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# PATENT INFORMATION USERS GROUP, INC.

## The International Society for Patent Information

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Elyse Turner, Chair  
Anne Marie Clark, Secretary

Suzanne Robins, Vice Chair  
Ken Koubek, Treasurer  
Stephen Adams, Lucy Akers, and Sandra Unger - Directors

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### Exhibit Contract

We hereby apply for exhibit privilege and space for the PIUG 2005 Annual Conference, Arlington, VA, and agree to abide by all regulations given in this Application and by the Sponsorship Agreement

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  No      In back?    On side?    How large?

### 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? Corner? Near door? Middle?  
No

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

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## 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 and pay the necessary registration fees. 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](http://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 20, 2005. No refunds will be made for cancellations made on or after April 20, 2005.

### Deadline

Requests for exhibitor space will be accepted only until April 20, 2005.

### Exhibit Hall

The Exhibit Hall will open with the Welcome Reception on Sunday, May 22, 2005, closing before the end of the Technical Sessions on Wednesday, May 25, 2005. 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.

**Excluding the payment to PIUG, all other charges relating to your exhibit must be paid directly to the Hotel.** These may include items such as telecommunications, electricity, set up, food and beverage catering services or shipment charges.

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 2pm – 6 pm on Sunday, May 22, 2005. Exhibit takedown may begin after the afternoon break ends on Wednesday, May 25, 2005. Exhibit space should be left in a clean condition.

### Exhibit Abstracts

Exhibit Abstracts will be listed in the meeting book distributed to all attendees and will be posted on the Exhibit section of the meeting web pages. The deadline for submitting abstracts is **March 20, 2005**. Abstracts submitted after deadline may not be included in the meeting book and/or web pages.

### Additional Exhibit Information:

Payment and arrangement for phone lines or other services, including telecommunications services should be made directly by exhibitors with the Hotel. All exhibit electricity will be charged separately by the Hotel (see Electrical Services order form and Telephone Services request form for details).

A complete line of audiovisual equipment is available through the Hotel (see Exhibitor Order form for details). To ensure availability of equipment, all orders must be received three (3) weeks prior to each function. Estimated costs will be provided by the Hotel's on site Audio/Visual company, SWANK Audio Visual, at the time the equipment needs are submitted. Arrangements will be made with third parties for items which the Hotel cannot supply. PIUG is not responsible for any lost or stolen equipment.

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.

### **Shipments, Deliveries and Handling**

**Shipments:** Exhibitors are responsible for any shipping costs for printed materials or other equipment, as well as, any storage, delivery or handling costs for equipment and/or supplies. Please be sure to address the shipped materials to someone in the exhibitors' group who will be at PIUG 2005 to receive them. **Do NOT address materials to PIUG.** PIUG is not responsible for receiving materials. PIUG is not responsible for any lost or stolen materials.

**Deliveries.** Special arrangements with the Hotel must be made for receiving any equipment, goods, displays or other materials which will be sent, delivered or brought into the Hotel. (This excludes delivery of any food or beverage items that are also sold or furnished by the Hotel. The Hotel will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Any materials being sent to the Hotel must be prepaid and marked/addressed as follows:

1. Hold for Arrival - Attn.: Guest's Name, Organization Name, 2005 PIUG Annual Conference
2. Complete Return Address
3. c/o Catering/Conference Services Manager
4. Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)

5. Address Package to Hotel as follows:  
**Hyatt Regency Crystal City**  
**2799 Jefferson Davis Highway**  
**Arlington, VA 22202**

The Hotel does not accept any liability for equipment, goods, displays, or other materials which arrive unmarked or fail to arrive at the Hotel. Exhibitors are responsible for insuring their property for loss or damage.

**Package Handling.** As the Hotel has very limited storage facilities, a limit of (10) boxes weighing no more than 50 pounds each can be shipped to the Hotel three (3) days prior to the function. Shipments received prior to the three- (3) days will be returned. For shipments larger than this please check with the Hotel Catering/Conference Services Manager. Larger packages must arrive on the day of setup.

Any package being shipped OUT of the Hotel must be prepaid, addressed, labeled and ready for mailing. Please ask the Catering/Conference Services Manager for a Shipping Request Form.

There is a labor charge for receiving, storing and transporting boxes to or from meeting/exhibit locations.

Below are the prices for packages, boxes and pallets shipped to and from the Hotel.

**Incoming:**

**Package**

- Letter – Free of Charge
- Box - \$6.00 with (2) Business days of free storage
- Pallet - \$75.00 with (3) business days free storage

**Storage**

- Letter – Free of Charge
- Box - \$6.00 box/day (after 2 business days)
- Pallet - \$75.00 pallet/day (after 3 business days)

**Catering Policy**

All food and beverage arrangements must be made through the Hotel. Only Hotel purchased food and beverage can be served on Hotel property.

**Liability**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hotel, its owners or managers which results from any act or omission of Exhibitor or any of Exhibitor's contractors, subcontractors, employees or agents. Exhibitor agrees to defend, indemnify and hold harmless, Hotel, PIUG, and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

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 the Exhibitor agrees to obtain such insurance policy or policies.

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

Exhibitor is 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.

Exhibitor is responsible for the security of its exhibition room equipment. Please plan appropriately. PIUG assumes no responsibility for lost or stolen equipment or supplies.

Print Name/Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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Please send completed form to:

Kartar S Arora, Johnson Polymer LLC, 8310 16<sup>th</sup> Street MS 755, Sturtevant, WI 53177-0902

Telephone: 262-631-4177      Fax: 262-631-4038      kartar.arora@JWP.COM