



PATENT INFORMATION USERS GROUP, INC.

The International Society for Patent Information

Board of Directors: Lucy Akers - Chair; Elyse Turner - Vice-Chair; Sandy Smith - Secretary; Suzanne Robins - Treasurer; Edlyn Simmons, Stephen Adams, Sandra Unger – Director-at-Large

Exhibit Contract

We hereby apply for exhibit privilege and space for the PIUG 2004 Annual Conference, Baltimore, MD and agree to pay \$2,000.00 for space and abide by all regulations given in this Application.

Company / Organization _____
 Address _____
 City / State / ZIP _____
 Country _____
 Telephone _____
 Web Address _____
 Exhibit Contact Person _____
 Title _____
 Address _____
 City / State / ZIP _____
 Country _____
 E-mail Address _____
 Telephone _____
 Fax _____

Please **fill out the questions below** to aid us in assigning booth locations. If you don't know about a particular item, please indicate so. For instance, you might not know how many boxes you will be sending at this time. We may contact you later for updated information.

Phone and electrical lines

Need Electricity Yes No
 Need phone line Yes No
 Special computer line Yes Type of line requested: _____ No

Boxes

Are you sending boxes to the hotel? Yes No Approximate number? _____

Backdrop/Large Sign

Do you plan to use a large backdrop or sign? Yes In back? Yes On side? Yes How large? No

Location preference

Do you want to be near or next to another exhibitor? Yes Who? _____ No
 Do you have a preference for location? Yes Solid wall? Yes Corner? Yes Near door? Yes Middle? No
 Is there an exhibit you prefer not to be next to you? Yes Who? _____ No

We will do our best to accommodate preferences, but can not guarantee all requests will be met.

General Rules and Regulations about Exhibits

PIUG reserves the right to make changes to the rules and regulations about Exhibits listed below. Such changes would be made known to the Exhibitors by appropriate means as far in advance as possible.

Meeting Registration

All personnel staffing exhibit booths will be required to register for the PIUG meeting. If necessary, PIUG reserves the right to permit priority attendance for speakers, special guests, and PIUG full members (as defined in the organization bylaws at www.piug.org).

Cancellations

Cancellations by exhibitors will be accepted only at the discretion of PIUG. All cancellations requests must be made in writing. Refunds of exhibitor fee will be made for requests received prior to April 21, 2004. No refunds will be made for cancellations made after April 21, 2004.

Deadline

Requests for exhibitor space will be accepted only until April 21, 2004.

Exhibit Hall

The Exhibit Hall will open with the Welcome Reception on Sunday, May 23, 2004, closing before the end of the Technical Sessions on Wednesday, May 26, 2004. If sufficient space is available, breakfasts and breaks will be set up in the Exhibit Hall. Monday through Wednesday, the Exhibit Hall will be open 8am-5pm, but staffing of exhibits is only expected during breakfast, lunch and breaks.

All exhibitors will be provided a minimum of 6'x6' space and a 6'x36" table with tablecloth and drape.

Excluding the donation to PIUG, all other charges relating to your exhibition must be paid directly to the hotel. These may include items such as telecommunications, electricity, shipment charges, etc.

In the event of limited availability, allocations for exhibit space will be made in order of sponsorship level. All exhibitors will be provided a minimum of a 6'x6' space.

Setup

Exhibit setup will take place from 8am – 4pm on Sunday, May 23, 2004. Exhibit takedown may begin after 3:30pm on Wednesday, May 26, 2004. Exhibit space should be left in a clean condition.

Exhibit Information

Each exhibitor may prepare one full 7"x11" PDF format page related to their exhibit for inclusion in the meeting program book. Additionally, each exhibitor may provide up to 10 PowerPoint slides which will be shown continuously during the free times before and after each meeting session. Each part of multi-part slides will be considered as a separate slide. The PDF format file and PowerPoint slides should be submitted by **March 21, 2004**.

Additional exhibition information:

Payment and arrangement for phone lines or other services, including telecommunications services should be made directly by you with the hotel. All exhibit electric will be charged separately by the hotel. All additional needs in the exhibit hall will be charged at the prices noted on the Addendum C (attached).

