



SIXTH INTERNATIONAL CONFERENCE ON REMEDIATION OF CONTAMINATED SEDIMENTS

February 7-10, 2011 • Sheraton Hotel • New Orleans, Louisiana

EXHIBIT CONTRACT



Presented by

Battelle
The Business of Innovation

Sponsors



THE Louis Berger Group, INC.





EXHIBIT FLOORPLAN

REMEDIATION OF CONTAMINATED SEDIMENTS February 7-10, 2011 • New Orleans, Louisiana

Organizations that provide sediment assessment, remediation and management services and products are invited to exhibit at the Conference. Exhibits will be on display throughout the Conference in a large area adjacent to the platform and poster presentation, registration, break, and reception areas. Because the Exhibit Hall is centrally located, exhibitors will have the opportunity to present information to a focused audience of an anticipated 800 to 1,000 people who acquire and use environmental management products and services at industrial and government sites around the world. The fee for an 8-ft by 10-ft booth and standard furnishings is \$2,795 if payment is made by August 31, 2010, and \$2,995 if paid later.

The **Application for Exhibit Space** form must be submitted to reserve a booth. Space is limited and will be assigned according to receipt of the completed application, with priority given to Conference sponsors.

Inquiries about exhibits should be addressed to The Conference Group: info@confgroupinc.com; telephone: 800-783-6338 (U.S. and Canada) or 614-488-2030; fax: 614-488-5747.

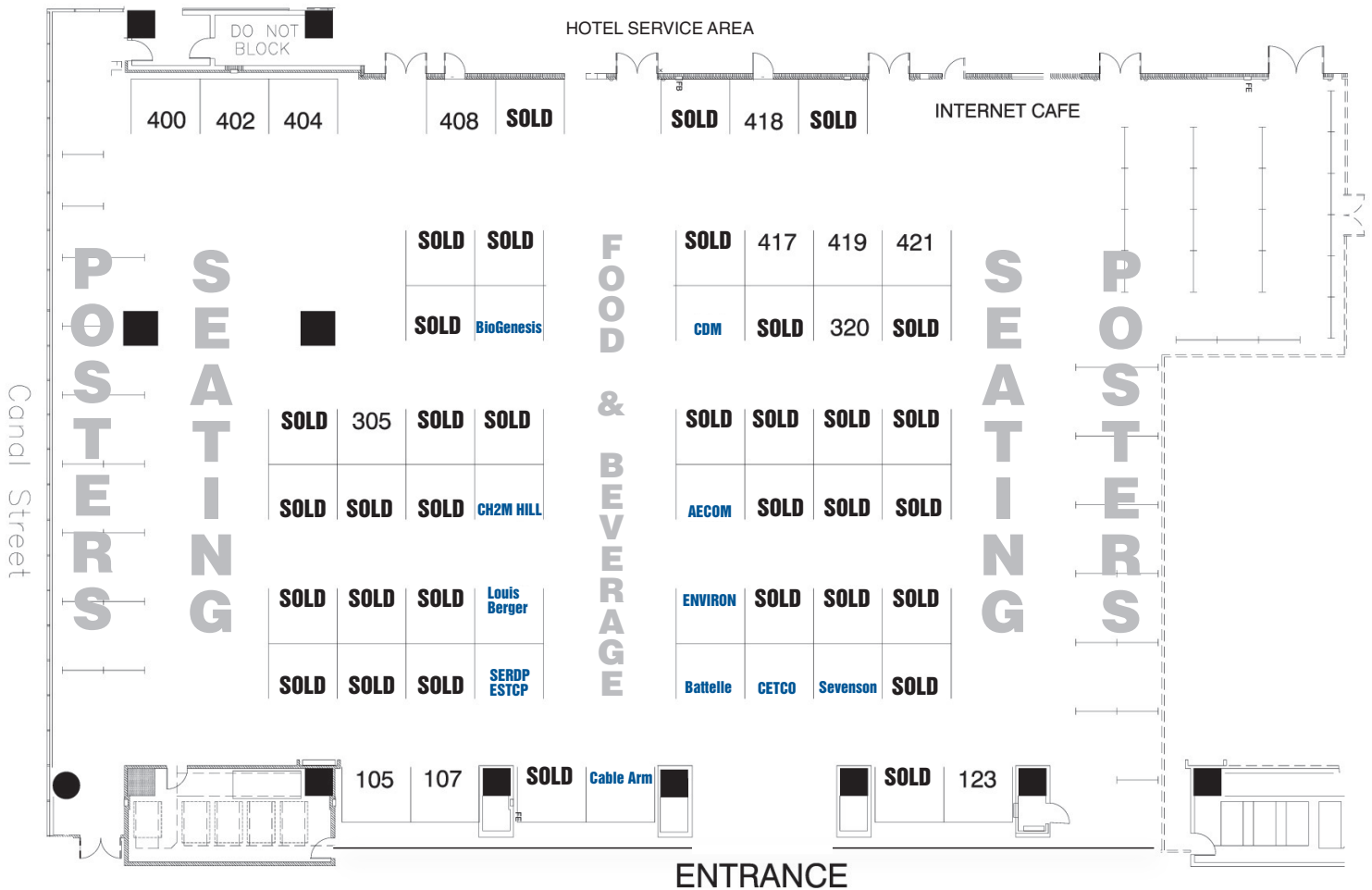
Exhibit Hours (Tentative):

