

Exhibitor Booth Reservation & Payment Form June 17-22, 2007

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, New Mexico, USA

16th IEEE Pulsed Power and Plasma Science Conference
<http://www.ece.unm.edu/ppps2007>

PPPS 2007 Exhibitor Levels:

Level III

Booth Cost: \$2,000 per booth with a maximum of two (2) booths per exhibitor.
Booth Availability: Booths are reserved on a first-come, first-served basis.

Each exhibitor booth includes the following:

- 8' high black wall drape
- 3' high side rail drape
- (1) 8' draped table
- (2) Molded plastic chairs
- Wastebasket
- (1) 7" x 44" exhibitor ID sign
- 9' x 10' carpet
- 1/4 page advertisement in the conference proceedings
- Display sponsor logo on the conference website
- One complementary registration and one at ½ normal pricing
- Additional exhibitors must register if they wish to attend the technical sessions at the conference

A floor plan for the exhibits has been posted on the conference website. For additional information regarding exhibits please contact:

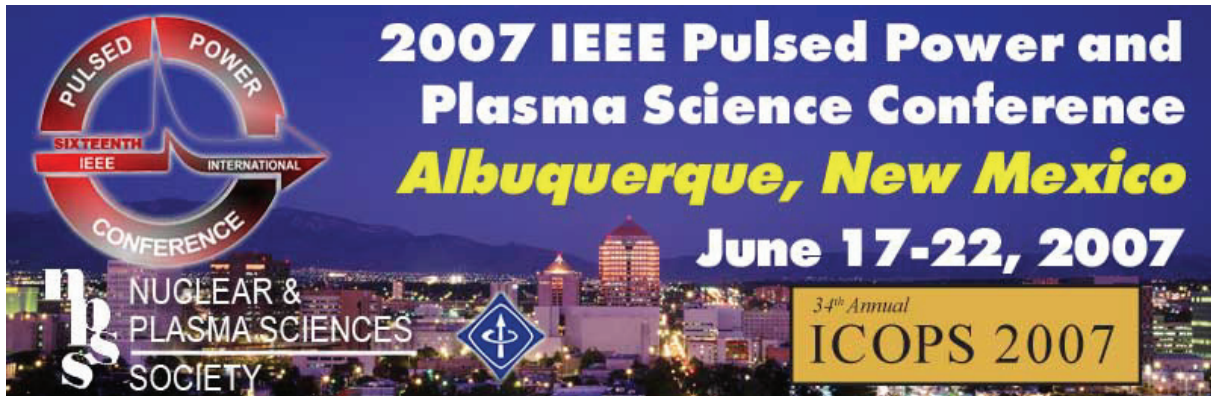
Darryl W. Droemer
P.O. Box 5800 MS 1193
Albuquerque, NM 87185-1193
dwdroem@sandia.gov
(505) 284-4039

Level II

Cost: \$5,000

Includes the following:

- Exhibitor Booth and equipment listed above
- 1/2 page advertisement in the conference proceedings
- Display sponsor logo on the conference website
- Level II sponsor acknowledgement at the conference banquet
- Includes one full conference registration
- Two complementary registrations
- Additional exhibitors must register if they wish to attend the technical sessions at the conference



Level I

Cost: \$10,000

Includes the following:

- Exhibitor Booth and equipment listed above
- Two draped 10'x 10' booths (i.e., one additional booth)
- Full page advertisement in the conference proceedings
- Display sponsor logo on the conference website
- Level I sponsor acknowledgement at the conference banquet
- Includes two full conference registrations
- Two complementary registrations
- Additional exhibitors must register if they wish to attend the technical sessions at the conference

Utilities:

Electric, water and other exhibitor utilities requirements must be arranged separately through the Albuquerque Convention Center and can be requested either online or by downloading and submitting the appropriate form to the Albuquerque Convention Center. Both options are available online at:

<http://www.albuquerquecc.com/exhibitors/electrical-utilities.php>

Exhibit Setup:

Saturday, June 16, 2007 Decorator Move-in 7 a.m. to Noon

Sunday, June 17, 2007 Exhibitors Move-in 7 a.m. to Noon

Exhibit Tear-down:

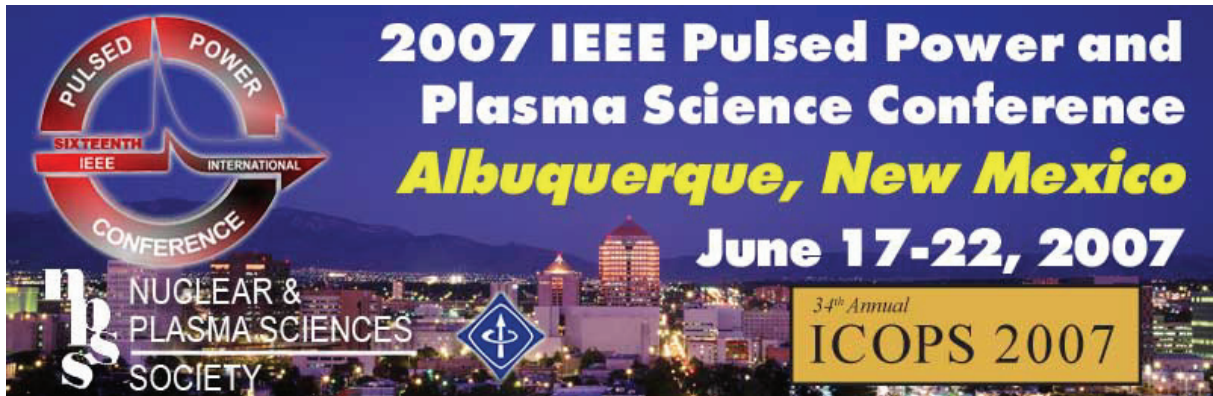
Friday, June 22, 2007 5 p.m. to Midnight

Exhibit Hours:

Monday, June 18, 2007 - Friday, June 22, 2007, 2007 8 a.m. to 5:00 p.m.

General Terms:

Refund policy: Administration fee of \$100 will be charged for any cancellation received in writing prior to June 1, 2007. No refund will be given for cancellations received after this date.



Company Information:

(To fill out this form, place your cursor in the text box and type. To move to another field, place the cursor in another box and type. Save the document when you are done and attach it to an e-mail to ieee@traveldest.com)

Company Name
(as it will appear on badge):

Street:

City:

State/Province:

Zip Code:

Country:

Telephone:

Fax:

Email:

Web Address:

Exhibitor Contact:

Exhibitor Contacts Email:

Level I (\$10,000)

Level II (\$5,000)

Level III (\$2,000)

Number of 8' X 10' booth spaces requested (limit 2, please check one box):

One Booth

Two Booths

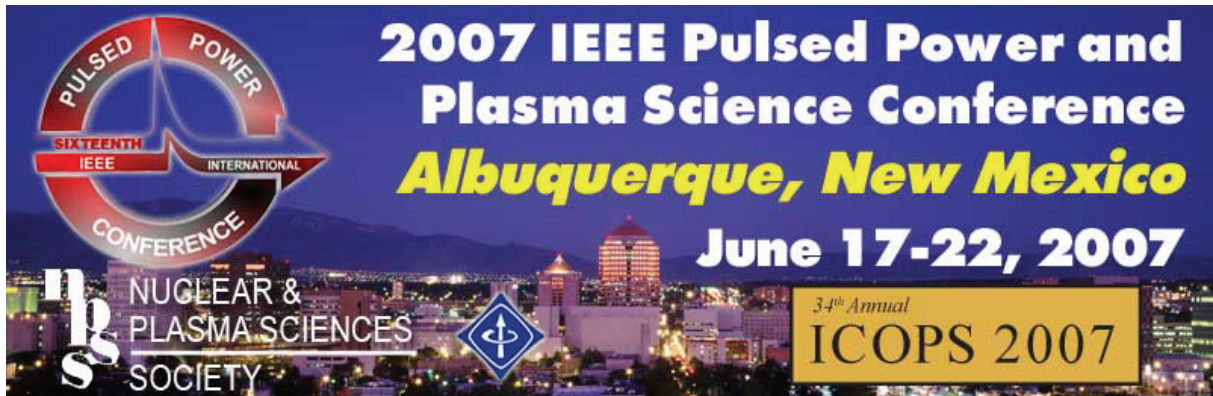
Names as they will appear on badges for exhibitor personnel.

