CORPORATE MEMBER POLICIES

1. Corporate Events and User Meetings

This keeps attendees close to the scientific program and gives all Corporate Members equal access to them.

- **Conference week** runs from Sunday, June 6, 5:00 pm to Thursday, June 10, 9:00 pm.
- **During conference week,** hospitality suites and other corporate events may be held only at the George R. Brown Convention Center or the Hilton Americas Houston, and must be reserved through the ASMS office. Off-site events, user meetings, and any other scheduled company activity not reserved through ASMS are not allowed. Small private meals with clients (not hosted receptions or programs) are not considered events.
- **Before conference week,** user meetings and other company events, including off-site events, must end by 5:00 pm on Sunday, June 6. For planning help, see the User Meeting Planning Guide on the Exhibitor Toolkit page of the ASMS website.

2. Hospitality Suites

Suites are located at the Hilton Americas Houston and are open **Monday, Tuesday, and Wednesday only.** Corporate Members may share a suite. Move-in begins at 8:00 am on Sunday, June 6, and move-out must be complete by 12:00 pm on Thursday, June 10.

Daily schedule

Before 8:15 am	Breakfast programs are allowed. No guest limit, as long as room capacity is not exceeded.
8:15 am – 7:00 pm	One-on-one and small group business meetings, by appointment only (no walk-ins). Up to 50 conference attendees at a time; your company's employees do not count toward this limit. Music, programs, seminars, refreshments, and lunch programs are not allowed.
7:00 – 8:00 pm	Group meetings of any size are allowed. Music, refreshments, and programs are not allowed.
8:00 – 11:00 pm (required)	Suites must be open. Programs, refreshments, and entertainment are allowed. Suites may stay open past 11:00 pm if desired.

- During the day, you may keep one door open. Suites with more than one entrance may open only one door.
- **Displays and signs.** All suite materials must follow hotel policy. Computers and data systems may be operated; other equipment may be displayed but not operated. Only products sold by the Corporate Member may be displayed, not products of non-member partners. One sign (a standard banner stand or easel sign) is allowed outside your suite. Registration tables, entrance units, music, and greeters outside the room are not allowed.
- **Atmosphere.** Soft background music is allowed, but noise must not be heard in neighboring suites. Lighting must be adequate; suites that are too dark will be asked to add light. Themes are allowed in décor only, with no costumed staff or performers. A nightclub or party atmosphere, loud music, live bands or DJs, loud or disruptive games or contests, showing sporting events, live actors, and similar activities are not allowed.
- **If these rules are not followed,** noise violations may result in loss of priority in next year's suite selection.

CORPORATE MEMBER POLICIES (continued)

3. Exhibit Booths

Booth activity should match the tone of a scientific session.

- **Booth basics.** Booths are 10 ft wide × 10 ft deep, and displays and furnishings must stay within this space. Corporate Members may share a booth. Only products sold by the Corporate Member may be displayed, not products of non-member partners. Computers and data systems may be operated; other equipment may be displayed but not operated. Music or other noise, contests (including raffles and treasure hunts), and food and beverages are not allowed.
- **Promotional gifts and literature.** Promotional gifts (product samples, mugs, pens, candy, etc.) may be given out only from 10:30 am to 2:30 pm, Monday – Thursday. Product literature, printed or digital, may be given out at any time.
- **Attendee lists.** Exhibitors receive a pre-conference attendee list (name and affiliation only) for planning. No post-conference list is provided, so we strongly encourage using lead retrieval.
- **One booth per company.** Each parent or holding company is limited to one booth. This includes all of its businesses, brands, and wholly owned subsidiaries. There are two exceptions:

  Exception 1: Secondary booths (available starting February 1, 2027). A related company may have its own secondary booth. A sample graphic (logo, banner, etc.) must be submitted with the order form. “Primary” and “secondary” are internal ASMS terms only; attendees will not see them.

  Exception 2: Parent company is not a Corporate Member. Each of its businesses may have its own 10 × 10 booth if it operates as a separate legal entity, with its own corporate registration number, tax registration, logo, and branding. Each company registers separately.

  Requirements for exceptions 1 and 2. Each related company must:
  - Pay Corporate Member dues of $800 with its booth request.
  - Have a booth that is not next to a related company’s booth.
  - Be staffed by different people than related booths.
  - Have distinct branding (colors, logo, and company name).
  - Not show the primary or parent company’s name on its signage or display (for example, “A [Parent Company] Company”).

  Companies that do not follow these rules lose the option of a secondary booth the following year.

