2020 EXHIBITOR PROSPECTUS

66th Annual International Meeting
Catch the Next Big Wave in Science
Hilton Waikoloa Village | Big Island, HI
October 18-21, 2020

#RadRes2020
Welcome to the Radiation Research Society’s 66th Annual International Meeting

Radiation Research Society’s (RRS) annual meeting features both contributed and invited papers from all fields of radiation research, particularly physics, chemistry, biology, medicine, and epidemiology. The presentations include award and invited lectures, invited symposia devoted to specific topics of current interest, refresher courses, and workshops. Poster presentations, complementary to the oral sessions, provide a more informal opportunity for communication between the attendees.

WHO ATTENDS THE RRS ANNUAL MEETING?

<table>
<thead>
<tr>
<th></th>
<th>20</th>
<th>750</th>
<th>54%</th>
<th>26%</th>
<th>13%</th>
<th>7%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors</td>
<td>Attendees</td>
<td>Full Members</td>
<td>Students</td>
<td>Non-Members</td>
<td>Associate, Emeritus</td>
<td></td>
</tr>
</tbody>
</table>

OUR DELEGATES & PARTNERS

- **70 %**
  Researchers and clinicians from over 20 preeminent US and international universities and medical schools, including radiation oncology departments.
  Early Career Investigators — emerging scientists and students who will be the innovators in the field; collaborate with the future in your world

- **20 %**
  Leading scientists and program directors from US funding agencies, research institutes, and national labs

- **10 %**
  Leading scientists and staff from many important biomedical professions

ELIGIBILITY

RRS views the exhibits as an integral part of the educational and scientific program. Qualified exhibitors are limited to firms, organizations, and agencies whose exhibits promote awareness of products, technologies and services that are recognized and approved by RRS and are supportive of the objectives of the Annual Meeting. RRS has the sole right to determine the final eligibility of any firm, organization, agency, or product for inclusion in the exhibit area. Exhibitors may not assign, sublet, or apportion others to the whole or any part of the space they are allocated. Only products that are manufactured or distributed by your company may be displayed in the exhibit area.

SAVE $$$ with our Early Registration Discount!

Sign and return your contract (with 50% deposit) before January 15th to receive 5% off the exhibit space!
Show Specific Information

**Tentative Schedule**
To maximize your time with attendees and minimize your time away from the office, RRS offers multiple opportunities for you to be face-to-face with attendees

<table>
<thead>
<tr>
<th>Saturday, October 17</th>
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<tbody>
<tr>
<td>After 2:00pm</td>
<td>Exhibitor Move-In</td>
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<table>
<thead>
<tr>
<th>Sunday October 18</th>
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<tbody>
<tr>
<td>7:30am (60 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>10:00am (15 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>5:15pm (15 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>6:30pm (3-4 hours)</td>
<td>Welcome Reception / Karaoke</td>
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<table>
<thead>
<tr>
<th>Monday October 19</th>
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<tr>
<td>7:30am (30 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>10:00am (15 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>5:45pm (15 min)</td>
<td>Coffee with Exhibitors</td>
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<table>
<thead>
<tr>
<th>Tuesday October 20 (Half-Day Program)</th>
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<tr>
<td>6:30am</td>
<td>Sunrise Session</td>
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<tr>
<td>10:00am (15 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>12:15pm</td>
<td>Sessions End for the Day</td>
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<table>
<thead>
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<th>Wednesday October 21</th>
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<tr>
<td>7:30am (30 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>10:00am (15 min)</td>
<td>Coffee with Exhibitors</td>
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<tr>
<td>3:15pm (90 min)</td>
<td>Exhibitor Move Out</td>
</tr>
<tr>
<td>6:15pm (2 hours)</td>
<td>Exhibitor Move Out</td>
</tr>
<tr>
<td>7:00pm (3-4 hours)</td>
<td>Final Night Event</td>
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**Important Dates**

<table>
<thead>
<tr>
<th>December 16</th>
<th>Exhibitor Registration Open</th>
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<tbody>
<tr>
<td>January 15</td>
<td>Early Discount Ends</td>
</tr>
<tr>
<td>March 20</td>
<td>50% Deposit Due*</td>
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<tr>
<td>May 21</td>
<td>Exhibitor Space Paid in Full</td>
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<tr>
<td>July 16</td>
<td>Artwork Due</td>
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**Terms of Payment**

**March 20, 2020:** In order for booth space to be guaranteed, a signed contract and a 50% deposit is due. If deposit is not received on or before March 20, 2020, RRS reserves the right to release the exhibit space for resale.