Monday, February 7, 4:30–6:30 P.M.

Tuesday, February 8, 7:00 A.M.–7:00 P.M.

Wednesday, February 9, 7:00 A.M.–7:00 P.M.

Thursday, February 10, 7:00 A.M.–1:00 P.M.





CONTRACT TERMS AND CONDITIONS

REMEDIATION OF CONTAMINATED SEDIMENTS February 7-10, 2011 • New Orleans, Louisiana

FEES/APPLICATION PROCESS – The fee for one 8-ft by 10-ft booth space is US\$2,995 (US\$2,795 if paid by August 31, 2010). Applications will be accepted as long as space remains. Any booth for which payment has not been received by November 7 is subject to cancellation. **Organizations are limited to one booth space.** The products or services to be exhibited must be pertinent to the technical scope and purpose of the Conference. As the agent for Battelle Memorial Institute (Battelle), the Conference Group, Inc., (TCG) will review and approve all applications. Cancellations received by November 7 will result in a 50% refund; no refunds will be made for cancellations after November 7. **All requests for a hospitality suite or public function space must be made through TCG.**

Fee includes:

- Badges for two booth staff
- One 8-ft by 10-ft space (Hall is carpeted.)
- 8-ft backdrape and 3-ft side drapes
- One 500-watt duplex outlet
- One identification sign
- One 6-ft by 2.5-ft skirted table and two chairs
- One waste basket

LOCATION AND SHIPPING/STORAGE – The exhibits will open Monday evening, February 7, 2011, at the Sheraton Hotel (500 Canal Street, New Orleans, LA). Exhibit material may be shipped to the Official Service Contractor, Freeman Decorating Services, Inc., (Freeman) no earlier than January 8 for storage and delivery to the Show site. **Direct shipments will not be accepted at the Hotel.** All materials must be clearly marked with the name and dates of the Conference, organization's name, and assigned booth number. Return shipment instructions must be provided to Freeman by the Exhibitor at the Show site. TCG will e-mail the link to the Exhibitor Service Kit in November; the Kit will contain all shipping and handling instructions.

USE OF EXHIBIT SPACE – No Exhibitor will be permitted to display outside the confines of the assigned exhibit space. Sharing or subletting of exhibit space is prohibited. To ensure an unobstructed view of neighboring exhibits, back walls cannot be higher than 8 feet, and side walls must terminate 3 feet from the back wall. The reverse sides of end wing panels must be covered or painted if they are visible in adjacent booths. **To maintain adequate traffic flow, vendor-sponsored food and beverage is prohibited in individual booths.** Any requests for outdoor demonstrations or other display space at the Conference facility must be directed to TCG.

BOOTH ASSIGNMENT – Space will be assigned on a first-come/first-served basis, with priority given to Conference sponsors. Upon receipt of the signed application and payment, an exhibit confirmation letter will be mailed within fourteen days. Exhibit space will be assigned according to each Exhibitor's stated preferences and requirements, subject to availability. TCG reserves the right to rearrange the floor plan and/or to relocate any exhibit to further the best interests of the Conference.

BOOTH STAFF REGISTRATION – Booth staff are defined as your employees who will be attending the Conference solely to work in your exhibit; they will be admitted to food functions but not to technical sessions. **The exhibit fee includes badges for two booth staff; badges for up to two additional booth staff can be purchased for US\$225 each.** Booth staff badges are not transferable to other individuals. In addition to the exhibit application, each Exhibitor must complete and return the Booth Staff Registration Form no later than January 7, 2011—each name change or addition after that date will be assessed a US\$35 charge. A one-day-only visitor's pass to the Exhibit Hall is US\$225. No one under 18 years of age will be admitted to the Exhibit Hall.