Booth schedule

Set-up	Saturday, June 5, 1:00 – 4:30 pm, and Sunday, June 6, 8:00 am – 3:00 pm
Recommended staffing	Sunday, 7:45 – 9:00 pm | Monday – Wednesday, 9:00 am – 5:00 pm | Thursday, 9:00 am – 2:30 pm
Tear-down	Thursday, June 10, 2:30 – 10:00 pm (booths must be fully cleared by 10:00 pm)

CORPORATE MEMBER POLICIES (continued)

4. Corporate Posters

Corporate Posters give companies without an exhibit booth a presence in the poster-exhibit hall.

Corporate Posters are available only to companies that do not have an exhibit booth. No abstract submission for a purchased corporate poster space. Posters are 8 ft wide × 4 ft high and are displayed in the designated area of the poster-exhibit hall. They may be changed during the week.

Anyone staffing the poster needs an official ASMS conference registration to enter the hall. Product literature, printed or digital, may be given out at any time. Hardware, books, journals, accessories, gifts, computers, and similar items are not allowed.

Set-up	Saturday, June 5, 1:00 – 4:30 pm, and Sunday, June 6, 8:00 am – 3:00 pm (same as booth set-up)
Tear-down	Thursday, June 10, 2:30 – 10:00 pm

5. Hotel Rooms and Room Blocks

This helps make sure every attendee has access to the ASMS conference hotels.
Exhibiting Corporate Member companies must book hotel rooms within the ASMS block.

- **Fewer than 50 rooms per night.** Book rooms individually online through the ASMS website.
- **50 or more rooms per night.** Complete the Room Block Request Form on the ASMS website. Blocks are limited to 50 rooms per hotel unless ASMS approves otherwise, so larger blocks will be spread across more than one hotel.
- **Confirming and cancelling.** Confirm the number of rooms and dates with the Housing Bureau by April 1, 2027. After that date, a cancellation fee of $200 per room, per night applies for each room cancelled.

6. Breakfast Seminar Rooms

Breakfast Seminar Rooms give exhibitors a place to host programs before the day's sessions begin.

Companies with an exhibit booth may request a Breakfast Seminar Room in the convention center, Monday – Thursday. Space is limited, so each company may have one room per day. After February 1, 2027, companies may request additional rooms if any remain unsold. Companies with a hospitality suite may also hold breakfast programs in their suite (see Section 2).

Choose a small room set for 50 guests or a large room set for 100 guests; room sets cannot be changed. Programs must end by 8:15 am. You have access one hour before your program for set-up and one hour after for tear-down.

7. Staff Rooms

Staff Rooms are a private workspace for your team, not extra exhibit space.

A very limited number of Staff Rooms at the Hilton Americas Houston are available to companies with a hospitality suite, by request only. Contact the ASMS office to request one.

Staff Rooms are available from 9:00 am on Sunday, June 6, and must be vacated by 12:00 pm (noon) on Thursday, June 10. They are for company employees only. Customers or other guests, and exhibit display material (including instruments, pop-up displays, or similar items), are not allowed.

CORPORATE MEMBER POLICIES (continued)

8. Individual Memberships and Conference Registrations

Posters are a major part of the scientific program and are located in the poster-exhibit hall, so everyone in the hall needs a full conference registration.

A Corporate Membership does not include individual memberships or individual member benefits.

Each exhibit booth, including secondary booths, includes three complimentary full conference registrations. Complete these in the Exhibitor Hub in the Event Portal. Additional staff must register individually online at www.asms.org at regular attendee rates (there is no exhibitor rate). Exhibits-only passes are not available.

9. Health and Safety, and Cancellations

Please review this section before submitting your order form.

Health and safety. ASMS may need to put health and safety measures in place for the conference.

Cancellations. Cancellation fees apply to exhibit booths, hospitality suites, Staff Rooms, Breakfast Seminar Rooms, sponsorships, and Corporate Posters. Cancellations must be submitted in writing to the ASMS office.

On or before April 1, 2027	Cancellation fee of 50% of the cost
After April 1, 2027	No refunds

Corporate Member dues are non-refundable. Hotel room block cancellations follow a separate policy (see Section 5).

10. Following These Policies

These policies are designed in the best interests of Corporate Members and conference attendees.

In most cases, ASMS will contact the company first to resolve the issue. However, ASMS may immediately revoke Corporate Member privileges, Corporate Membership, or both. Penalties listed in individual sections (for example, noise violations and secondary booth rules) also apply.



