



35th Annual Meeting of The American Society for Virology

extends an invitation to exhibit at
Virginia Tech, Blacksburg, Virginia, USA
June 18-22, 2016

Dear Potential Exhibitor,

The 35th Annual Meeting of The American Society for Virology will be held at Virginia Tech, Blacksburg, Virginia, from Saturday, June 18, to Wednesday, June 22, 2016. The conference provides a forum to promote discussion and collaboration among scientists. The meeting typically attracts 1,300 to 1,500 participants active in all aspects of virology. The ASV 2016 program will include about 1,000 participant-submitted abstracts, 21 invited symposium speakers, and 6 special-topic State-of-the-Art Speakers, with additional forums for educational techniques, career guidance for young scientists, editorial meetings, and concerns of the Society.

The Virginia Tech campus, serving the Commonwealth of Virginia, is located in the vibrant and engaging Town of Blacksburg, in Montgomery County, 38 miles southwest of Roanoke. June is a beautiful month to experience Blacksburg with its unique stores, art galleries, and eclectic restaurants. Enjoy the history of this university, founded in 1872, with a 2,600-acre main campus and an 1,800-acre agriculture research farm near the main campus. The ASV 2016 program will take place in the core of the campus and will include scientific symposia, satellite sessions, workshops, poster sessions, and special educational presentations. The meeting will begin Saturday, June 18, at 3:30 p.m. with the Welcome Reception, to be followed by the Keynote Address. The conference includes workshop sessions in the afternoon and evenings, as well as morning plenary sessions that continue until noon on Wednesday.

The ASV and local meeting hosts would like to invite you to participate as an exhibitor at our conference because we are confident that your products would be of interest to our enthusiastic, scientific audience. Exhibits will be located in the Squires Student Center, where multiple events will be held - thus attendee traffic around your table will be high. The proposed exhibit schedule is as follows:

Exhibit setup: Sunday, June 19th, 8:30 a.m. – 10:30 a.m.
Exhibits open: Sunday, June 19th, 10:30 a.m. – 10:30 p.m.
Monday, June 20th, 8:30 a.m. – 10:30 p.m.
Tuesday, June 21st, 8:30 a.m. – 4:30 p.m.
Exhibit breakdown: Tuesday, June 21st, 4:30 p.m. – 8:30 p.m.

The exhibit registration fee of \$1,500 includes one representative per table, exhibit sign, 2x6' skirted table, two chairs, wireless internet and electrical access. The exhibit registration also provides conference materials, three box lunches (Sunday, Monday, Tuesday), the welcome reception, refreshment breaks, three evening socials, and access to all scientific sessions on-campus beginning on Saturday afternoon. Additional company representative(s) may be registered for a fee of \$500.

Exhibitor space is very LIMITED in the Squires Student Center and EARLY registration (before **May 1, 2016**) is advised. The conference website at <http://asv2016.cpe.vt.edu/> contains extensive information about ASV and the scientific program planned for this meeting.

If you would like to join us as an exhibitor, please review the Policy for Exhibitors, then complete the Exhibitor Registration Form and Exhibitor Agreement, and send these two documents, along with the appropriate registration fee, to the indicated address. Exhibitor space cannot be reserved until the completed Exhibitor Registration form, Exhibitor Agreement, and payment in full are received.

For questions regarding your registration please contact the Virginia Tech Conference Registrar at (540) 231-5182.

For questions regarding ASV program please visit <http://asv2016.cpe.vt.edu>. We look forward to seeing you next summer at Virginia Tech for ASV 2016!

Sincerely,

X.J. Meng
University Distinguished Professor of Virology
Local Co-Organizer, ASV 2016

Zach Adelman
Associate Professor of Virology
Local Co-Organizer, ASV 2016



35th Annual Meeting of The American Society for Virology

June 18-22, 2016

Exhibitors

Exhibitors are an important aspect of this conference and you are welcomed and encouraged to participate.

■ Exhibit Booth Fee – \$1,500

Included:

- An 8x6' exhibition booth
- Clickable company logo or name listed on conference website when paid in full
- One 2x6' skirted table, two chairs and one waste basket
- Electricity
- General lighting
- Standard heating/air conditioning
- One representative (Additional booth representatives will have to register for \$500 each.)
- Wireless internet

Not Included:

- Set up and dismantling of individual displays
- Cleaning or janitorial services
- Liability coverage/insurance
- Fire, theft, or loss coverage/insurance
- Conference lodging
- Extra tables or drapes in a booth space
- Security

■ Set Up Schedule

Sunday, June 19 • 8:30 a.m. – 10:30 a.m.

