INSURANCE STATEMENT: *(Please sign the following insurance statement)*

"Exhibitor assumes responsibility and agrees to indemnify and defend the Long Island Life Sciences Initiative (LILSI) and the Hilton Huntington Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither LILSI nor the Hilton Huntington Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance."

Accepted by:	Date:
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ELECTRICITY & AUDIO VISUAL SERVICES/EQUIPMENT:

Both electrical supply and audiovisual needs (computers, etc.) should be ordered with Swank Audio Visual Services. Please complete an electric request form and fax directly to Elissa Weick at the Hilton Huntington Hotel. You are responsible for all requests and fees for AV and Electric.

SHIPPING & RECEIVING POLICIES:

Please limit the number of the delivery of packages or other items to two business days before the function (May 3rd, 2005). All packages should be directed to the following:

**The Hilton Huntington Hotel
598 Broad Hollow Road
Melville, NY 11747
Attn: Celeste Radgowski
Hold for: The Long Island Life Sciences Initiative/"Your Company Name", May 5, 2005
Arrival date: May 3**

The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left or sent into the hotel prior to, during, or following your function(s). The hotel cannot assume responsibility for storage of boxes received more than three (3) days prior to the scheduled program. Boxes may be delivered Monday through Friday from 8:00 AM – 3:00 PM. Boxes larger than 4' x 4' in size or shipment of ten (10) or more boxes can not be delivered more than 48 hours prior to the event.

The hotel will not accept C.O.D. deliveries and boxes must be sent through trucking firms. Deliveries must be "to the loading dock." We will not unload from the carrier's truck. Any shipments of ten (10) or more boxes will be assessed a service/portage fee of \$2.00 per box up to 50 pounds.

To check on the arrival of your shipments, please contact Tom Vines in purchasing at 631-845-1000 ext. 5314.

After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address, and method of payment.

The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded within three (3) business days.

Please fax completed form to LILSI at 631-632-8577 or via e-mail to info@lils.org by 5pm, Friday, April 1, 2005. If you have any questions, please call 631-632-1080.