1. Corporate hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, June 2 through 9:00 pm, Thursday, June 6) may be held only at the Georgia World Congress Center and Omni Atlanta at CNN Center and must be reserved through the ASMS office. Off-site events separate from these activities are not permitted.

2. COMPANY AND USER MEETINGS. No scheduled activities may be conducted either in the convention center or off-site hotels during the conference week (defined as 5:00 pm, Sunday, June 2 through 9:00 pm, Thursday, June 6). All corporate user meetings and scheduled activities or events, including off-site events, must take place prior to the official start of the conference, Sunday, June 2, 5:00 pm. For information on planning a users meeting prior to the ASMS conference, please look in the Exhibitor Toolkit area of the ASMS website.

3. HOSPITALITY SUITES.

OPENING TIMES AND USE. Hospitality suite openings for programs, refreshments, and entertainment are limited to the days and hours prescribed by ASMS in the table below. Please note that suites are required to be open in the evenings.

<table>
<thead>
<tr>
<th>Omni Atlanta at CNN Center</th>
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<tr>
<td><strong>Monday, Tuesday and Wednesday</strong></td>
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<tr>
<td>Before 8:15 am and after 8:00 pm*</td>
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<tr>
<td>*Hospitality suites must be open to all ASMS attendees a minimum of three (3) hours starting at 8:00 pm each evening (Mon, Tues, and Wed). Suites may remain open longer than three hours at the discretion of the host corporate member company.</td>
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DAYTIME USE. Suites may be used during the daytime hours of 8:00 am – 8:00 pm for one-on-one and small group meetings (no more than 25 persons per organization) by appointment, no walk-ins. Daytime one-on-one or small group meetings are intended to be business activities and private meetings with clients or staff with no music, programs, seminars, or refreshments. One door to each suite may remain open during the day, if desired. Suites with multiple entrances/doors may have only one door at a single entrance open. **Please note that lunch programs are not permitted.** Breakfast programs may be held in hospitality suites as long as they conclude by 8:15 am. There is no limit to the number of guests for breakfast programs in hospitality suites as long as the room capacity is not exceeded.

MOVE-IN AND TEAR-DOWN. Move-in begins 8:00 am, Sunday, June 2. Move-out must be complete by 12:00 pm, Thursday, June 6.

ACTIVITIES AND ATMOSPHERE. The materials within a hospitality suite must be consistent with the hotel policy. Computers and data systems may be operating in suites. Other equipment may be displayed but may NOT be operational. The only items that may be displayed in suites are those that are sold by a corporate member, NOT by non-member partners of the corporate member. The only item that may be set outside your suite is one sign (standard-sized banner stand or easel sign) – absolutely no registration tables, entrance units, music, or greeters may be outside the room.

Suites may not create a nightclub or party type atmosphere. Loud music and/or live bands or DJs will not be permitted. Soft background music is permissible and adequate lighting must be provided. Suites with very low lighting will be asked to add more light to the room. The following and other similar items will also be prohibited: loud or disruptive games and contests, projection of sporting events in any form, and live actors. Themed suites are permissible in décor only. Any noise generated in a room must not be audible in adjacent suites. Noise violations may result in loss of priority during the suite selection process.
CORPORATE MEMBER POLICIES (continued)

4. EXHIBIT BOOTHS. The tone of activities in exhibit booths is to be consistent with a scientific session. No music or other noise may be generated, and no contests (including raffles and treasure hunts) may be conducted. No food or beverages may be served. NEW! From 1:30 - 2:30 pm Monday - Thursday promotional gifts such as product samples, mugs, pens, candy, etc. may be given to attendees. Promotional gifts may NOT be distributed at any other time. Product literature may be distributed at any time on paper, CD/DVD, or on memory sticks. Computers and data systems may be operating in exhibit booths. Other equipment may be displayed but may NOT be operational. Exhibit booth displays and furnishings may not exceed the designated space (10 ft wide by 10 ft deep). The only items that may be displayed in an exhibit booth are those sold by a corporate member, not by non-member partners of the corporate member. There is a limit of one booth per company including wholly-owned subsidiaries and divisions of a common parent.

PROFESSIONAL COURTESY DURING SET UP: The exhibit rules state that you are not to have any components of your booth taller than 4’ in the front half of your exhibit booth space. This includes but is not limited to instruments, banners, monitors, and literature racks. Please extend a professional courtesy to your neighboring exhibitors by abiding by this rule.

BOOTH SET-UP is 1:00 - 4:30 pm on Saturday, June 1 and 8:00 am - 3:00 pm on Sunday, June 2. Tear-down is 2:30 - 10:00 pm on Thursday, June 6. No early teardown is permitted. This rule will be strictly enforced. Any company violating this rule will lose priority for booth selection for 2020 (booth selection will be accommodated last instead of in order received). Note that Freeman delivery of empties (skids, crates, etc) will not begin until 3:00 pm.

