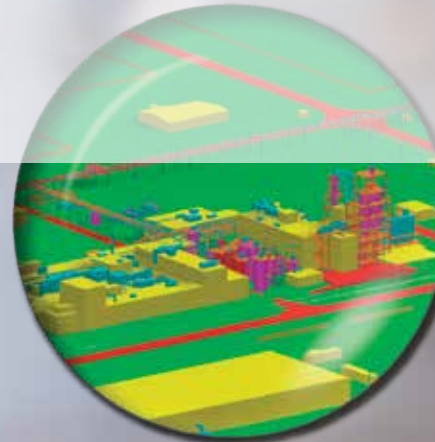


Geospatial Power in Our Pockets

ASPRS 2014 Annual Conference
and co-located JACIE Workshop

March 23-28, 2014 Louisville, Kentucky USA

Exhibitor Prospectus



New for 2014

- JACIE Workshop co-location
- Unmanned Aerial Systems Showcase
- Recruitment Table Tops
- Increased Exhibitor/Attendee face-time
- Exhibitor staff welcome to attend general and technical sessions
- Redesigned conference program
- New session tracks for Practical Applications
- User Group Meetings integrated into program
- Roundtable discussions
- No increase in exhibit fees

JACIE Workshop

2014 will bring MANY new conference changes, but the most exciting is the JACIE (Joint Agency Commercial Imagery Evaluation) Workshop supported by NASA, NGA, NOAA, USDA, and USGS. The JACIE Workshop will be held in conjunction with our Conference and will certainly be a win-win for ASPRS and JACIE both technically and programmatically.

Who attends?

More than 1,000 imaging and geospatial information professionals gather from across the nation and from around the globe.

Attendees are mid- and upper-level imaging and geospatial managers from corporations and government agencies, consultants, educators, researchers, students, and field surveyors.

They are seeking information about the most effective techniques, services, instruments, and technologies used in the geospatial industry today.

Cover imagery courtesy of GRW, LOJIC, UGA, and Photo Science, Inc.

Background imagery courtesy of GRW and Louisville Convention & Visitors Bureau.

Excellent Results

The American Society for Photogrammetry and Remote Sensing (ASPRS) 2014 Annual Conference and co-located JACIE Workshop in Louisville, Kentucky, March 23 - 28, 2014!

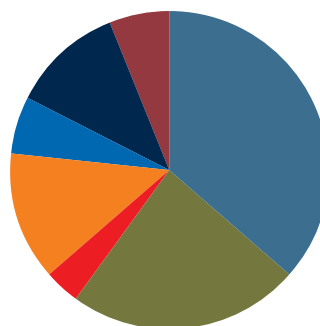
The American Society for Photogrammetry and Remote Sensing (ASPRS) Annual Conference is the best way to reach the imaging and geospatial information market:

- Reach more than 1,000 professionals in a cost-effective manner, with the visibility and awareness that you demand.
- Educate qualified professionals about your products through scheduled presentations.
- Dramatically increase your exposure in this competitive marketplace. Exhibitors are seen by more than 4,700 ASPRS members through conference marketing.
- Visit one-on-one with attendees during designated networking breaks, lunches, and events held exclusively in the Exhibit Hall.
- Develop and build business relationships.
- Launch new products in a high-profile venue.
- Show the profession that you are active, interested, and committed to serving the imaging and geospatial information markets.

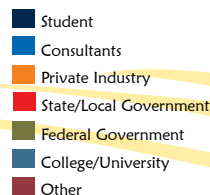
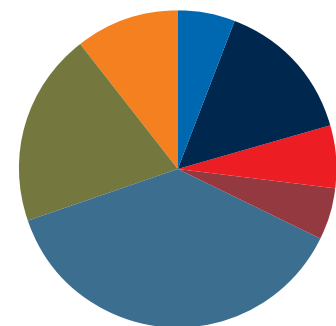
Our Attendees: These are people you need to reach

You'll meet face-to-face with decision makers who have budget authority.

