

**APPLICATION & CONTRACT  
FOR EXHIBIT SPACE**

**2010 Regional Airline Association Annual Convention  
May 24 - 27, 2010 | Midwest Airlines Convention Center, Milwaukee, WI  
Contract and payment deadline date: May 14, 2010**

Return application & Payment by mail to:  
  
RAA Exhibits  
2025 M Street, NW, Suite 800  
Washington, D.C. 20036-2422  
(202) 367-1138 - phone  
Or Fax (202) 367-2172

\_\_\_\_\_  
Contact Person (person responsible for the booth)

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
(City, state, zip code)

( ) - \_\_\_\_\_  
Telephone number

( ) - \_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail

I. In accordance with the following terms, conditions and regulations governing exhibits of the convention of the Regional Airline Association at the Midwest Airlines Convention Center, the undersigned hereby makes application for exhibit space(s) which, when accepted by the Regional Airline Association, becomes a contract. Terms and conditions are located in the rules and regulations portion of the exhibitor prospectus.

II. Booth Prices: 10'X10' in-line booth is \$16.50 per square foot; 10'X10' corner booth is \$18.50 per square foot; island booth is \$18.00 per square foot.

III. Cancellation Policy - Should an Exhibitor reduce its Square Footage there will be a \$200 Processing fee. If your company decides not to exhibit in 2010, RAA exhibit management must receive your cancellation notification *in writing* by December 1<sup>st</sup>, 2009 to receive a full refund minus the \$200 Processing fee.

IV. **All past exhibitors must be a current associate member of the Regional Airline Association, and in good standing.** For membership information go to [www.raa.org](http://www.raa.org). If you are first time exhibitor you do not need to be a RAA member but you will not be able to participate in the Purchasing Forum or be listed in the Annual Report.

V. Review the exhibit hall floor plan and select the top four preferences for your booth location:

1. Booth number(s) \_\_\_\_\_ 2. Booth number(s) \_\_\_\_\_  
3. Booth number(s) \_\_\_\_\_ 4. Booth number(s) \_\_\_\_\_

Total Square Footage \_\_\_\_\_  
  
Per Square Foot Rate \$ \_\_\_\_\_  
  
Total Amount Due \$ \_\_\_\_\_

VI. List the companies you do not wish to be near:

\_\_\_\_\_

VII. Please be sure to register your complimentary and any additional booth personnel. This contract does not automatically register convention attendees or exhibit hall passes. Information on how to register can be found at [www.RAA.org](http://www.RAA.org).

VIII. If you company's exhibitor service kit should be sent to someone other than the contact person listed above, please enter that information below:

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

\_\_\_\_\_  
Contact Person (person responsible for the booth)

( ) - \_\_\_\_\_  
Telephone number

\_\_\_\_\_  
E-mail

VIII. 30% of the exhibit fee must accompany the contract (make checks payable to Regional Airline Association). I hereby acknowledge that I have received the 2010 Regional Airline Association Contract Conditions and Rules and Regulations, and will abide by them as stated in the Prospectus. It is understood that these Contract Conditions and Rules and Regulations are a part of this Application and Contract for exhibit space.

Accepted for Exhibitor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Total Amount Due \_\_\_\_\_  
(This document must be signed to be accepted by RAA. Make checks payable to Regional Airline Association)

**FOR RAA STAFF ONLY**

Priority Points: _____	Total Due \$ _____	Bal. Due \$ _____
Booth(s) Assigned: _____	Accepted by RAA: _____ Date: _____	Bal Paid \$ _____
sq. feet @ \$ _____	Deposit: \$ _____	Lockbox Date: _____ Batch #: _____
sq. feet @ \$ _____	Lockbox Date: _____ Batch # _____	Check # _____ Date: _____
Total sq. feet _____	Check # _____ Date: _____	

## Official 2010 Exhibitor Rules & Regulations

### A

#### **Additional Exhibitor Registrations**

Please see "Exhibit Personnel" listing.

#### **Admission to Exhibits**

RAA shall have sole control over all admission policies at all times. All persons visiting the exhibits or attending any function of the meeting will be required to register and wear an appropriate badge or RAA-issued identification while in attendance. Exhibitors or their representatives, who, in the association's opinion, conduct themselves unethically, may be dismissed from the exhibit hall without refund or appeal for redress.