TECHNICAL PROGRAM REGISTRATION – Each Exhibitor may designate up to two individuals to register for the technical program at the reduced rate of US\$550 each. It is the Exhibitor's responsibility to instruct the designated individual(s) to submit the Exhibitor Technical Registration Form and payment. Only those registered for the technical program will be admitted to technical sessions. Anyone making a platform or poster presentation must be registered for the technical program. Technical program registrants may, of course, staff the exhibit booth as needed.

DISPLAY SCHEDULE – The schedule shown below is tentative, and minor adjustments may be made in exhibit hours, depending on the technical program schedule. Exhibitors are not required to staff their booths during all exhibit hours; booth staffing within the exhibit schedule is at the discre-

tion of the Exhibitor. However, the exhibit hours will be enforced for the display—setup must be completed and all packing materials removed by 4:00 P.M. Monday. Early teardown will not be tolerated. **Any organization that begins packing or dismantling a booth before 1:00 P.M. Thursday will be charged a \$1,000 penalty and will not receive placement priority at future events.**

- **Exhibit Setup:** Monday, February 7, NOON–4:00 P.M.
- **Exhibit Teardown:** Thursday, February 10, 1:00–4:00 P.M.
- **Exhibit Hours (Tentative):**
 - Monday 4:30–6:30 P.M.
 - Tuesday 7:00 A.M.–7:00 P.M.
 - Wednesday 7:00 A.M.–7:00 P.M.
 - Thursday 7:00 A.M.–1:00 P.M.

SECURITY/INSURANCE – Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify, and save Battelle, The Conference Group, Inc., the Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the negligence of the Hotel or its officers, employees or agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises policies of Comprehensive General Liability Insurance including contractual liability coverage applicable to this contract, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. Battelle, TCG, the Hotel, its owners, its operator, and Starwood Hotels & Resorts Worldwide, Inc., shall be included as additional insureds. In addition, Exhibitor acknowledges that neither Battelle, TCG, the Hotel, its owners, its operator, nor Starwood Hotels & Resorts Worldwide, Inc., maintain insurance covering exhibitor's property and that it is the responsibility of Exhibitor to obtain property damage insurance insuring property of the Exhibitor.

COPYRIGHTED MATERIAL – It is the responsibility of the Exhibitor to obtain appropriate copyright releases for use of any type of copyrighted material (e.g., publications, graphics) during the Conference. Exhibitors are not to use any music, neither live nor recorded.

GENERAL PROVISIONS – The license granted by this Contract is nontransferable without the prior written consent of The Conference Group. The Exhibit Space and associated facilities licensed hereunder are provided on an "as-is" basis. Neither The Conference Group nor Battelle make any express or implied warranty or guaranty of any type or nature, including fitness for a particular purpose, with regard to the subject Exhibit Space and associated facilities. Further, neither The Conference Group nor Battelle shall be responsible for any damage or loss to Exhibitor's property while in transit, in storage, or on display at the Exhibition Site. The Exhibitor shall be responsible for returning the Exhibit Space and associated facilities in as good a condition as they were received, reasonable and normal wear and tear excepted. Exhibitor shall ensure that it and any individuals and/or entities for which it may be responsible comply with all rules and policies of the Exhibition Site, as well as all applicable federal, state, and local laws, ordinances, and regulations. Exhibitor will indemnify and hold harmless Battelle, The Conference Group, the Hotel, Starwood Hotels & Resorts Worldwide, Inc., and their respective trustees, officers, and employees against any claims, suits, damages, liabilities, and expenses (including reasonable attorney fees) arising out of property damage or personal injury to third parties caused by or arising out of the negligence or willful misconduct of Exhibitor or any individual or entity for which Exhibitor may be responsible. Anyone visiting, viewing, or otherwise participating in Exhibitor's display shall be deemed an invitee or licensee of Exhibitor. In no event shall Exhibitor, The Conference Group, Battelle, the Hotel, or Starwood Hotels & Resorts Worldwide, Inc., be liable to one another for any consequential, special, or incidental damages of any type or nature. Any and all disputes arising out of this Agreement shall be adjudicated by a court of competent jurisdiction within and applying the laws of the State of Ohio. Should any portion, word, clause, phrase, sentence, or provision of this Agreement be declared void or unenforceable, the validity of the remainder shall remain unaffected. This Agreement and any documents specifically referenced herein shall be the entire agreement between the parties and shall supersede all prior written or oral understandings. All modifications to this Agreement must be in writing and signed by authorized representatives of The Conference Group and Exhibitor.



