



Cambridge Healthtech Institute

Dear Exhibitors,

Thank you for your participation in **Cambridge Healthtech Institute's The Clinical Genome Conference, June 22 – 24, 2015 at the Hotel Kabuki in San Francisco, CA**. CHI will provide a skirted 6'x 30" exhibit table, 2 chairs and one wastebasket. Please review the following instructions carefully.

- **Order Forms:** Please review forms from the **Hotel Kabuki**, for ordering electrical, AV, internet and phone services if needed. Also available are additional information forms; registration form, exhibit schedule, exhibit hall floor plan, post conference mailing list agreement, travel & hotel information and a shipping label.
- **Shipping materials TO Hotel Kabuki:** There will be no dedicated exhibitor services, drayage service or freight forwarder. You will need to arrange for your materials to be shipped directly to the hotel with the attached shipping label. Please attach a shipping label (photocopy as needed) to all the boxes being shipped. Please make sure the label is properly filled out with your company name. Packages may not arrive sooner than June 18th.
- **Return shipments FROM Hotel Kabuki:** You will be responsible for setting up return shipping for your materials on June 24th.
- **Viewing Hours:** Set-up will be Monday, June 22nd from 1:00-5:00pm. Teardown will be Wednesday, June 24th from 3:30-6:00pm. Please view the Exhibit Schedule for dedicated viewing hours. The exhibit hall is open during the hours listed in the schedule. The dedicated times reflect those times when there is a break in the conference session rooms.

If you have any questions regarding services for setting up your booth, you may contact: Laura Johnson, Catering Manager, Hotel Kabuki, A Joie de Vivre Hotel, 1625 Post Street, San Francisco, CA 94115, Tel 415.922.6000, Fax 415.614.5496, lajohnson@jdvhotels.com.

Please do not hesitate to contact me if you have any additional questions.

Kind regards,

Jaelyn Levine

Client Services Specialist
Cambridge Healthtech Institute
250 First Ave., Suite 300
Needham, MA 02494
Ph: 781-972-5449; Fax: 781-972-5470
jlevine@healthtech.com



4TH ANNUAL

THE CLINICAL GENOME

CONFERENCE *Mining the Genome for Medicine*

June 22-24, 2015

Hotel Kabuki

San Francisco, CA

Exhibit and Poster Schedule

Sakura Ballroom

Please note that this is a conference-driven event. The exhibit hall is open during the hours listed below. The dedicated times reflect those times when there is a break in the conference session rooms.

Monday, June 22:

Exhibit hall open from 5:30 – 6:30pm

1:00 – 5:00pm

Exhibit Set-up

5:30 – 6:30pm

Welcome Reception – *Dedicated Viewing*

Tuesday, June 23:

Exhibit hall open from 10:05am– 4:15pm

10:05 – 10:45am

Coffee Break – *Dedicated Viewing*

3:35 – 4:15pm

Refreshment Break – *Dedicated Viewing*

Wednesday, June 24:

Exhibit hall open from 10:05am– 3:30pm

10:05 – 10:45am

Coffee Break – *Dedicated Viewing*

3:05 – 3:30pm

Refreshment Break – *Dedicated Viewing*

3:30 – 6:00pm

Exhibit Dismantle

****Exhibit hours are subject to change.****

***EARLY BREAK-DOWN:** Exhibitors may only breakdown their exhibits at the pre-determined time assigned by the Sponsor. Exhibitors that break-down prior to this pre-determined time will pay an early break-down penalty fee of \$500 to the Sponsor.

Please have shipping labels ready!

TCGC: Clinical Genome Conference

June 22 - 24, 2015

Hotel Kabuki ~ San Francisco, CA

Travel Information

Conference Hotel:

Hotel Kabuki
1625 Post Street
San Francisco, CA 94115
Phone: 415-922-3200

Discounted Room Rate: \$189 s/d

Discounted Room Rate Cutoff Date: May 25, 2015

- Please visit the hotel and travel page of our conference website to book your sleeping accommodations online: <http://www.clinicalgenomeconference.com/>
- You can also call the hotel directly to make your room reservation. Identify yourself as a Cambridge Healthtech Institute conference attendee to receive the discounted room rate with the host hotel. **Reservations made after the cut-off date or after the group room block has been filled (whichever comes first) will be accepted on a space-and-rate-availability basis. Rooms are limited, so please book early.**

TOP REASONS TO STAY AT HOTEL KABUKI:

- Located in the heart of San Francisco's Japan town
- Complimentary Wi-Fi available in your guestroom and hotel lobby area
- No commute as conference takes place in the hotel itself
- Opportunities for after-hours networking with your peers

We understand that you have many choices when making your travel arrangements. Please understand that reserving your room in the CHI room block at the conference hotel allows you to take full advantage of the conference sessions, events and networking opportunities, and ensures that our staff will be available to help should you have any issues with your accommodations.