For security purposes, the exhibit hall will not be open except during published hours. Exhibit personnel may enter the hall one hour prior to exhibits opening. The hall will be cleared of all exhibitors and guests 30 minutes after closing. Requests for access to the exhibit hall while closed will be considered on a case-by-case basis by request to the Exhibit Manager.

#### **Amendments/Enforcement**

RAA Show Management reserves the right to interpret, amend and enforce these rules and regulations. Written notice of any amendments or interpretations shall be given to exhibitors. Each exhibitor, for him/herself, the company's agents and employees, agrees to abide by the contract conditions, rules and regulations set forth herein, or by any subsequent amendments or interpretations. Show Management reserves the right to enforce compliance with these rules and regulations. If an exhibitor is in violation, Show Management may refuse to allow the exhibitor to set up and/or to continue to exhibit and may refuse to permit that exhibitor to show in future years and/or reduce exhibitor's priority points.

#### **Americans with Disabilities Act**

Exhibiting companies are responsible for making booths accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold RAA harmless from any consequences of exhibiting company's failure in this regard.

#### **Ancillary Meetings**

Please see "Hospitality Suites" listing.

### B

#### **Booth Assignment**

For all contracts and payments received during the pre-sales period on site at the 2009 convention, space will be assigned based on each company's priority number and with due consideration to each exhibitor's utility requirements, proximity of competitive displays and all other matters relating to the successful conduct of the trade show. Contracts and payments received after the 2009 Annual convention will be assigned remaining space on a first-come first-served basis, regardless of priority points. RAA reserves the right to make such changes to the floor plan of booths as may be deemed necessary and to revise the floor plan from time to time to accommodate those changes. No reservations for booth space will be accepted by phone. RAA reserves the right to exercise its sole discretion in the acceptance or refusal of applications.

#### **Booth Construction and Dimensions**

##### **Standard Booths:**

Booth size is a standard 10'x 10' (10 feet wide by 10 feet deep). No side rails or counters may exceed 36 inches in height within the front 5 feet of the booth space. Backgrounds may be no taller than 8 feet and may not protrude from the back wall by more than 5 feet. The reverse side of any wing panel extending from the back wall of the display must be draped to avoid raw exposure to a neighboring booth. If the exhibitor fails to drape exposed areas, RAA will instruct Champion Exposition Services to drape the area and any costs incurred will be borne by the exhibitor. RAA will supply (at no charge to the exhibitor) a 7"x44" identification sign indicating the exhibiting company name, city, state and booth number. Please note: all companies must carpet their own booth. If a booth is set up without carpet, RAA will instruct Champion Exposition Services to install carpet at the exhibitor's expense.

##### **Island Displays:**

Island displays provide additional square footage of sales area and exposure. The exhibit hall ceiling height is 20 feet. Islands must have a minimum of 40% visibility on all sides of the booth space. Please note: all companies must carpet their own booth. If a booth is set up without carpet, RAA will instruct Champion Exposition Services to install carpet at the exhibitor's expense.

A drawing or picture of all island displays must be submitted to RAAmeeting@raa.org by Thursday, March 25, 2010.

##### **Booth Prices**

In-Line 10'x10' Booth: \$16.50 per square foot

Corner 10'x10' Booth: \$18.50 per square foot

Island Booth: \$18.00 per square foot

### C

#### **Cancellation of Booth Space**

Cancellation of booth space must be directed in writing to: RAA Exhibits, 2025 M Street, NW, Suite 800, Washington, DC 20036. Refunds are subject to a \$200 cancellation fee per booth. No refunds will be given for cancellations after Thursday, December 31, 2009.

#### **Character of Exhibits**

RAA reserves the right to disallow an exhibitor to maintain an exhibit if, in the judgment of RAA Exhibit Management, the exhibitor or exhibit is, in any respect, deemed unsuitable. This relates to a person's conduct, merchandise, printed matter, souvenirs, promotional items and/or activities, catalogs and any other items, without limitation, that affects the character of the exhibit. The use of loudspeakers, recording equipment, television sets and radios, or the use of operating machinery or activities within the booth that are of sufficient volume to annoy or disturb neighboring exhibitors will not be permitted.

