

2016/17 NWABR CONFERENCES SUPPORTER AND EXHIBITOR PROSPECTUS

The Northwest Association for Biomedical Research (NWABR) is pleased to offer a series of educational events focused on the biomedical research community.

I am writing to you to acquaint you with the range of conferences that NWABR is now offering on an annual basis and to also invite you to consider being a vendor and/or a sponsor of these various events.

NWABR has built a reputation of providing high quality conferences to the biomedical research and allied communities. The feedback from these events has been uniformly positive. We believe that having sponsors and vendors involved early in the planning for these conferences provides a win: win as your involvement helps to keep the costs down which in turn allows broader participation which in turn positively exposes each of your organizations to a broader range of decision makers.

The four annual conferences that NWABR holds are:

Institutional Review Board (IRB) conference. This conference will next be held at the SeaTac Marriot Hotel on July 21, 2016. In 2015 NWABR had 225 guests at this event and we anticipate higher numbers this year with a move to a larger venue which is an easy walk/light rail commute.

Security and Crisis Communications (SCC) Conference: This conference will next be held on September 29, 2016 at the Volney Auditorium at Virginia Mason Hospital in Seattle. In 2015 approximately 100 participants engaged in the two security conferences held and we are expecting growth in these numbers for 2016.

Institutional BioSafety Committee (IBC) Conference. This conference will be held in January 2017 and the date and venue will be confirmed in the near future. 2016 was NWABR's inaugural IBC conference with people travelling across the country because of the dearth of offerings in this important field.

Institutional Animal Care and Use Committee (IACUC) Conference. NWABR just concluded the IACUC conference for 2016, with 227 guests. This event was a huge success with many attendees saying it was the best IACUC training that had attended. In 2017 this conference will move back to February and the date and venue for this will also be confirmed in the near future.

3Is conference during the balance of 2016 NWABR will also be designing a 3Is conference that will be held in either Spokane or Pullman, WA and also in Portland, OR. Key presentations from the IBC, IRB and IACUC conference will be packaged into a daylong event for each of these communities.

There are sponsor and vendor opportunities for each of these events and also for the entire conference series.

Included in this prospectus, please find information on the supporter and exhibitor rates and onsite policies and procedures for NWABR's conferences. Discounts are available for vendors looking to have a presence at multiple events.

NWABR invites you to join researchers, IACUC, IRB, IBC and Security professionals, administrators and community members, and ethicists from across the Pacific Northwest for these informative presentations, interactive small group discussions, productive networking, and dialogue about ethical and safe practices in the conduct of research.

Attendees will include senior decision makers representing the major research institutions in the Pacific Northwest and throughout the country. They are leaders in biomedical research, lab and animal management, management of complex and potentially dangerous substances and the approval and monitoring of research protocols. The NWABR Regional Conferences provide a quality environment where attendees can connect, and build relationships with, these key decision makers and leaders.

Most if not all attendees either make or influence purchasing decisions related to the products and services your organization offers, and we're pleased to be able to offer you the opportunity to reach this audience.

NWABR strives to deliver educational experiences that will help attendees better understand and respond to the complexities of rapidly changing research and regulations. NWABR is pleased to provide an one-stop opportunity for those in the field to learn about issues related to their area of research specialization (e.g. animal care and use, ethics, the regulations, best practices, and more) and to meet with vendors who have products and services that help with day to day operations, education, and support.

As a Supporter or Exhibitor at these events, your company will:

- ♣ Be acknowledged on the event website(s), via social media outlets, in the onsite conference guide(s), and on announcement slides displayed before all general sessions.
- ♣ Have a display area in a high-traffic area of each facility. These areas will also be the central hub for registration, coffee breaks, and receptions.
- ♣ Benefit from well-publicized Supporter and Exhibitor hours to maximize attendee interactions throughout the event.
- ♣ Have the opportunity to further highlight your presence at each meeting through unique Supporter packages and customizable add-ons.
- ♣ Be eligible for a discount off fees when you participate at more than one event and or if you join as a Member organization of NWABR.