American Society for Mass Spectrometry

75th ASMS Conference, June 6 – 10, 2027
George R. Brown Convention Center, Houston, TX

ASMS Space Agreement – Terms & Conditions

Definitions
"Agreement" shall mean the Corporate Member Order Form together with the Space Agreement – Terms & Conditions and the 2027 Corporate Member Policies & Guidelines all of which together shall form a single integrated contract. "Authority" shall mean the owner and operator of the George R. Brown Convention Center, located in the city of Houston, TX, USA. "Center" shall mean those portions of the George R. Brown Convention Center licensed to the American Society for Mass Spectrometry. "Conference" shall mean ASMS and 75th ASMS Conference show management. "Conference Week" shall mean June 6, 2027 through and including June 10, 2027. "Event" shall mean the 75th ASMS Conference, June 6 – 10, 2027. "Exhibitor" shall mean the entity, its parent corporation or any subsidiaries on whose behalf the Agreement was executed. "Space" shall mean the booth and/or breakfast rooms assigned to the Exhibitor by the Conference.

Cancellation of Exhibit Booth, Sponsorship, Hospitality Suite, Breakfast Room or Corporate Poster

- On or before April 1, 2027, company will be subject to a fee equal to 50% of total paid.
- After April 1, 2027, no refunds.

Use of Space
During the Event, Exhibitor shall use the Space only for the exhibit or display of equipment and/or materials manufactured, licensed, distributed and/or sold by Exhibitor. Exhibitor shall not sublet or share the space with any other person or party. In no event shall Exhibitor conduct exhibitions, seminars, or distribute literature either outside the Center or in any non-rented space within the Center at any time during Conference Week. No exhibitor-sponsored functions shall be held outside of the leased exposition space during the Event without the written permission of the Conference. Solicitation or advertisement of any type in the Center (outside of the exhibitors rented space) by either Exhibitor or Exhibitor's contractor(s) is strictly prohibited. If the Exhibitor violates this Agreement, the Conference may, at its option, remove from the Center Exhibitor's exhibit, including all equipment and/or materials belonging to Exhibitor. Exhibitor shall pay the reasonable costs of removal without liability on the part of the Conference for any damage, loss or expense of any sort whatsoever. Exhibit back wall may not exceed 8 feet in height, including signage. Sidewalls may not exceed 4 feet in height. No booth may block the view of surrounding booths and must have adequate see-through area. Exhibitors shall be responsible for properly maintaining their space. Exhibitors may not place anything in the aisles of the exhibit hall. The Conference reserves the right to limit or restrict operations, which for any reason might be considered objectionable, without any liability for refund or damage.

Prohibited Exhibit Booth Conduct
The following practices are not permitted: 1) No equipment other than computers and data systems may be operating in exhibit booths; 2) Distribution of product samples or gifts such as mugs, hats, candy, pens, refreshments, etc. except during time specified by the Conference; 3) Use of audio equipment;
4) Use of noisy electrical or mechanical equipment; 5) Wearing of unofficial badges, company name plates, etc. except in addition to official Event badge; 6) Entry into another Exhibitor's booth without permission of that Exhibitor; 7) Photographing or examining another Exhibitor's booth without permission from that Exhibitor; 8) Use of balloons; 9) Demonstrations which create an interference with neighboring exhibits or with the normal traffic flow in the aisles; 10) Demonstrations or activities which create a fire, safety or health hazard; 11) Storage of wood crates or other items deemed unsafe by the Conference; 12) Any action, practice or activity which violates these terms and conditions.
Any display or conduct by Exhibitor which unnecessarily obstructs neighboring booths or interferes with free passage in the aisles will not be permitted. The Conference reserves the right to force re-arrangement or removal of any exhibit which, in the Conference's opinion, does not comply with this requirement or to remove any personnel or exhibit for conduct which violates this requirement. Unethical conduct or infraction of rules by the Exhibitor will subject the Exhibitor to removal from the Center. This determination shall be at the sole discretion of the Conference. In this event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor.

Installation and Removal of Exhibit Booths
Exhibit booths must be fully installed by 3:00 pm, Sunday, June 6, 2027. After this hour, no installation work will be permitted without special permission from the Conference. All exhibits must remain intact until 2:30 pm on Thursday, June 10, 2027 and may not be dismantled or removed until that hour. Early teardown is strictly prohibited and will affect Exhibitor's participation in future events.

Badges and Booth Staff
All representatives of Exhibitor must prominently wear the official Event badge at all times while in the Center and comply with all other badging and security requirements mandated by the Conference. During the Welcome Reception and the Poster Sessions, the Exhibitor's booth must, at all times, be staffed by a representative or employee of Exhibitor. Exhibitor may only badge their own employees, representatives of the company and/or distributors. Exhibitors will be held responsible for the behavior of anyone who registers as one of these categories.
Each 10' x 10' booth receives three full conference registrations. Any additional registrations may be purchased by paying the regular conference fee. Anyone in the exhibit hall during the hours of 7:30 am – 8:00 pm, Monday through Thursday of conference week must be wearing an official conference badge.