#### **Complimentary Exhibitor Registrations**

Please see "Exhibit Personnel" listing.

### **D**

#### **Distribution of Giveaways**

All prizes, lotteries or giveaway items must be approved by RAA Exhibit Management and submitted in writing 30 days prior to the meeting. RAA will offer an announcement of all lottery winners on Wednesday, May 20th at 11:00 am. Please advise RAA's Exhibit Manager if you wish to participate. Any food and beverage functions occurring in the booth space must be approved by RAA and ordered through the hotel. .

### **E**

#### **Eligibility**

All exhibiting companies must be associate members in good standing of Regional Airline Association. Note: If you are a first time exhibitor that has not exhibited at the RAA Convention and tradeshow in over 4 years or earned priority points you may be eligible for a one time non-member trial exhibit allowing you to exhibit at the RAA show without paying dues. In order to sponsor any RAA Annual Convention events, your company must exhibit at that show. Companies that do not exhibit will not be considered for any sponsorships and are not allowed to host any ancillary or in conjunction with events or meeting in the host city or over the same dates as the RAA Annual convention.

#### **Exhibit Personnel**

All personnel participating in the RAA show in any capacity must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. The number of complimentary exhibit hall booth personnel registrations per booth is indicated below:

#### **Booth Size Complimentary Registrations**

100+ square feet: 3 complimentary booth personnel registrations + 1 evening event ticket  
400+ square feet: 4 complimentary booth personnel registrations + 1 evening event ticket  
600+ square feet: 5 complimentary booth personnel registrations + 1 evening event ticket  
1000+ square feet: 6 complimentary booth personnel registrations + 1 evening event ticket

#### **Additional Exhibitors:**

Exhibitor Registration: \$250.00 thru April 17, 2010

Exhibitor Registration: \$300.00 after April 17, 2010

Additional Evening Event Tickets: \$125.00

**RAA does not offer complimentary guest passes.** Companies that invite clients to visit them during the show need to register those individuals. Booth personnel badge entitles person to attend all public events during the annual conference (i.e. – Tuesday Opening Reception, Wednesday Luncheon, Thursday Break). This badge does not include access to the evening event. In order to attend the evening event, booth personnel must either fully register for the show or purchase a separate evening event ticket. RAA does offer a 1 day non-exhibitor/non-member pass for \$450.00.

#### **Exhibitor Representative**

Each company must identify one individual as the duly authorized representative in charge of the exhibit. This person will receive all official correspondence from RAA referring to the exhibit and will be responsible for communicating all rules, regulations and additional information to all participating personnel from the exhibiting company. Additionally, this person should be the main contact person for Champion Exposition Services, the official general services contractor.

### **F**

#### **First-time Exhibitors**

If you are a first time exhibitor that has not exhibited at the RAA Convention and tradeshow in over 4 years you may be eligible for a one time non-member trial exhibit allowing you to exhibit at the RAA show without paying dues. This is a limited time offer and not member benefits of the convention apply. Please talk to our Sales department for this new feature.

### **G**

#### **General Service Contractor**

The Regional Airline Association has selected Champion Exposition Services as the official convention service contractor to provide all services you require: carpet, furnishings, accessories, tables, draperies, spotlights, plumbing, labor to erect and dismantle your exhibit, signs, models, flowers, etc. The Midwest Airlines Convention Center will provide services such as electrical, plumbing, telecommunications, and internet services.

An Exhibitor Service Kit will be mailed to all exhibiting companies 60 days in advance with order forms, rates and instructions on the services provided. Please write for any special requirements and every effort will be made to fulfill your needs.

An Exhibitor Service Desk will be available at all times during set-up, show hours and dismantling for any last minute requirements.

### **H**

## Hospitality Suites/Function Rooms

RAA has blocked hospitality suites for exhibiting companies. All suite requests must be submitted in writing to RAA Convention Manager. Function space has also been reserved by RAA and is subject to availability.

