

USGS 2012 National Data Conference  
September 24-27, 2012, Portland, Oregon  
EXHIBITS INFORMATION, RULES, AND CONFERENCE AGREEMENT

The USGS Conference Organizing Committee (hereinafter referred to as the 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. Water is defined herein 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 information is available on the internet at URL: [http://water.usgs.gov/orh/conferences/2012dataconference\\_vendors.html](http://water.usgs.gov/orh/conferences/2012dataconference_vendors.html).

3. **EXHIBIT BOOTH FEES:** Exhibit booth registration is \$750. For each booth rented, the exhibitor will be allowed two complete conference registrations for no additional charge. The normal conference registration fee of \$150 will apply for any additional persons wishing to work in a booth. Full payment must be received no later than August 31, 2012.

4. **EXHIBIT LOCATIONS:** Exhibitors should indicate their three choices for booth location on the Exhibitor online registration form. The Exhibits Director will make final decision of booth assignment. 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-foot high with side rails 3-feet high, one skirted table, two chairs, an identification sign that has the company name, WIFI and standard 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 occupy each exhibit continuously 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 Portland Marriott Downtown Waterfront.

**6. EXHIBIT HOURS:** The exhibit area will be located adjacent to the meeting space reserved for all the plenary sessions and most concurrent sessions. Plenary sessions are scheduled for 8:00-12:00pm on Tuesday, 25 September, 8:00-9:30 am on Wednesday, 26 September and 8:00-9:30 am and 3:00 – 4:00 pm on Thursday, 27 September.

Exhibits may be open 5:00-8:00 pm Monday and 7:00am-8:00pm Tuesday, Wednesday, and Thursday.

Conference reception/poster sessions are planned from 6:00pm-8:00pm on Monday in the exhibit area and exhibitors are especially encouraged to man exhibits at these times.

**7. EXHIBIT SETUP:** Exhibits shall be setup from 1:00-6:00 pm on Monday, September 24, 2012. 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 after 4:00 pm on Thursday, September 27, 2012. No exhibitor shall have the right prior to 4:00 pm on Thursday to pack, remove, or ship articles or exhibits without the permission of the Exhibits Director.

**9. EXHIBIT SECURITY:** The exhibit area will be patrolled by security when the conference is not in session. During closed hours, an exhibitor must present proper identification and credentials to security to gain entry to the exhibit area. Written approval must be obtained for the Exhibits Director and presented to the hotel 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: Standard electrical current and wifi internet services will be provided to all exhibit booths at no additional charge by the Portland Marriott Downtown Waterfront.

11. SHIPMENT OF FREIGHT: Exhibits must be shipped, at the risk and expense of the Exhibitor, through Pacific Exposition Decorating Company (PEDCO). The exhibitor service kit will be available online at [www.pacificexposition.com](http://www.pacificexposition.com) or call 503-417-8000 to get a kit mailed or faxed.

12. FURNITURE AND DECORATIONS UPGRADES: Arrangements for furniture upgrades must be made through PEDCO.

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 PEDCO. If such services are needed, arrangements should be made in advance.

14. SLEEPING ROOMS: All attendees are responsible for making individual lodging and travel arrangements. A block of rooms have been reserved for Exhibitors at the conference hotel. Hotel reservations must be made no later than September 3, 2012 in order to secure the reduced rate. Exhibitors wanting the group rate must make reservations via the internet by going to <https://resweb.passkey.com/go/NDCVendors>. The lodging rate is \$159 per night.

15. COMMUNICATION: All communication regarding space assignments should be addressed to Stacie Young, (phone 808-587-2441) email [stmyoung@usgs.gov](mailto:stmyoung@usgs.gov)

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

Signature: \_\_\_\_\_  
(Exhibitor)

Date: \_\_\_\_\_

Company: \_\_\_\_\_