**March 21—May 20, 2020:** Signed contracts will be accepted (based on available space) however booth space is not guaranteed without 50% deposit.

**May 21, 2020:** Full payment for booth space must be paid by May 21, 2020.

**Cancellations:**

**March 20, 2020:** An exhibitor may cancel without penalty provided written notification is received via email on or before March 20, 2020 to audrey@radres.org.

**March 21—May 20, 2020:** Cancellation requests will forfeit deposit.

**May 21—October 18, 2020:** All contracts are considered binding and the exhibiting company will be held fiscally responsible for the signed agreement. Failure to make payments does not release the exhibitor from any contractual financial obligation.
**Tentative Floor Plan**

**Grand Promenade**

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**Things You Will Need To Know:**

- Exhibitor table will be in the Grand Promenade area of the Hilton Waikoloa Resort. The standard table-top exhibit consists of a 6’ or 8’ skirted table with 2 chairs, wastebasket, and standard power cord provided by the conference. If you will have additional items such as free-standing signs or banners, please let us know in advance.

- Priority for booth/table placement will be assigned based on sponsorship level and past participation but Radiation Research Society will make every effort possible to provide exhibit space in high traffic areas. Space assignments will be confirmed by Summer 2020.

- Shipping to Hawaii will require additional planning. Our suggested best practices will be available via the exhibitor site in early 2020.

- Additional items may be ordered individually through the hotel’s conference department upon request. Order forms will be available online in early 2020.
EXECUTIVE PARTNER PACKAGES

Diamond Level  *(1 available)*  $50,000.00

Promotion with the following logo displays:

- RRS MEETING WEBSITE presence with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK, ABSTRACT PDF, and MOBILE APP listing
- CORPORATE SIGNAGE in exhibit, registration, and poster areas, and as allowed by CME regulations
- PRE-MEETING PROMOTION TO ALL CONFERENCE ATTENDEES: Inclusion in the “1-Week Final Confirmation”
- SLIDES for meeting room screens during non-CME functions to acknowledge sponsor level
- SPONSOR PROMO ITEM: Your company logo on the 2020 Conference Bag distributed to all attendees.
- CAREER DEVELOPMENT WORKSHOP: complimentary inclusion in this pre-conference workshop. Help the next generation learn more about potential career paths, build their professional network, and gain practical advice to apply in the future.
- PODIUM PRESENTATION (3 min) - invitation to speak during Annual Business Meeting *(Held on Monday afternoon during conference)*. Includes 2 lunch tickets to attend the event.

Print Advertising

- One (1) FULL PAGE AD *(8.25” x 5.25”)* in the meeting program book
- ACKNOWLEDGEMENT throughout the RRS meeting program as allowed by CME regulations

Meeting Mobile App

- ENHANCED EXHIBITOR LISTING (including company profile, logo, downloadable PDF)
- 2 On-site notifications “pushed” to all attendees via app

Exclusive Final Night Event

- The FINAL NIGHT gives you the chance to leave a lasting impression on the conference attendees! This event brings all attendees back together, one last time, in a festive and social atmosphere. Sponsorship includes logo incorporation on all promotional materials, 3 complimentary event tickets, VIP reserved table at event, and prominent signage.

Meeting Logistics

- Complimentary 6’ or 8’ x 20’ TABLE TOP AREA with preferential site selection provided in exhibit area.
- COMPLIMENTARY MEETING REGISTRATION for up to 5 company representatives* *(access to scientific sessions only; social events and meals are not included and must be purchased separately)*
- ATTENDEE LIST provided in advance for appointment scheduling *(first/last name, email & organization)*.
- ACCESS TO EXHIBITOR REGISTRATION SITE which provides overview of booking travel, accommodations, FAQs, exhibitor area diagram, move-in / move-out schedule, program of events, and user friendly forms to secure additional equipment at the headquarter hotel.

