

## 20th Annual International Women in Aviation Conference Exhibit Rules and Regulations – February 26-28, 2009

### Exhibit Types

Exhibits shall be products or services directly related to aviation. Women in Aviation, International reserves the right to deny space to any companies whose products or services are not directly related to aviation.

### Space Assignments and Locations

Exhibit spaces will be assigned in the following manner for the 20th Annual International Women in Aviation Conference **for contracts RECEIVED by September 12, 2008.**

Priority points will be determined by the number of years exhibited and conference sponsorship the previous year, if applicable. Priority points are earned in the following manner.

1. One point for each year exhibited from 1990 (first Conference) through 2008.  
Example 1 — ABC Company exhibited in 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2005, 2006, 2007, 2008 – 12 points

Example 2 — DEF Company exhibited in 1995, 1997, 2001, 2006 – 4 points

2. Points will also be earned based on the previous conference sponsorship. Points for the 20th Annual Conference will be determined from 2008 sponsorship.

Example:	Diamond Eagle Level Sponsor	6 points
	Platinum Eagle Level Sponsor	5 points
	Gold Eagle Level Sponsor	4 points
	Silver Eagle Level Sponsor	3 points
	Bronze Eagle Level Sponsor	2 points
	Affiliate Level Sponsor	1 point

**For contracts received after September 12, 2008, assignments will be made on a first-come, first-serve basis, with choice of space given to exhibitors in order of date received. For contracts received on the same date, priority will be given to the exhibitor with the highest cumulative priority points.**

Space assignments will be made with consideration to the individual's preference to location as much as possible but in keeping with the best interest of the Exhibit Hall. It is advisable that exhibitors inform WAI Management on the contract of any company or exhibit from which they wish to be kept separated. Assignments are made with due regard for the total Exhibit Hall. Therefore, Management reserves the right to make the final space assignment or to change the space assignment after the exhibitor's application is accepted, should it be necessary. Management reserves the right to change the floor plan and move exhibitors if deemed necessary in the best interest of the Exhibit Hall.

### Exhibit Specifications

The exhibit space size is 10' x 10' or 8' x 10' and includes one table, one chair, one waste basket, pipe and drape, carpet to coincide with show colors, and one standard identification sign per company. If you desire a different color or grade of carpet, please contact GES directly for pricing and selection options. GES packets will be available in December, 2008. Note: All additional furniture must be ordered and paid for by the Exhibitor separately.

### Conference Registrations

One Full Conference Registration is included with the first booth purchased by an exhibitor. The conference registration includes admission to all WAI Conference Events (including some meals). If you are interested in becoming a Sponsor for an event at the conference, please contact us.

### Sponsors Who Exhibit

Sponsors receive Full Conference Registrations as part of their Sponsor Package and according to their level of sponsorship. Exhibit booth space is also part of their Sponsor Package. Therefore, the full registration included with the purchase of booth space by an Exhibitor does not apply to a Sponsor because they are receiving the full registrations based on their sponsorship level.

**Exhibit Fees/Cancellation Policy**

WAI Corporate Member

Non-Corporate Member

**Priority Point Registration Deadline (received by September 12, 2008):**

	<u>Standard</u>	<u>Compact</u>	<u>Standard</u>	<u>Compact</u>	<u>Standard</u>	<u>Compact</u>
1 Exhibit Space,	10' X 10'	8' x 10'	\$1,100	\$ 975	\$1,550	\$1,400
2 Exhibit Spaces,	10' X 20'	8' x 20'	1,875	1,750	2,500	2,350
3 Exhibit Spaces,	10' X 30'	8' x 30'	2,475	2,350	3,200	3,050
Each additional 10' x 10' or 8' x 10' after 3 spaces			625	500	850	700

**General Registration (September 13 – November 21, 2008):**

1 Exhibit Space (same as above)		\$1,400	\$1,275	\$1,825	\$1,675
2 Exhibit Spaces “ “		2,400	2,275	3,025	2,875
3 Exhibit Spaces “ “		3,200	3,075	4,025	3,875
Each additional 10' x 10' or 8' x 10' after 3 spaces		825	700	1,050	900

**Late Registration (after November 21, 2008):**

1 Exhibit Space (same as above)		\$1,750	\$1,650	\$2,150	\$2,050
2 Exhibit Spaces “ “		2,650	2,550	3,450	3,350
3 Exhibit Spaces “ “		3,550	3,450	4,650	4,550
Each additional 10' x 10' or 8' x 10' after 3 spaces		1,000	900	1,300	1,200

**NOTE:** Corner spaces will be charged an additional \$200.00 fee**Publication Bins:**

Exhibitor	Non-Exhibitor
\$ 100	\$ 200

WAI'S POLICY IS NO REFUNDS FOR CANCELLATION AT ANY TIME. Due to increasing demand for exhibit space at the WAI Conference payment must be included with the application/contract for space to be assigned.

**Exhibit Hours**

Wednesday, February 25, 2009

8:00 AM to 6:00 PM

Exhibit Set up\* (Exhibitor Only Access)

Thursday, February 26, 2009

7:00 AM to 11:00 AM

Exhibit Set up\* (Exhibitor Only Access)

12:50 PM

Exhibit Hall Opening Ceremony

1:00 PM to 5:45 PM

Exhibits Open

Friday, February 27, 2009

8:00 AM to 10:30 AM

Exhibitors Only Access

10:30 AM to 5:00 PM

Exhibits Open (Closed during luncheon 12:00 PM- 1:30 PM)

Saturday, February 28, 2009

8:00 AM to 10:30 AM

Exhibitors Only Access

10:30 AM to 3:00 PM

Exhibits Open

3:00 PM to 9:00 PM

Exhibit Breakdown

\*If more set up time is required, please advise the exhibit manager. All exhibits must be set up by 11:00 AM on Thursday, February 26, 2009.

