



E-SCRAP

North American Electronics Recycling Conference

www.e-scrapnews.com

October 18 & 19, 2006
Hilton Austin - Austin, Texas

EXHIBITOR GUIDELINES

Welcome! You are invited to exhibit at the E-Scrap 2006: The North American Electronics Recycling Conference presented by *E-Scrap News* and *Resource Recycling* magazine. E-Scrap 2006 is the premier North American electronics recycling conference. The conference format and tradeshow provide a collaborative setting and numerous opportunities for networking. Seminar sessions and the exhibition will target all the key issues in electronics product stewardship, including current recovery efforts, end use, e-scrap market dynamics, processing trends, and political and policy considerations. E-Scrap 2006 provides your company the perfect opportunity to reach executives at original equipment manufactures, generators of e-scrap, federal, state and local government officials, trade association leaders, e-scrap processors, and buyers of e-scrap parts and materials.

Conference Dates

October 18 & 19, 2006

Conference Location

Hilton Austin
400 N. Olive St.
Austin, Texas 75201
www.Hilton.com

Tradeshow Hours

Wednesday, October 18	Thursday, October 19
10:30 am - 11:00 am	8:30 am - 12:00 pm
1:00 pm - 1:30 pm	
3:00 pm - 3:30 pm	
5:00 pm - 5:30 pm	

*The tradeshow floor may see traffic at other times during the conference.

Event Specifications & Package

Exhibiting company receives:

- Two complimentary registrations. (*Sponsoring companies who have selected to exhibit receive two to four complimentary registrations depending on the level of sponsorship. Sponsors please refer to Sponsorship Opportunities for additional information on exhibiting.*) Registration includes entrance to sessions, tradeshow, meals and evening reception. Additional registrations can be purchased at a discounted rate of \$265.
- Company listing in the conference program and website. Company listing will include contact information and brief company description of the services and/or products offered by your organization.

Booth Specifications

- 10' x 10' standard exhibit booth
- 8' drapery along back and 3' along sides of exhibit booth
- 7" x 44" exhibitor identification sign
- 6' x 30" skirted table
- 2 side chairs
- 1 waste basket

Exhibitor Kits will be emailed in August and will include information on electrical services, audio/visual, freight/shipping, and additional rental items. For additional information from the show decorator, please contact Freeman Co. at 210.277.0341 or by visiting www.freemanco.com.

Single booth space is 10' x 10', double booth is 20' x 10'. No exhibitor shall assign, sublet or share the whole or any part of his assigned space without the approval of E-Scrap. Exhibit display panel or equipment should not project further than 8' from the back drape and 36" along the side rails. There shall be no obstruction in the aisle. Noise level on sound systems, recorders, speakers, live music, etc., shall be maintained so as to not disturb other exhibitors.

Reserving & Contracting Space

The application for exhibit space must be completed in its entirety and a minimum 50% deposit must accompany the application. The receipt and acceptance by E-Scrap of the signed application/contract accompanied by payment for the exhibit space will constitute a binding agreement for the right to use the space allocated. In the event of fire, strikes, war or other acts of nature rendering the exhibit area unfit or unavailable for use, this contract will be voided. Application for exhibit space must be made on the official form and accompanied by full payment to be considered final.

Assignment of Space

Priority for space will be assigned first to E-Scrap sponsors in order in which applications are received. After sponsors are assigned, priority of space assignment will be based on the order in which exhibitor applications are received and availability of space requested. E-Scrap will make every effort to make assignments to preferred booth location. If this space is not available, E-Scrap will assign the next best available space. E-Scrap reserves the right to relocate or reassign exhibit booths at any time for the overall benefit of the conference, such as separating competitors.

Installation of Exhibit

Tuesday, October 17 3:30 pm - 7:00 pm

Installation of exhibit equipment and material must be completely set-up and in-place by 8:00 pm Tuesday, October 17th.