Badge 1:

Complimentary Registrant

Badge 2:

½ price or complimentary registrant depending on level of sponsorship



Payment Information:

Payment is accepted by credit card, check or money order. Payment is accepted in US dollars only and funds must be drawn on a US bank. Make check payable to: PPPS-2007

Payment Method (Please check one):

Check

Money Order

Visa

MasterCard

Discover

American Express

Name of Card Holder:

Card Number:

Exp. Date:

Security Code:

Address of Card Holder:

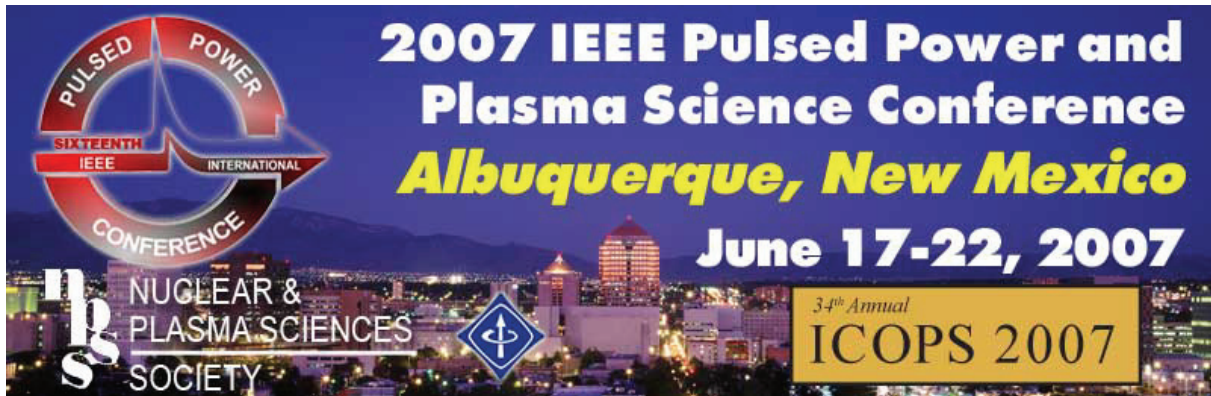
Reset this form by pressing this button:

Payment Remittance

To remit payment, please provide credit card information and Fax this form to the number below. You may also e-mail the completed form to the address below, **but this is not a secure transmission**. You may also mail the form with either credit card information or with a check or money order to the address below.

IEEE 2007 PPPS
c/o Travel Destinations Meetings Dept.
110 Painters Mill Road, Suite 36
Owings Mills, MD 21117 USA

Phone: 410-363-1300
Fax: 410-559-0160
ieee@traveldest.com

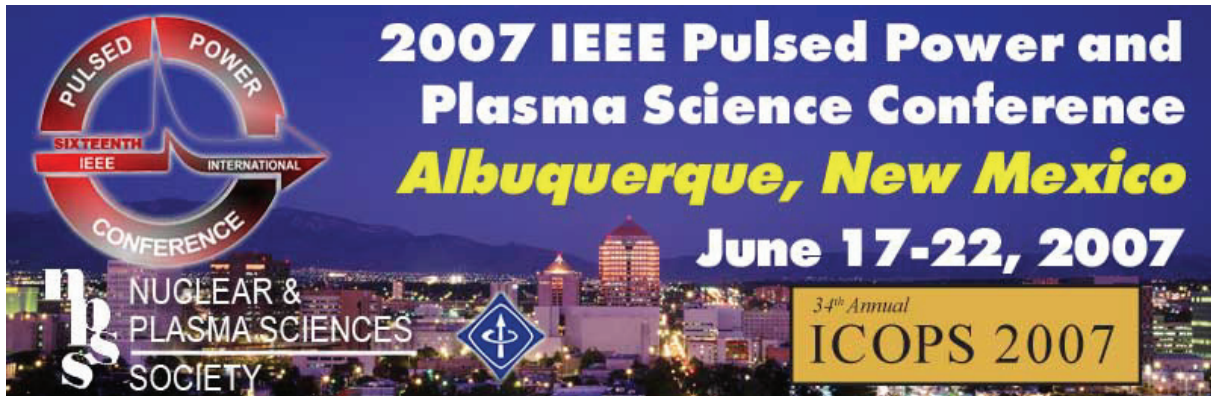


Exhibitor Booth Information

The official Tradeshow Service Contractor for the PPPS-2007 Conference is Convention Services of the Southwest. They may be reached at:

Vicki Clough
Convention Services of the Southwest
1239 Bellamah NW Ste A
Albuquerque, New Mexico 87104
Ph: 505-243-9889
Fax: 505-243-8197
Email: vicki@cssabq.com

1. Smoking is strictly prohibited at all times in the Albuquerque Convention Center.
2. Utility services (electricity, water, plumbing etc. etc.) are exclusively provided by the Albuquerque Convention Center. Please use the form provided in your Exhibitor Service Kit. All utility service requests must be received five (5) working days prior to Exhibitor move-in to avoid late fees.
3. Painting of any kind within the Albuquerque Convention Center is strictly prohibited. Exhibitors may not glue, tape, tack, nail, or in any way affixed to any interior or exterior surface of the Center. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Albuquerque Convention Center.
5. No outside food or beverage is allowed inside the facility. Please contact our in-house food and beverage provider, Aramark 505-768-3885 for any food and beverage need.
6. Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must only distribute "bite size" samples of no more than two (2) ounces of food or non-alcoholic beverages. Exhibitor cannot participate in cash sales of said product during the show.
7. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval by the Albuquerque Convention Center.
8. The Albuquerque Convention Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor's use.
9. Exhibitors are to have all proper licenses and permits required by the State of New Mexico and the City of Albuquerque. State of New Mexico Taxation and Revenue Department can be reached at 505-841-6200 and the City of Albuquerque Treasury Division 505-768-4611.
10. Please remember not to throw boxes or trash generated during show hours into the aisles. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.
11. The exhibition hall air walls are covered with a delicate fabric. This fabric tears easily. Please contact show management for assistance.
12. All decorations and items within your booth must be fire-retardant in accordance to Fire Code. Please contact the show manager for further details.
13. No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.
14. All banners and signage must be hung by the show's General Service Contractors. Exhibitors may not hang banners or signage without approval from show management.
15. Vehicles may not be displayed without the prior written approval of show management. Any fuelpowered vehicle on static display must have the smallest possible amount of fuel, not more than 1/4 tank. The gas cap must be locked or sealed by tape; batteries must be disconnected. Vehicles may not be started, run or moved during event hours.
16. All fuel-powered motors to be run during show hours must have an exhaust system that will prevent any fumes from being emitted. Prior Albuquerque Convention Center approval is required. A Fire Watch may be required.
17. No open flame lighting devices may be used in the Albuquerque Convention Center without the advance written approval of the City of Albuquerque Fire Marshal. Please contact Aramark at 505-768-3885 to rental pre-approved candles.
18. Portable cooking equipment not flue-connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol-burning and solid alcohol equipment. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of Albuquerque Convention Center is necessary.



19. No oils, combustibles, or any liquids other than water may be poured in the Albuquerque Convention Center drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in Albuquerque Convention Center restrooms. Cookware, dishes, utensils, etc., may not be filled from Albuquerque Convention Center restrooms or janitors' closets.
20. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguishers in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans etc. etc.) must have at least one Type K fire extinguisher. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the Albuquerque Convention Center. No overnight cooking is allowed. For further questions regarding cooking, please contact the Albuquerque Fire Department -- Fire Marshal's Office.
21. Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense.
22. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Center lobbies is strictly limited to hand-carried items. Materials, which require the use two-wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weights.
23. The Albuquerque Convention Center cannot accept freight shipments or packages for exhibitors, show management, or its contractors at any time. Freight must be consigned through the designated General Service Contractor/Decorator. There are no exceptions to this policy.
24. Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. The Albuquerque Convention Center does NOT provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.
25. No items may be thrown at any time from your booth(s).
26. Helium-filled balloons are allowed in the Center only as part of a display, and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the during all event hours.
27. All live animals are prohibited, with the exception of guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from show management. Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc.
28. The Albuquerque Convention Center has a "no tipping" policy. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Center.
29. The Albuquerque Convention Center is not responsible for Lost or Stolen Items. Exhibitors should not leave valuables or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day. During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

Please address questions or comments concerning this Event Planning Guide to:

Albuquerque Convention Center
Attn: General Manager
401 2nd Street NW
Albuquerque, NM 87102
Main Line: 505-768-4575
Fax Line: 505-768-3239
Online: www.albuquerquecc.com
Email: Info@albuquerquecc.com

For additional information, contact:
ieee@traveldest.com