APPLICATION FOR EXHIBIT SPACE

REMEDIATION OF CONTAMINATED SEDIMENTS

February 7-10, 2011 • New Orleans, Louisiana

Application is subject to availability. Please type or print clearly.

Organization (as it is to appear on I.D. sign) _____

Street Address _____

City _____ State/Province _____ Country _____ Zip/Postal Code _____

Product/Service Description _____

Primary Contact _____ Phone _____ Fax _____

E-mail _____ Booth # 1st choice _____ 2nd choice _____ 3rd choice _____

BOOTH SPACE AND STAFF FEES

US\$2,795 (if paid by August 31, 2010) US\$2,995 (if paid after August 31, 2010) US\$ _____

Note: Any booth for which payment has not been received by November 7, 2010, is subject to cancellation.

Fee includes:

- Badges for two booth staff*
- One 8-ft by 10-ft space (Hall is carpeted.)
- 8-ft backdrape and 3-ft side drapes
- One 500-watt duplex outlet
- One identification sign
- One 6-ft by 2.5-ft skirted table, two chairs, and waste basket

**The exhibit fee includes badges for two booth staff; badges for up to two additional booth staff can be purchased for US\$225 each. Booth staff are defined as your employees who will be attending the Conference solely to work in your exhibit; they will be admitted to food functions but not to technical sessions. Booth staff badges are not transferable to other individuals. In addition to this exhibit application, you must complete and return the Booth Staff Registration form no later than January 7, 2011—a US\$35 charge will be assessed for each name change or addition after that date.*

OPTIONS

Technical Program Registration: As an exhibitor, you may designate up to two individuals to register for the technical program at the reduced rate of US\$550 each. It is your responsibility to instruct the designated individual(s) to submit the enclosed Exhibitor Technical Registration Form and payment. Only those registered for the technical program will be admitted to technical sessions. Anyone making a platform or poster presentation or chairing a session must be registered for the technical program. Technical program registrants may, of course, staff the exhibit booth as needed. **Complete and return the Exhibitor Technical Registration Form.**

Mailing List: Mailing addresses of registrants will be provided on January 7, 2011, and February 28, 2011, for a total fee of US\$150. Both lists will be e-mailed in Excel format to the primary contact listed above. (Note: phone, fax, and e-mail address will not be provided in either list.)

Yes, I would like to purchase the mailing list. US\$ _____

PAYMENT METHOD TOTAL DUE US\$ _____

Check enclosed, payable to The Conference Group, Inc. (FEID 31-1157243), reference Sediments Conference

American Express Diner's Club Discover MasterCard Visa

Credit Card Account Number _____ Security Code _____ Expiration Date ____/____/____

Name Imprinted on Card _____ Signature of Cardholder _____

Submit this completed and signed application, booth staff registration forms, and payment to: The Conference Group, 1580 Fishinger Rd., Columbus, OH 43221 USA; telephone: 614-488-2030; toll-free in U.S. and Canada: 800-783-6338; fax: 614-488-5747.

The undersigned, as the responsible party for the Exhibitor, understands and agrees to be bound by the terms appearing herein.

Organization _____ Authorized Signature _____

Printed Name _____ Title _____ Date _____

All inquiries or changes with regard to exhibits and all cancellations should be addressed to the Exhibit Coordinator at The Conference Group — telephone: 614-488-2030; toll-free in U.S. and Canada: 800-783-6338. Cancellations received by November 7, 2010, will result in a 50% refund. No refund will be made after November 7. If Battelle cancels the Conference or exhibits due to circumstances beyond Battelle's reasonable control such as, but not limited to, acts of God, acts of war, government emergency, labor strikes, and/or unavailability of the event or exhibition facility, Battelle shall refund to Exhibitor any paid exhibit fee less a share of event costs incurred by Battelle. This refund shall be Exhibitor's exclusive remedy and Battelle's sole liability for cancellation of the event for reasons generally described in this paragraph.



BOOTH STAFF REGISTRATION FORM

REMEDIATION OF CONTAMINATED SEDIMENTS
February 7-10, 2011 • New Orleans, Louisiana

Booth staff registration form is due January 7, 2011. For each change or addition after that date, a US\$35 charge will be assessed. Please type or print clearly.