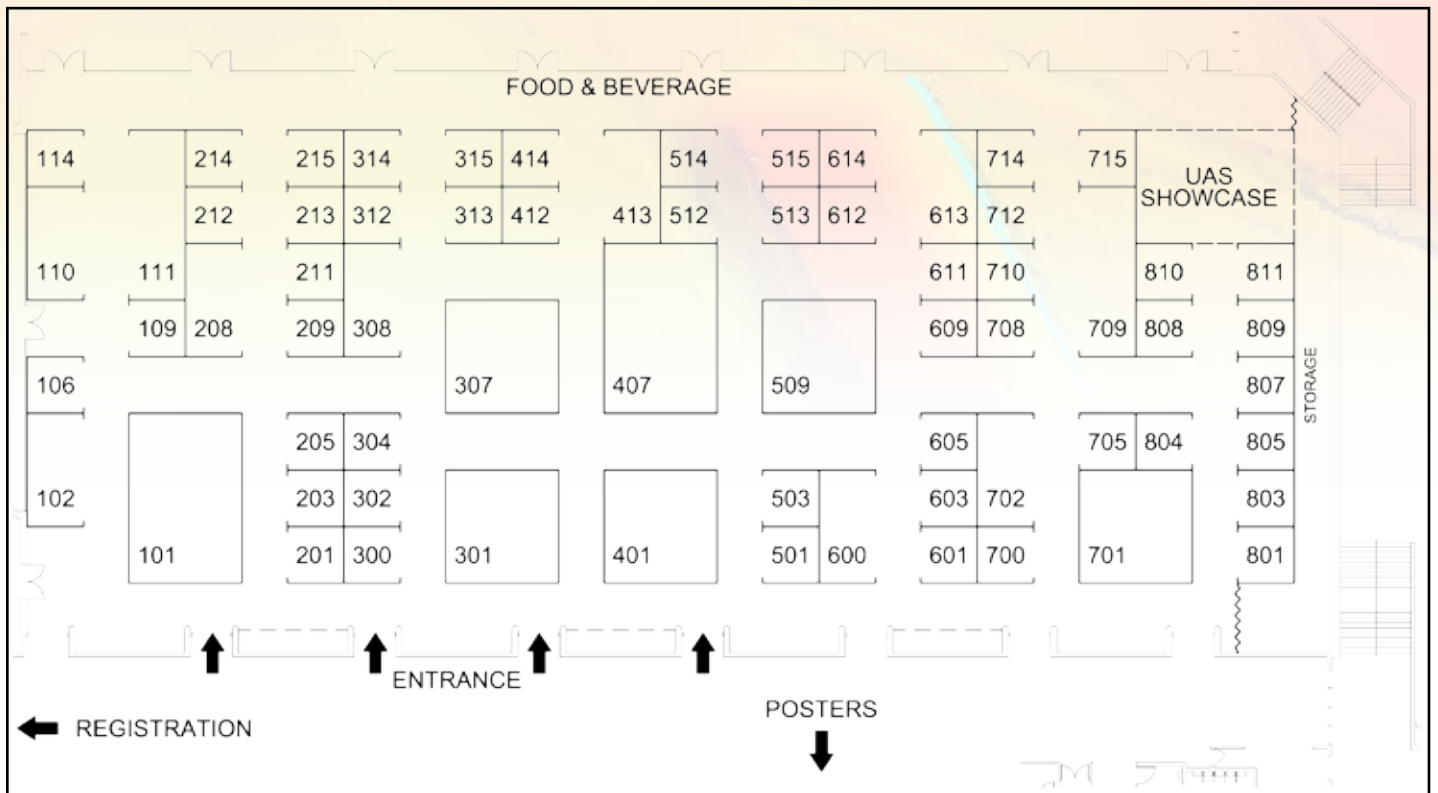
By Employer



By Position



The Galt House Hotel Conference Exhibit Hall Floor Plan



Booth Fees

ASPRS Sustaining Members, Conference Sponsoring Companies	\$3,410
Government Agencies & Universities	\$2,475
Non-Member	\$4,400

Booth Fee Includes (per each 10'x10' booth)

- One full conference registration
- Three exhibit booth staff registrations. Includes receptions and attendance to sessions. (Drink tickets not included)
- Nine complimentary exhibit hall guest passes
- One 7" x 44" standard identification sign
- Fully carpeted exhibit area
- Draped back wall and side rails (not applicable for island booths)
- Post-conference attendee mailing list (subject to international data protection laws, sent out 15 days post-conference)
- Exhibitor description in Conference Final Program (description must be received prior to print date)
- Exhibitor only Hospitality area
- Conference refreshment breaks served exclusively in the Exhibit Hall
- Exhibitors' Reception and Closing Breakfast in Exhibit Hall

*Exhibitors who are not ASPRS members may wish to join the organizations and take advantage of the discounted rates along with the many other member benefits.

To receive the Sustaining Member exhibit rate, a company must join ASPRS within 60 days of signing an exhibit contract; unless the conference is less than 60 days away. At which time, membership dues must be paid at the time an exhibit contract is signed. All exhibitors that are Sustaining Members or are a Conference Sponsoring Company at the time an exhibit contract is signed must remain in good standing throughout the duration of the exhibit contract.

Booth furniture, lighting, electrical, and Internet connections are NOT included in booth cost and must be purchased separately by the exhibitor.

NOTE: The above fees are based on a standard booth size of 10 feet by 10 feet.

UAS Showcase & Recruitment Way

The 2014 exhibit hall will include two specialty areas – UAS Showcase & Recruitment Way!