HOTEL SCAM ALERT:

It has come to our attention that our conference attendees, specifically exhibitors, are being targeted in a housing scam. If you are contacted by ANY company other than CHI, or one claiming to be the official "housing service" please do not do business with them. Cambridge Healthtech Institute does not utilize any third party booking service. Many of these companies ask for advance payment, and should you contract with them, you may be unable to confirm, make changes or even receive a refund, should the need arise, and reservations are often canceled without advance notice.

Car Rental Discounts:



Special discount rentals have been established with Hertz for this conference.

- Go to hertz.com use our Hertz Convention Number (CV): 04KL0006
- Call Hertz directly at 800-654-3131 and use our Hertz Convention Number (CV): 04KL0006



Cambridge Healthtech Institute

Please Return to:
Cambridge Healthtech Institute
Attn: Elaine Eskedal
250 First Ave, Ste 300
Needham, MA 02494
Fax: 781-972-5470
Email: eeskedal@healthtech.com

Post-Conference Mailing List Agreement

Please note: Any Exhibit benefits not listed on this contract must be attached and signed by exhibiting company and sales representative in order for this contract to be valid.

1. Within three (3) weeks after the conference, Cambridge Healthtech Institute (CHI) will furnish one (1) electronic list of names, titles and mailing addresses of delegates and speakers who attended the Conference (the "List") to the Exhibitor, Sponsor or Third Party Mail House depending on event. For larger conferences, CHI reserves the right to send the list strictly to Third Party Mail House. CHI makes no representation or warranty concerning the accuracy of its Lists. The list is for mailing purposes only and will not include delegates' phone or e-mail contact information.
2. Restrictive Use: Exhibitor, Sponsor or Third Party Mail House acknowledges that CHI's Lists are being provided *for one-time use only per set and are not being sold to* Exhibitor, Sponsor or Third Party Mail House, and agrees to use the Lists on or within one (1) year of the Conference. If Exhibitor, Sponsor or Third Party Mail House has not used the List within one (1) year of the conference, Exhibitor, Sponsor or Third Party Mail House cannot use the List at all, and agrees to return the List to CHI. Exhibitor, Sponsor or Third Party Mail House agrees that no portion of the List will be used to communicate any information promoting or marketing any other conference, seminar, tradeshow, meeting or workshop. CHI's Lists contain seed names to detect unauthorized use. Exhibitor, Sponsor or Third Party Mail House agrees that using seed names is a legitimate means to detect unauthorized use of the Lists. The Lists are CHI's privileged and proprietary business information and are and shall at all times remain CHI's property. Exhibitor, Sponsor or Third Party Mail House agrees not to duplicate or reproduce any portion of the lists and will not enter any portion of the List into any computer system or database except for the purpose of executing the intended one-time mailing, after which the information will be deleted. Exhibitor, Sponsor or Third Party Mail House will not sell, transfer or assign the Lists nor will it allow any individual or entity outside of its organization to use, inspect, review, copy or examine the Lists.
3. Default: Exhibitor, Sponsor or Third Party Mail House agrees that it is impossible to retrieve materials impermissibly distributed or to undo communications wrongfully made and that any violation of this Agreement will cause irreparable harm to CHI. CHI therefore shall have the right to seek injunctive relief, including specific performance of the terms of this Agreement. In partial compensation for such irreparable harm, Exhibitor, Sponsor or Third Party Mail House agrees to pay Cambridge Healthtech Institute (CHI) \$100,000.00USD in Liquidated Damages for such violation and acknowledges that actual damages for impermissibly disseminating or distributing the List cannot be ascertained with certainty. Exhibitor, Sponsor or Third Party Mail House agrees to pay all court costs and expenses, including attorneys' fees, incurred by CHI to enforce this agreement and will indemnify and hold CHI harmless for all expenses, damages or liability it sustains as a result of Exhibitor's, Sponsor's or Third Party Mail House's actions.
4. Massachusetts Law and Severability: Massachusetts' law will govern this agreement. If any term of this agreement is deemed invalid, the remainder of the agreement will not be affected and shall remain fully enforceable.

