



**Exhibitor Information & Agreement
2009 RPUG Meeting
Atlanta, GA – December 9-11, 2009**

Exhibit Booth Information

- Each exhibit space is a minimum of 10' wide and 5' deep.
- The fee for the space is \$1100.

The exhibit booth fee includes two individual registrations to the meeting. Cost for additional exhibitor representatives will be at the regular registration fee of \$220.

An exhibit space includes a minimum of:

- One 6' draped and skirted table
- Two chairs

Exhibit Shipping Information

Please mail your materials to:

Your name
Sheraton Gateway Hotel Atlanta Airport
Road Profiler Users' Group
1900 Sullivan Road
Atlanta, GA 30337

Exhibit Rules and Regulations

These rules and regulations are established for the mutual protection of the exhibitors and RPUG. It is the responsibility of the exhibitor firm to be fully familiar with these regulations and to see that each member of the firm attending the meeting is also familiar with the regulations.

- 1. Agreement for Space**
 - The registration for exhibit space, upon acceptance by RPUG, assignment of space, and full payment constitute an agreement for rental of the space assigned.
- 2. Payment for Space**
 - Registrations must be accompanied by the full payment. Checks should be made payable to Michigan State University.
 - RPUG reserves the right to delay space reservations if the full payment is not received with registration.
- 3. Cancellation or Withdrawal**
 - Upon giving written notice, the exhibitor may cancel or withdraw from exhibiting at the 2009 RPUG Meeting subject to the following conditions and restrictions. **Cancelations must be received by 5:00 p.m. November 25, 2009 for a refund to be issued.**
- 4. Allocation of Space**
 - Spaces will be available on a first-come, first-served basis. The RPUG Advisory Board or designee reserves the right to achieve a balance of exhibitor types and to assist with space location of exhibitors.

- Outdoor space will be provided for exhibitors with vehicular equipment. Two parking spaces will be assigned to each exhibitor.

5. Dates and Times for Occupancy of Space

- Setup begins Wednesday, December 9, 2009 at 9 a.m. Dismantle begins Friday, December 11, 2009 at 1:00 p.m. and must be complete by 5:00 p.m. that same day.
- Exhibitors will be notified of any changes in the time schedule.

6. Use of Space

- All demonstrations or other activities must be confined to the limits of the exhibit space.
- Displays shall not be placed in such manner as to interfere with other exhibitors.
- No exhibitor shall assign, sublet or share exhibit space.
- Two companies of separate ownership may not exhibit within the same exhibit space.

7. Picture Projection and Sound

- Showing of projected pictures will only be permitted within the confines of exhibit space.
- Exhibitors operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing or interfering with other exhibitors.

Exhibitor Area Information and Hours

Wednesday, December 9, 2009

2:30 p.m. – 8:00 p.m.

Break and the Welcome Reception will be served in the exhibit area.

Thursday, December 10, 2009

7:00 a.m. – 5:00 p.m.

Breakfast, Breaks, and lunch will be served in the exhibit area.

Friday, December 11, 2009

7:00 a.m. – 5:00 p.m.

Breakfast and Breaks will served be in the exhibit area.

Note – Time will be scheduled on the agenda specifically for visiting the exhibits.