Dismantling of Exhibit

Thursday, October 19 12:00 pm - 5:00 pm

Dismantling of booths may commence no earlier than 12:00 pm and the exhibit area must be completely cleared by 5:00 pm on Thursday, October 19th.

Payment Policy & Schedule

The exhibitor agrees to enclose with application/contract a minimum 50% deposit. The balance is due by September 1st. After September 1st your credit card will be automatically charged for the balance due. Payment may be made by check or credit card (Visa, MasterCard and American Express). Make checks payable to Resource Recycling, PO Box 42270, Portland, Oregon 97242. Credit card payments may be mailed to the address above or faxed to Resource Recycling at 503.233.1356.

Cancellation/Refund Policy

Notification of booth space cancellations must be in writing and received on or before the dates outlined below. Notification can be mailed to Resource Recycling, PO Box 42270, Portland, Oregon 97242 or by fax at 503.233.1356 or by email to cara@resource-recycling.com. Any cancellation of booth space for any reason is subject to \$100 processing fee. No refunds provided after September 1st. There will be no refund for exhibitors who for any reason do not exhibit at E-Scrap 2006 and have not submitted a written cancellation request prior to the deadline outlined above.

Liability & Security

Exhibitor agrees to assume all responsibility for any loss or injury related to their booth, and that they shall indemnify and hold harmless E-Scrap from all liability in which may ensue, for any cause. The exhibit hall will be secured, to the extent possible, during those hours when the exhibit hall is not open to the public and attendees. However, E-Scrap cannot guarantee against loss, damage or injury of any kind. Be advised, exhibitor should not leave valuables unattended during set-up, exhibitor hours and after show hours, and/or dismantling. Exhibitors are solely responsible for the security of their exhibit and equipment.

Hotel Accommodations

The Hilton Austin hotel is located in downtown Austin, Texas, one block from 6th Street entertainment and within walking distance from the Warehouse Entertainment district. The Hilton Austin hotel is the only hotel in Austin adjacent to the Austin Convention Center. The Austin Bergstrom International Airport is only seven miles from the Hilton Austin. E-Scrap 2006 is pleased to offer special room rates to conference attendees. Conference attendees will receive a special rate of \$145 plus taxes for single and double rooms. Government attendees will receive a special rate of \$99 plus taxes for single rooms and \$119 plus taxes for double rooms. Reservations must be made by **September 15th** to receive the special rate. Hotel reservations can be made directly with the Hilton Austin online at www.Hilton.com or by phone by calling 1.800.236.1592. Identify yourself with E-Scrap by using the group code ESI or ESV for government attendees to receive the special rate.



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EXHIBITOR REGISTRATION FORM (ADDITIONAL REPRESENTATIVES)

You receive two registrations as part of your exhibiting package. Additional exhibitor registrations can be purchased at a discounted rate of \$265. Please complete the registration form and return with payment to E-Scrap 2006, PO Box 42270, Portland, Oregon 97242-0270 or fax to 503.233.1356. For questions, please contact Cara Bergeson at 503.233.1305 or cara@resource-recycling.com.

Third Attendee from the Company or Organization

Name: _____ Title: _____
Company / Agency: _____
Address: _____
City / State / Zip: _____ Country: _____
Phone / Fax: _____
Email: _____

Fourth Attendee from the Company or Organization

Name: _____ Title: _____
Company / Agency: _____
Address: _____
City / State / Zip: _____ Country: _____
Phone / Fax: _____
Email: _____

Payment

Full payment must accompany this registration application.

- Check (Payable to Resource Recycling)
- Credit Card (circle type of card): Visa MasterCard American Express

Registration(s) _____ x \$265 = _____ Total Amount Due

Card Number: _____ Exp Date: _____

Billing Address (if different the above): _____

City / State / Zip: _____ Country: _____

Name on Card: _____ Signature: _____

Cancellation Policy: Cancellations on or before September 1st will be charged a \$50 processing fee. No registration refunds will be allowed after September 1st.