

2007 Life Sciences Industry Summit

June 14, 2007

SPONSOR GUIDELINES

The following is all of the pertinent information that you will need to maximize your benefits as a sponsor of the 2007 Life Sciences Industry Summit. Please read carefully and return a copy via fax (631)632-8577 or e-mail to sean.boykevisch@notes.cc.sunysb.edu by April 27, 2007.

SPONSORSHIP CONTACT INFORMATION:

Please list the person who will be directly responsible for sponsor material and contact with LILSI.

Name:	Title:	Phone:	Fax:	E-mail Address:

SIGNAGE - COMPANY RECOGNITION:

To ensure we represent your organization correctly in all summit material, please fill in your company name in the space below: *(How you would like your company name to appear in all 2007 Life Sciences Industry Summit publications)*

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HYPERLINK on Summit WEBSITE (<http://www.biotech.sunysb.edu/educWork/summit2007/>):

Please e-mail your website address to sean.boykevisch@notes.cc.sunysb.edu.

SPONSOR COMPLIMENTARY REGISTRATIONS:

Please indicate the person's name, title and e-mail address below. If you do not fill in all spaces, we will assume you are not using the complimentary registration/s.

COMPLIMENTARY REGISTRATIONS: *(Please check your sponsorship level accordingly)*

Vanderbilt: Eight (8) Free Whitman: Five (5) Free Roosevelt: Three (3) Free Floyd: Two (2) Free

Name:	Title:	Email Address:

CORPORATE LOGOS:

Please email a black and white version and a color version (preferably in EPS format) to sean.boykevisch@notes.cc.sunysb.edu.

SPONSOR DIRECTORY DESCRIPTION:

Please provide a brief (200 words or less) description of your organization and e-mail your description to sean.boykevisch@notes.cc.sunysb.edu or fax to 631-632-8577. Be sure to include contact information. Description must be received no later than **5pm on Friday, April 27, 2007.**

ADVERTISING INCLUDED WITH SPONSORSHIP: (Check Applicable)

Vanderbilt: Full Page (8 ½ x 11) Whitman: Full page Roosevelt: Half Page (8 ½ x 5 ½)

Please email camera ready, black and white ads in PDF form to

sean.boykevisch@notes.cc.sunysb.edu. Deadline for Ad material is **Friday, April 27, 2007.**

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 6:30 a.m. – 8:00 a.m. Tear Down of exhibit booth and/or material begins at 4:00 p.m.

EXHIBIT SPACE:

The Hilton Long Island will provide each exhibitor a booth and/or tabletop space (8' x 10') with one six-foot table and 2 chairs. If you are planning on utilizing this sponsor benefit (exhibiting), we need to know by as soon as possible in order to reserve you a space (space is limited).

Vanderbilt: Booth Space Whitman: Booth Space Roosevelt: Booth Space* Floyd: N/A (*Emerging Core Companies Only)

- Yes, I will be exhibiting.
- No, I will not be exhibiting.

If we do not receive your response we will assume you are NOT exhibiting, and your space will be given to another sponsor.

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

"Exhibitor assumes responsibility and agrees to indemnify and defend the Center for Biotechnology and the Hilton Long Island/Huntington 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 Long Island/Huntington maintains 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:

Electrical supply needs should be ordered directly with the hotel. Please complete the electric request form and fax directly to Elissa Weick at the Hilton Long Island/Huntington. You are responsible for all requests and fees for electric. Deadline to submit a request is Friday May 25, 2007. If request is not received by this date electric requirements will not be accommodated.

SHIPPING & RECEIVING POLICIES:

Please limit the number of the delivery of packages or other items to two business days before the function (June 12, 2007). All packages should be directed to the following:

Hilton Long Island/Huntington
598 Broad Hollow Road
Melville, NY 11747
Attn: Kate Posnanski
Hold for: The Life Sciences Industry Summit/ “Your Company Name”, June 14, 2007
Arrival date: June 14, 2007

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 the 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." The hotel 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 **Anthony Vines in purchasing at 631-845-1000 ext. 5314.**

After the 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. It is the exhibitor's responsibility to call their shipping carrier and schedule the pick up of their materials.

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 the Center for Biotechnology at 631-632-8577
or via e-mail to sean.boykevisch@notes.cc.sunysb.edu by
April 27, 2007. If you have any questions, please call 631-632-1080.**