



# E-SCRAP 2008

The North American Electronics Recycling Conference

September 17-18 | Renaissance Hotel & Spa | Glendale, Arizona

## EXHIBITOR OPPORTUNITIES

You are invited to exhibit at the fifth annual E-Scrap: The North American Electronics Recycling Conference presented by *E-Scrap News* and *Resource Recycling Magazine*. E-Scrap 2008 will be held September 17 and 18, 2008 at the Renaissance Glendale Hotel & Spa in Glendale, Arizona. The conference format and tradeshow provide a collaborative setting and numerous opportunities for networking. Seminar sessions and the exhibition will cover all the key issues targeting electronics product stewardship, including current recovery efforts, end-use, e-scrap market dynamics, processing trends, and political and policy considerations.

Exhibiting at E-Scrap 2008 provides your company the perfect opportunity to reach key industry decision-makers, including executives at original equipment manufacturers, generators of e-scrap, local, state and federal government officials, trade association leaders, e-scrap processors, and buyers of e-scrap parts and materials.

## CONFERENCE LOCATION

Renaissance Glendale Hotel & Spa  
9475 W. Coyote Blvd.  
Glendale, AZ

Ph: 623.937.3700

## TRADESHOW HOURS

### Wednesday, September 17

10:00 am – 10:30 am

1:00 pm – 1:30 pm

3:00 pm – 3:30 pm

5:00 pm – 7:30 pm

### Thursday, September 18

8:30 am – noon

*\*These are the official tradeshow hours; the tradeshow floor may see traffic at other times during the conference. Official tradeshow hours are subject to change without notice.*

## INSTALLATION OF EXHIBIT

### Tuesday, September 16

2:30 pm – 6:30 pm

Installation of exhibit equipment and material must be completely setup and in-place by 6:30 pm Tuesday, September 17th. Installation time is subject to slight change. Exhibiting companies will be notified of any change via email.

## DISMANTLING OF EXHIBIT

### Thursday, September 18

12:30 pm – 4:00 pm

Dismantling of booths may commence no earlier than 12:30 pm, and the exhibit area must be completely cleared by 4:00 pm on Thursday, September 18th.

## PRICE SCHEDULE

Single Booth Space (10'x10') - \$1,600

Double Booth Space (20'x10") - \$ 2,880 (10 percent discount)

Triple Booth Space (30'x10') - \$4,080 (15 percent discount)

## **EVENT SPECIFICATIONS AND PACKAGE**

Exhibiting company receives:

- Two complimentary registrations (\$790 value). Sponsoring companies which have selected to also exhibit will receive up to four complimentary registrations, depending on its sponsorship level. Registration includes entrance to sessions, tradeshow, meals and evening reception. Additional registrations can be purchased at a discounted rate of \$295 per person.
- Company listing in the conference program and Web site. Company listing will include contact information and brief company description of the services and/or products offered by your organization.

## **BOOTH SPECIFICATIONS**

- 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

The above listed items are included in your sponsorship fee. The tradeshow will be held in a carpeted exhibit hall. Exhibitor kits will be emailed/mailed summer 2009 and will include information on electrical services, audio/visual, internet, freight/shipping and additional rental items. Single booth space is 10' x 10', double booth is 20' x 10', and a triple booth is 30'x10'.

## **BOOTH CONSTRUCTION AND DISPLAY**

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. No special signs, booth structures, apparatus, or lighting fixtures are permitted in excess of 8' in height. Exhibit material must not be set up as to interfere with the view into adjoining booths. All exhibitors must comply with city fire, building and electrical codes and regulations. All electrical work must be ordered through the decorator or the facility. No helium balloons are permitted.

Conference management reserves the right to request, at any time before or during the conference, samples of promotional literature and/or booth display layout before the exhibitor will be eligible to participate or continue in the exhibition. E-Scrap Conference, in sole discretion, reserves the right to determine which forms, products and/or booth display layout are appropriate and refuse, cancel or restrict any applicant or exhibit. If conference management decides that any of these do not meet its standards or are not suitable, the exhibitor must, at once, comply with the management demands and/or withdraw. Exhibitors engaging in objectionable methods shall be subject to eviction without refund.

Representatives of non-exhibiting firms will not be permitted to demonstrate their products or distribute advertising material in the tradeshow or conference. Exhibitors will not be permitted to demonstrate their products or distribute advertising material outside of their assigned booth space. Sponsors may distribute advertising material at their assigned sponsored event (i.e., lunch, breaks and reception).

## **SUBLETTING OF SPACE**

No exhibitor or sponsor shall assign, sublet, or share the whole or any part of its assigned space without the written approval by conference management.