■ Exhibit Schedule

Sunday, June 19 • 10:30 a.m. – 10:30 p.m.

Monday, June 20 • 8:30 a.m. – 10:30 p.m.

Tuesday, June 21 • 8:30 a.m. – 4:30 p.m.

■ Exhibit Breakdown Schedule

Tuesday, June 21 • 4:30 p.m. – 8:30 p.m.

■ Refunds

No refunds will be issued.

■ Character of Exhibits

Virginia Tech reserves the right to decline or prohibit any exhibit that is not suitable to, or is not in keeping with, the character of the conference. No exhibitor may assign or sublet any portion of the space contracted without approval of the conference planning committee. An exhibitor may not display any product not regularly manufactured or handled by their firm.

No security provided. Room will be locked at 12:00 midnight.

■ Payment for Space

Exhibit space is available on a first-come, first-served basis. Payment for the exhibit space is expected with the return of the contract. Your check will be returned if all available spaces are sold before receipt of payment. Checks should be made payable to **Treasurer, Virginia Tech** and should be received by **May 1, 2016**. Please include a notation on the check to indicate it is for the *The American Society for Virology*. Payment may also be made by Visa, MasterCard, or American Express credit cards.

■ Exhibitor's Responsibilities

Nothing should be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the conference center. All printed advertising, flyers, etc., should be distributed from the exhibit booth.

■ Agreement for Exhibitors

The enclosed Agreement for Exhibitors should be signed and returned along with the Exhibit registration form. **A copy of the release must be on file before an exhibit may be displayed.**

■ Advance Shipments and AV Equipment Rental

Hollins Exposition Services will contact your company contact on page 5 by email 30 days prior to start date of the conference.

To become an exhibitor, return the following documents (pages 4-6) with payment in full (payable to *Treasurer, Virginia Tech*):

- Exhibitor Registration Form
- Agreement for Exhibitors Form

Send by **May 1, 2016** to:

Conference Registrar, Continuing and Professional Education,
Virginia Tech 0272, 702 University City Blvd., Blacksburg, VA
24061 or fax to (540) 231-3306.



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■ Company Logos

Please provide a high resolution vector EPS or PDF file of your company's logo for inclusion on the website and in the conference program. Any colors should be converted to CMYK. Make sure all fonts have been converted to paths or outlines. Email files to Carly DuPont at ccdumont@vt.edu by May 1, 2016.

Logos received after May 1, 2016 are not guaranteed to be in materials. Logos will not be listed on website until paid in full.

■ ASV 2016 Exhibitor Policies

The following criteria shall apply to exhibits held in conjunction with educational conferences sponsored by the American Society for Virology and Virginia Tech, Blacksburg, Virginia:

1. All exhibits must have a recognized educational or public service value to the program participants.
2. Appropriateness of exhibits shall be determined by the conference organizers.
3. All out-of-pocket expenses incurred because of the exhibit must be paid by the exhibitor.
4. On-the-spot solicitation of orders or acceptance of orders by exhibitors is prohibited.
5. Exhibitors shall be expected to adhere to time schedule as determined by the program and to general University rules of good conduct.
6. Exhibitors may not post signs or exhibit materials on the walls of the facilities.
7. All exhibitors shall be expected to abide by Virginia Tech regulations regarding matters of general interest.
8. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or general liability caused by or arising from the exhibitors' acts or negligent acts, or omissions. Virginia Tech and the American Society for Virology assumes no responsibility for loss or damage to exhibits from any cause.

Exhibitors Benefits Summary

Exhibitor	Exhibit Space	Booth Representative Registration	Website Listing	Electric Provided	Internet Provided
	8x6' space, 2x6' skirted table, 2 chairs, 1 waste basket	One	Company Logo or Company Name (when paid in full)	Yes	Yes

Additional booth representative(s) will have to register for \$500 each.

No security provided. Room will be locked at 12:00 midnight.



35th Annual Meeting of The American Society for Virology

June 18-22, 2016

Agreement for Exhibitors

Name of Exhibitor _____

In consideration of participating as an Exhibitor during the 35th Annual Meeting of The American Society for Virology on the campus of Virginia Tech, and with the intent to be legally bound, Exhibitor hereby acknowledges as follows:

1. Exhibitor hereby releases, quitclaims, and forever discharges Virginia Tech and the American Society for Virology, its representatives, officers, agents, and employees from any and all liability for loss, damage, theft, destruction, or other harm or injury to any personal property which the Exhibitor places on or about the premises.
2. Exhibitor agrees to indemnify and hold harmless Virginia Tech and the American Society for Virology, its representatives, officers, agents, and employees from and against any and all liabilities, claims, causes of action, damages, loss, or expenses, including responsible attorney fees, caused by or arising out of the acts, negligent acts, or omissions of the Exhibitor.
3. Exhibitor agrees to obtain and maintain, during the time the Exhibitor participates in the exhibit, general liability and property damage insurance to such coverage and in such amounts as are approved by Virginia Tech, and to name Virginia Tech and the American Society for Virology as additional insureds under such policies of insurance.
4. Exhibitor agrees that all personal property shall be removed from the campus of Virginia Tech on or before 8:30 p.m. on June 21, 2016.