Signature: _____ Date: _____
 Print name: _____ Title: _____
 Company name: _____ Tel: _____
 Mailing Address: _____ Fax: _____
 City, State, Zip: _____ Email: _____

Conference Title: Clinical Genome 2015



**TCGC: The Clinical Genome Conference 2015
Hotel Kabuki ~ San Francisco, CA
June 22 - 24, 2015**

Registration Form Instructions

(Please see Sponsor/Exhibitor Registration Form on the following 2 pages)

If you have NOT already registered your personnel on your exhibit contract, please fill out the exhibitor registration form below for each person in need of a badge for the meeting.

As an Exhibitor you are entitled to

- ❖ 1 complimentary conference session registration
- ❖ 1 complimentary booth personnel pass

Any additional badges may be purchased at a discounted rate (maximum of 5). See registration form below for discounted pricing and deadlines.

For Sponsors, please reference your contract for the number of complimentary registration badges included with your sponsorship.

*****IF YOUR PERSONNEL WOULD LIKE TO PRESENT A POSTER, PLEASE NOTE THE FOLLOWING RESTRICTIONS*****

To be considered for a poster presentation:

- 1) Your registration must be submitted by **May 15, 2015** (This is earlier than the regular Sponsor/Exhibit Registration Deadline)
- 2) You must have a FULL CONFERENCE REGISTRATION
- 3) BOOTH-ONLY PERSONNEL are not eligible to present a poster
- 4) Additional Full Conference Registrations must be paid in full by **June 1, 2015**
- 5) Your abstract must be submitted by **May 15, 2015**
- 6) Late posters will only be accepted if space allows. *Late posters will not be included in conference materials.*

Please use the checkbox on the Sponsor/Exhibitor Registration Form to indicate a poster.



TCGC: The Clinical Genome Conference 2015
Hotel Kabuki ~ San Francisco, CA
June 22 - 24, 2015

Sponsor/Exhibit Registration Form – Deadline: June 1, 2015

Sponsor/Exhibitors please use this form to register participants. Please photocopy as needed.

Exhibitors receive 1 Session Registration (excludes short course(s) and 1 Booth Personnel (per booth). Sponsors please refer to your Sponsor Agreement. Additional passes for Sessions or Booth Personnel can be purchased via the form below.

SESSION REGISTRATION INCLUDES:

Session access · Website link on conference proceedings delivered electronically · A free subscription to newsletter · Access to exhibits and poster area

Exhibitor/Sponsor Company Name: Booth Number:

Registration Type: New Update Substituting for

BOOTH PERSONNEL:

- Booth Only (Complimentary)
\$250 Booth Only

POSTER (Deadline: May 15, 2015)
You will receive a submission link via email. Contact: Jamie Ring at jring@healthtech.com.

SESSION REGISTRATION:

Limited to 5 registrations

- Session Registration – (Complimentary)
\$1099 CONFERENCE ONLY PRICING

SHORT COURSE PRICING:

- \$399



TCGC: The Clinical Genome Conference 2015
Hotel Kabuki ~ San Francisco, CA
June 22 - 24, 2015

Exhibitor/Sponsor Company Name: _____

Delegate Information:

Mr. Ms. Mrs. Dr. Prof.

First Name: _____ Last Name: _____

Title: _____ Div/Dept: _____

Address: _____

City/State/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

Email _____

How would you prefer to receive notices from CHI? EMAIL: Yes No FAX: Yes No

Would you like to receive CHI event updates Yes No

Table with 3 columns: ORDER TOTALS, Description, Amount. Rows include BOOTH PERSONNEL, SESSION REGISTRATION, SHORT COURSE(S), and Total Due.

PAYMENT DETAILS:

Enclosed is check or money order payable to Cambridge Healthtech Institute, drawn on a U.S. bank, in U.S. currency.

Please charge \$ _____ to credit card: Visa MC AMEX

Cardholders Name: _____ Signature: _____

Card #: _____ Expiration Date: _____

CANCELLATION POLICY: Cancellations will only be accepted up to 2 weeks prior to the conference. To cancel a registration, you may:

- * Transfer your registration to a colleague within your organization
* Credit your registration to another Cambridge Healthtech Institute program (Credit Voucher Valid for 1 Year)
* Request a refund minus a \$100 processing fee per conference
* Request a refund minus the cost of ordering a copy of the documentation CD

PLEASE RETURN COMPLETED FORMS TO:
ELAINE ESKEDAL
FAX: 781-972-5430 OR EESKEDAL@HEALTHTECH.COM

From:

**To: Hotel Kabuki
1625 Post Street
San Francisco, CA 94115**

Hold for & Deliver to: Lindsay Moriarty

Cambridge Healthtech Institute

TCGC: Clinical Genome Conference ~ June 22 - 24, 2015

C/O Laura Johnson, Catering Manager

COMPANY: _____

Box ___ of ___



Cambridge Healthtech Institute

Dear Conference Sponsors and Exhibitors,

Thank you for your interest in Cambridge Healthtech Institute's poster sessions. If you are interested in presenting a poster at the upcoming event, please see the information below.