## **RESERVING AND CONTRACTING SPACE**

The application for sponsorship must be completed in its entirety and payment must accompany the application. The receipt and acceptance by E-Scrap Conference of the signed application/contract accompanied by payment for sponsorship will constitute a binding agreement for the right to use the exhibit 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 sponsorship must be made on the official form and accompanied by full payment to be considered final. Completion of application constitutes that the exhibiting company and its representatives agree to abide by all the terms and conditions listed in the exhibitor guidelines.

## **ASSIGNMENT OF SPACE**

Assignment of exhibit space is based on the new priority point system. The priority point system is designed to recognize organizations for their past and present support of the E-Scrap Conference and to encourage new organizations to participate. Priority points are awarded for each year of participation, as an exhibitor and/or sponsor, and will be used to determine the order in which space will be assigned in the exhibit hall. In the event that more than one organization has the same number of points, priority for those organizations will then be determined in order of which contracts are received. Priority points are only awarded upon full payment of exhibitor and/or sponsorship fees. The E-Scrap Conference will make every effort to make assignments to preferred booth locations. If space is not available, the E-Scrap Conference will assign the next best available space. The E-Scrap Conference reserves the right to use its sole discretion to relocate or reassign exhibit booths at any time for the overall benefit of the conference, such as separating competitors, or to accommodate revised floor plans. Specific booth assignments are not final until payment, in-full, has been received and confirmed in writing by the conference manager.

Priority points are awarded as following:

- Four points for each year organization participated as a platinum level sponsor
- Three points for each year organization participated as a gold level sponsor
- Two points for each year organization participated as a silver level sponsor
- One point for each year organization has exhibited only

To maintain priority points, all exhibiting and/or sponsoring organizations are required to participate once as an exhibitor and/or sponsor in a two-year period. If a year is skipped, the exhibitor and/or sponsor will retain all earned points to-date, but will not earn additional points. If there is no participation in a two-year period, all priority points are forfeited. All exhibiting and/or sponsoring organizations are responsible for following all rules, regulations, guidelines and policies presented. Violations by individuals representing participating organizations will be cause for forfeiting all priority points.

Floor plan will be available late 2007.

## **CONFERENCE AND TRADESHOW REGISTRATION AND BADGES**

The conference sessions and tradeshow are limited to attendees who have registered to attend the conference. Sponsor and/or Exhibitor representatives are required to register for the conference and wear badges throughout the exhibition and conference. Sponsoring companies who have selected to exhibit receive one to four complimentary registrations, depending on the level of sponsorship. Exhibiting only companies will receive two complimentary registrations. Registration includes entrance to sessions, tradeshow, meals and evening reception. Additional registrations can be purchased at a discounted rate of \$295 per person. E-Scrap Conference reserves the right to withdraw the use of the badge used to gain admission to the tradeshow by any person other than the one for whom it was issued.

E-Scrap Conference reserves the right to refuse to admit and eject from the tradeshow or conference any objectionable or undesirable person or persons; and on the exercise of this authority the exhibitor, for himself, his employees and agents, hereby waives any right and all claim of damages against E-Scrap Conference.

On-site exhibitor and sponsor registrations are subject to a \$100 on-site processing fee, in addition to the \$295 discounted registration fee that is offered to exhibitors and sponsors.

## **PAYMENT POLICY AND SCHEDULE**

The exhibitor agrees to enclose with application/contract a minimum 50-percent deposit. The balance is due by September 1, 2008. After September 1st, if a credit card was provided to secure your deposit, the credit card provided 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 and mailed to: 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 August 1, 2008. 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](mailto:cara@resource-recycling.com). Any cancellation of booth space for any reason is subject to \$100 processing fee. No refunds provided after August 1st. There will be no refund for exhibitors who for any reason do not exhibit at the E-Scrap 2008 Conference and have not submitted a written cancellation request prior to the deadline outlined above.

## **LIABILITY AND SECURITY**

Exhibiting company agrees to assume all responsibility for any loss or injury related to their booth, and that they shall indemnify and hold harmless E-Scrap Conference and Resource Recycling, Inc. 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 Conference cannot guarantee against loss, damage or injury of any kind. Be advised, exhibitor should not leave valuables unattended during setup, exhibitor hours and after-show hours, and/or dismantling. Exhibitors are solely responsible for the security of their exhibit and equipment.

## **COMPANY LOGO AND DESCRIPTION**

Please email your company logo, of at least 300 dpi, and a brief company description (up to 75 words) of your services and/or products offered by your organization to [cara@resource-recycling.com](mailto:cara@resource-recycling.com). This description will be used in the conference program and on the conference Web site. Company description for the conference program is *due by August 8, 2008*. Company logo and description for the E-Scrap Conference Web site are due within a week of submitting application/contract. No changes to the company description will be permitted after August 8, 2008. Once your logo and company description are received, it will take two to four days before it will be posted to the conference Web site. All company logos and descriptions are subject to approval by conference management.