Questions? Please contact Ken Gordon, NWABR Executive Director, at 206.723.1350 or executivedirector@nwabr.org.

SUPPORTER AND EXHIBITOR FEES AND PACKAGES 2016/17

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|-------------------------------------|----------------|--|----------------|------------------|--|
| Conference | IRB Conference | SCC Conference | IBC Conference | IACUC Conference | 3Is Conferences in Eastern WA and Portland. OR |
| Date | July 21, 2016 | September 29, 2016 | January 2017 | February 2017 | TBC |
| Location | SeaTac Marriot | Volney Auditorium, Virginia Mason Hospital | TBC | TBC | Spokane/Pullman, WA and Portland, OR |
| For Profit Exhibitor | \$900 | \$300 | \$300 | \$900 | \$300 (each) |
| Federal Agency/Nonprofit Exhibitors | \$350 | \$100 | \$100 | \$350 | \$100 (each) |
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The Exhibitor Package includes:

- Your company description, logo, and website address listed on the 2016 NWABR Regional Conference webpage
- Acknowledgement of your participation through NWABR’s social media outlets
- Your company name, logo, descriptor, website address, and contact information included in the NWABR onsite conference guide
- Your company logo featured on announcement slides shown before all NWABR general sessions
- An electronic copy of the attendee list provided before and after the meeting
- A 6’ long x 6’ deep display space that includes one six-foot table, two chairs, and a wastebasket

A 10 percent discount will apply if you exhibit at more than one conference.

Vendors are also eligible to join NWABR as a Vendor member. Vendor Members receive an additional 10 percent discount on the above pricing.

SUPPORTER PACKAGES

Supporter Package: Negotiable rates for packages and conferences


- Your company logo on the inside back cover of the Conference Guide
- A listing in NWABR's Member Newsletter
- One additional 6' long x 6' deep display space that includes a six-foot table and two chairs
- Recognition as the Supporter of one of the following support opportunities (choose one):
 - Mobile Device Charging Station: Support the onsite charging station for mobile devices. The charging station, which will be located in a high-traffic area, is a popular place for attendees to recharge during long conference days. The charging station will be branded with your logo.
 - Conference Scholarship Program: Help support the Conference Scholarship Program, which assists members of underserved organizations who could not otherwise attend due to financial constraints. Your support will be acknowledged by the Conference Co-Chairs during the morning announcements, and in a full page write up about the program in the conference guide.
 - Conference Pens: Support the conference attendee pens, which will be used during the meeting and after the conference concludes, providing maximum marketing impact. The supporter's company logo will be printed on a pen that will be placed in each conference attendee bag. Pens will be produced by NWABR with input from the supporter.
 - Welcome/Closing Reception Beverages: Help support the attendee's beverages, including beer and wine, at the Welcome Reception, which will usually be held the evening prior to each conference. Your support will be acknowledged with your logo on drink tickets distributed to each attendee, as well as on colored signage throughout the reception area.
 - Networking Lunch: Help support the lunches that will be provided at each conference. Your support will be acknowledged on the schedule, on banquet hall signage
 - Coffee Break: Help support one of the following morning or afternoon coffee breaks. Recognition of the support will be included on the conference schedule and in the form of large color signage at the break.
 - Attendee Bag Insert (three opportunities available): Including an insert in the attendee bag is the perfect marketing opportunity that would provide company exposure to attendees. You can purchase this opportunity on its own, or you add it to your existing package. With this option, your paper advertisement or pamphlet would be inserted into each attendee bag. Supporter/exhibitor would be responsible for production of the insert (which must receive sign off from NWABR before printing) and its final delivery to NWABR. Inserts must arrive in time to be included as part of the conference preparation process—deadlines and shipping information shall be provided after confirming your participation.

SUPPORTER AND EXHIBITOR APPLICATION FORM

We look forward to welcoming you to the 2016/17 conference series!