All audio-visual equipment must be supplied and arranged by SWANK Audio-Visuals. No outside audio-visual equipment is permitted in any meeting room without prior written approval of the hotel and the PIUG.

PIUG does not guarantee the hotel will accommodate your equipment or other service needs. If the equipment provided

by the hotel does not work, you are still responsible to the hotel for payment. PIUG assumes no responsibility for payment for phone lines and does not guarantee their availability. PIUG is not responsible for the service provided by any outside telecommunications company and is not responsible for any charges for telecommunications lines that you may choose to request. You may also be responsible for arranging an internet service provider (ISP). PIUG assumes no responsibility for the costs or services of an ISP.

Exhibitors will need to supply any poster boards, charts, computer equipment, or other equipment needed to demonstrate their product. Please bring phone cords and electrical extension cords. The exhibitor will be responsible for any additional charges related to these items.

Exhibitors are responsible for their own travel and hotel arrangements, expenses, and any local or long distance telephone calls.

General Restrictions in Operation of Exhibits

PIUG reserves the general right to restrict any exhibit because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any exhibit which is considered to detract from the general character of the exhibits area as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by PIUG. In the event of such restriction or eviction, PIUG is not liable for any refund of rental or other exhibitor expenses.

Restrictions in Use of Space

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the exhibitor's own booth. The exhibitor agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of PIUG. No exhibitor is permitted to show goods other than those manufactured or dealt in the regular course of business.

Sending shipments to the hotel:

Exhibitors are responsible for any shipping costs for your printed materials or other equipment as well as any storage or delivery costs for your equipment and/or supplies. Please be sure to address the shipped materials to someone in your group who will be there to receive them. **Do NOT address materials to PIUG.** PIUG is not responsible for receiving materials.

The hotel must be notified of any packages or equipment shipped to the Hotel in advance of the function. Packages cannot be accepted more than three (3) days prior to the function. All packages must be labeled with the function name (PIUG 2004), date, and your on-site contact name, in care of the **Wyndham Baltimore Inner Harbor Hotel**. All boxes must be marked for "INSIDE DELIVERY". Exhibitors sending packages to the hotel will be charged according to the Hotel policies (attached). Any packages or boxes that need to be shipped out of the hotel after the function are the sole responsibility of the exhibitor. The hotel and PIUG assume no responsibility or liability for such shipments. Any items left for shipping after the function ends will be held for no longer than two (2) weeks at which time the hotel will dispose of any such items. The hotel and PIUG will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the hotel prior to, during or following the function.

Liability

Exhibitor assumes responsibility and agrees to indemnify and defend PIUG and the Hotel and their respective owners, management companies, employees and agents against any claims or expenses arising out of the use of the exhibition premises at the Hotel.

Exhibitor understands that neither PIUG nor the Hotel maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

PIUG shall not be liable for damage or loss to the exhibitors' properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. PIUG assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

Exhibitors are strictly prohibited from engaging in any activity or activities on the Hotel property or possessing or bringing any materials or items to the Hotel and the Hotel property which involve or contain, or constitute, directly or indirectly: (i) any form or type of pyrotechnics, fireworks, flares, flames, or other flammable or explosive materials or items, or (ii) any Hazardous Substances.

Exhibitors are responsible for the security of their exhibition room equipment. Please plan appropriately. PIUG assumes no responsibility for lost or stolen equipment or supplies.

ALL EXHIBITS MUST COMPLY WITH THE LAWS AND REGULATIONS OF THE CITY AND THE STATE IN WHICH THE EXHIBIT IS HELD.

Print Name/Title _____

Authorized Signature _____

Send the Signed Contract to:

Kartar Singh Arora, Johnson Polymer LLC, 8310 16th Street, MS 755, Sturtevant WI 53177-0902
Phone: 262-631-4037 Fax: 262-631-4038

For Office Use Only

Accepted by PIUG

Print Name/Title _____

Authorized Signature _____