I am a sponsor/exhibitor. How do I present a poster?

-Abstracts are due approximately 6 weeks prior to a conference. (The specific deadline is available on the conference website.)

-Before the deadline, email iring@healthtech.com to request instructions for submitting the abstract. Include the name and contact information for the presenter and specify which conference the poster is for. If you wish to present more than one poster, please specify the quantity. (Please note, depending on space availability, we may limit the poster quantity to one per person.)

-Submit sponsor/exhibitor registration forms (included with your kit) for attendee passes per your agreement. The poster presenter should use a full-access pass, not a booth-only pass.

-A unique abstract submission link will be emailed to the presenter. Use the link to submit the abstract by the poster deadline. We will continue to send email reminders until the abstract has been received. Late submissions may not be approved.

-Bring your poster to the conference.

*Abstracts received and approved by the deadline will be included in the conference proceedings link and program guide.

What are the guidelines?

Disclaimer:

Cambridge Healthtech Institute reserves the right to publish your poster title and abstract, in whole or in part, in any CHI marketing materials or products, including but not limited to conference brochures, websites, program guides, speaker presentation links, CDs, DVDs, and CHI social networking sites.

**** Please verify your content has proper patent and/or company approvals prior to submitting an abstract.***

Approval Guidelines:

1. Your registration must be paid in full and your abstract received by the conference's poster deadline to be considered for a poster presentation.
2. Abstract content should be scientific and relevant to the conference topic. *Advertisements or solicitations will not be approved.*
3. Abstracts should be one page printed type. This should include the title, co-authors and their affiliations, identifying each co-author to a particular affiliation with superscript, brackets or similar.



Cambridge Healthtech Institute

4. Some scientific characters/symbols (i.e. Greek letters) do not translate well to our system and should be substituted with the English equivalent. Tables (even tabbed columns) do not translate at all and should be limited to a single column list or left out completely. Images should also be omitted. Feel free to include these items in your actual poster.

Approval letters will be emailed approximately one week after the poster deadline. Notification can be sent earlier upon request.

Onsite Poster Information:

1. Posters should be portrait orientation, with **maximum dimensions of 36 inches wide (3 feet) x 48 inches high (4 feet)**. (Note: For some conferences, special poster dimensions may apply. Please verify poster dimensions before printing your poster. Oversize posters may not fit. Poster dimensions are available on the specific conference's Poster web page.)

2. You are responsible for transporting your poster to the conference and setting it up, which occurs during onsite registration. There are no printing facilities onsite. Posters are affixed with pushpins to the poster board. You are encouraged to bring a small supply of pushpins, as conference staff sometimes runs out of them. Velcro may also be used. Additionally, you are responsible for removing your poster from the exhibit space in a timely manner. **CHI is not responsible for posters remaining in the exhibit space once the poster session closes.**

Where does the presentation take place?

-Poster sessions usually occur in the exhibit hall. We do not assign specific time slots for individual poster presentations. Posters are accessible to attendees during the exhibit hours. Poster viewing and presentations generally occur during all refreshment breaks.

We look forward to having you at our conference. Please let me know if you have any questions.

Kind regards,

Jamie

Jamie Ring
Poster Coordinator/
Customer Service Rep
jring@healthtech.com
781-972-5403
781-972-5425 fax

Cambridge Healthtech Institute
250 First Avenue, Suite 300
Needham, MA 02494

250 First Ave, Suite 300, Needham, MA 02494 P. (781) 972-5400 F. (781) 972-5425 www.healthtech.com

ORDER FORM FOR HOTEL KABUKI

Name of Vendor/Company _____

Name of Contact on Site _____

On site phone number & email address _____

- Power to your booth/vendor display area.

Power will be provide to your area via an extension cord and power strip.

\$36.00 per day + 8.75% tax. Yes for all days _____

No power is not needed at my booth / area. _____

- Hard Wired Internet Service to your booth/vendor display area.

Internet Service Options

Hard Wired dedicated line 1 meg up and down \$250. + tax per day.