The following rules apply to hospitality suite/function room use:

- RAA stipulates that all suites held within the RAA block are for hospitality suite use ONLY. This is defined by hosting hospitality events during the evening at the conclusion of RAA 's daily program.
- No hospitality suites/function room events may conflict with the official RAA program.
- Hospitality suites/function rooms may be used during the day for small, internal sales meetings that do not conflict with the RAA program.
- Suites may be available for VIP sleeping arrangements. Please contact the RAA Convention Manager for availability.
- Hospitality suites/function rooms are only available to exhibiting companies.

### *Promotional Events, Ancillary Meetings and Other Exhibitor Functions*

To ensure the success and fulfill the mission of the RAA Annual Convention, RAA Exhibitors are prohibited from holding activities that will distract attendees from presence at any official meeting or function at the RAA Annual Convention.

Exhibitors that wish to hold events or meetings during the official dates of the convention (May 24-27, 2010) that do not conflict with official meetings or functions are required to submit their request in writing and will be subject to approval on an individual basis.

## Hotel Information – See Travel and Accommodations

The Hilton Milwaukee and the Hyatt Regency Downtown Milwaukee are the official RAA hotels. **Please note: it is a violation of RAA policy to obtain a room outside of the RAA room block. Priority points will be affected if exhibiting companies do not utilize official RAA rooms.**

## I

### Installation

The installation of exhibits must be completed between 8:00 am on Saturday, May 22<sup>nd</sup> and noon on Tuesday, May 25<sup>th</sup>, 2010. If any exhibitor has **not** begun set-up by 8:00 am on Tuesday, May 25<sup>th</sup>, 2010, RAA reserves the right to reassign the space to another exhibitor or to make use of the space as deemed necessary or appropriate with no refund being made to the original contracting exhibitor. Any charges incurred for necessary changes to the unoccupied exhibit booth after 8:00 am on Tuesday, May 25<sup>th</sup>, 2010 shall be borne by the original contracting exhibitor. Additionally, all exhibit fees must be paid in full prior to installation. If an exhibiting company needs additional, early set-up time, please contact Champion Exposition Services to make arrangements. All early move-ins will be accommodated based on availability.

### Dismantling

No part of an exhibit shall be removed during the show without special permission from RAA Show Management. **Exhibits must be kept intact until the closing of the exhibits (currently 12:30 pm on Thursday, May 27<sup>th</sup>, 2010).** If an exhibitor is in violation, Show Management may refuse to permit that exhibitor to show in future years and/or reduce exhibitor's priority points. All exhibits must be fully removed by 4:30pm on Thursday, May 28<sup>th</sup>, 2010. If exhibits are not removed by this time, RAA reserves the right to remove the exhibit at the exhibitor's expense.

## L

### Labor

#### LOCAL 770 UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits, including signs and installation of carpet. This does not apply to the unpacking and placement of your merchandise or product within the confines of your contracted exhibit area. Merchandise includes items produced by your firm for sale, which are to be used as a part of display in your booth. At no time can there be more than two (2) full-time company employees with a maximum of one (1) hour each for the purpose of setting-up or dismantling individual displays. Power tools (i.e. Electric drills, power saws, etc.) or mechanical equipment, may NOT be used by exhibitor personnel. Exhibitors cannot "borrow" tools or mechanical equipment from the exhibit facility and/or the Official Service Contractor. Champion Exposition Services will have qualified union members available to assist you in the setting-up and dismantling of your exhibit and equipment. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER" form for the rates, which will be applied for this service.

The local union claims jurisdiction on the operation of all material handling, equipment to and from the dock area and the exhibit space. Union personnel will operate forklifts, cranes and all other equipment for the unloading and reloading of all display materials, machinery, product and equipment. Please see the "MATERIAL HANDLING RATES" form for the charges that will apply. Also, exhibitors cannot borrow forklifts, dollies, hand trucks, carts, etc. from the convention facility or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, recrate, etc. their equipment, products or displays. Shipments sent directly to the Midwest Airlines Center may incur double drayage billing.

Only literature, portable or folding back walls, or very small equipment that can be hand carried (without wheels) by one person, in one trip, may be transported into or out of the exhibit area without union labor. Exhibitors will not be permitted access to the loading dock area(s) or the assistance of union personnel if they choose to hand carry their items.