Please complete and return this application to Ken Gordon (executivedirector@nwabr.org).

Supporters and exhibitors must be paid in full by one month prior to the respective conference(s) in order to be included in the onsite conference guides. After this date, company information will not be included in the conference guides; only on an insert distributed to all attendees. Please note: telephone, internet, audiovisual, electric, and drayage are not included with the fee for either conference.

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| Contact Information | | | | | | |
| Contact Name and Title: | | | | | | |
| Email: | | | | | | |
| Company: | | | | | | |
| Address: | | | | | | |
| City, State, Zip | | | | | | |
| Phone | | Fax | | | | |
| Package Selection | | | | | | |
| Conference Please check desired conferences  | IRB Conference | SCC Conference | IBC Conference | IACUC Conference | 3Is Conferences in Eastern WA | 3Is Conferences in Portland. OR |
| Date | July 21, 2016 | September 29, 2016 | January 2017 | February 2017 | TBC | |
| Exhibitor Package: For Profit | \$900 <input type="checkbox"/> | \$300 <input type="checkbox"/> | \$300 <input type="checkbox"/> | \$900 <input type="checkbox"/> | \$300 <input type="checkbox"/> | \$300 <input type="checkbox"/> |
| Exhibitor Package: Nonprofit/ Government | \$350 <input type="checkbox"/> | \$100 <input type="checkbox"/> | \$100 <input type="checkbox"/> | \$350 <input type="checkbox"/> | \$100 <input type="checkbox"/> | \$100 <input type="checkbox"/> |
| Total fee prior to discount: | | | | | \$ | |
| Multiple Conference Discount: If you sign up for more than one conference then discount the total fee by 10 percent. | | | | | \$ | |
| Total after multiple conference discount: | | | | | \$ | |
| NWABR Member Discount: If your organization is a member of NWABR then discount total by a further 10 percent. | | | | | | |
| Total after NWABR Member Discount | | | | | \$ | |
| Additional Supporter Packages as negotiated | | | | | \$ | |
| Total Payment | | | | | | |

PAYMENT INFORMATION

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| I am enclosing check number: _____ (Mail to: NWABR, 2633 Eastlake Ave E., Suite 302, Seattle WA 98102. Attn: Ken Gordon) | |
| I am paying by credit card: (please check) | |
| Visa <input type="checkbox"/> | Master Card <input type="checkbox"/> |
| Amex <input type="checkbox"/> | |
| Print Card Holder's Name | |
| Credit Card Number | Expiration Date |
| Billing Address | |
| City, State, Zip | |
| Card Holder Signature: | |
| Agreement Terms: All terms and conditions of the NWABR Conference Program are agreed upon and enforced by company signature below. Supporting/Exhibiting company agrees to abide by all provisions set forth in these terms as part of this contract between NWABR and the Supporter/Exhibitor. Please read the Supporter and Exhibitor Relevant Procedures on the subsequent pages. NWABR reserves the right to prohibit or restrict exhibits that, because of noise, method of operation, or any other reason, become objectionable. In the event restriction occurs, NWABR is not liable to refund the Supporter or Exhibitor any of the exhibit expenses. Additionally, by participating in this event, you agree to abide by the Principles and Expectations for Participation in Educational Programs and Conferences. | |

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| Supporter/Exhibitor Signature: | DATE: |
| Print Name: | |

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| Questions? Please direct all questions and concerns to Ken Gordon ((206) 957-3337 or executivedirector@nwabr.org). |
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Thank you! We look forward to welcoming you to the NWABR's Annual Conference Program.

SUPPORTER AND EXHIBITOR PROCEDURES

All Supporters and exhibitors, regardless of event, must adhere to the following procedures. These procedures may be amended and changed as NWABR deems necessary for the orderly conduct of the exhibit area. Please contact Ken Gordon, NWABR Executive Director, with questions ((206) 957-3337 or executivedirector@nwabr.org).

