

ECR 2005 CONFERENCE EXHIBITOR POLICY AND INFORMATION

A limited number of 6' tabletop educational exhibits will be available during the conference on a first-come, first-served basis. All information and services exhibited must be directly related to the field of environmental conflict resolution and contribute to the educational, instructional and professional atmosphere of the meeting. Conference sponsors and agency partners will be given priority. All rules and regulations established by the Hilton Tucson El Conquistador Golf & Tennis Resort governing exhibits on their property must be adhered to at all times. For information, visit www.mediusevents.com/ECR2005

- Exhibit Dates:** May 24-26, 2005
(Tuesday, Wednesday, Thursday)
- Hours:** 8:00 a.m. - 6:00 p.m.
- Staffing:** Exhibitors do not have to staff their tables at all times, however it is recommended that staffers be present during the continental breakfast, morning and afternoon breaks, and networking lunch periods. **Note: Security will not be provided.**
- Set-up:** Tuesday, May 24, 2005 8:00 a.m. - 12:00 a.m.
- Teardown:** Friday, May 27, 2005 8:00 a.m. - 12:00 p.m.
(Complete Removal) 1:00 p.m.
- Description:** Tabletop exhibit includes one 6' draped and skirted table, with two chairs and a small sign with the name of the exhibitor. The exhibit area will be set up at all times throughout the conference in a convenient room adjacent to the registration area. Any additional items required, including electricity, must be arranged and paid for by the individual exhibitor directly with the Hilton Tucson El Conquistador.
- Exhibitor Fees:** \$200 per table (Note: Fee covers all three days)
- Exhibit Personnel:** At least one registered conference attendee must accompany each exhibit. Each exhibit may have up to three hosts. Each host must register for the conference at the regular registration rate.
- To Request Space:** Tabletop space must be reserved and paid for by **May 2, 5:00 p.m. (EST)** by contacting the conference organizers at ECR2005@mediusevents.com. **You will be notified within 10 days if your request has been approved.**
- Exhibit Installation:** Information regarding set-up and dismantle of your exhibit will be sent to you with your acceptance/approval letter, along with your tabletop number assignment, 45 days in advance of the conference. The conference planner will designate space assignments.
- Special Needs:** If you have additional exhibit requirements beyond the standard tabletop set-up being provided, please contact Devon Sloan, Director of Meetings and Conventions, Hilton Tucson El Conquistador, at devon_sloan@hilton.com or (520) 544-1125. Items such as booth piping, draping, lighting, audiovisual equipment, electrical or other technical requirements must be secured for in advance and paid for by the exhibitor directly to the Conference Services Department.
- Materials Storage:** The hotel does not have storage space for crates. Boxes may be shipped and stored 7 days in advance of the conference for a processing fee of 49 cents per pound. Please include your name, company and "ECR2005 Conference Exhibitor" on any boxes that you ship.

ECR 2005 EXHIBITOR APPLICATION
MUST BE RECEIVED NO LATER THAN MAY 2, 2005 BY 5:00 P.M. (EST)

1. EXHIBITOR INFORMATION

Company: _____ **Contact:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Business Fax:** _____

Contact Email: _____ **Web URL:** _____

2. TABLE SIGN: _____

(Please print your company name exactly how it should appear on your tabletop sign.)

3. DESCRIPTION OF PRODUCT OR SERVICE (LIMIT 50 WORDS)

Please attach a type description of no more than **50 WORDS**. You can also email this information to us at ECR2005@mediusevents.com (Subject line: Exhibitor Description--Your Company Name)

4. EXHIBITOR REPRESENTATIVES (All exhibitors MUST CHECK IN at the Registration Counter upon arrival.)

1. Name: _____

Title: _____

E-Mail Address: _____

2. Name: _____

Title: _____

E-Mail Address: _____

3. Name: _____

Title: _____

E-Mail Address: _____

Please FAX or MAIL this form with your payment method indicated to:

Medius Events
ECR 2005 - "Pathways to Successful ECR"
100 N. Stone Ave, Suite 1008
Tucson, AZ 85701
Phone: (877) ECR-2005 or (520) 624-1921
Fax: (520) 624-1922
E-mail: ECR2005@mediusevents.com

5. CONFERENCE EXHIBIT OPTIONS (Please specify.) (Qty)

Tabletop Exhibit \$200 (each) \$ _____ ()

SPONSOR* Tabletop Exhibit \$0 (one) \$ _____ ()

Total: \$ _____ ()

*Conference sponsors receive one complimentary tabletop exhibit.

6. PAYMENT (Payment in full must be received to reserve your exhibit space.)

Make Check Payable to: USIECR **Check #:** _____ (USIECR Tax ID No 44-0553243F)

CC: VISA MasterCard Discover Diners Club # _____

Exp: _____ **Cardholder's Name:** _____

Signature: _____ **Print Name:** _____

I agree to the terms and conditions set forth in this Exhibitor Policy and Application.

Authorized Signature: _____ **Print Title:** _____ **Date:** _____