



**Patent Information Users Group  
Incorporated  
The International Society for Patent  
Information**

Cynthia Barcelon Yang, Chair  
Ginger DeMille, Secretary  
Suzanne Robins, Edlyn Simmons and Heidi Stone, Directors

Doreen Alberts, Vice Chair  
Ken Koubek, Treasurer

PIUG 2009 Annual Conference  
An International Conference for Patent Information Professionals

**“Searching for Patents Beyond Your Borders”**

Saturday, May 2 through Thursday, May 7, 2009

Hyatt Regency, San Antonio, TX

123 Losoya, San Antonio, TX 78205

Tel: +1-210-222-1234, Fax: +1-210-227-4925

**Exhibit C**

**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 Company by appropriate means as far in advance as possible. PIUG also reserves the right to add additional sponsorship events or opportunities as needed.

Meeting Registration

All personnel staffing exhibit booths will be required to register for the PIUG meeting and pay the necessary registration fees. Meeting registration details can be found at [www.piug.org/2009/an09reg.php](http://www.piug.org/2009/an09reg.php). **Early Bird Registration Deadline is March 13, 2009.** 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 the Company 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 **March 13, 2009**. No refunds will be made for cancellations made on or after **March 13, 2009**. Administrative fees (6 %) will be deducted from refunds.

### Deadline

The deadline to be considered for exhibitor space is **February 13, 2009**.

### Exhibit Hall

The Exhibit Hall will open with the Welcome Reception on **Sunday, May 3, 2009**, closing before the end of the Technical Sessions on **Wednesday, May 6, 2009**. If sufficient space is available, breakfasts and breaks will be set up in the Exhibit Hall. The Exhibit Hall will be **open 7:15am-5pm on Monday and Tuesday and 7:15am-3:30pm on Wednesday**. The staffing of exhibits is only expected during the Welcome Reception, breakfast, lunch and breaks.

Excluding the payment to PIUG, all other charges relating to Company exhibits must be paid directly to the Hotel. These may include items such as telecommunications, 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 6' x 30" tabletop exhibit space. The exhibit space will be set up for table top exhibits. A table (about 6' x 30") and two chairs will be provided. Any other items needed are responsibility of the Company. PIUG cannot assume responsibility for delivery and set up of any additional items in the exhibit room.

### Setup

Unless otherwise specified by the Hotel, exhibit setup will take place from **2pm – 6 pm on Sunday, May 3, 2009**. Exhibit takedown may begin after the afternoon break ends on **Wednesday, May 6, 2009**. Exhibit space should be left in a clean condition.

### Exhibit Abstracts

Exhibit Abstracts will be listed in the 2009 PIUG Annual Conference 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 **February 13, 2009**. Abstracts submitted after deadline may not be included in the meeting book and/or web pages.

### Additional Exhibit Information:

No order forms are necessary for the standard internet and electrical services, as described in the Sponsorship/Exhibit Agreement, and provided as part of the Sponsor or Exhibit fees. Additional internet and electrical service requests beyond the standard package provided can be made by completing the “**Additional Internet Order**” form (see Exhibit A) and/or “**Additional Electrical Services Order**” form (see Exhibit B). Charges for these additional internet and electrical services shall be billed separately, and shall be made payable to PIUG, and sent to Ken Koubek, PIUG Treasurer. Except for these additional internet and electrical services, payment and arrangement for other services, including food catering, should be made directly by the Company to the Hotel. Arrangements may be made with third parties for items which the Hotel cannot supply.

PIUG is not responsible for any lost or stolen equipment. Please see Exhibit D, Audiovisual Equipment Order Form, for details.

PIUG does not guarantee the Hotel will accommodate the Company's equipment or other service needs. If the equipment provided by the Hotel does not work, the Company is 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 the Company may choose to request. PIUG assumes no responsibility for the costs or services of an Internet Service Provider beyond or outside the standard internet package included as part of your sponsorship benefits.

The Company will need to supply any poster boards, charts, computer equipment, phone cords and electrical extension cords or other equipment (beyond the standard electrical service package provided as part of your sponsorship) needed to demonstrate their product. The Company will be responsible for any additional charges related to these items.

The Company is responsible for its 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 Company agrees not to assign, sublet, or share, the whole or any part of its assigned space without any prior knowledge and written consent of PIUG. The Company agrees that it will not show goods other than those manufactured or dealt in the regular course of business.

#### Shipments, Deliveries and Handling

Shipments: The Company is 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 Company's exhibitor group who will be at PIUG 2009 Annual Conference 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. Exhibit E, Information on Shipping to the Hotel, provides additional information.

Deliveries. Special arrangements must be made with the Hotel 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. Additional information regarding shipment is given in Exhibit E.

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

Package Handling. As the Hotel has very limited storage facilities, shipments are to arrive no sooner than two (2) working days from the first day of the event. Each box must weigh less than 35 pounds. Please refer to Exhibit E for more information. Arrangements for shipping items out of the Hotel must be made with the Hotel staff. There is a labor charge for receiving, storing and transporting boxes to or from meeting/exhibit locations. Please contact the Hotel for details.

#### 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

The Company 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 the Company or any of the Company's contractors, subcontractors, employees or agents. The Company 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 the Company's use of the property. The Company'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 Company, its agents, employees, and business invitees which arise from or out of the Company's occupancy and use of the exhibition premises, the Hotel or any part thereof.

The Company 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.

The Company understands that neither PIUG nor the Hotel maintains insurance covering the Company's property and the Company agrees to obtain such insurance policy or policies.

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

The Company 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.

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

### Meeting & Entertainment Facilities

All requests for the use or rental of facilities during the PIUG 2009 Annual Conference, along with the three days preceding and three days following the PIUG 2009 Annual Conference, including but not limited to requests for the use or rental of meeting rooms, reception centers or conference halls either at the Hotel or within 50 miles of the PIUG 2009 Annual Conference, shall require prior written approval by the Chair of the PIUG Planning Committee.

### Business Meetings, Seminars and Entertainment Outside of Conference Program

The Company agrees that during the PIUG 2009 Annual Conference, neither the Company nor any of its affiliates will entertain meeting attendees during exhibit or meeting hours or otherwise induce meeting attendees away from the PIUG 2009 Annual Conference (including, but not limited to, scheduled workshops, plenary or break-out sessions, lunches, breaks, evening events, and meeting receptions). The Company further agrees that during the three days preceding and three days following the PIUG 2009 Annual Conference, neither the Company nor any of its affiliates will hold any meetings, special events, seminars, or conferences at or within 50 miles of the Hotel or the PIUG 2009 Annual Conference, whether of a social or technical nature, without prior written approval of the Chair of the PIUG Planning Committee. This applies to all Attendees to the Conference, Exposition and Workshops.

Please go to <http://www.piug.org/2009/an09spon.php> (bottom of the webpage) to obtain the following forms.

- Exhibit A – Additional Internet Order Form for Exhibits
- Exhibit B – Additional Electrical Services Order Form for Exhibits
- Exhibit C – General Rules and Regulations about Exhibits
- Exhibit D – Audiovisual Equipment Order Form for Workshops
- Exhibit E – Information on Shipping to the Hotel