UAS Showcase

The **UAS Showcase** welcomes unmanned aerial system manufactures and service providers to purchase a low-cost table top within the exhibit hall and showcase their products. The Conference attracts your customers! Over 800 high level decision-makers such as geospatial data researchers and users, public and private sector managers, and other imaging and geospatial information professionals. The UAS Showcase is the perfect opportunity for UAS manufactures and service providers.

Recruitment Way

Are you looking for a new way to recruit for your company?

Exhibit at the ASPRS 2014 Annual Conference in the new **Recruitment Way!** **Recruitment Way** has been added as a low cost way for companies to exhibit at the conference and meet potential employees in person. The table tops will be located in a high-traffic area so you can easily see and be seen by conference attendees.

Cost

UAS Showcase Table Top (inside exhibit hall)	\$1,000
Recruitment Way Table Top (outside exhibit hall)	\$500*

* \$350 for exhibitors who already purchased at least one 10'x10' within the exhibit hall.

Each table top includes

- One 6-foot-by-30-inch draped table
- One chair
- Two exhibit hall only registrations
- Exhibit Hall Refreshment Breaks
- Exhibitors' Reception (no drink tickets)
- Poster Reception with Live Music in Poster Display and Recruitment Way area
- Exhibitor ribbon
- Listing in the final program

Please see Table Top insert for contract agreement and payment information.

To apply for a table-top display at the ASPRS 2014 Annual Conference, each company must agree to the following:

1. Participants in the "UAS Showcase" are not currently members of ASPRS.
2. The ASPRS 2014 Annual Conference will charge a \$50 processing fee for all cancellations.
3. All other exhibitor rules and regulations also apply.

We want YOU, our Exhibitors, to be overjoyed with attendee response and the positive ROI on your exhibiting experience! To ensure maximum exposure for your booth, we have designed the following events to be held exclusively in the Exhibit Hall:

1 Six (6) Attendee Beverage Breaks
Coffee and sodas will be served throughout the exhibit hall for all attendees to enjoy. Take this time as the attendees have a break from the conference sessions to engage new customers and showcase your products.

2 Exhibitors' Reception
Always a conference highlight, the Exhibitors' Reception is a perfect opportunity to meet with the attendees and enjoy a few hors d'oeuvres.

3 Exhibit Hall Passport Contest
All attendees will be given a game card at registration to participate. Attendees will visit sponsored booths listed on the card and receive a stamp from that booth. Bring the attendees to your booth with this great game and it's your opportunity to pull them in and engage them in conversation about your products and services? More information on how to participate located at the conference web site.



NEW for 2014!

Each exhibitor purchasing three (3) booth spaces or more will receive a FREE half page advertisement in the Conference Final Program! Ads must be received by February 7, 2014 to be included. Black and white advertisements only.

Advertising Opportunities

**Advertise
in the
Conference
Preliminary
& Final
Programs
Exhibitors
receive
a 10%
discount on
program
advertising!**

Program Announcement Marketing Benefits

- Digital copy posted on conference web site – receives hundreds of web hits
- Full color, enticing, and easy to read

The Program Announcement is a redesigned Preliminary Program answering all the questions you have about the upcoming conference – destination information, session tracks, keynote speaker material, social event information, sponsors and a listing of all registered exhibitors who have signed up prior to the publication date. This is an exciting and new approach to conference marketing and information dissemination.

Final Program Marketing Advantages

- Each attendee receives a copy – 1,200+ attendees
- Referred to throughout the conference as the core source of information
- Digital copy posted on conference website – posted for viewing for 5+ years
- Digital copy included in conference smartphone app - downloaded by 500+ attendees

The Final Program contains in-depth explanations of each session, program updates, workshop and session locations, Exhibit Hall Guide, exhibitor descriptions, a day-at-a-glance, and information relevant to the social events of the Conference. Each attendee receives a copy at Registration and will refer to it throughout the Conference.

Covers 2, 3 & 4	\$2,600 each
Center Spread	\$1,500
Full Page (one or two color, ROP)	\$1,100
Half Page (one or two color ROP)	\$675

Ad materials are due no later than February 15, 2014.

**To participate in any
marketing opportunities,
please contact:**

Your Mohanna Sales
Representative

(972) 596-8777

Fax: (972) 985-8069

info@mohanna.com

Onsite advertising opportunities...

Mailing Lists

Send out advance notice of products and special conference discounts. Exhibitors qualify for a 20 percent discount on mailing list rental.

ASPRS Sustaining Member exhibitors qualify for a 50 percent discount! Discounts may not be combined. Contact ASPRS Membership Manager, Sokhan Hing at sokhanh@asprs.org or via phone at (301) 493-0290 ext. 104 for details.

Registration Packet Inserts

\$500 per 500 pieces

Ensure your visibility by inserting a flyer, brochure or other promotional item in each attendee registration packet. All inserts must be pre-approved by ASPRS and must be delivered to ASPRS by March 5, 2014.

500 piece minimum, size not to exceed 8.5x11 inches, single sheet, and weight not to exceed 4 oz.