Yes____ No____

Wi-Fi Service – provided by Cambridge Healthtech Institute.

Please fax or e-mail Order Form to the following:

(415) 614-5496

jmartinez@jdvhotels.com



HOTEL KABUKI

SAN FRANCISCO

INDIVIDUAL CREDIT CARD

3RD PARTY CREDIT CARD BILLING AUTHORIZATION

Guest Name: _____

Confirmation No.: _____

Company/Organization: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Arrival/Function Date(s): _____ Total Estimated Charges*: _____

*card will be authorized 3 business days prior to the event/stay

Estimated Room & Tax _____ Incidentals _____ Other _____

Bill to:	Visa:	<input type="checkbox"/>	Amex:	<input type="checkbox"/>
	MasterCard:	<input type="checkbox"/>	Diners:	<input type="checkbox"/>
	Carte Blanche:	<input type="checkbox"/>	Discover:	<input type="checkbox"/>

Card Number: Last 4 digits only _____

*full card number will be requested via phone number provided above

Expiration Date: _____

Card Holder: _____

Issuing Bank Phone # _____

Authorization (hotel use only): _____

Signature of Card Holder: _____ Date: _____

Signature of Sales/Catering/Front Office Mgr: _____ Date: _____

Please fax form to Hotel Kabuki (415) 614 5498

Contact the Accounting Department at (415) 614-5404 with any questions



WWW.XenonAV.com
 JASON SETO (JSETO@XENONAV.COM)
 415.933.6789 (OFC) 415.933.6711 (FAX)

Audio-Visual Price Sheet

Rental Prices Are Per Day

Video/Projection Equipment

Data Projector-Epson 3000 lumen (call for higher lumens)	\$350.00
Data Projector- Epson 2200 lumen	\$275.00
42" LCD/Plasma Monitor on 54" cart	\$225.00
VHS-DVD Player (only)	\$80.00
High-Intensity Overhead Projector with Screen	\$125.00
10' C Screen (Pole & Saddle)	\$105.00
6', 7' or 8' Tripod Screen	\$80.00
6x8, 7x10, Fast Fold Screen W/Dress Kit	\$190.00

Audio Equipment

Mackie 808 8ch Powered Mixer (required with ext. speakers)	\$150.00
Loudspeaker - (2) EAW W/Stand	\$145.00
Wireless Hand-held, Wireless Lavalier Microphone	\$150.00
Wired Lavalier Microphone	\$45.00
Podium, Tabletop, or Standing Microphone(stands included)	\$45.00
Shure 4ch Mixer	\$45.00
Mackie 6ch Mixer	\$95.00
CD Player	\$60.00
Dual Csst. Player/Recorder	\$60.00
CD Recorder	\$105.00
MP3 Recorder	\$95.00
Liberty Powered Speakers W/Stand	\$125.00
Computer Audio w/cables(also for ipod/mp3 playback)	\$35.00

****All microphones require mixer****

Computer Equipment

Laptop W/ Microsoft Office and WiFi (PC)	\$175.00
VGA Cables- 50' Male to Male	\$35.00
VGA Cables- 100' Male to Male	\$45.00
VGA 1x4 Switcher	\$75.00
22" Computer Monitor	\$125.00
USB Power Point Wireless Clicker	\$50.00

Additional Equipment

Polycom Phone	\$150.00
Laser Pointer	\$45.00
Whiteboard w/markers	\$45.00
Flipchart, Easel and Markers (Regular Paper)	\$50.00
Flipchart, Easel and Markers (Post-It Adhesive Paper)	\$90.00
Safe lock Stand	\$15.00
Power Strip	\$15.00
Extension Cord(25')	\$15.00
LED Wall Wash	\$70.00
Accent Par lights	\$25.00
Spotlight (for existing track system)	\$5.00
Patch Fee:	\$150.00

(Applicable when bringing own audio and requesting use of Hotel house PA system)

Internet

Wireless Internet (please contact Catering Dept. to order)	\$5.00 Per Person (Minimum \$100.00)
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*Rental Prices are per day and DO NOT include 8.50% tax or 20% set-up labor charges and are subject to change.

**ADDITIONAL OPERATOR/TECHNICIAN RATE IS \$70.00 PER HOUR (4 HOUR MINIMUM). THIS RATE ALSO APPLIES TO EXTENSIVE SET AND REMOVALS. CLIENT WILL BE ADVISED OF THIS CHARGE WHEN NECESSARY.

Additional equipment is available upon request