**Champion Exposition Services shall be the sole authority on all matters in the dock area. This shall include but not be confined to items such as assignment of dock space and loading or unloading of all materials and equipment in order to ensure a smooth and efficient move-in and move-out of the convention. If your freight arrives at the loading area it WILL/MUST be handled by Champion Exposition Services labor personnel.**

**Booth Cleaning & Porter Service** - Champion Exposition Services has been selected by Show Management to serve as your official contractor for this show. In that respect, Champion has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this service manual.

#### **Limitations and Liability**

Exhibitors or their agents may not allow any articles to be brought into the exhibition or any act done on the premises which will invalidate the insurance or increase the premium on the policies held by the management of the Midwest Airlines Convention Center, or permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such a manner as to deface or destroy them. Likewise, no attachments can be made to the floors by nails, screws, or any devices that would damage them. All space is leased subject to these restrictions. Violations of these rules will annul the exhibitor's contract, and he or she will be held liable for any damage resulting from such violations.

The exhibitor shall be responsible for securing any and all necessary licenses or consents for a) any performances, displays, or other uses of copyrighted works or patented invention, and b) any use of any name, likeness, signature, voice or other impression and other intellectual property owned by any third party which is used, directly or indirectly by the exhibitor. The exhibitor agrees hereby to indemnify, defend and hold RAA harmless from and against any claim of liability and any incident or resulting loss, cost, or damage (including costs of lawsuit and attorney's fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights or the rights of privacy or publicity of any third party.

Exhibitor agrees to protect, save, and keep RAA, the occupied hotels, and the official general services contractor forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his/her employees or agents as well as to strictly comply with the applicable terms and conditions contained in the agreement between RAA, the occupied hotels, and the official general services contractor regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless RAA, the occupied hotels, and the official general services contractor against and from any and all loss, cost, damage, liability, or expense which arises out of, from or by reason of any act or omission of exhibitor, his/her employees or agents.

#### **Literature Distribution**

All literature must be distributed within the booth space assigned. No materials may be placed on tables or chairs, attached to exhibit hall walls or ceilings, or left in public places or distributed in the aisles, lounge areas or other exhibitor's booths within the exhibit hall. No soliciting of registrants will be permitted in the aisles or in other exhibitor's booths. Items found in areas other than the exhibit booths will be removed and discarded. Anyone found to be distributing unauthorized materials will be escorted out of the exhibit hall.

### **M**

#### **Membership Requirement**

Please be sure that you have paid your 2010 Associate Member Dues. You must be an RAA Associate Member in good standing to exhibit or attend. Note: If you are a first time exhibitor that has not exhibited at the RAA Convention and tradeshow in over 4 years or earned priority points you may be eligible for a one time non-member trial exhibit allowing you to exhibit at the RAA show without paying dues. This is a limited time offer and no member benefits of the convention apply. Please talk to our Sales department for this new feature. Current RAA Members will be invoiced in January of 2010. To check your company's membership status or for more information, please contact Staci Morgan at 202-367-2323 or [morgan@raa.org](mailto:morgan@raa.org).

#### **Media/Public Relations Events**

If you are planning a media or public relations event in conjunction with the RAA Annual Convention, you are required to notify Press Room Manager Ron Sherman, [sherman938@aol.com](mailto:sherman938@aol.com). He will contact you to discuss PR event schedules.

### **P**

#### **Photography**

RAA requests that no photography – professional, amateur or otherwise – be done in the Exhibit Hall.

#### **Priority Points**

Booth assignments are made based on a priority point system and if contracted during the pre-sale time period. This period expires at the conclusion of the previous years event. Each company will receive notification of its priority number and a complete list of all priority numbers prior to the opening of pre-sales. Companies that have accrued the same number of priority points will be assigned based on the date or time the contract was received. Priority points are totaled based on participation with RAA for the past three years. Points are awarded as follows:

- 1 point for each year company has exhibited for the past 3 years
- 1 point for each year in which the company purchased 400 square feet or more of exhibit space
- 1 point for advertising in the RAA Annual Report **and/or** *Regional Horizons*
- 1 point for each event sponsorship at RAA meetings
- additional points for total major events sponsorship based on the following scale:

\$2,501 - \$10,000: 1 point

\$10,001 - \$15,000: 2 points

\$15,001 or more: 3 points

To take advantage of the priority point system, the application and contract for exhibit space must be returned to RAA Headquarters accompanied by 50% payment no later than the close of the 2010 Annual meeting and convention in Milwaukee, WI. **Please note, contracts that are received without**

**payment will not be included in the priority point system and will not be assigned until payment is received.** Any contracts and payments received after the close of the 2010 meeting will be assigned remaining booth space on a first-come, first-served basis, regardless of priority points.