“Take One” Exhibit

\$385 per 500 pieces

A “Take One” Exhibit is for the distribution of brochures, magazines, and other promotional materials related to the Conference. Items will be displayed prominently in the Exhibit Hall for attendees to help themselves.

Fee Includes:

- Regular servicing of the materials
- Listing as an exhibitor in the Conference Final Program (if all requirements are met prior to publication date)
- Prominent location of “Take One” booth in the Exhibit Hall

This fee does not include shipping and handling fees. All materials for the “Take One” Exhibit must be shipped directly to the designated conference location. Unused materials will not be returned.

“Take One” exhibitors will not be allowed to detail, canvas, solicit or congregate in the “Take One” area. Violator exhibits will be cancelled without refund. This exhibit is for “Take One” exhibitors only. A sample of the item must be submitted to ASPRS for review. Shipping details and deadlines will be included in the Exhibitor Kit, emailed to all exhibitors 60 days prior to the conference.

Why Sponsor?

Maximize the benefits of your participation at the ASPRS 2014 Annual Conference by becoming a conference sponsor. Your company can make its mark and gain visibility before, during and after the event. Choose from our list of Unique Sponsorships for the events or items that best showcase your company. If you are interested in a sponsorship not shown here, speak with your Mohanna representative and we will be happy to work with your needs and desires for a mutually beneficial opportunity.

Sponsorship Opportunities

Keynote Speaker/Opening General Session*

\$4,000 (exclusive)
\$2,000 (non-exclusive)

Sponsor the featured keynote speaker at the Opening General Session and receive tremendous exposure in front of all attendees. Your company literature will be placed on each of the seats. The sponsor will receive three minutes of speaking time in front of the Opening General Session audience.

Morning Beverage Breaks (Four Occurrences)

\$2,500

Greet attendees one-on-one and spread the word about your company by sponsoring a beverage break between sessions. Provide reusable water bottles, logoed cups or napkins or just chat with the attendees while they are on break. Your company logo will also be displayed in the Conference Final Program next to the morning break information. This sponsorship is very customizable to your needs and desires. You may also display signage at the beverage break stations. Four total morning breaks.

Afternoon Beverage Breaks (Two Occurrences)

\$2,000

Greet attendees one-on-one and spread the word about your company by sponsoring a beverage break between sessions. Provide reusable water bottles, logoed cups or napkins or just chat with the attendees while they are on break. Your company logo will also be displayed in the Conference Final Program next to the afternoon break information. This sponsorship is very customizable to your needs and desires. You may also display signage at the beverage break stations. Two total afternoon breaks.

Conference Wireless Internet

\$8,000

Your company website will be displayed as the first page after a user logs in. You will also receive special recognition signage at your booth. (If a sponsor is not found, ASPRS will not be able to provide wireless Internet for conference attendees.)

Conference Bags

\$6,000

Your logo on the always popular – Conference bag for all attendees. Each Conference attendee will receive a conference bag at registration with your logo on the front. It's a great way to make a good first impression. ASPRS will provide bags.

Attendee Boxed Lunch* (2 Occurrences, Priced Per Occurrence)

\$30,000 (exclusive)

\$10,000 (non-exclusive, must be shared by 3 sponsors)

Draw attendees into the exhibit hall and to your booth during their lunch break and provide boxed lunches for all! Boxed lunches will be distributed near your booth for maximum exposure. Your company can distribute printed materials within boxes for each attendee. A VERY customizable sponsorship!

**Indicates Multiple Sponsorships Available*



NEW!

Conference Notepads

\$1,000

Attendees take plenty of notes during all the Technical Sessions. Have your company logo imprinted on the conference notepads distributed to all delegates. It's a handy item that attendees will be sure to use during the conference and for months afterward. Item supplied by Sponsor.

Lanyards

\$2,000

All attendees will receive a lanyard at registration and wear it throughout the conference. Have your company logo imprinted on the conference lanyard for all attendees. Lanyards supplied by sponsor.

SOLD

Conference Pens

\$1,000

Attendees take plenty of notes during all the Technical Sessions. Have your company logoed pens distributed to all delegates. It's a handy item that attendees will be sure to use during the conference and for months afterward. Item supplied by Sponsor.

Student/Young Professional Speed Networking Event*

**\$500 (exclusive)
\$250 (non-exclusive)**

This lively event is specifically designed for students and young professionals. Get your company name in front of these up-and-coming professionals. Your company will receive verbal recognition, a logo printed on the event signage and you may elect to set-up a tabletop display during the event.

Refreshment Stations

(Cost Varies)

Host a refreshment station at your booth during the opening night exhibitors' reception or at any other time during the meeting. A fantastic way to draw in traffic! All details will be arranged by your company with the Galt House Hotel.