*Company representative = person affiliated with exhibiting company/organization and will attend meeting sessions

Video

- 30-second spotlight within the post-meeting HIGHLIGHT VIDEO featured on the RRS website and sent to all RRS members.
Platinum Level  *(1 available)*

**Promotion with the following logo displays:**
- RRS MEETING WEBSITE presence with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK, ABSTRACT PDF, and MOBILE APP listing
- CORPORATE SIGNAGE in exhibit, registration, and poster areas, and as allowed by CME regulations
- PRE-MEETING PROMOTION TO ALL CONFERENCE ATTENDEES: Inclusion in the “30-Day Travel Confirmation”
- SLIDES for meeting room screens during non-CME functions to acknowledge sponsor level
- SPONSOR PROMO ITEM: Water Bottle *(New Green Choice for 2020!)*
- CAREER DEVELOPMENT WORKSHOP: complimentary inclusion in this pre-conference workshop. Help the next generation learn more about potential career paths, build their professional network, and gain practical advice to apply in their career path.
- PODIUM PRESENTATION (3 min): Invitation to speak during Opening Ceremony of the conference.

**Print Advertising**
- One (1) FULL PAGE AD *(8.25” x 5.25”)* in the meeting program book
- ACKNOWLEDGEMENT throughout the RRS meeting program as allowed by CME regulations

**Meeting Mobile App**
- ENHANCED EXHIBITOR LISTING (including company profile, logo, downloadable PDF)
- 2 On-site notifications “pushed” to all attendees via app

**Exclusive Welcome Event Sponsorship & After-Party (DJ / Dance)**
- The WELCOME EVENT is a premier staple to our conference. You are provided with branded presence at the annual meeting welcome reception. Sponsorship includes logo incorporation on all promotional materials, 3 complimentary event tickets, 6 extra drink tickets (for a total of 12), VIP reserved table at event, logo on drink tickets, and prominent signage at event.

**Meeting Logistics**
- Complimentary 6’ or 8’ x 20’ TABLE TOP AREA with preferential site selection provided in exhibit area.
- COMPLIMENTARY MEETING REGISTRATION for up to 5 company representatives* *(access to scientific sessions only; social events and meals are not included and must be purchased separately)*
- ATTENDEE LIST provided in advance for appointment scheduling *(first/last name, email & organization).*
- ACCESS TO EXHIBITOR REGISTRATION SITE which provides overview of booking travel, accommodations, FAQs, exhibitor area diagram, move-in / move-out schedule, program of events, and user friendly forms to secure additional equipment at the headquarter hotel.

*Company representative = person affiliated with exhibiting company/organization and will attend meeting sessions

**Video**
- 30-second spotlight within the post-meeting HIGHLIGHT VIDEO featured on the RRS website and sent to all RRS members.
Promotion with the following logo displays:

- RRS MEETING WEBSITE with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK, ABSTRACT PDF, and MOBILE APP listing
- CORPORATE SIGNAGE in exhibit, registration and poster areas, and as allowed by CME regulations
- SLIDES for meeting room screens during non-CME functions to acknowledge your Gold status
- ATTENDEE LANYARD: Company logo on attendee lanyard distributed to all registered attendees.
- PODIUM PRESENTATION (3 min): Invitation to speak during Annual Painter Debate luncheon *(Held on Wednesday afternoon of conference).* Includes 2 lunch tickets to the event.

Print Advertising

- One (1) HALF PAGE AD *(4” x 5.25” or 2.5” x 8.25”)* in the meeting’s program book
- ACKNOWLEDGEMENT throughout the RRS meeting program as allowed by CME regulations

Co-Sponsored Event Opportunity

- The Co-Sponsored event opportunity will depend on Executive Partner selections. The additional partial-sponsorship opportunities open to Gold level include: Sunrise Session with Breakfast, Debate Luncheon, Mentor Luncheon, ECI or SIT Networking Events, on a first-come, first-served basis. Sponsorship includes logo incorporation on all promotional materials, 2 complimentary event tickets, and prominent signage at event.

