

Illuminating Engineering Society  
of North America

Aviation Lighting Committee

Reply to



## IES Aviation Lighting Committee

10<sup>th</sup> Annual Day Show - 2012

### EXHIBITOR'S PROSPECTUS RULES & REGULATIONS

Organizations are invited to exhibit at this years IES Aviation Lighting Committee's conference, 10th Annual Day Show in St. Pete Beach, FL on October 17, 2012.

**Exhibitor Fee \$990.00 per booth.**

**Registration as an exhibitor in the Day Show includes registration for the conference for one participant. Additional booth personnel must be registered for the conference.**

Exhibit space is limited – **approximately 40 booths** - and we cannot guarantee that all requests for booth space will be granted. Early registration is recommended.

Booth spaces are to be allocated on First-come, First-served basis. Exhibit space will not be allotted until **payment in full** is received.

Attendees of the last 3 consecutive IES Aviation Lighting Conference will be given first opportunity and participants at last year's Day Show will be given 2nd opportunity for booth space. At the July 30<sup>th</sup> cutoff date, booths will be available to all other potential exhibitors.

Exhibitors will choose their booth in order of PAID exhibit registration (first-come/first-served). Exhibitors will be able to choose their booth location sometime after payment is received.

#### **Payment:**

Check or Credit Card – *sign up online by visiting our registration page.*

**Cancellation:** Cancellation Charges per Registration are as follows:

**Before August 1st: \$100, August 1st – September 1st: \$200, After September 1st: No refund.** Written requests for cancellations must be emailed to bschai@jaquith.com or faxed to (315) 478-5707 by September 1st. ***Any company canceling after this date will not receive a refund of fees.***



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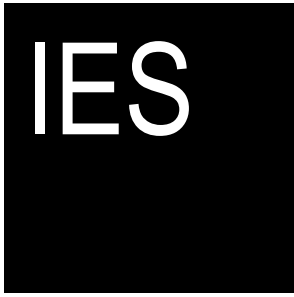
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### EXHIBIT POLICY

In addition to the previous rules, the following criteria apply to the exhibit area.

1. Registration as an exhibitor in the Day Show includes registration for the conference for one participant.  
***Additional booth personnel must be registered for the conference.***
2. ALL exhibits must be directly related to the aviation LIGHTING industry.
3. ALL out-of-pocket expenses incurred due to the exhibit are to be borne by the exhibitor.
4. On-the-spot solicitation of orders and the acceptance of orders by the exhibitors are to be discouraged.
5. Exhibitors shall be solely and completely responsible for all exhibits and for any personal or public liability caused by or arising from the exhibitor's act or omission. ***Display material must not be bothersome to other exhibitors or attendees. If complaints are received regarding the display, you must remove, turn off, or rearrange the display material.***
6. The IES Aviation Lighting Committee assumes no responsibility for loss or damage to exhibits from any cause.
7. The exhibitor or exhibitor's management shall indemnify and hold harmless the IES Aviation Lighting Committee for any liability, claims or expenses suffered on account of acts or omissions of the exhibitors.
8. Exhibitors shall refrain from showing ANY product or literature outside of the exhibit area near the conference room.
9. Inability to hold conference: If the IES Aviation Lighting Committee should be prevented from holding the exhibit program by any cause beyond its control (such as fire, strikes, Acts of God, etc) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the IES Aviation Lighting Committee will refund to the participant/exhibitor the amount of the rental paid by the participant/exhibitor, less a proportionate share of the exposition expenses, and the IES Aviation Lighting Committee shall have no further obligation or liability to the participant/exhibitor.
10. Unoccupied space: The IES Aviation Lighting Committee reserves the right to reassign/rent booths that are cancelled after the cutoff date for cancellation. The IES Aviation Lighting Committee reserves the right to reassign/rent booths that remain unoccupied due to failure of the participant/exhibitor to show up on the date of the day show. Other participants/exhibitors shall in no way infringe upon or take over such unoccupied booths.
11. Exhibit floor plan: The IES Aviation Lighting Committee reserves the right to modify the exhibit floor plan if necessary.