Signature _____ Date _____

Print Name and Title _____

Company _____

Address _____

City _____ State _____ Zip _____ Country _____



35th Annual Meeting of The American Society for Virology

June 18-22, 2016 • Virginia Tech • Blacksburg, Virginia, USA

Exhibitor Registration Form

Please print or type.

We hereby contract for an exhibit booth at the **35th Annual Meeting of The American Society for Virology** to be held at Virginia Tech, Blacksburg, Virginia. **EXHIBITOR SPACE IS VERY LIMITED AND EARLY REGISTRATION (BEFORE MAY 1, 2016) IS ADVISED.** Space will be assigned on a first-come, first-served basis. Exhibit space cannot be reserved without payment in full.

The exhibit registration fee of \$1,500 includes one representative per booth, 2x6' skirted table, two chairs, wireless internet and electrical access. The exhibit registration also provides conference materials, three box lunches, refreshment breaks, welcome reception, three evening socials and access to all scientific sessions. Any additional representatives must each register for the meeting at the full non-member fee of \$500.

You may register and pay for these services by printing the PDF form and sending it by email and/or fax.

Hollins Exposition Services will contact your company contact listed below by email 30 days prior to start date of the conference.

Company/Organization's Name: _____

Organization's name as you wish it to appear on website, banner and/or in the conference program:

Company URL: _____

Contact for all correspondence: Name _____ Email _____

By checking this box (required for email confirmation), I agree to allow Virginia Tech and the American Society for Virology to use this email address to communicate with me about all programs for which I register. This email address will also be used to communicate logistical information regarding the program.

Billing Information:

Name _____ Email _____

Address _____

City _____ State _____ Zip _____ Country _____

Daytime Phone No. _____ Fax No. _____

Office Use	Entered _____
	AMT: _____
	CC/CHK#: _____
	DATE: _____

Exhibitor Opportunities

\$1,500 Exhibit Booth 8x6' (includes 1 staff registration)

\$500 per Additional Booth Representative \$500 x _____ = \$ _____

Will you require electricity for your display? Yes No

Do you need internet? Yes No

Complimentary Booth Representative Registration

1. Name: _____

Daytime Phone No.: _____ Email: _____

Please indicate any medically necessary (or vegetarian) dietary restrictions: _____

Additional Booth Representative(s) Registration (\$500 each)

1. Name: _____

Daytime Phone No.: _____ Email: _____

Please indicate any medically necessary (or vegetarian) dietary restrictions: _____

2. Name: _____

Daytime Phone No.: _____ Email: _____

Please indicate any medically necessary (or vegetarian) dietary restrictions: _____

3. Name: _____

Daytime Phone No.: _____ Email: _____

Please indicate any medically necessary (or vegetarian) dietary restrictions: _____

Logo submission

Submit your ad and/or logo as a high resolution vector EPS or PDF file. Any colors should be converted to CMYK. Make sure all fonts have been converted to paths or outlines. Email files to Carly DuPont at ccdupont@vt.edu by May 1, 2016.

Logos received after May 1, 2016 are not guaranteed to be in materials.

Payment Method

All rates are quoted in US funds and payable in same. Full payment is required in order to receive confirmation of your registration. We accept Visa, MasterCard or American Express, Bank Wire Transfers, or personal check.

Deadline: All materials must be received by 5:00 p.m. EST on **May 1, 2016**.

Confirmation: Virginia Tech's Continuing and Professional Education Office will confirm your registration. You will be alerted promptly of any cancellations or changes.

Refunds: No refunds will be issued.

Method of payment: *Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received in full.*

Check enclosed (Make payable to: Treasurer, Virginia Tech CE)

Checks must be drawn on U.S. bank in U.S. dollars.

(There will be a \$50 processing fee for all returned checks.)

Credit Card: Visa MC AmEx Bank Wire Transfer

(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name _____

Cardholder signature _____ Date _____

Card No. _____ Exp. Date _____

Return with payment by **May 1, 2016** (no staples, tape, or paper clips, please) to:

Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061

phone: 540/231-5182

fax: 540/231-3306 (for credit card registrations only)

The information you provide is subject to the Freedom of Information Act guidelines.