Please Note: All sponsored items must be sent to ASPRS, 5410 Grosvenor Lane, Suite 210, Bethesda, MD 20814, Attn: Heather Staverman by March 7, 2014.

**All Sponsor benefits are listed online at
www.asprs.org/Conferences/Louisville-2014**

**Indicates Multiple Sponsorships Available*

Technology Demonstrations \$350
*Tuesday, March 25th and
Wednesday, March 26th*

Take center stage in the Exhibit Hall and provide attendees with in-depth information on new products, services, technology, and research from your company. The Technology Demonstrations are:

- Designed exclusively for companies and organizations
- Available only to exhibitors
- Reserved for information of a commercial or proprietary nature
- Advertised as part of full-attendee program
- Scheduled during beverage and lunch breaks, limited number of sessions available
- Showcases how end-users have successfully used your products, services, and research
- 20 minute presentations
- Provides additional exposure through the Onsite Program, as well as through pre-convention promotions

The presentation fee includes a scheduled time, attendee registration insert highlighting the presentation details, as well as a stage, microphone, screen and LCD. You will need to provide your own computer and internet access if required.

Mark the box on the exhibitor contract and ASPRS will contact you regarding the presentation date and time. You will need to provide a presentation title, a 40-word description outlining the topic of the presentation, and the name(s) of the presenter(s) to ASPRS by February 7, 2014.

To participate in these advertising opportunities, please contact:

Your Mohanna Sales Representative
Phone: (972) 596-8777 ♦ Fax: (972) 985-8069
Email: info@mohanna.com

Exhibit Hall Hours*

The Exhibits will be located in the Galt House Hotel, Louisville, Kentucky USA. The exhibit hall is carpeted.

Sunday, March 23, 2014

Limited Installation of Exhibits

Exhibitor set-up only; Labor overtime rates apply

3:00 pm to 7:00 pm

Monday, March 24, 2014

Installation of Exhibits

8:00 am to 5:00 pm

Tuesday, March 25, 2014

Installation of Exhibits

7:00 am to 9:15 am

Booth Inspection

9:15 am to 10:15 am

Exhibits Open

10:30 am to 7:00 pm

Exhibitors' Reception

5:30 pm to 7:00 pm

Wednesday, March 26, 2014

Exhibit Hall Open

9:00 am to 6:00 pm

Poster Reception with Live Music

5:00 pm to 6:00 pm

Thursday, March 27, 2014

Exhibit Hall Open

8:00 am to 11:00 am

Breakfast with Exhibitors'

8:30 am to 9:00 am

Exhibit Hall Dismantle

11:00 am to 5:00 pm

*ASPRS reserves the right to alter this schedule if necessary.

Exhibitor Service Kit

Approximately 60 days prior to the conference (by January 24, 2014), the Exhibitor Service Kit will be posted on the conference web site. The kit contains:

- Final Exhibit Hall hours and move-in times
- Order forms for exhibit furnishings, carpeting, draping, accessories, special work (such as carpentry and painting), additional signs, electrical work, floral decorating, audiovisual equipment rental, and other services
- Labor regulations
- Rules and regulations
- Shipping and receiving your materials
- Exhibitor registration information

Official Service Contractors

Decorator & Drayage Firm and Shipping Contractor

Levy Exposition Services, Inc. has been named the official decorating service contractor along with ICAT Expo as the official shipping contractor for the ASPRS 2014 Annual Conference. All questions or correspondence concerning the shipment of materials, booth decorating, furnishing, electrical or phone service, etc. should be directed to:

Chuck Permone, Levy Exposition Services, Inc.
14900 Interurban Avenue, South, Seattle, WA 98168
(253) 437-0031 • (253) 437-0032 (Fax)
cpermone@levyexpo.com

~~~~~  
**Matt Campbell, ICAT Expo**  
6805 Douglas Legum Drive, Elkridge, MD 21075  
(888) 572-1324 • (443) 459-8095 (Fax)  
[matt.campbell@icatexpo.com](mailto:matt.campbell@icatexpo.com)

**The Exhibit Hall is carpeted.** Additional carpet can be provided by Levy Exposition Services, Inc.

## Insurance

Please pay special attention to the insurance perimeters in the Exhibit Contract. ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows. Please list ASPRS as American Society for Photogrammetry and Remote Sensing, 5410 Grosvenor Lane, Suite 210, Bethesda, MD 20814, phone 301-493-0290 on all insurance certificates.

## Exhibitor Registration

Exhibitor registration is not available online. Registration forms will be included in the Exhibitor Service Kit and available on the conference web site under the Exhibit Hall tab.

Please Note: Exhibitor registration deadline is February 24, 2014. Any changes or additions to exhibitor registration after 2/25/14 will incur a \$25 processing fee.



# ASPRS 2014 Annual Conference Exhibit Space Application/Agreement Form

Keep a copy of this application for your records

Please indicate a minimum of four scattered selections of booths in the Exhibit Hall. Refer to the booth floor plan and record your choices below. Any preference or conditions with regard to your location or concerning the occupants of the adjoining booths should be noted. These will be considered, as much as possible, during the assignment of space.

Request for booth space will not be considered unless submitted by applicant on the official Exhibit Space Application/Agreement form. Exhibit booths will not be assigned until 50 percent deposit is received.

Booth assignment will be made based on the amount of booth space selected and on a first come basis according to the postmark date. In the event of duplicated request areas, ASPRS Sustaining Members and CAGIS Members and Conference Sponsoring Companies will be given priority in determining booth assignments. The right to modify the booth assignment(s) is reserved by ASPRS in order to maintain the overall harmony of the exhibition.

Upon receipt of a space confirmation and invoice for the remaining balance, payment is due within 30 calendar days from the date shown on the invoice. If the payment is not returned within 30 days, the booth space will not be held and the deposit will not be refunded. Booth rental prices are listed on the booth fees and amenities page. Please indicate ASPRS Sustaining Membership/ Conference Sponsoring Company/ Government Agency in order to receive the reduced booth rate. All ASPRS Sustaining Members and Conference Sponsoring Companies will be verified.

*No contract is considered valid without a 50 percent deposit; therefore, the deposit is required with this application in order to hold space (purchase orders are accepted from government agencies and universities only). All payments must be made in U.S. funds, drawn on U.S. banks, and made payable to ASPRS ANNUAL CONFERENCE. Checks not drawn on U.S. Banks will be returned to sender. **Exhibit space must be paid in full 60 days prior to the Exhibit Hall opening.***

**Exhibitor Directory/Company Description.** Each exhibiting company will be listed in the Exhibit Directory of the Conference Final Program. Company descriptions must be submitted online at the Conference website under the Exhibitors & Sponsors tab. Email reminders will also be sent to the official contact for each booth space. Please remit a valid email address when submitting your contract. Descriptions received after January 17, 2014 will not be included in the Final Program. If a description is not submitted, only company name and booth number will be listed.

**Agreement to Contract Rules.** These regulations are a part of the contract between the exhibitor and the ASPRS Conference and Exhibition. They have been formulated in the best interest of all participants. ASPRS respectfully requests the full cooperation of the exhibitors in their observance of the rules. Any or all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of ASPRS. The exhibitor agrees that it and its employees will abide by the foregoing rules and by any amendments that may be put into effect by ASPRS. See next page for contract rules.

**NOTE: The Exhibit Hall IS Carpeted.**

## Contract Rules Accepted and Agreed

I have read and agree to the terms of the Exhibit Contract.

Please print first and last name \_\_\_\_\_

Signature

Title

Date

# ASPRS 2014 Annual Conference

## EXHIBIT CONTRACT

The following rules and regulations will govern the American Society for Photogrammetry and Remote Sensing (ASPRS) 2014 Annual Conference and Exhibition and are made a part of all contracts for space between ASPRS and the person, partnership, or corporation engaging the space.

**Contract.** This contract constitutes a formal agreement for the right to use the exhibit space allotted.

**Location.** The ASPRS 2014 Annual Conference and Exhibition Hall will be located in the Galt House Hotel, Louisville, Kentucky USA. ASPRS reserves the right to move the exhibition to another location if necessary.

**Exhibit Content.** Exhibits must be related to professional and practice development for conference attendees and/or related products and services. ASPRS reserve the right to refuse applications not meeting standards or expectations, as well as the right to curtail exhibits or parts of exhibits that do not reflect the character of the meeting. If an application for exhibit space is not approved, payment will be refunded in full. Exhibit space is not intended for airing views on either side of a controversial, social, political or professional issues. In addition, potential exhibitors are advised that contests, lotteries, raffles and games of chance may not be conducted without prior approval of ASPRS.

**Booth Description.