Meeting Mobile App

- ENHANCED EXHIBITOR LISTING *(company profile, logo, downloadable PDF)*
- 1 On-site notification “pushed” to all attendees via app

Meeting Logistics

- COMPLIMENTARY MEETING REGISTRATION for up to 3 company representatives* *(access to scientific sessions only; social events and meals are not included and must be purchased separately)*
- One Complimentary TABLE TOP EXHIBIT *(6’ or 8’ table)* with preferential site selection (after Executive partners) provided in the exhibit area.
- ACCESS TO EXHIBITOR SITE which provides overview of booking travel, accommodations, FAQs, exhibitor area diagram, move-in / move-out schedule, program of events, and user friendly forms to secure additional equipment at the headquarter hotel.
- ATTENDEE LIST *(first/last name & organization only)* provided in advance for appointment scheduling.

*Company representative = person affiliated with exhibiting company/organization and will attend meeting sessions

Video

- Brief inclusion within the post-meeting HIGHLIGHT VIDEO featured on the RRS website and sent to all RRS members.
**SILVER SPONSOR** (2 available) **$10,000.00**

Promotion with the following logo displays:
- RRS MEETING WEBSITE with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK, ABSTRACT PDF, and MOBILE APP listing

Print Advertising
- One (1) HALF PAGE AD (4” x 5.25” or 2.5” x 8.25”) in the meeting program book
- COFFEE BREAK SPONSOR: Company logo on promotional luggage tag or sponsor a coffee break (includes logo napkins and identification in program book)

Meeting Logistics
- COMPLIMENTARY MEETING REGISTRATION *(access to scientific sessions only; social events and meals are not included and must be purchased separately)* for up to 1 company representative*. Second company representative* available at a discounted rate.
- One Complimentary TABLE TOP EXHIBIT (6’ or 8’ table) provided in the exhibit area.
- ACCESS TO EXHIBITOR SITE which provides overview of booking travel, accommodations, FAQs, exhibitor area diagram, move-in / move-out schedule, program of events, and user friendly forms to secure additional equipment at the headquarter hotel.

**BRONZE SPONSOR** (2 available) **$5,000.00**

Promotion with the following logo displays:
- RRS MEETING WEBSITE with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK, ABSTRACT PDF, and MOBILE APP listing

Print Advertising
- One (1) QUARTER PAGE AD (2.25” x 5.25”) in the meeting program book
- MEETING NOTEPAD or CHARGING STATION SPONSOR: Exclusive company Logo on the notepad supplied in the conference bags or provide an effective area of extended brand coverage while attendees charge up for the day.

Meeting Logistics
- COMPLIMENTARY MEETING REGISTRATION for 1 company representative* *(access to scientific sessions only; social events and meals are not included and must be purchased separately).*

Company representative = person affiliated with exhibiting company/organization and will attend meeting sessions
EXHIBIT ONLY

$2,500.00

Promotion with the following logo displays:
- RRS MEETING WEBSITE with link to your company/organization’s website
- RRS CONFERENCE PROGRAM BOOK & MOBILE APP listing

Meeting Logistics
- One Complimentary TABLE TOP EXHIBIT (6’ or 8’ table) provided in the exhibit area.
- ACCESS TO EXHIBITOR SITE which provides overview of booking travel, accommodations, FAQs, exhibitor area diagram, move-in / move-out schedule, program of events, and user friendly forms to secure additional equipment at the headquarter hotel.

EXHIBIT ONLY EXTENSIONS: SPECIAL CONSIDERATION AND TAILORED OFFERINGS

STRATEGIC FUNDING PARTNERS- $1500.00
Offered to government agencies who support and provide funds to benefit the Radiation Research community.

INSTITUTIONAL PARTNERS-
Any current Institutional Member of the RRS who would like to sponsor and have a table during the annual meeting is eligible for a 15% discount off of the Exhibit Only sponsor level.

A LA CARTE OFFERINGS (or upgrade with a sponsor package)

ADDITIONAL BOOTH REPRESENTATIVE- $250.00
Looking for more coverage and representation at the annual meeting? Bring an additional teammate. Price includes badge only, access to scientific sessions and/or social events will be a separate charge.

