

SOUTHEASTERN UNDERGRADUATE RESEARCH CONFERENCE (SURC) 2024 GRADUATE SCHOOL AND CAREER FAIR RULES AND REGULATIONS

CONTRACT FOR SPACE

The receipt by Southeastern Undergraduate Research Conference (SURC) 2024 of the submitted application accompanied by payment for the full amount of the booth fee will constitute a contract for the right to use booth space at SURC 2024.

Cancellations will be accepted only after all available booth space has been sold and another agrees to purchase the canceled space. In the event of a fire or other uncontrollable circumstance, which renders the booth area unavailable for use, this contract will not be binding. If such an event happens prior to February 17, 2024, SURC 2024 will issue a refund of at least half of the booth fee.

SPACE ASSIGNMENT

All booth space is located in Anderson Hall on the second floor of the B.C. Rogers Student Center at Mississippi College. Individual spaces will be claimed on a first-come, first-served basis during allocated setup hours. Booth spaces with electricity will be prioritized for institutions and companies who requested electricity during registration.

SPACE RENTAL AND FEES

Standard booth furnishings will include a 6-foot table, two chairs, and general overhead illumination. Prior to January 1, 2024, the rental fee for a booth is \$100. On or after January 1, 2024, the rental fee will be \$150. Rental of a manned booth includes two complimentary registrations.

SHIPPING AND HANDLING OF SHIPPING CRATES

Booth staff have two options: A.) Bring your display materials with you when you arrive to set up your booth. Booth staff should also bring equipment to move their materials to Anderson Hall (e.g., cart or flat bed, etc.). B.) Ship your materials to the Department of Chemistry & Biochemistry, Mississippi College, 200 South Capitol Street, Clinton, MS 39058, to have them delivered at the time of setup. Shipments should arrive within five (5) business days of the event and be scheduled for return shipment within 5 days after the event. Shipping forms must be completed for outbound shipments along with a form of payment. All shipping and handling costs are the responsibility of the institution or company. The same two options apply, in reverse, for removal at the end of the fair.

INSTALLATION AND DISMANTLING OF BOOTHS

Booth staff may set up their displays and other materials from 3:00 to 5:00 pm on Friday, February 16, 2024, or beginning at 8:00 am Saturday, February 17, 2024. All booths must be removed from Anderson Hall no later than one hour after the end of the conference, February 17, 2024. Institutions or companies who are unable to have their items out by this time should make arrangements with the organizing committee for storage or other handling.

SPACE RESTRICTIONS AND FIRE PRECAUTIONS

All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the institution or company's own booth or otherwise approved area. No one shall assign, sublet, or share the whole or any part of their assigned space. Booth displays should not be placed in such a manner as to interfere with others. There shall be no obstruction of the aisles. Firefighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials shall be removed from sight upon completion of the booth setup. Small items may be stored under the table. Large items shall be stored by prior arrangement, in advance of the meeting.

PROTECTION OF MISSISSIPPI COLLEGE PROPERTY

No items of any kind shall be glued, tacked, nailed, screwed, taped, or otherwise attached to the columns, walls, floors or other parts of the building or to any of its furniture except that power cords may be taped to the floor for safety purposes.

LIABILITY

The institution or company assumes the entire responsibility and liability for losses, damages, and claims arising out of the activities of the booth and their staff. The institution or company will indemnify and hold harmless Mississippi College, Belhaven institution, the Mississippi Local Section of the American Chemical Society, SURC 2024, the American Chemical Society, and their agents and employees, from any and all such losses, damages and claims. The institution or company agrees to have full responsibility for any damage to the booth area and to indemnify SURC 2024, its representatives or agents (sponsors, contractors, etc.), Mississippi College, its employees, and representatives or agents, from any and all liability which may result from injury, loss or any other cause that may occur.

BOOTH STAFF BADGES

Each registered booth will receive two conference badges as part of registration at no cost. The names of each person should be listed on the booth registration form. The organizing committee should be notified of additions and deletions to this list. These meeting badges will admit booth staff to presentations of all SURC 2024 sponsored functions.

GRADUATE SCHOOL AND CAREER FAIR HOURS

The fair is scheduled during the poster session on Saturday, February 17, 2024. The hours may be revised at a later date. Booths are expected to have at least one representative present during the poster session(s). During other times on Saturday, February 17, 2024, booths may optionally be staffed to the institution or company's discretion.

SECURITY

The Office of Public Safety at Mississippi College will provide a normal level of building security during the meeting. However, neither SURC 2024, nor Mississippi College can provide guarantees against losses of any kind and will not be responsible for any loss or damage of any kind. The contract does not imply endorsement of any product or service of any institution or company by SURC 2024.

RESTRICTIONS

These restrictions apply to all booths.

- Booth equipment, promotional material, etc. cannot exceed 8 ft. high, 8 ft. deep and 6 ft. long nor should the booth be projected into the aisle.
- Volatile substances are not permitted inside the building.

ADDITIONAL FURNISHINGS AND SUPPLIES

Additional furnishings and supplies, internet access, and electrical requirements (voltage/ampereage) may be arranged in advance of the meeting and coordinated with the conference organizing committee.

NOTES

1. Booth staff are not allowed to hang announcements (i.e., banners, greetings, promotional material) inside or outside of Anderson Hall or the B.C. Rogers Student Center.
2. SURC 2024 reserves the right to expand the booth area if necessary.