Show management reserves the right to deduct priority points at any time from any exhibitor who violates any rules or regulations established by RAA.

#### **Prize Drawings**

Please see "Distribution of Giveaways" listing.

#### **Promotional Events**

Please see "Hospitality Suites" listing.

#### **Purchasing Forum**

The RAA Associate Member Council again offers this exclusive forum for convention exhibitors with RAA associate membership, to promote their products and services in a *personalized format* to airline purchasing representatives. On Thursday, May 27, between 9:30 am and 12:30 pm, exhibitors can request up to three, 10-minute meetings in the Exhibit Hall. Don't miss out on this opportunity to sit down and connect with decision makers from top regional airlines: American Eagle, ExpressJet, Skywest, Republic, Air Wisconsin and many more. Purchasing Forum forms will be emailed to all exhibitors once your contract is received by RAA.

## **R**

#### **Recording in Exhibit Hall**

Exhibit booths may not be photographed or video recorded.

## **S**

#### **Sale of Goods in Exhibit Booths**

RAA's 2010 Annual Convention is a trade show designed to provide a showcase for products and services either specifically designed for, or customarily used, in the airline industry. Neither the exhibitor nor his/her agents, employees, contractors or anyone connected with or authorized by the exhibitor shall conduct or permit any sale of goods or services of any kind in the exhibit area or in any other facilities provided or controlled by the RAA Show Management. However, order taking is permitted. Furthermore, the exhibitor agrees not to conduct or permit the receipt of legal tender or anything of value for machinery, equipment, goods and/or services

#### **Security**

RAA Exhibit Management will provide security guard service from 8:00 am, Sunday, May 23<sup>rd</sup>, 2010 through noon, Friday, May 28<sup>th</sup>, 2010 on a 24-hour basis and will exercise reasonable care for the protection of exhibitor's materials and displays. The furnishing of such a service is in no way to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind. RAA or any officer, their agents, staff members, the Midwest Airlines Center or Champion Exposition Services will not be liable for the safety of the exhibitor's person (including agents, employees or other persons) or property from theft, damage by fire, accident or any other causes. Small or easily portable articles of value should be properly secured and removed after the closing hours of the exhibit hall and placed in safekeeping. All claims for such loss, damage or injury is hereby expressly waived by the exhibitor.

#### **Shipping**

**DO NOT SHIP DIRECTLY TO THE MIDWEST AIRLINES CONVENTION CENTER.** To ensure proper handling and receiving, shipments should not be addressed to the Convention Center. The Convention Center has no provision to accept shipments at any time. All shipments must be received and processed by Champion Exposition Services. All costs involved in transferring the exhibit materials from the Convention Center to Champion Exposition Services will be the responsibility of the exhibiting company. Information on shipping methods and rates will be included in your Exhibitor Service Kit. Shipments are to be prepaid and consigned to the address that will be provided in your Exhibitor Service Kit.

#### **Show Hours**

At this time, show hours are scheduled to be:

Tuesday, May 25, 2010 3:00 pm – 7:00 pm (Opening Reception)

Wednesday, May 26, 2010 10:00 am – 5:30 pm (There will be a lunch and happy hour in the exhibit hall.)

Thursday, May 27, 2010 8:30 am – 12:30 pm (There will be a break in the exhibit hall.)

Note: Exhibit hall times are subject to change. A notice will be sent to all exhibitors if the times of the exhibit hall are adjusted. The dates of the exhibit hall will remain the same.

#### **Subletting of Exhibit Space**

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them, and shall not exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not part of their own regular product line.