CONFERENCE PEN SPONSORSHIP- $1,000.00
The 1,000 conference pens distributed will have your logo stamped on them. These pens will be passed out to every attendee at the conference when they check in and will be available throughout the conference area to individuals who need another. This is a great way to reach all members of RRS. 1 available

MOBILE APP INCLUSIONS: BANNER ADS | PUSH NOTIFICATION- $1,200.00 | $250.00
Rotating Banner Ad: full screen app landing page, video clip, provided post-show user metrics, all materials will be available for viewing and downloadable throughout the year.
Push Notification: send an alert or “call-to-action” message to all app users at a specific time/date (some restrictions apply)

SCHOLARS-IN-TRAINING SOCIAL- $2,500.00
Join RRS in sponsoring the SIT Saturday Workshop and Social Event - two important events for new scholars. Your logo will be featured on a show slide during the SIT Workshop and in the meeting program book. The SIT Social occurs Saturday night before the conference begins, and facilitates socialization between upcoming professionals in various fields of study. SITs are able to mingle and establish long-lasting connections within RRS. 1 available

CAREER DEVELOPMENT WORKSHOP- $2,500.00 | $1,000.00*
Sponsor and participate in this Saturday workshop, open to all RRS Members. Private table and chairs provided allowing you to engage with attendees during (pre-scheduled) 10-minute 1-on-1 appointments. As a university or corporation, looking to hire, this is an opportune chance to recruit. As a funding agency, this is a dedicated event that will afford you the opportunity to raise awareness for programs currently available. Appointment schedule provided in advance of the conference as a preparation and communication tool. 5 available
* $2,500.00 without an exhibit table. $1,000.00 if current exhibitor

CUSTOM LOGOS AND WRAPS- Priced upon request
Use high traffic areas to attract or inform conference attendees. Let us help you create a custom wrap or floor decal, featuring your logo, to promote brand identity or advertise a new service or product. Price will vary based on selection. Availability of this item, and its location, subject to hotel permissions and policies
<table>
<thead>
<tr>
<th><strong>ITEM</strong></th>
<th><strong>Executive</strong></th>
<th><strong>Gold</strong></th>
<th><strong>Silver</strong></th>
<th><strong>Bronze</strong></th>
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<tbody>
<tr>
<td><strong>PROMOTION</strong></td>
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<tr>
<td>Final Night Event (Diamond Level):</td>
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<tr>
<td>◦ Logo Display on Promo Materials, VIP Area</td>
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<tr>
<td>◦ Complimentary Event Tickets</td>
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<td>Welcome Reception (Platinum Level):</td>
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<td>◦ Logo Display on Promo Materials &amp; Drink Ticket, VIP Area</td>
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<td>◦ Complimentary Event Tickets</td>
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<td><strong>LOGO DISPLAY</strong></td>
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<td>RRS Program Book, Abstract PDF, Mobile App listing</td>
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<td>Pre-Meeting promotion to attendees</td>
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<td>Slide on Meeting Room Screen (non-CME)</td>
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<td>Podium Presentation</td>
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<td>Career Development Workshop Inclusion</td>
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<td>Sponsored Promotional Item (see sponsor level for specifics)</td>
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<td><strong>PRINT ADVERTISEMENT</strong></td>
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<td>Full Page</td>
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<td>Half Page</td>
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<td><strong>MEETING MOBILE APP</strong></td>
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<tr>
<td>Enhanced Exhibitor Listing</td>
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<td>On-Site Push Notification</td>
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<td><strong>SIGNAGE</strong></td>
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<td>RRS Meeting Venue</td>
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<td><strong>SUPPORTER ACKNOWLEDGEMENT</strong></td>
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<td>RRS Meeting Functions</td>
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<tr>
<td><strong>TRADE EXHIBITION</strong></td>
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<tr>
<td>Table Top Exhibit Space</td>
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<tr>
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<td>3</td>
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<tr>
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<td>x</td>
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<tr>
<td><strong>DELEGATE LIST</strong></td>
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<tr>
<td>First/Last Name, Email &amp; Organization</td>
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<td>x</td>
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2020 Annual International Meeting Support Contract

Company Name: _________________________________________________________________________________

Contact Person: _________________________________  Position of Contact Person:  _________________________

Billing Address:______________________________________ City:_________________________________________

State/Prov: ______________ZIP/Postal Code: ______________Phone: ____________________ Fax:______________

E-mail Address:___________________________________________________________________________________

Social medias used by your company:

