PACRAO 84th ANNUAL MEETING

NOVEMBER 7 – 10, 2010

Hyatt Regency
Calgary, Alberta, CA

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Partnering for Student Success

REGULATIONS AND INFORMATION FOR EXHIBITORS

ALLOCATION OF SPACE: The *Contract for Exhibit Space* (enclosed) may be used to make reservations for exhibit space. Booth locations will be assigned approximately October 15, 2010, after the fire marshall has approved the floor plan, and will be based on PACRAO Partner status, level of sponsorship, participation in exhibitor track presentations, participation in previous PACRAO meetings, and order received. Booths will be assigned space on a first-come, first-served basis and late registrants may not be assigned to a booth in the main exhibit hall. Whenever possible, exhibitors in direct competition will have booth locations that are not in close proximity. PACRAO reserves the right to relocate an exhibit for the good of the conference.

8 x 8 BOOTH RENTAL CHARGE: Each booth will rent for $755, $250 of which is non-refundable after July 1, 2010. PACRAO Partners at the Gold level have one free booth space. Platinum and Diamond level PACRAO Partners have two free booth spaces. The EXHBITOR should remit this amount, payable to PACRAO 2010, with your signed contract to Susan Eveland, Business Partner Coordinator. Fee includes one conference registration which includes conference meals and events.

EXHIBIT SPACE, BOOTH SIZE, AND EQUIPMENT: Booths will be arranged "in the round" in the main ballroom. Several meal events, receptions, and plenary sessions will be held in this space, giving you maximum visibility and access to the conference registrants.

Each booth will be 8' wide by 8' deep. PACRAO will provide each booth with one identification sign showing booth number and EXHIBITOR name, 8' high back drapes and 3' side drapes, one 6' draped table, two chairs, and an electrical outlet. Vendors are responsible for requesting additional equipment or services.

PHONE SERVICE AND COMPUTER LINES: T1 internet or wireless internet connections are available through the Hyatt Regency at an additional fee. PACRAO does not provide telephone service, computer lines, or wireless to the exhibit booths. Information will follow from Ann Gillen, PACRAO 2010 Exhibitor Chair.

ADDITIONAL ELECTRICAL SERVICE: The EXHIBITOR is responsible for arrangement of additional electrical plugs or extension cords through the drayage company. Information will follow from Ann Gillen, PACRAO 2010 Exhibitor Chair.

FUNCTION: Exhibits at the PACRAO annual meeting are to be used for information exchange. The distribution of publications, samples, documentation of applications, souvenirs, and "hands-on" displays is encouraged.

INSTALLATION, HOURS AND DISMANTLING OF EXHIBITS: It is understood that the EXHIBITOR will be responsible for installation of the exhibit before the opening of the exhibition and for dismantling the exhibit immediately after the close of the exhibition.

- Exhibitors may set up between noon and 3:00pm, Sunday, 11/7/2010.

- The exhibit area will be open to PACRAO members 4:00pm until 5:00pm, Sunday, 11/7/2010.
- Opening Plenary will be held in the Exhibits Hall from 5:00pm until 6:30pm, Sunday, 11/7/2010.
- Opening Reception/Exhibitor time will be held in the Exhibits Hall from 6:30pm until 7:30pm, Sunday, 11/7/2010.
- The exhibit area will be open at 7:30am and close at 6:00pm, Monday, 11/8/2010.
- The exhibit area will be open at 7:30am and close at noon, Tuesday, 11/9/2010.
- Exhibitors should remove all materials between noon and 2:00pm on Tuesday, 11/9/2010.

SHIPPING and STORAGE: Exhibitors are required to use the PACRAO drayage firm for the annual meeting. Any shipping and storage arrangements will be made through the drayage firm and not through the hotel.

DRAYAGE COMPANY: The PACRAO sole drayage/cartage agent will send materials to vendors who have a signed contact with PACRAO 2010 approximately eight weeks before 11/7/2010.

LIABILITY: EXHIBITOR agrees to protect, save and keep the HOTEL and PACRAO forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the EXHIBITOR or those holding under the EXHIBITOR, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the HOTEL and PACRAO regarding the exhibition premises. It is further agreed that the EXHIBITOR shall at all times protect, indemnify, and save and keep harmless the HOTEL against and from any and all loss, cost damage, liability, or expense arising from or out of or by reasons of any accident or other occurrence to anyone, including the EXHIBITOR, its agents, employees, and business invitees, which arises from or out of or by reason of said EXHIBITOR's occupancy and use of the exhibition premises or a part thereof.

HOTEL: The conference hotel is the elegant downtown Hyatt Regency, the newest four-star property in Calgary, offering world-class amenities in an ideal setting in the heart of downtown, just steps from the Stephen Avenue Walk, filled with theatres, shopping and entertainment, and performances at the EPCOR Centre for the Performing Arts. The Hyatt's address is 700 Centre Street SE, Calgary, Alberta, Canada T2G 5P6. Tel: +1 403 717 1234; http://calgary.hyatt.com/hyatt/hotels/index.jsp. Information on reservations and rates will be available on the PACRAO website at www.pacrao.org.

PROTECTION OF HOTEL PROPERTY: No combustible decorations such as crepe paper, tissue paper, cardboard, corrugated paper, etc. shall be used at any time. All combustible packing containers and packing materials are to be removed from the building. All cloth material used by an exhibitor must be in keeping with the codes of the Fire Department. All materials and fluids, which are flammable, are to be kept in safety containers. Open flames, butane gas, oxygen tanks, or dangerous chemicals are not permitted. Nothing shall be affixed in any manner to columns, walls, floors, chandeliers, or other parts of the building or furniture without expressed consent of the HOTEL. Anything in connection therewith, necessary or proper for the protection of the building, equipment, or furniture, will be at the expense of the EXHIBITOR.

ACCESS TO LIST OF REGISTRANTS: PACRAO will release conference attendee lists, including email addresses, two times prior to the conference, once approximately 6 weeks prior to the meeting and a second time two weeks prior to the conference.

Ann Perkins Gillen, Exhibits Chair
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