Booth Staff #1 – FEE INCLUDED IN BOOTH FEE.

Last Name (surname) _____ First/Middle Names _____
Employer _____
Street Address _____
City _____ State/Province _____
Country _____ Postal Code _____
Phone _____ Fax _____ E-mail _____
Special Needs (e.g., dietary, wheelchair access) _____

Booth Staff #2 – FEE INCLUDED IN BOOTH FEE.

Last Name (surname) _____ First/Middle Names _____
Employer _____
Street Address _____
City _____ State/Province _____
Country _____ Postal Code _____
Phone _____ Fax _____ E-mail _____
Special Needs (e.g., dietary, wheelchair access) _____

Booth Staff #3 – ADDITIONAL FEE OF US\$225.

Last Name (surname) _____ First/Middle Names _____
Employer _____
Street Address _____
City _____ State/Province _____
Country _____ Postal Code _____
Phone _____ Fax _____ E-mail _____
Special Needs (e.g., dietary, wheelchair access) _____

Booth Staff #4 – ADDITIONAL FEE OF US\$225.

Last Name (surname) _____ First/Middle Names _____
Employer _____
Street Address _____
City _____ State/Province _____
Country _____ Postal Code _____
Phone _____ Fax _____ E-mail _____
Special Needs (e.g., dietary, wheelchair access) _____



EXHIBITOR TECHNICAL REGISTRATION

Battelle
The Business of Innovation

REMEDIATION OF CONTAMINATED SEDIMENTS

February 7-10, 2011 • New Orleans, Louisiana

Please type or print clearly. Limit two exhibitor technical registrations per organization.

Last Name (surname) _____ First/Middle Names _____

Employer _____

Street Address _____

City _____ State/Province _____

Country _____ Postal Code _____

Phone _____ Fax _____ E-mail _____

Special Needs (e.g., dietary, wheelchair access) _____

TECHNICAL PROGRAM REGISTRATION. Each exhibitor may designate up to two individuals to register for the technical program at the reduced rate of US\$550 each. These registrants, who are employees of the exhibiting company, will receive admission to platform and poster sessions, exhibits, and group food functions. Registration materials will include the final program and abstracts.

Booth # _____ Technical Program Registration Fee: US\$550

We encourage you to register early; registrations will be limited to the number the facility can accommodate efficiently. Because registration fees are the major source of funding for the Conference and a significant percentage of registrants will make presentations, **all platform and poster presenters and session chairs are expected to register before the Conference and pay the technical program registration fees.**

SHORT COURSE REGISTRATION.

This form will be revised in October 2010, once information on short courses is available. Conference registration and short course registration can be submitted at different times.

TOTAL ENCLOSED OR TO BE CHARGED.

US\$ _____

Once payment is received, confirmation will be e-mailed within 3 days.

CANCELLATION. For Conference registration cancellations received by December 15, 2010, the registration fee will be refunded, less a \$50 service fee. No Conference refunds will be made after December 15, but paid no-shows will receive all materials covered by their registration fees. **Short course registration cancellations received by December 15 will be refunded less a \$10 service fee.** No course refunds will be made after December 15, but paid no-shows will receive all course materials. **Substitutions for the Conference and courses will be accepted, preferably with advance notice.** If Battelle cancels the Conference or short courses due to circumstances beyond Battelle's reasonable control such as, but not limited to, acts of God, acts of war, government emergency, labor strikes, and/or unavailability of the event or exhibition facility, Battelle shall refund to attendee his/her previously paid registration fee(s) less a share of event costs incurred by Battelle. This refund shall be attendee's exclusive remedy and Battelle's sole liability for cancellation of the event for reasons generally described in this paragraph.

METHOD OF PAYMENT. Payment is required to confirm your reservation.

- Check (Checks must be drawn on a U.S. bank, be payable in U.S. funds to "The Conference Group, Inc., FEID #31-1157243," and reference the Sediments Conference.)
- American Express Diners Club Discover MasterCard Visa

Credit Card Account Number _____ Security Code _____ Expiration Date ____ / ____

Name Imprinted on Card _____ Signature of Cardholder _____

FIVE WAYS TO REGISTER

Mail:
Sediments Conference
The Conference Group
1580 Fishinger Road
Columbus, Ohio 43221 USA

Phone:
Toll-free (U.S. & Canada): 800-783-6338
Direct: 614-488-2030
Fax: 614-488-5747

E-mail: info@confgroupinc.com
Web: www.battelle.org/sedimentscon