Set-Up, Show, and Take-Down Hours SHOW HOURS.

You will be advised to the Set-up, Showing and Take Downs Hours for each conference. The following information is indicative of likely times but is subject to change Note: the hours listed are the times when attendees are encouraged to visit the exhibit hallway. However the space is open and accessible to attendees anytime there is programming taking place.

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| MOVE-IN | From 6am on the day of the conference till conference commencement. For some conferences it may be possible to move in the day prior to the conference and you will be separately advised of this. |
| Show Hours | Conferences will generally run from 7.30am/8.00am to 4.30pm. There will be two short breaks, one mid-morning and one mid-afternoon, and a longer lunch break. Refreshments are provided during the breaks and a substantial lunch is also provided. |
| MOVE-OUT | On the day of the conference Move-Out should be completed by 5.30pm (or possibly later if the vendor space is used for a closing reception). |

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| Onsite Logistics and Exhibitor Conduct | |
| Supporter and Exhibitor Booth Set | Exhibitors receive one 6’ long x 2 1/2’ deep display space that includes one six- foot table, two chairs, and a wastebasket. Supporters receive one 12’ long x 21/2’ deep display space that includes two six- foot tables, four chairs, and a wastebasket. Exhibits may not project beyond their space and aisles must be kept clear. |
| Appearance and Operation of Exhibits | Supporters and exhibitors agree to keep exhibits properly staffed during the show hours. Early dismantling is strictly prohibited, as it is disruptive. |
| Principles and Expectations for Participation in Educational Programs and Conferences | The objective of NWABR’s educational programs and conferences is to provide a safe and respectful environment for attendees to increase their knowledge and understanding of ethical and regulatory requirements, learn best practices, grapple with both late-breaking and longstanding challenges, and confer with peers and experts in the research ethics field in a constructive way. NWABR is committed to being an impartial convener within the research ethics field, which encompasses people with a range of differing opinions. NWABR values freedom of expression, constructive and respectful dialogue, and spirited discussion, as they are essential to finding common ground and advancing the goal of responsible, ethical conduct of research with animals and human subjects. That said, NWABR will not tolerate the disruption of conference sessions that results in: <ul style="list-style-type: none"> ♣ The inability for the learning objectives of the sessions to be met. ♣ The inability for dialogue, discussion, debate, learning, and/or networking to take place |

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| | <ul style="list-style-type: none"> ♣ Harassment, badgering, or verbal threats. ♣ The use or threat of physical force by any individual or group of individuals against another. ♣ Destruction of property. <p>By supporting or exhibiting at an NWABR conference, you agree to refrain from conduct that is disruptive or destructive in the ways outlined above. In addition, all participants attending a conference are subject to the laws applicable in the state of the event. NWABR reserves the right to withdraw the name badge and, therefore, deny access to participants who do not adhere to this policy. Individuals asked to leave the meeting will not receive a refund and will be prevented from registering for future NWABR events.</p> |
| Distribution of Promotional Materials | Distribution of flyers, brochures, and/or any marketing materials must be confined to the exhibit area. Advertising may not be displayed in the venue hallways or reception areas without prior approval by NWABR. |
| Badges | Each participating vendor will receive two complimentary registrations to the meetings at which they're supporting/exhibiting. Additional registrations may be purchased at a discounted price (see application form). |
| Guidelines to Host Events During NWABR Conferences | <p>During the NWABR Conferences no Supporter/Exhibitor (including affiliated companies) is allowed to schedule functions (including transportation to/from) that conflicts or overlaps with NWABR's official published meeting and event times. A list of all official events during these events may be obtained from NWABR.</p> <p>Organizers of all non-official events that are held around an NWABR Conference meeting date are required to inform NWABR of the event date, time, and location in writing at least 60 days prior to the event and prior to booking. If these scheduled times conflict with NWABR's schedule, NWABR staff will notify the organizer to change their times/dates accordingly.</p> <p>If an organization/exhibitor/sponsor requires event/meeting space within the conference hotel block and/or meeting space, the organization is required to contact NWABR in writing to request approval. Requests may not be made directly to the hotel being used for these events. If approved, the event organizer will be responsible for all costs associated with the event including, but not limited to, meeting room rental fees, F&B, AV, and décor. Additionally, host cities and host hotels/venues are required to notify NWABR of any inquiries or expressed interest from organizers to host any events/meetings during the these meetings and the three days pre- or post- meeting.</p> <p>If an organization/exhibitor/sponsor is interested in securing space for an event/function at any other host city venue, they may contact the venue/host city directly, but must first receive approval from NWABR on the date and time of the proposed event.</p> <p>Organizations/exhibitors/sponsors are not allowed to advertise their events in or around the meeting space or utilize the conference events for their promotion. This includes distribution of invitations from any location other than an officially</p> |