** Booth dimensions indicated on the Exhibit Hall Floor Plan are believed to be accurate, but may be approximate. Booths will be standard 8'x10' units or multiples thereof. No walls, partitions, decorations or other obstructions may be erected that in any way interfere with the view of any other exhibitor. Exhibitors who wish to use any non-standard booth equipment or signs, decorations or arrangements of display material that conflict in any way with these regulations must submit to ASPRS or their agents, two copies of a detailed sketch or proposed layout (including dimensions) at least 30 days before the conference for approval by ASPRS.

**Acceptance of Exhibits.** Applications for exhibit space are subject to review as described under the heading "Exhibit Content." First-time exhibitors should include a sample brochure or pamphlet with their exhibit application for this purpose.

Unethical conduct or infraction of rules on the part of the exhibitor or the exhibitor's representative(s), or both, will subject the exhibitor and said representative(s) to dismissal from the exhibition area, in which event it is agreed that no refund shall be made by ASPRS and further that no demand for redress will be made by the exhibitor or the exhibitor's representative(s).

**Booth Assignment.** Assignment of space for accepted exhibits is made by ASPRS. Assignments are made according to contract date, payment received, and space preference. Preference given for booth location is at the discretion of ASPRS and is not guaranteed. ASPRS reserves the right to assign exhibit space and

rearrange the floor plan to relocate booths in order to maintain the overall harmony of the exhibition.

**Cancellation/Refund Policy.** If this contract has not been received, properly signed and accompanied by a 50 percent deposit and a signed application for exhibit space, this contract will be declared null and void. Upon receipt of a space confirmation and invoice for the remaining balance, payment is due within 30 calendar days of the date shown on that invoice. If the exhibit space contract is received less than 60 days prior to the exhibit hall opening, full payment is due with submission of the contract.

Any exhibitor who cancels prior to December 9, 2013 shall forfeit and pay to ASPRS, as liquidated damages, a sum of money equal to 50 percent of the full price of said exhibitor's booth space. Any exhibitor who cancels after December 9, 2013 shall forfeit and pay to ASPRS, as liquidated damages, a sum of money equal to 100 percent of the full price of said exhibitor's booth space. All cancellations must be submitted in writing.

If the ASPRS 2014 Annual Conference and Exhibition is canceled due to circumstances beyond the control of ASPRS or the Galt House Hotel, Louisville, Kentucky, all payments connected with the booth rental will be refunded.

**Installation & Dismantling of Exhibits.** The Exhibit Hall will be available for installation on Sunday, March 23, 2014 from 3:00 pm to 7:00 pm (*overtime labor rates apply*), Monday, March 24, 2014 from 8:00 am to 5:00 pm and Tuesday, March 25 from 7:00 am to 9:15 am.

**Official Exhibit Hours:** (ASPRS reserves the right to alter the Exhibit Hours if necessary.)

|                           |                     |
|---------------------------|---------------------|
| Tuesday, March 25, 2014   | 10:30 am to 7:00 pm |
| Wednesday, March 26, 2014 | 9:00 am to 6:00 pm  |
| Thursday, March 27, 2014  | 8:00 am to 11:00 am |

Dismantling of exhibits may not begin before 11:01 am on Thursday, March 27<sup>th</sup> and must be completed by 5:00 pm. Failure to remove on the date specified will constitute authority of lessor to so remove the exhibit at the expense of the exhibitor.

**Insurance.** Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, during the exhibition, and removal as well as any injury caused to any member of the public that may be harmed by the exhibits in the amount of \$1 million dollars. **PLEASE NOTE: ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit.** Certificates should be sent to Heather Staverman, ASPRS, 5410 Grosvenor Lane, Suite 210, Bethesda, MD 20814, hstaverman@asprs.org. Exhibits cannot be installed until such certificate has been provided.

**Exhibitor's Admittance During Non-Show Hours.** Representatives of exhibiting companies will be permitted to enter the exhibit area

one hour before the scheduled opening time each day and remain one half hour after closing time each day. Specific hours have been set-up for move-in and move-out. Special arrangements must be made through the ASPRS Exhibits Manager should exhibitors require additional time in their booth before or after scheduled hall hours.

**Children, under the age of 13, are NOT permitted in the Exhibit Hall at any time.**

**Limitation of Liability.** Neither ASPRS, the Galt House Hotel, nor officers or representatives of the conference, will be responsible for any injury, loss, or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever. The sponsoring organizations provide general hall security on a 24-hour basis; however, it makes no warranty, expressed or implied, that the services it furnishes will avert or prevent occurrences which may result in loss or damage. All insurance is the exhibitor's sole responsibility.

In addition, the exhibitor assumes all liability for any damage to the facility's walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility.

