
GENERAL INFORMATION

BOOTH INFORMATION — All booths will be 10 ft wide by 8 ft deep. Each booth will be equipped with 36 in. high draped side dividers and 8 ft high draped basic wall, gold in color, and a 7 in. x 44 in. one-line identification sign. The floor is carpeted in the ballroom in which the exhibit will be held.

LOCATION OF EXHIBITS — The IEEE/NPSS Exhibition will be held in the Mission Room of the Bahia Hotel.

ASSIGNMENT OF SPACE — Space is limited to 17 booths and will be assigned on a first-come, first-served basis, with priority given to those who have responded to the initial mailing. No space will be assigned without the application form and the deposit. Exhibition Coordinator reserves the right to adjust floor layout to accommodate exhibitor response. If this should occur, all previously contracted exhibitors will be given priority for new booth selection should the floor plan change significantly.

GES EXPOSITION SERVICES has been selected as the official show contractor and will be able to supply you with additional furniture and equipment should you require it. Separate fees and contracts will apply for needs other than outlined previously. A complete exhibitor service kit will be mailed to you 45 days prior to the show.

EXHIBITOR REGISTRATION — Exhibitors may pick up their badges and information packets on Sunday October 5, between 1 pm and 5 pm at the registration area in the Mission Room. Booth personnel should be registered on the exhibit registration form to ensure a badge. Exhibitors **MUST** wear badges in order to enter the exhibit area.

CONFERENCE REGISTRATION — Each exhibiting firm will receive two free registrations. Additional conference registrations will receive a 10% discount from the standard registration rate. Additional exhibitor badges, valid only for the exhibition, will be available during registration at no cost.

EXHIBIT HOURS — Tentative exhibit hours have been set to maximize traffic through the area. As the technical program has not been confirmed, there may be adjustments to these hours to give you better exposure.

Monday	October 6	9:00 am–5:00 pm
Tuesday	October 7	9:00 am–5:00 pm
Wednesday	October 8	9:00 am–5:00 pm
Thursday	October 9	9:00 am–5:00 pm

INSTALLATION/DISMANTLING — Installation of exhibits will be Sunday, October 5, 1:00 pm–5:00 pm. Dismantling of exhibits will be Friday, October 10, 9:00 am–4:00 pm. No tear-down of displays will be allowed prior to 5:00 pm Thursday. Move-out must be completed by 4:00 pm Friday.

BOOTH COST — Single booth \$1,200
Two or more booths \$1,000/ea

Checks should be made out to IEEE/NPSS SOFE 97 in U.S. Dollars drawn on a U.S. bank

LODGING — A non-governmental rate of \$110 single/\$125 double is available for exhibitors participating in this event. The government rate is \$73.30 single/\$89 double are also available. Lodging information will be mailed with exhibit confirmations.

AIRFARES — You will receive discounted airfare on American Airlines (8% domestic, 5% Canadian, or special zone fare if there is no Saturday night stay-over) by contacting Melissa White with Balboa Travel at: (800) 359-8779 or (619) 455-2622 phone, (619) 455-2620 fax, or by e-mail at mwhite@balboa.com.

Questions should be addressed to:

Ms. Carol Danielson
Exhibition Coordinator
General Atomics Fusion Group, 15/123A
P.O. Box 85608
San Diego, CA 92186-9784
Phone: (619) 455-3474
Fax: (619) 455-3106
E-mail: carol.danielson@gat.com

TERMS AND CONDITIONS

The Exhibition Coordinator for IEEE will handle all contractual arrangements with exhibitors. Questions should be addressed to:

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Exhibition Coordinator
General Atomics Fusion Group, 15/123A
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San Diego, CA 92186-9784
Phone (619) 455-3474
Fax (619) 455-3106

ASSIGNMENT OF SPACE — Booths will be assigned as the signed contracts and payment are received. While we cannot guarantee specific space requests we will make every effort to assign booths according to exhibitor's preference. Confirmation will be sent notifying you of the assigned space.

PAYMENT must accompany the application form. No form will be processed without payment in full. There will be a \$200 late fee if payment is received after September 12. If full payment is not received by the first day of the show, the exhibitor will not be allowed to set up. Checks should be in U.S. dollars, drawn on a U.S. bank, made out to IEEE/NPSS SOFE 97.

LIABILITY — Each exhibitor, in making application for space, agrees to protect, indemnify, and hold harmless the IEEE/NPSS, the conference organizers and the Bahia Hotel from any and all claims, liability damage, or expenses asserted against them or incurred by them as a result of, or in connection with the negligence or wrongful acts of the exhibitor or its agents, servants, or employees for any injury to persons or damage to property. The exhibiting company acknowledges that it is responsible for obtaining insurance coverage in such amounts as it deems appropriate to comply with its obligations herein and for its own protection.

SECURITY will be provided during set-up and dismantling and during most non-exhibit hours. Security shall not be considered as a guarantee against theft or damage. Each exhibitor shall be responsible for his/her own property.

GES EXPOSITION SERVICES has been selected as the official service contractor for the IEEE Symposium. Greyhound Exposition Services will provide all services to the exhibit area and will be forwarding complete instructions and schedules of prices, regarding shipping and drayage, labor for erecting and dismantling, furniture, etc., 45 days prior to show date.

SUB-LETTING is prohibited. Space is assigned to the exhibitor and may not be sublet or reassigned without the expressed permission of the Exhibition Coordinator.

BOOTH LIMITATIONS — Exhibits shall be installed so as not to extend beyond the space allotted. Any portion of an exhibit that obstructs or interferes with the privileges of other exhibitors, or for any reason becomes objectionable at the discretion of the Exhibition Coordinator, must be immediately modified or removed by the exhibitor. Non-conforming exhibits must be approved by the Exhibition Coordinator prior to installation.

CARE OF EXHIBIT SPACE — The exhibitor shall keep the space occupied by him/her in good order. Exhibitors may not place anything in the aisles during the open hours of the show.

REGISTRATION AND BADGES — Exhibitors may pick up badges and other materials on Monday, October 6, 1997, between 10 a.m. and 2 p.m. Exhibitors **MUST** wear their badges for admission into the exhibit area. Exhibit badges will entitle holder to participate in all activities held in the Exhibit Hall.

EXHIBITOR CANCELLATION — If written notice of cancellation is received by September 1, 1997, a refund of the monies received (less a \$75 administrative fee) will be made. From September 1 to September 30, 1997, a refund of monies less the \$75 administrative fee will be made if the reserved space can be refilled. After September 30, 1997, **NO REFUNDS WILL BE MADE.**

SHOW CANCELLATION — Should the show or any part thereof be prevented from being held due to fire, strike, public catastrophe, act of God, or any other cause beyond the control of IEEE/NPSS or the conference organizers, exhibitors will be refunded their appropriate share of fees paid as determined by the Exhibition Coordinator.

Matters covered by the regulations shall be subject to final decisions by the Exhibition Coordinator. Exhibitor(s) shall be notified in writing of any amendments to these conditions should the changes effect them. The Exhibit Space Contract shall be considered a binding agreement when executed properly. Exhibitors shall abide by all federal, state, and city laws and ordinances and regulations.