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**Exhibit Schedule** Wednesday Oct 17th

Move-in	<b>Noon – 2:00pm</b>
Exhibit Hours	<b>2:00pm – 6:30pm</b>
Cocktail Reception (cash bar)	<b>4pm – 6:30pm</b>
Dismantle	<b>6:30pm – 9:30pm</b>

**Exhibit Booth Specifications:**

- 10' wide x 10' deep.
- Each booth space includes:
  - 10' of 8' Tall Back Drape, 10' of 3' Tall Side Drape, one 6' x 2' Draped Table with 30" Tall Skirting, two Chairs, one Wastebasket, One Line Exhibitor ID Sign (7" x 44")
  - Electrical Service – Each booth will be provided with 120Vac/10A.

*If greater electrical service is required, it is the responsibility of each exhibitor to make individual arrangements with the Electrical Service contractor. An electrical service form will be provided as part of the exhibitor package.*

Display stands and equipment MUST fit within the confines of the booth. Large pieces of equipment that will not fit in the booth area ARE NOT to be displayed.

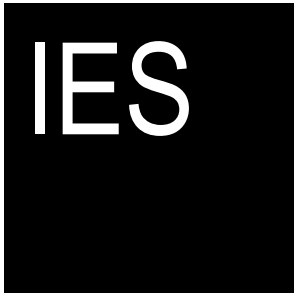
*NO part of your booth may protrude into the aisle way.*

**Exhibit Material:**

The Exhibit Contractor is Gulf Coast Expo. Exhibit material must be shipped to Gulf Coast Expo, not the Tradewinds Resorts. All shipments must pass through an opening 73" wide and 79" high. DO NOT ship exhibit material to the hotel.

**\*\*Shipments must not arrive at Gulf Coast Expo prior to September 27.\*\***

Ship material to:  
Gulf Coast Expo  
8432 SUNSTATE STREET  
TAMPA, FL 33634  
Phone (813) 915-8066  
Fax (813) 319-0619



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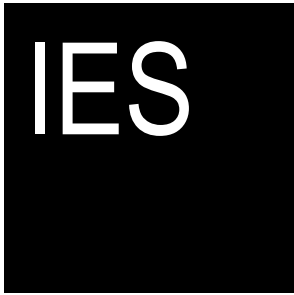
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Also list the exhibitor company name (contact and telephone) and booth number (if available). If multiple units are shipped, please individually mark each as follows: 1 of 5, 2 of 5, 3 of 5, 4 of 5 and 5 of 5.

An exhibitor package will be forwarded to paid exhibitors in order to make arrangements with the exhibition service company for shipping material to and from the conference.



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**Registration Form**  
**IES Aviation Lighting Committee**  
**Day Show – Wednesday October 17, 2012**

Visit us online at [www.iesalc.org](http://www.iesalc.org). To register, fill out the information below if registering by mail/fax (315) 478-5707.

If choosing to pay by check, make check payable to:  
IES Aviation Lighting Committee

Send check/registration form to:  
IES Aviation Lighting Committee  
C/O Bill Schai - Jaquith Industries  
P.O. Box 780  
Syracuse, NY 13205

- Organization \_\_\_\_\_
- Address \_\_\_\_\_  
\_\_\_\_\_
- Contact Name \_\_\_\_\_
- Phone \_\_\_\_\_
- Fax \_\_\_\_\_
- Email \_\_\_\_\_
- Credit Card                      Visa \_\_\_\_    M/C \_\_\_\_
- Card Number                    \_\_\_\_\_
- Expiration Date                \_\_ \_\_ / \_\_ \_\_
- Signature                        \_\_\_\_\_
- # of Box Lunches needed during setup \_\_\_\_\_  
(Food Voucher will be required for Box Lunch attendees)