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| | <p>purchased exhibitor booth in the exhibit hallway.</p> <p>NWABR reserves the right to withdraw the participation of Supporters or Exhibitors who do not adhere to this policy. If in violation, consequences include, but are not limited to a written warning, cancellation of participation in the conferences, and prohibition from participation in future NWABR events. Supporters and Exhibitors asked to leave the conference as a result of a violation and/or who have their participation cancelled in advance will not receive a refund of their conference fees.</p> |
| Floor Plan and Booth Assignments | <p>NWABR supply Supporters and exhibitors with a proposed floor plan with booth assignments prior to the conference. Table assignments will be given first come, first serve based upon the date we receive a completed application and support level of the meetings. NWABR reserves the right to make modifications that may be necessary to meet the needs of the exhibit area. NWABR has the right to allocate and assign space among Supporters and exhibitors and to relocate exhibits after initial assignment, if circumstances warrant, at their sole discretion.</p> |

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| Materials and Marketing | |
| Conference Materials | <p>Each company will be given one copy of the conference guide for the meetings at which they're supporting/exhibiting.</p> |
| Attendee List | <p>NWABR exhibitors will receive an electronic copy of the attendee list before and after the meeting. The list sent before the meeting will include the attendees' name, title, organization, and mailing address only. The list sent after the meeting will include all this information plus email addresses. Please note this list will not include anyone who has opted out of being included in the attendee list during the registration process nor anyone from Canada (due to their CAN-SPAM Act).</p> |
| Marketing | <p>Supporters and exhibitors are encouraged to do marketing in advance of the meetings notifying their constituency of their attendance at the meetings.</p> |

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| Contractual Obligations | |
| Cancellation | <p>If supporters and exhibitors notify NWABR of their intent to cancel the reserved exhibit space prior to two months prior to the conference date then NWABR shall refund the fee, minus a \$100 processing fee. If NWABR receives notice between two months to one month prior to the conference then NWABR reserves the right to retain a \$200 processing fee. If NWABR receive within one month of a conference then it reserves the right to retain the full price, not as a penalty, but as liquidated damages. NWABR reserves the right to resell the exhibit space if possible. Supporters and exhibitors must send cancellation notification in writing to Ken Gordon</p> |
| Liability | <p>Supporters and exhibitors assume entire responsibility and hereby agree to protect, indemnify, defend, and save NWABR, and each conference venue against all claims, losses, and damages to persons or property, and attorney's fees arising out of or caused by Supporters and exhibitors installation, removal, maintenance, occupancy, or use of the exhibit space, excluding any such liability caused by the sole negligence of NWABR, and the conference venue. In addition, supporters and exhibitors acknowledge that NWABR, and the conference venue do not maintain</p> |

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| | <p>insurance covering Supporter's and Exhibitor's property, and it is the sole responsibility of the Exhibitor or Supporter to obtain insurance, including, if desired, business interruption and property damage insurance covering losses by supporters and exhibitors. Responsibility for the security of a supporter's and exhibitor's area, product, and property rests solely with supporters and exhibitors.</p> |
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