_____Facebook     ____Twitter       ____YouTube     ____LinkedIn     Other:_____________________________

<table>
<thead>
<tr>
<th>Support Package Option</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
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<tbody>
<tr>
<td>Executive Partner Packages (2 available)</td>
<td>$50,000</td>
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<tr>
<td></td>
<td>$35,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold Supporter (2 available)</td>
<td>$20,000</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Silver Supporter (2 available)</td>
<td>$10,000</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bronze Supporter (2 available)</td>
<td>$5,000</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exhibit Only</td>
<td>$2,500</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exhibit Only: Strategic Funding Partner</td>
<td>$1,500</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exhibit Only: Institutional Partner</td>
<td>$1,275</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Booth Representative</td>
<td>$250</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contact RRS for a la carte offers to add</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Support Amount: $_____________________

Payment Information

_____Check (payable in U.S. Funds to: Radiation Research Society)  VISA  MasterCard  AMEX

Credit Card Number: ___________________________________________ Exp. Date: ___________ CVV_________

Print Name on Card: _______________________________________ Signature:___________________________________________

• I hereby contract with the Radiation Research Society (RRS) to support the 2020 RRS Annual Meeting as outlined above.
• I acknowledge the Terms and Conditions in Exhibit A as part of the legal and binding contract.
• I understand that my balance is due to RRS headquarters no later than May 21, 2020.
• I agree to provide RRS with an electronic copy of my corporate logo and authorize use of this logo as noted for the sole purpose of sponsor identification. All artwork is due July 16, 2020. (If this deadline is missed, graphics will not be included in the program book and RRS cannot be held responsible)
• I understand that this contract may not be changed or cancelled after the closing deadline of May 21, 2020.
• I understand that complimentary registration allows access to the scientific sessions only. Social events and meals require purchase of a separate ticket(s).
• I agree to the Terms of Payment and Cancellation policies, as outlined on Page 3 of this Prospectus.

Authorized Signature: ___________________________________________ Date: ___________________________

PLEASE RETURN CONTRACT VIA:

Mail: RRS 2020 Annual Meeting, c/o Radiation Research Society | 380 Ice Center Ln, Suite C, Bozeman MT, 59718

FAX: 406.587.2451 | EMAIL: audrey@radres.org
EXHIBIT A - STANDARD TERMS AND CONDITIONS

Exhibit Eligibility:
RRS views the exhibits as an integral part of the educational and scientific program. Qualified exhibitors are limited to firms, organizations, and agencies whose exhibits promote awareness of products, technologies, and services that are recognized and approved by RRS and being supportive of the objectives of the Annual Meeting. RRS has the sole right to determine the final eligibility of any firm, organization, agency, or product for inclusion in the Exhibit area. Exhibitors may not assign, sublet, or apportion others to the whole or any part of the space they are allocated. Only products that are manufactured or distributed by your company may be displayed in the exhibit area.

Overtime/End-Time:
Exhibitor agrees to begin applicable functions at the scheduled time(s) and to vacate the designated function space at the scheduled end time(s). Exhibitor understands that the Hotel may have other contractual obligations for exclusive use of some or all of Exhibit's assigned booth space following the scheduled conclusion of event. The Hotel may add charges to the Exhibitor's final invoice, and Exhibitor agrees to pay such charges, for the actual costs incurred by Hotel related to Exhibitor’s failure to vacate the space by the indicated end time(s). Costs and expenses may include, but are not limited to, Hotel labor including overtime wage payments to ensure that the booth space is cleared and cleaned, costs for storing Exhibitor’s materials that were not removed from the booth space, and reimbursement of damages and costs incurred by Hotel related to the Hotel’s inability to provide contracted function space to other customers by their respective start time.

Outside Food and Beverage:
Exhibitor may not bring alcoholic beverages into the Hotel for event. Exhibitor must obtain Hotel's prior approval before bringing in any food or non-alcoholic beverages from outside sources into Hotel.

Displays, Decorations, Exhibitor Property:
Exhibitor may purchase insurance to cover personal property, including decorations, and special objects. Hotel is not responsible for any loss or damage to property belonging to Exhibitor or Exhibitor’s attendees, and Hotel does not maintain insurance covering such personal property. All displays and decorations will be subject to Hotel's prior written approval and Hotel reserves the right to contract and charge Exhibitor for Hotel staff to provide the labor for any installations or removals of such. Hotel can advise of such potential charges upon request.

