



Dear Exhibitor,

Thank you for your support and involvement in the 2008 Pacific Rim Summit on Industrial Biotechnology and Bioenergy. The Summit will bring together scientists, government officials, industry executives and investors from North America and throughout the Pacific Rim region to highlight recent advances in genomics, proteomics, and bioinformatics in the energy and manufacturing space.

This service kit is your complete guide to exhibiting at the 2008 Pacific Rim Summit on Industrial Biotechnology and Bioenergy. Please refer to this kit for all arrangements needed to prepare for the exhibition. If you have any questions or concerns, please contact Erin Leahy at eleahy@bio.org or 202.962.6650.

Thank you for your participation! BIO looks forward to making this a positive experience for all involved.

Regards,
BIO Pacific Rim Summit Team

2008 BIO Pacific Rim Summit on Industrial Biotechnology and Bioenergy

September 10-12, 2008

The Westin Bayshore Resort & Marina & Spa

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- Audio/Visual Order Form
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*Forms for AV/TC are available at the request of the exhibitor, please contact Erin Leahy – eleahy@bio.org

SCHEDULE OF EVENTS

EXHIBITOR MOVE-IN

- Tuesday, September 9, 2008 11:00am - 4:00pm
- All displays must be fully set-up by **Tuesday, September 9, 2008 at 4:00pm.**

EXHIBITION HOURS

- Wednesday, September 10, 2008 7:00am - 5:30pm
- Thursday, September 11, 2008 7:00am - 6:30pm
- Friday, September 12, 2008 7:00am - 12:30pm

EXHIBITOR MOVE-OUT

- Friday, September 12, 2008 12:30pm - 2:30pm
- All materials must be removed from the exhibition area by **Friday, September 12, 2008, at 2:30pm.**

DISPLAY MATERIALS

BIO will provide the following standard materials for each display in the Bayshore Foyer:

- One (1) – 6'x30" draped and skirted table
- Two (2) – chairs
- One (1) – 7"x44" one-line identification sign
- Exhibition area is carpeted.

DISPLAY GUIDELINES

- All displays must be tabletop displays. Displays cannot be placed on the floor.
- All collateral material must remain within the display space.
- Exhibitors are liable for any damage caused to the exhibition building, floors, walls, columns, standard display equipment, or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building columns and floors, or to standard display equipment.
- BIO works to provide an accessible exhibition for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. BIO encourages all exhibitors to make their booth accessible to people with disabilities.

EXHIBITOR GUIDELINES

- All exhibitors must be registered and badged appropriately.
- All displays must remain staffed and fully intact through the exhibition hours.

SHIPPING

Instructions

Materials can be shipped directly to the hotel and will be made available to exhibitors during exhibitor move-in. Kindly use the following address to ensure proper and timely distribution of materials on-site...

The Westin Bayshore Resort & Marina
2008 BIO Pac Rim Summit
Attn: Erin Leahy
Hold: **Company Name – Exhibit**
1601 Bayshore Drive
Vancouver, British Columbia V6G 2V4
Canada
Phone: (604) 682-3377

Acceptable Delivery Window

Please ensure that all packages arrive no earlier than Saturday, September 6, 2008, and no later than Tuesday, September 9, 2008.

REGISTRATION

HOURS

- Wednesday, September 10, 2008 7:00am-6:00pm
- Thursday, September 11, 2008 7:00am-6:00pm
- Friday, September 12, 2008 7:00am-11:00am

RATES

Rate	On or Before July 25, 2008	Later than July 25, 2008 and On-site
Member (Members of BIO, BIOTECanada, Life Sciences BC)	US \$800	US \$900
Additional Member (2nd or more attendee of registered member company or organization as defined under "Member")	US \$575	US \$675
Non-Member	US \$900	US \$1,000
Academic/Government (Attendees affiliated with accredited government or academic institutions. Attendee must show proof through business card or ID on-site.)	US \$275	US \$375
Reception Only (for spouses or partners accompanying conference attendees. This registration permits attendance to all Receptions.)	US \$90	US \$125
Student	US \$100	US \$150
Speaker	US \$100	US \$150

*Members of BIOTEC Canada or Life Sciences BC are eligible for the Member Rate at the 2008 Pacific Rim Summit. If you are a member of either of these organizations and would like to register at the reduced rate, please email pacrim@bio.org to obtain a code with instructions on how to use it when registering online. Include in your emailed request your complete contact information including affiliation.

**If you are a government or academic affiliate (or personnel), or student who plans to register, you are eligible for the reduced rate above. You will need a registration code as well to receive this rate. Please email pacrim@bio.org with your complete contact information, including title and affiliation in order to receive the discount registration code with instructions.

Confirmed speakers will be given the discounted speaker rate and registration instructions when their proposals are accepted. If you have submitted a speaking proposal, please wait to register until after your proposal has been accepted or declined (no later than June 16, 2008).

- Registration fee includes access to all sessions, luncheons and evening receptions.
- Photo ID (driver's license or passport) and business card required to pick up your conference credentials on-site.

Your company must be a BIO member in good standing on or before September 10, 2008, to receive the BIO Member Rate.

Cancellation and Substitution Policy

Your registration may be transferred to a member of your organization up to COB EST September 2, 2008. Request for payment transfer must be made by the person whose registration is being transferred to the new registrant. Cancellations received in writing by pacrim@bio.org on or before COB EST August 1, 2008 will be refunded, less a \$100 administrative fee. No refunds will be made available after this date. In case of conference cancellation, BIO's liability is limited to refund of the conference registration fee only. BIO reserves the right to alter this program without prior notice.

Letters of Invitation – [More information](#)

HOUSING

The Westin Bayshore Resort & Marina

1601 Bayshore Drive
Vancouver, British Columbia V6G 2V4
Canada

[Hotel Web Site](#)

[Online Reservations](#)

Discounted BIO rates are as follows:

Single/Double: \$249.00 CAN

Additional Person - \$30.00 CAN

BIO has arranged a special conference rate for this event. Reservations can be made through our direct [online booking page](#), by phone at (604) 691-6980. ***You must mention that you are with the 2008 BIO Pacific Rim Summit when securing accommodations by phone.***

All room rates are quoted exclusive of applicable federal and local taxes currently at 15% and subject to change.

Reservation requests will be confirmed only if accompanied by one night's room deposit, or if guaranteed by one of the following major credit cards: American Express, Diners Club/en Route, MasterCard, Visa, JCB, or Discover.

Deadline: August 13, 2008

All guests should make reservations directly with the Westin Bayshore prior to August 13, 2008.

Please note that all reservations are subject to availability, regardless of when request is submitted.

Early Departure Fee

In the event that a guest who reserved a guest room checks out prior to the guest's reserved checkout date, an early departure fee of 50% of the daily rate will be charged to that guest's individual account. Guests wishing to avoid this fee must advise Hotel at or before check-in of any change in the schedule length of stay. Hotel will inform guests of this fee upon check-in.

Check-in Time: 4:00pm Check-out Time: 12:00pm

Cancellation Policy

Westin Bayshore will enforce a one (1) day cancellation penalty. Reservations cancelled after 4:00 pm (PDT) one day prior to scheduled arrival will incur a penalty of one night's room and tax. Any reservation cancellations received by 4:00 pm (PDT) one day prior to scheduled arrival will not incur a penalty. All cancellations and changes must be made directly with the hotel.