

## EXHIBIT GUIDELINES 2008 GOMACTech

1. Exhibit Hours: Every effort is being made to assure attendees' participation in the exhibition. An afternoon break on Tuesday, March 18, and morning and afternoon breaks on Wednesday, March 19 will be executed in an area inside the Exhibit Hall. Technical sessions will be held on Tuesday through Thursday from 8:30 am to 12:00 pm and from 2:00 to 5:00 pm.  
  
Exhibit Hours are as follows:  
  
Tuesday, March 18            12:00 pm - 6:00 pm  
Wednesday, March 19        9:00 am - 4:00 pm
2. Contract: This application, properly executed by the applicant, shall, upon written acceptance and notification of booth(s) assigned by the GOMACTech Executive Committee or its agent, constitute a valid and binding contract.
3. Qualifications for Exhibiting: Exhibitors must be manufacturers or representatives of manufacturers that produce products or perform services that conform to the subject matter covered by the GOMACTech technical program. GOMACTech reserves the right to accept or reject any exhibitor.
4. Exhibit Space Rental Charge: Exhibit space will be rented at \$2,100 for each 8 ft. deep by 10 ft. wide booth. The deadline for reserving exhibit space is February 1, 2008. Payment in full must accompany the signed and completed Exhibit Space Application.
5. Cancellation Policy: If an exhibitor must cancel space already contracted for, the following cancellation fees will be assessed:  
  
    After:     February 1, 2008 -- 30%  
              February 8, 2008 -- 50%  
              February 18, 2008 -- 100%  
  
Cancellation fees will be assessed whether or not the canceled space is reassigned to another company. Cancellation notices must be written and signed by the appropriate company official.
6. Booth Materials Provided by the Conference: Each booth will be supplied with an 8 ft. high cloth drape background with 36 in. high side dividers. Booths will be furnished with one 7 x 44 in. exhibitor identification sign.
7. Exhibitor Registration: Each exhibitor will receive one complimentary registration package for each booth rental. Each package will include a badge for admission to the exhibit area and all technical sessions and a copy of the GOMACTech Digest of Technical Papers. All booth personnel must be U.S. citizens or immigrant aliens. The exhibit area will be restricted to U.S. citizens and immigrant aliens.
8. Security: Surveillance will be provided by the Conference and hotel on a 24-hour basis; however, exhibitors are asked to insure all exhibit material against loss or damage. GOMACTech, The Riviera Hotel, and their officers, employees, agents and representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's officers, employees, agents, or representatives, or their property, however caused.
9. Service Contractor: All exhibitors will receive equipment- and service-order forms at least 60 days prior to the Conference.
10. Freight Movement: All freight sent to the Service Contractor will be placed in exhibit booths by 12:00 pm on Monday, March 17. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.
11. Installation/Dismantling: The exhibit area will be available for set up by 12:00 pm on Monday, March 17. All exhibits must be ready for opening at 12:00 pm on Tuesday, March 18. Dismantling may begin at 4:00 pm on Wednesday, March 19.
12. Compliance with Local Rules: Exhibitors assume responsibility for compliance with pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire safety and health, and the rules and regulations of operators and owners of the property in which the exhibit is held.
13. Union Jurisdiction: The exhibitors will abide by and comply with rules and regulations concerning local unions having jurisdiction over the hotel in which the exhibit is held, and specifically in the exhibit area and loading docks. Members of this union claim jurisdiction over all the set-up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one (1) person can accomplish the task in less than one-half (1/2) hour without the use of tools.
14. Teamsters Union: This local claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment.
15. Loss or Damage: Because of the tremendous value and peculiar nature of the exhibits, it is impractical for either GOMACTech or The Riviera Hotel, Las Vegas, NV, to insure any exhibitor's equipment against loss, theft, or damage and breakage. Therefore, GOMACTech, The Riviera Hotel, Las Vegas, and their officer's, employees, agents or representatives will not assume or otherwise be responsible for any injury, loss, or damage to the exhibitor, the exhibitor's officers, employees, agents or representatives, or their property, however caused. In addition, the exhibitor must assume responsibility for damage to The Riviera Hotel property and indemnity and hold harmless The Riviera Hotel, Las Vegas, and GOMACTech for all liability that might arise out of the exhibit activities, whether or not such liability includes the sole or joint negligence of the sponsor from any cause whatsoever, including property damage, accidents, or injuries to exhibitors, their agents and employees, or to any member of the general public. In view of the foregoing, exhibitors should place such insurance as they deem necessary on their equipment and exhibits and are urged to extend their public liability insurance to cover this exhibit and the contractual liability assumed there with.

GOMACTech-08 APPLICATION FOR EXHIBIT SPACE

We hereby apply for exhibit space at the GOMACTech (March 17-20, 2008, The Riviera Hotel, Las Vegas, NV). We agree to abide by the Conference Exhibit rules as stated on the reverse side of this contract form.

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Company Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Web Address \_\_\_\_\_

We will exhibit and demonstrate the following products or services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are  Manufacturers  
 Manufacturers' Representatives  
 Other (Please explain)

If a manufacturers' representative, list the company or companies whose products will be displayed.

\_\_\_\_\_  
\_\_\_\_\_

We would like to reserve \_\_\_\_\_ 8 X 10 booth(s) at \$2,100 per booth.

Enclosed is our check for \$\_\_\_\_\_.

Booth Number(s) Desired (in priority order):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Complete application in full and return with payment by February 1, 2008.

**MAKE CHECK PAYABLE TO GOMACTech**

Credit Card # \_\_\_\_\_ Exp: \_\_\_\_\_

A countersigned copy will be sent to you as acceptance of this application.

Authorized by \_\_\_\_\_  
Signature Date

**Send this application with payment to:**

**GOMACTech  
C/o Palisades Convention Management  
Attn.: Nicole Montagnino, Exhibit Sales Coordinator (G-'08)  
411 Lafayette Street, Suite 201  
New York, NY 10003**

CONFIRMATION (To be completed by GOMACTech representative)

Booth Number(s) Assigned: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date