

USGS 2007 National Surface Water Conference
and Hydroacoustics Workshop
April 2-6, 2007, St. Louis, Missouri

EXHIBITS INFORMATION, RULES, AND CONFERENCE AGREEMENT

The USGS conference organizing committee makes every effort to promote and attract qualified attendees; however, it cannot be responsible for the quality or number of attendees. The Exhibits Director, named by the Committee, shall be the interpreter of the requirements, rules, and regulations for the exhibition and his decision shall be final. The Committee reserves the sole and exclusive right to amend, modify, or change, from time to time, the rules and regulations of the exhibits area and, upon reasonable notice to the exhibitor; the exhibitor agrees to comply with such amendments, modifications or changes as if fully and originally written herein.

1. **ELIGIBILITY:** Exhibit privileges are extended to all organizations and companies manufacturing, representing, or supplying water-data collection or analysis equipment or software. Here water is defined to include the fluid and all material dissolved, suspended in, or transported by the fluid. Preference, however, will be given to exhibitors that market equipment or software currently and commonly used by the USGS.
2. **REGISTRATION:** Exhibitor registration is available on the world wide web at URL: <http://water.usgs.gov/osw/conference2007/exhibitors.html>
3. **EXHIBIT BOOTH FEES:** Exhibit booth registration is \$750. For each booth rented, the exhibitor will be allowed one complete conference registration for no additional charge. The normal conference registration fee will apply for any additional persons wishing to work in a booth. Full payment must be made no later than March 1, 2007.
4. **EXHIBIT LOCATIONS:** Exhibitors should indicate their booth location preferences on the Exhibitor registration form. Booth space will be assigned on a first-come first-served basis for all deposits received after December 4, 2006. Preference regarding location will be given to exhibitors requesting multiple booths. The Exhibits Director will make final decisions of booth assignments. The Committee reserves the right to reassign space if necessary and in the best interest of the Conference.
5. **EXHIBIT DISPLAY:** The Committee reserves the right to restrict any exhibit that, because of noise or any other reason, becomes objectionable. Crepe paper decorations are not permitted. All decorating material must be flame proofed. No signs, equipment, or other articles may be attached to walls or doors, and no attachments of any kind may be made to the floor or any part of the building. Displays using water must arrange waterproof protection.

All booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in the space diagram of the Exhibitors Announcement. Each booth is a 10-foot-by-10-foot area and includes a draped background 8-feet high with side rails 3-feet high, one 6-foot long skirted table, two chairs, a 7-inch by 44-inch identification

sign that has the company name, and an electrical outlet. Peninsular displays shall be designed in such a manner so as not to interfere with the sightlines of adjacent and neighboring booths. No exhibitor shall install any floodlight fixtures which may cause the light coming from it to shine in other exhibits or in the eyes of guests, or that is objectionable to other exhibitors. The Exhibit Director reserves the right to remove such objectionable fixtures. The use of power hand tools on the exhibit hall floor during show hours is prohibited.

A company representative shall man each exhibit substantially all of the time during exhibit hours. Assigned exhibit space shall be kept neat and orderly.

Any sound tracks or audio presentations shall be at a low volume so as not to bother nearby exhibitors. Any form of attention-getting device or presentation shall be terminated when crowds jam aisles or infringe upon other exhibit displays.

No alcoholic beverages will be allowed on the exhibit floor, except those provided by the Committee and the Millennium Hotel.

6. **EXHIBIT HOURS:** The exhibits area will be located within and adjacent to the meeting space reserved for all the plenary sessions. Thus, exhibits may not be operated during the plenary sessions. Plenary sessions are scheduled for 8:00-10:30 am on Tuesday, Wednesday, and Thursday, April 3-5, and again from 1:00-2:00 pm on Wednesday. Exhibits may be open at all other times when the conference is in session, 8:00 am-8:00 pm Tuesday, Wednesday, and Thursday, and until 12:00 pm on Friday.

Conference receptions/poster sessions are planned for 6:00-8:00 on Tuesday and Thursday in the exhibits areas and exhibitors are especially encouraged to man exhibits at these times.

7. **EXHIBIT SETUP:** Exhibits shall be setup from 1:00-8:00 pm on April 2, 2007. In the event of a delay in setting up a display, exposed crates and/or parcels shall be removed from the exhibit area at the expense of the exhibitor. Late arriving exhibits may be setup after the closing of the conference for that day, subject to the approval of the Exhibits Director.
8. **EXHIBIT DISMANTLING:** Exhibits may be dismantled between 8:00 am and 12:00 pm on Friday, April 6, 2007. No exhibitor shall have the right prior to 8:00 am on Friday to pack, remove, or ship articles or exhibits without the permission of the Exhibits Director.
9. **EXHIBIT SECURITY:** The exhibit area will be locked when the conference is not in session. During closed hours, an exhibitor must present proper identification and credentials to the hotel watchman to gain entry to the exhibit area. Written approval must be obtained for the Exhibits Director and presented to the watchman in order to remove any thing from the exhibit hall at any time.

Individuals who wish to enter the exposition area are required to wear a Conference Badge. Exhibitors are requested to assist the Committee by advising all visitors that they must register and obtain a Conference Badge before entering the exhibit area.

10. **ELECTRICAL CONNECTIONS and INTERNET SERVICES:** Electrical current will be provided to all exhibit booths at no additional charge. Internet services, if desired, may be purchased directly from the Millennium Hotel (<http://water.usgs.gov/osw/conference2007/internet.pdf>).
11. **SHIPMENT OF FREIGHT:** Exhibits must be shipped, at the risk and expense of the Exhibitor, through Paramount Convention Services (URL: Need URL to paramount). Upon execution of the booth space contract, but not more than 90 days prior to the Conference, each exhibitor will be sent a service kit containing copies of rental order forms for furnishings and equipment. A rate sheet, shipping instructions, and address will be provided to all registered exhibitors. All freight charges must be prepaid. Booth numbers and "USGS National SW Conference" must be included on shipping labels.
12. **FURNITURE AND DECORATIONS UPGRADES:** Arrangements for furniture upgrades must be made through the Paramount Convention Services.
13. **SERVICES:** Electricians and all booth workers necessary in the unpacking, and erection of displays, as well as dismantling and packing will be furnished at the prevailing rates by Paramount Convention Services. If such services are needed, arrangements should be made in advance.
14. **SLEEPING ROOMS AND HOSPITALITY SUITES:** All attendees are responsible for making individual lodging and travel arrangements. Hotel reservations should be made no later than March 1, 2007. Exhibitors may call the Millennium Hotel toll free at (800)325-7353 to make reservations using group code "SURFACE". Exhibitors may also make reservations via the internet at the [Reservations Website](#) or by going to www.millenniumhotels.com/stlouis and enter the group code "SURFACE" where prompted. The lodging rate is \$103 per night.
15. **COMMUNICATION:** All communication regarding space assignments should be addressed to Mr. Joe Treadway, USGS Hydrologic Instrumentation Facility, Building 2101, Stennis Space Center, MS 39529 (phone 228-688-3573) email jbtread@usgs.gov

I have read and understand the above rules and regulations and I agree to abide by them.

Signature: _____

(Exhibitor)

Date: _____

Firm: _____