

EXHIBITOR/SPONSOR INFORMATION AND ENTITLEMENT AGREEMENT (P.1)

EXHIBITOR/SPONSOR INFORMATION AND ENTITLEMENT AGREEMENT

2014 Mid-Atlantic Regional Conference on Mass Properties Engineering & Training
Crowne Plaza Old Towne Alexandria
901 North Fairfax Street Alexandria, Virginia 22314 United States
October 17, 2014

DEFINITIONS:

HOST:

Used herein, the word "host" shall mean The Society of Allied Weight Engineers, Inc., its officers, committees, and chairpersons, and the Capital Region Chapter.

CONFERENCE VENDOR COORDINATOR:

Bruce Hays is the Vendor Coordinator for the Mid-Atlantic Regional Conference. His contact information is as follows:

Email: bhays@drs.com
Work Phone: (410) 604-8011
Mobile Phone: (240) 751-6168

CONFERENCE CHAIRMAN:

David Tellet is the Conference Chairman for the Mid-Atlantic Regional Conference. His contact information is as follows:

Email: David.tellet@navy.mil
Work Phone: (202) 781-3718

HOTEL EVENT MANAGER:

Steve Mathwin is the Crowne Plaza Hotel's Event Manager for the SAWE Mid-Atlantic Regional Conference. His contact information is as follows:

Email: Steve.Mathwin@ihg.com
Work Phone: (703) 837-6053

FEE:

There is a \$500 registration fee for each exhibit in the Conference's Exhibit Room, which includes registration for two Conference attendees.

DIMENSIONS AND ARRANGEMENTS OF EXHIBITS:

Each exhibition space shall be approximately 8 feet x 10 feet in floor area, and includes a 6' X 30" display table with drapes and/or table cloth and two chairs. Ceiling height is 9 feet or higher. Backdrops may be used as long as they will fit within the display space noted above.

ELECTRICAL CONNECTIONS:

A standard 120 volt 60 Hz power source will be available for each exhibit space. The SAWE Capital Region Chapter can provide extension cords and power strips upon request. Prior coordination of electrical needs with the Vendor Coordinator is required.

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ELECTRONIC EQUIPMENT:

Electronic and A/V equipment is to be provided by the individual vendor. If there are specific needs, please contact the vendor coordinator.

EXHIBITOR BENEFITS:

1) Exhibitors are entitled to 2 admissions to the conference. Please confirm attendance for each event upon registering.

2) Exhibitors are encouraged to give a 5-10 minute presentation about their company's products and services, or a 25-minute technical presentation. If planning to give a presentation, please arrange a time slot during the technical session with the Vendor Coordinator or the Conference Chairman.

ONLINE REGISTRATION:

Online exhibitor registration: www.regonline.com/2014SAWEMACnfSponsor

Additional conference information can be found at: <http://www.sawecrc.org/2014-regional-conference.html>

When registering online, specify primary exhibitor and support person, if applicable. Specific names must be identified to SAWE for badging purposes to enable two people to attend the Conference and the Luncheon. **Please provide the Vendor Coordinator with names of your representatives attending the conference, and who will be attending the Friday Luncheon.**

ASSIGNMENT OF SPACE/CONFIRMATION OF RESERVATION:

The Vendor Coordinator will make exhibit space assignments.

In general, preference will be given to the order in which completed registrations are received. Minor adjustments may be necessary due to specific facility or equipment needs.

The Vendor Coordinator upon request will acknowledge confirmation of each exhibitor's registration, facilities requirements, and presentation schedule at a technical session.

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SHIPPING INSTRUCTIONS:

Do not ship items to the hotel with a delivery date more than 3 days prior to your representative's hotel arrival date. The hotel may charge a package fee, depending upon the size of the package. The Exhibitor should contact the Hotel Event Manager for details.

All boxes shipped to the hotel should have a visible note referencing the SAWE Mid-Atlantic Regional Conference, and the name and arrival date of your representative who will be responsible for receiving it from the hotel's shipping department. Containers/packages should be sent to:

**Care of Steven Mathwin
Crowne Plaza Alexandria
901 North Fairfax Street
Alexandria, VA 22314**

**Attn: (Your Company Representative's Name)
Event: SAWE Mid-Atlantic Regional Conference Oct. 17-18, 2014
Steve Mathwin, Event Manager Tel. (703) 837-6053**

Note: Please provide your Company's Name/Logo on each Package

To verify arrival of your package, you can either check your shipper's tracking link, or call Steve Mathwin, Event Manager at Tel (703) 837-6053.

INSTALLATION OF EXHIBITS:

Exhibits may be installed after 7:00 PM on Thursday, October 16th, 2014. Exhibits must be "Visitor-Ready" by 8:00 AM on Friday, October 17th, 2014.

EXHIBITION DATES AND HOURS:

Friday	Oct. 17	8:00 AM to 5:30 PM
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DISMANTLING:

Displays may be dismantled after 5:30 PM on Oct. 17, 2014 (or at an earlier time with approval of the Vendor Coordinator), with completion by 8:00 PM FRIDAY.

CORPORATE LOGO:

If you have not already done so, please supply a corporate logo in vector format such as .svg, .eps, .ps, .ai, or .psd to ensure a high quality image. Please send the logo to the Vendor Coordinator.

SECURITY:

During business hours, the "Host" will provide security. During the Friday Luncheon the vendor room can be secured if necessary.

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LIMITATION OF LIABILITY:

By application for space, it is mutually agreed that the "Host" shall not be liable to an exhibitor for any damage to or for the loss or destruction of an exhibit, for the property of an exhibitor, or injuries to his representative(s) resulting from any cause. The exhibitor expressly waives all claims for such loss, damage, or injury.

CANCELLATION OF CONFERENCE:

In the event that the Conference is canceled or deferred because of fires, strikes, casualties, terrorism, Acts of God, or other causes beyond the control of the "host," the "Host" shall not be financially obligated or otherwise committed except that settlements by adjustments may be made for routine commitments made necessary for its initial deposit and exhibitors reimbursed accordingly.

REFUND POLICY:

If, prior to **October 10, 2014**, a registered exhibitor and/or sponsor find it necessary to cancel any or all of its commitments, a FULL REFUND shall be issued by SAWE. Registrants who cancel after this date shall have their money credited to a future conference.

RETURN OF REGISTRATION FORM:

Return a scanned copy of this form with information below filled out to Bruce Hays via email at: bhays@drs.com

As the authorized company representative of _____, I acknowledge receipt and agreement to the Terms and Conditions of this Exhibitor/Sponsor Information and Entitlement Agreement.

Name: _____ Title: _____

Date: _____

Phone Numbers (Office): _____

Mobile (Optional): _____

Concurrence: _____
SAWE Southwest Regional Vendor Coordinator