Outside Contractors:
Should Exhibitor elect to utilize outside contractors on Hotel premises during the meeting, Exhibitor must notify Hotel at least ten (10) days in advance of Exhibitor’s arrival to Hotel. Hotel may require Exhibitor’s outside contractors to sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance to be determined in Hotel’s sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on Hotel premises. In some instances, despite Exhibitor’s use of an outside contractor, Hotel may be required, pursuant to obligations imposed on Hotel by collective bargaining agreements, to utilize Hotel Labor to provide certain services, and Exhibitor agrees to pay the fees and/or charges associated with these services. Upon request by Exhibitor, Hotel will disclose prior to the Event those services that are required to be performed by Hotel labor (if any) as well as the potential fees and charges associated with such Hotel labor usage.

Security:
If required, in Hotel's reasonable judgment, Exhibitor will provide, at Exhibitor's expense, security personnel supplied by a licensed guard or security agency, which agency will be subject to Hotel's prior approval. Such security personnel may not carry weapons. Exhibitor's security agency will be required to provide proof of insurance and sign a hold harmless agreement in the form currently in use at Hotel before they will be allowed to provide services on Hotel premises.

Conduct of Event:
Exhibitor assumes full responsibility for any damage done to Hotel premises and property during event (reasonable wear and tear excepted). For clarity, Exhibitor will not be responsible for damage caused by guests or guest rooms unless Exhibitor has guaranteed payment and incidentals for such guest rooms, given that in those instances the Hotel will not always have a credit card on file from the individual guest. Exhibitor agrees that use of booth space will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any other activity that generates offensive smells. Hotel must exercise reasonable discretion when determining whether the function is creating an unreasonable disturbance. Hotel reserves the right to end Exhibitor’s use of function space immediately if Exhibitor does not promptly comply with Hotel’s request to eliminate such disturbance, in which case Exhibitor will remain responsible for payment of all charges related to Exhibitor’s use of the function space and no refunds will be issued by Hotel.

Fire Safety:
No fireworks or incendiary devices are allowed at the Hotel. All room sets must be in compliance with the local Fire Department regulations, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. Any event that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, or extensive productions with staging and props, must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are Exhibitor's responsibility and final approved copies of all such permits must be provided to Hotel at least three (3) days prior to Event. Should Exhibitor require any rigging services for the Event, all such services must be arranged through the in-house audio-visual provider or the Hotel and Exhibitor will be responsible for all associated costs.

Indemnification by Exhibitor:
Exhibitor agrees to fully defend, indemnify, and hold harmless RRS, RRS management, agents, staff, employees, consultants, and vendors, as well as the operator of the Hilton Waikoloa Village, and its agents or employees, for any and all injuries and damages, including, but not limited to, attorney’s fees and costs, arising from any lawsuit or claim, whether or not viable, arising or related to any negligent or intentional act or failure to act by exhibitor or exhibitor’s employees, staff, agents, or exhibitor’s exhibit or products, which cause damage or injury to any third party, or for any violation of any rule, ordinance, regulation Hilton Waikoloa Village or RRS.

Auxiliary Aids:
The Hotel represents that it contains accessibility features for individuals with disabilities and, where needed, the Hotel will provide equivalent facilitation, auxiliary aids and services, and reasonable modifications to policies and procedures to ensure that its guests have equivalent access to its goods, services, and accommodations. Exhibitor will be responsible for all charges for additional auxiliary aids required in the booth space reserved. Exhibitor agrees to be compliant with the Americans with Disabilities Act in the set up and conduct of booth.

Compliance with Laws:
Each party agrees to comply with all applicable laws and regulations related to the Event. Each party agrees to cooperate with the other party and any relevant government authority to ensure compliance. Exhibitor agrees that Hotel’s ability to perform under this Agreement is subject to Hotel's compliance with applicable laws, including but not limited to sanctions laws and regulations. Hotel may cancel the Event and this Agreement without liability to Exhibitor, Exhibitor's attendees or any third party who may otherwise have benefitted from the use of Hotel facilities under this Agreement if Hotel reasonably believes it is necessary to do so in order for Hotel to comply with Hotel's obligations under all applicable laws or regulations.

INITIAL: ________________________  DATE: ________________________