The poster-exhibit hall will be unlocked and open to attendees during the following hours: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 7:30 am - 8:00 pm; and Thursday, 7:30 am - 2:30 pm.

Exhibit Booth Hours will be listed in the Program as follows: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 9:00 am - 5:00 pm; Thursday, 9:00 am - 2:30 pm.

5. CORPORATE POSTERS. Corporate Posters are 8’x4’ and displayed in alphabetical order by company in the designated area of the poster-exhibit hall. No hardware, books, journals, accessories, gifts, computers, etc. may be displayed. An official ASMS conference registration is required for admittance to the poster hall. Posters may be changed throughout the week, if desired.
   - Set-up for Posters is 1:00 - 4:30 pm on Saturday, June 1 and 8:00 am - 3:00 pm on Sunday, June 2 (during exhibit booth move-in).
   - Tear-down is 2:30 - 10:00 pm on Thursday, June 6.
6. PUBLISHER’S LIBRARY TABLETOPS. Tabletops will be located near conference registration. Tabletops are restricted to publishers. One 6-ft table and 2 chairs will be provided for each tabletop. Publishers may not order any additional furnishings for the library. Books and journals may be displayed and sold. Laptops are permitted. Please note: No items may be placed on the floor around your table, including banner stands. Electrical and internet service is not included. No conference registrations are included with tabletops. A representative from the publisher must be on-site to coordinate the table display. This area is public and no security is provided.

Set-up for Tabletops is 10:00 am - 3:00 pm on Sunday, June 2. Tear-down is 3:30 - 10:00 pm on Thursday, June 6.

7. HOTEL GUEST ROOMS & ROOM BLOCKS. Exhibiting Corporate Member companies are required to book hotel rooms within the ASMS block. Companies requiring LESS than 20 rooms per night should book the rooms individually online at the ASMS website after January 2, 2019.

- Room Blocks of 20 or more rooms per night. Companies wishing to block 20 rooms or more per night should complete the enclosed request form. Maximum block size at a single hotel will be 50 rooms.
- Room Block Cancellations. The number of rooms and date pattern of Corporate Room Blocks must be confirmed by April 1 to the Housing Bureau. A $200 per room cancellation fee will be assessed for each room cancelled after April 1.

The Hotel Room Block policies set forth by ASMS assist in ensuring that all conferees have access to ASMS designated conference hotels.

8. BREAKFAST ROOMS. A limited number of Breakfast Rooms are available in the convention center for companies wishing to host breakfast programs. Companies with hospitality suites may hold breakfast meetings in their suites, if desired. Companies with an exhibit booth are eligible to request a Breakfast Room and there is a limit of one room per day per company (unless unsold rooms remain available after February 1). Breakfast programs must conclude by 8:15 am. Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. Rooms are set for either 50 or 100 guests.
CORPORATE MEMBER POLICIES (continued)

9. STAFF ROOMS. A very limited number of Staff Rooms may be available to companies ordering a hospitality suite. Staff Rooms will be available after 9:00 am Sunday, June 2. Staff Rooms may be used by company employees only. It is prohibited to invite customers into staff rooms. These rooms are NOT intended as additional exhibit space; therefore, exhibit display material is prohibited in these rooms (including instrumentation, pop-up displays, etc.).

10. INDIVIDUAL MEMBERSHIPS AND CONFERENCE REGISTRATIONS. A corporate membership does NOT include any individual memberships or benefits of individual membership. Each exhibit booth comes with one complimentary full conference registration and two exhibits-only passes. Because a major part of the scientific program in the form of posters is located in the poster/exhibit hall, NO exhibits-only passes are available for purchase. If your company has an exhibit booth and requires more registrations, you will be directed to have the additional individuals register on-line via www.asms.org.

11. CANCELLATION POLICY. Cancellation of exhibit booth, hospitality suite, publisher’s library tabletop, sponsorships or corporate poster on or before April 1, 2019: Company will be subject to a fee equal to 50% of cost of booth, suite, tabletop, sponsorship or poster. Corporate Member dues are non-refundable. Cancellations after April 1, 2019: No refunds.

12. These policies have been designed in the best interests of corporate members and conference attendees. Violation of these policies may result in immediate revocation of corporate member privileges and/or corporate membership.

Please sign and date below to acknowledge your understanding and agreement to abide by these twelve policies.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Name of Company Representative:</th>
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<table>
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<th>Signature of Company Representative:</th>
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A signed copy of these Corporate Member Policies must accompany your Order Form.