**Booth Design.** Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable, must be modified immediately or removed by the exhibitor. ASPRS reserve the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking will be placed to cover unsightly wires, unfinished back-walls, etc. at the exhibitor's expense.

**Exhibitor Activities.** All interviews, canvassing, or other sales activities shall be confined to the limits of the exhibitor's booth, lounges and/or restaurant seating area. Equipment displays shall be confined to the limits of the exhibitor's booth.

**Subleasing of Space.** Exhibitors may not sublet their space, nor any part thereof, or make any arrangements for display by a non-exhibiting company, without the written consent of ASPRS. All requests must be submitted in writing prior to the contract signing. Both parties must sign and agree to the terms outlined here within.

**Identification.** All visitors to the Exhibit Hall will be required to register before entering. Exhibitors must display, at all times, an official badge supplied by ASPRS for the 2014 Annual Conference and Exhibition.

**Fire Regulation.** Draperies and decorating materials used by the exhibitor shall be of flame-retardant nature and all activities with regard to exhibiting shall be in compliance with Tampa, Florida Fire Department regulations.

**Labor.** Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Exhibitors are required to observe all union labor contracts enforced within the Galt House Hotel. Information will be included in the Exhibitor's Service Kit, outlining the jurisdictions of local union labor.

**Sound Devices & Lighting.** Public address, sound-producing or amplification devices which project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserve the right to restrict the use of sound, glaring lights or objectionable lighting effects. Adequate illumination of the exhibit area is provided. Music, whether vocal or instrumental, is prohibited.

**Electrical Work.** Individual electrical outlets may be obtained at an additional cost. All electrical work must be installed to meet safety requirements. Electric utility services will be outlined in the Exhibitor's Service Kit.

**Food & Beverage.** All catering and concession needs for the show are provided exclusively by the Galt House Hotel, Louisville, Kentucky. All food and beverages must be purchased from the Galt House Hotel, and none may be brought onto the premises by the Exhibitors or conference attendees. Exhibitor distribution of food and beverages for consumption in the building shall be at the exhibitor's risk and expense, and shall comply with all applicable federal, state and local health and safety laws and regulations.

**Exhibitor Service Kit.** An official show service kit will be sent electronically to the person designated to be in charge of the exhibitor's booth approximately 60 days prior to the conference. The standards and policies set forth in the Exhibitor's Service Kit will be binding on all exhibitors. Under no circumstances will ASPRS or the Galt House Hotel assume any responsibilities for loss or damage to goods consigned to the Official Conference Decorator.

**General.** ASPRS reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason become objectionable, and also to prohibit or evict an exhibit which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter, or anything of an objectionable nature.

**Table Tops.** All applicable rules and regulations contained within apply to all table top participants.

Keep a copy of this contract for your records.

# Louisville Kentucky



## Contacts

### Annual Conference Exhibiting, Sponsorships, and Advertising contact:

Mohanna Sales Representative  
(972) 596-8777  
Fax: (972) 985-8069  
info@mohanna.com

### General Conference contact:

Heather Staverman  
ASPRS  
5410 Grosvenor Lane, Suite 210  
Bethesda, MD 20814-2198  
(301)493-0290 x 106  
Fax: (301) 493-0208  
hstaverman@asprs.org

[www.asprs.org/Conferences/Louisville-2014](http://www.asprs.org/Conferences/Louisville-2014)



5410 Grosvenor Lane, Suite 210, Bethesda, Maryland 20814

# ASPRS 2014 Annual Conference & co-located JACIE Workshop

Exhibit Hall Contract Rules Accepted and Agreed

I have read and agree to the terms of the Exhibit Contract.

Please print first and last name \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Application Information (please print)

ASPRS Sustaining Member Number \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

### Exhibit Fees

- ASPRS Sustaining Member \$3,410
- Conference Sponsors/Government Agencies & Universities \$2,475
- Non-member \$4,400
- UAS Showcase Table-top \$1,000
- Recruitment Way Table-top \$500

### Preferred booth selections:

# of 10'x 10' Booth Required \_ x Price from Above \_\_\_\_ = Total Amount Due: \$ \_\_\_\_  
 50% Deposit: \$ \_\_\_\_\_

1<sup>st</sup> \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_  
 3<sup>rd</sup> \_\_\_\_\_  
 4<sup>th</sup> \_\_\_\_\_

## Sponsorship Opportunities

- |                                                                                        |                                                                      |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Keynote Speaker \$ _____                                      | <input type="checkbox"/> Conference Bags \$6,000                     |
| <input type="checkbox"/> Morning OR Afternoon Beverage Break \$ _____                  | <input type="checkbox"/> Hotel Key Cards \$3,000                     |
| <input type="checkbox"/> Attendee Boxed Lunch \$ _____                                 | <input type="checkbox"/> Conference Pens \$1,000                     |
| <input type="checkbox"/> Student/Young Professional \$ _____<br>Speed Networking Event | <input type="checkbox"/> Conference Notepads \$1,000                 |
| <input type="checkbox"/> Conference Wireless Internet \$8,000                          | <input type="checkbox"/> Technology Demonstration \$350              |
|                                                                                        | <input type="checkbox"/> Large Bids <del>\$2,500</del> <b>\$0.00</b> |

Sponsorship Total: \$ \_\_\_\_\_

Booth Total: \$ \_\_\_\_\_

Sponsorship Total: \$ \_\_\_\_\_

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

### PLEASE RETURN TO:

Mohanna/ASPRS  
 info@mohanna.com  
 Ph: (972) 596-8777  
 Fax: (972) 985-8069  
 Mohanna Sales Representatives Office  
 305 W. Spring Creek Pkwy, Bldg C-101  
 Plano, TX 75023

### Method of Payment

- Check (Make checks payable to: ASPRS 2014 Annual Conference)  
 Visa  Mastercard  American Express  Discover  
 Remaining Balance \$ \_\_\_\_\_ (TO BE INVOICED)

Name on Credit Card \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_ Expires (MO/YR) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_