**Exhibitors must not start dismantling their booth until 3:00 PM on Saturday, February 28. Violating exhibitors will not be eligible to exhibit in future shows.**

### **Exhibitor Badges**

Five Exhibitor Badges are provided without charge for each 10' x 10' or 8' x 10' exhibit space. Exhibitor Badges do not include WAI Conference Events, general or concurrent sessions, luncheon or banquet events. These badges must be worn during set up and are required for access to dock area. Additional working badges may be purchased in advance (before February 6, 2009) for \$25.

“Exhibitor Badges” authorize an employee or representative to enter the exhibit hall during hours when it is open for Exhibitors only, but not the Public. All persons wanting to enter the Exhibit Hall during “Exhibitors Only Access” times **must** have an Exhibitor’s Badge to enter. A Sponsor’s Badge is not considered an Exhibitor’s Badge. If someone with a Sponsor’s Badge needs access to the Exhibit Hall during “Exhibitors Only Access” times, they also need an Exhibitor’s Badge

WAI encourages all Exhibitor Badges be picked up by one company representative during Exhibit set up hours and no later than 11:00 AM on Thursday, February 26, at the Exhibitor registration desk. If your representative is unable to distribute all badges prior to the Exhibit Hall opening, those badges may be returned to the Exhibitor registration desk for individual pick up by latecomers.

### **Publication Bins**

Publication Bins will be available for Companies to distribute their magazines to Conference Attendees. Magazines may be shipped to the attention of the Exhibit Manager at the designated Shipping and Storage site that will be included in the GES Service Kit, or may be given to the Exhibit Manager on site. There is a charge for this Publication Bin service (see the Exhibit Application/Contract). WAI encourages Exhibitors to participate in this opportunity to further showcase their magazines.

### **Rules & Regulations**

Silent Auctions or fund raising raffles are not permitted by Exhibitors in the Exhibit Hall.

All exhibit material and displays must be confined to the limits of the Exhibitor’s purchased display space. Exhibits must be installed so that they will not project beyond the space allotted. Aisles must be kept clear for normal aisle traffic and cannot be interfered with at any time. Any table display or full display that has the metal supports showing must have draping over it or positioned in the booth that the supports do not show. WAI Management may request GES to hang curtains to cover any exposed supports and the Exhibitor will be responsible for paying for any of those charges. Any displays that may be “unfriendly” to neighboring exhibitors must be approved by WAI Management at the time of booth assignment. This includes a back of a booth facing the front of another Exhibit Booth

Any exhibitor planning a display exceeding 10' in height is permitted only around the exhibit floor perimeter or upon approval of show management.

No part of an exhibit, or signs relating thereto, shall be taped, nailed, tacked, stapled, pasted, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble, or fabric in any way, and no holes may be drilled, cored, or punched in the hotel walls or floors.

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, WAI has designated GES Exposition Services as the official service contractor. WAI encourages all Exhibitors to place orders with this firm unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

**Any Exhibitor using a non-official Exhibitor-appointed contractor for installation and dismantling must provide the following to WAI and GES Exposition Services 30 days in advance of the Conference:**

- 1. Notification on the Exhibitor’s letterhead of its intent to use a non-official Exhibitor appointed contractor;**
- 2. Proof of the non-official Exhibitor-appointed contractor’s worker’s compensation, and personal and property damage liability insurance coverage.**

All exhibits must be set up by Thursday, February 26, 2009 at 11:00 a.m. and may not be dismantled before 3:00 PM on Saturday, February 28. Violating exhibitors will lose priority points and will not be eligible to exhibit in future shows. During Exhibitor Set up and Breakdown, no one under the age of 16 will be allowed in the Exhibit Hall.

**Service Contractor**

The official service contractor for the 2008 WAI Conference is:

GES Exposition Services  
101 Panther Drive  
Reno NV 89506

Questions can be directed to exhibitor services at 800-475-2098 OR 775-323-7700 extension 242.

Exhibitor information will be available on-line on the WAI web site at [www.wai.org](http://www.wai.org). Service kits will be sent via e-mail by GES in December, 2008.

**Shipping and Storage**

The Hyatt Regency Atlanta cannot accept and store exhibit material shipments in advance of the WAI Conference. GES Exposition Services will receive and store exhibits and deliver them directly to the Exhibit Hall on set-up day. GES Exposition Services will remove empty crates, provide storage during the Conference and return the crates on dismantling day.

Detailed shipping information will be furnished in the Exhibit Service Kit provided by GES Exposition Services in December, 2008.

**Liability**

Exhibitors are solely responsible for the safeguarding of materials, equipment and displays at all times. General security will be employed by WAI when the Exhibit Hall is closed, but neither WAI nor the Hyatt Regency Atlanta will be responsible for any loss, theft, damage, injury, or destruction of Exhibitor's property or the property of its agents or employees, by or from any cause whatsoever, and the Exhibitor expressly releases WAI and the Hyatt Regency Atlanta and their respective officers, employees, members and agents from any and all claims for such loss, theft, damage, injury or destruction, or for loss of goodwill (whether or not in relation to any property).

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save WAI and the Hyatt Regency Atlanta and their respective officers, employees, members and agents harmless from and against any and all claims, losses, injuries and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitors' installation, removal, maintenance, occupancy or use of the exhibition premises, or any part thereof, or arising out of, or caused by exhibitor's participation in exhibition activities.

Exhibitor must comply at all times with the WAI Rules and Regulations and the Hyatt Regency Atlanta. These Rules and Regulations are subject to change prior to the time the exhibition is held, and failure to follow the WAI Rules and Regulations will constitute a breach of contract.