## **SOCIAL FUNCTIONS**

Any social function in a public space of E-Scrap-approved hotels must be approved by E-Scrap conference management. Most social functions are not restricted, with the exception of the request that these functions do not take place during official conference and tradeshow scheduled times, including the reception on October 24th.

# TRAVELING TO PHOENIX/GLENDALE, ARIZONA

The Renaissance Glendale Hotel & Spa is located in the heart of Glendale's new Westgate shopping and entertainment district. The hotel is just a short stroll from upscale boutiques and fine dining, as well as the Jobing.com Arena and University of Phoenix Stadium.

The Renaissance Hotel & Spa offers a state-of-the-art fitness center and full-service spa and pool. The hotel's restaurant, Soleil, offers contemporary American cuisine for breakfast, lunch and dinner. Ray's lounge and outdoor patio make it easy to unwind with signature cocktails and light fare. Caffaina's Marketplace Café serves Starbucks coffee and provides internet access, along with a variety of gift items.

E-Scrap 2008 is pleased to offer special room rates to conference attendees. Conference attendees will receive a special rate of \$169 plus taxes for single and double occupancy. Government attendees will receive the current government per diem at the time the reservation is secured for single occupancy. Government attendees will be asked to show government identification to receive the government rate. Hotel reservations can be made directly with the Renaissance Hotel & Spa by calling 623.937.3700. Online reservations will be available late 2007 through the conference Web site, [www.e-scrapnews.com](http://www.e-scrapnews.com), under hotel information. Hotel reservations must be made by August 22, 2008 to receive the special conference attendee rates.

Phoenix Sky Harbor International Airport is easy to access. SuperShuttle operates 24 hours per day on a regularly scheduled basis. It offers airport-to-door service. Vans depart every 15 minutes to all areas of the Valley, from 9 am to 9 pm After 9 pm, the frequency lessens, please call the company directly if you are departing after 9 p.m. Fares are charged on a flat rate to each geographic area. (Note: Current rates are probably lower. Check the rate on the outside of vehicles or contact the company directly). Call 602.244.9000 for reservations.

Phoenix Transit Bus Red Line and #13 provide lift-equipped transportation to and from the airport and throughout the metropolitan area. For citywide route information and schedules call 602.253.5000. You can pick up a copy of the Bus Book which contains schedules and routes at the Information Desk in any terminal, or visit [www.valleymetro.org](http://www.valleymetro.org).

Dial-a-Ride service is available to seniors and people with disabilities seven days per week, from 7 am to 7 pm To reserve your ride, call 602.253.4000. Taxis and private van services are offered by several different companies in the Phoenix area. Also, many hotels and resorts offer free transportation for their guests to and from Sky Harbor. A courtesy telephone center is located adjacent to the baggage claim areas at the passenger terminals, or check with your accommodation provider for details.





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## EXHIBITOR REGISTRATIONS FORM (COMPLIMENTARY OR ADDITIONAL)

One of the many benefits of exhibiting, exhibiting companies receives two complimentary registrations. Additional registrations can be purchased at a discounted price of \$295 per person.

**Submit one registration form per complimentary and/or additional sponsor attendee registration.** Registration includes entrance to sessions, tradeshow, meals and evening reception. Only those registered will be allowed to staff your booth and/or attend the conference sessions. Please complete all sections of the registration form and return with payment, if applicable, to E-Scrap 2008, PO Box 42270, Portland, OR 97242-0270, or fax to 503.233.1356. For registration questions, contact Jef Drawbaugh at 503.233.13055 xt 118 or [jef@resource-recycling.com](mailto:jef@resource-recycling.com).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company / Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Check here if you require assistance, or special accommodations because of a disability, to make this program accessible to you. Someone from the conference office will contact you. Special request must be given to the conference office at least 10 working days prior to the conference.

Check here if you would like a vegetarian meal for the luncheons.

### Payment:

It is only necessary to complete the payment section of form if purchasing additional registrations in addition to those complimentary registrations included in sponsorship package and/or if registering for any of the additional educational opportunities. Full payment must accompany this registration application.

Complimentary

Discount Registration Fee of \$295

Check (payable to Resource Recycling)

Credit Card (circle type of card): Visa MasterCard American Express

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

*On-site exhibitor and sponsor registrations are subject to a \$100 on-site processing fee, in addition to the \$295 discounted registration fee that is offered to exhibitors and sponsors.*

### Office Use Only:

JDDB \_\_\_\_\_ CBDB \_\_\_\_\_ JPEL \_\_\_\_\_ Payment \_\_\_\_\_ Badge \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Ribbon:  platinum sponsor  exhibitor

gold sponsor  speaker

silver sponsor  moderator