Hotel Door Drops
Any Exhibitor wishing to distribute literature in conference hotels must request permission in writing from the Conference and must include a sample of the literature to be distributed.

Space Assignment
The Conference reserves the right to refuse space assignment to any company or entity deemed inappropriate for the Event. The Conference reserves the right to assign the Space and to regulate the use of the Space or the design and appearance of any booth. This assignment designation and regulation shall be at the sole discretion of the Conference. The Conference reserves the right to relocate booths if absolutely necessary. The Conference cannot guarantee that a company will not be placed near a competitor. In the event of a conflict regarding space, the Conference reserves the right to assign space, rearrange the floor plan, relocate any space or cancel the Event at any time prior to the exhibit opening.

Advertising
Unless otherwise specified by the Conference, advertising, in any form, may not be purchased from outside agencies for display in, on, or around the Center, including parking areas and skyway or bridge systems connecting official conference hotels and the Center.

Security
The Conference does not warrant or guarantee the presence of guards at any particular time or place in the Center. The Conference shall have no duty or obligation to safeguard or insure Exhibitor's property or personnel. By its execution of the Agreement, Exhibitor understands and agrees that Exhibitor is solely responsible for protecting and securing its property and personnel.

Insurance
Exhibitors shall provide the Conference with a certificate of insurance evidencing that during the Conference Week (June 6 - 10, 2027) Exhibitor will have in full force and effect a comprehensive general liability insurance policy also containing contractual liability insurance and covering claims of personal injury, death and property damage arising out of Exhibitor's operations, assumed liability or use of the Space and Center with a combined single limit of at least $1,000,000. Exhibitor's insurance must provide that it is primary coverage for all risks. The certificate of insurance shall name as additional insureds the American Society for Mass Spectrometry, Scientific Association Management and the George R. Brown Convention Center for the duration of the conference.

Safety, Fire and Health
Exhibitor shall not use or permit flammable materials such as bunting, tissue paper, crepe paper, or other flammable items for decorations. All other materials used for decorative purposes must be treated with flame-proofing and approved by the Authority's Fire Department. In addition, exhibitor shall not put up or operate any engine or motor or use oils, burning fluids, camphene, kerosene, naphtha, gasoline, or any other flammable chemical, for mechanical or any other purposes, or any agent other than electricity for illuminating any part of the Center. Subject to the foregoing, Exhibitor shall restrict the use of Hazardous Materials to those kinds of materials in small quantities that would be normally expected in conducting the activities. Such Hazardous Materials shall only be used in a safe and prudent manner and Exhibitor shall take all necessary precautions to prevent releases of Hazardous Materials. Under no circumstances shall Exhibitor store, dispose or permit storage or disposal of any Hazardous Materials at the Center.

Indemnification Agreement
All exhibitors must read and sign the Indemnification agreement provided by the Conference and submit to conference office.

Condition of Center
Exhibitor understands and agrees that the Conference has only license to use the Center. The Conference is not in any way responsible for the condition or maintenance of the Center. Exhibitor understands and agrees that all of the Exhibitor's personal property of every kind or description which may at any time be in the Center shall be at the Exhibitor's sole risk, or the risk of those claiming under Exhibitor. The Conference and the Authority shall not be liable for any damage to Exhibitor's property or loss suffered by any cause whatsoever including but not limited to water from any source whatsoever or from the bursting, overflowing or leaking of sewers or steam pipes or from heating or plumbing fixtures or from electrical wires or from gas or odors caused in any other manner whatsoever. The Exhibitor shall be responsible for any and all reasonable costs to be paid to the Conference or Authority to restore any damage to the Center caused by the Exhibitor's personnel and employees. The Exhibitor is also responsible for any damages or expense if because of the act or neglect of Exhibitor's agents or employees, Exhibitor fails to vacate the Center by 10:00 pm on Thursday, June 10, 2027.

Amendments
The Conference reserves the right to interpret, amend and enforce these terms and conditions. Written notice of any amendments shall be given to each Exhibitor. Each Exhibitor, for himself/herself, his/her agents and employees agree to abide by all terms and conditions set forth herein, or by any subsequent amendments or interpretations.

Enforcement
Any Exhibitor not abiding by the terms and conditions set forth herein may forfeit the right to participate in future exhibitions, may be asked to leave the Event, and may be subject to additional penalties.