



2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Exhibitor Kit

Attachments:

- Exhibitor Information Sheet
- Exhibit Area Floor Plan
- Exhibitor Terms and Conditions
- Exhibitor Registration Form



2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Exhibitor Information Sheet

Reserve your exhibit space now for this annual event!

- Sell your products and services to 500 prequalified sales prospects.
- Take home new sales leads.
- Gain visibility as a leading supplier of products and services that are on the edge.

Attendees will be professionals such as:

Environmental health and safety managers
Hazmat transportation managers
Corporate policy decision makers
Plant managers
EH&S compliance officers
Hazardous materials specialists
Buyers and purchasing agents
Government representatives
Environmental scientists and engineers
Directors of health and safety
Industrial hygienists
Emergency responders
Persons responsible for environmental, health, and safety challenges in their company
Anyone preparing for the CHMM Certification Exam

Exhibitors will receive:

- Complimentary conference registration for one person
- Complimentary exhibit area passes for two additional booth staff
- Alphabetical listing and a description (up to 100 words) in the conference program
- 8' x 10' draped booth with 7" x 44" company sign
- 6' draped table, two chairs, and wastebasket
- Carpeted exhibit space
- Overnight security for the exhibit area
- Your organization's name listed on the directory as you enter the exhibit hall
- Your organization's name listed as an exhibitor on the ACHMM conference Web site

Exhibitor options at additional charge:

- Additional exhibit area passes for clients or additional booth personnel
- Your Web site linked to the ACHMM conference Web page

Exhibit Fees

Single booth	\$895
Additional exhibit area passes	\$25 per day
Optional Web site link	\$75

Tentative Exhibit Schedule

Sunday, August 19

3:00–8:00 p.m. Exhibit Setup

Monday, August 20

7:30–8:30 a.m. Continental Breakfast in Exhibit Hall
 9:30–10:00 a.m. Refreshment Break in Exhibit Hall
 3:00–3:30 p.m. Refreshment Break in Exhibit Hall

Tuesday, August 21

7:30–8:30 a.m. Continental Breakfast in Exhibit Hall
 10:00–10:30 a.m. Refreshment Break in Exhibit Hall
 3:00–3:30 p.m. Refreshment Break in Exhibit Hall

Wednesday, August 22

7:00–8:00 a.m. Continental Breakfast in Exhibit Hall
 10:00–10:30 a.m. Refreshment Break in Exhibit Hall
 12:30 p.m. Exhibits Close
 12:30–5:00 p.m. Exhibit Teardown

Important Dates

June 8, 2001

100-word description of product or service due for conference program

July 19, 2001

Hotel reservation deadline if staying at conference hotel

August 19, 2001

Exhibit setup, 3:00–8:00 p.m.

August 22, 2001

Exhibit teardown, 12:30–5:00 p.m.

For additional information:

✉ Mail: The University of Kansas
 Continuing Education
 Nancy Strain
 1515 St. Andrews Drive
 Lawrence, KS 66047-1625

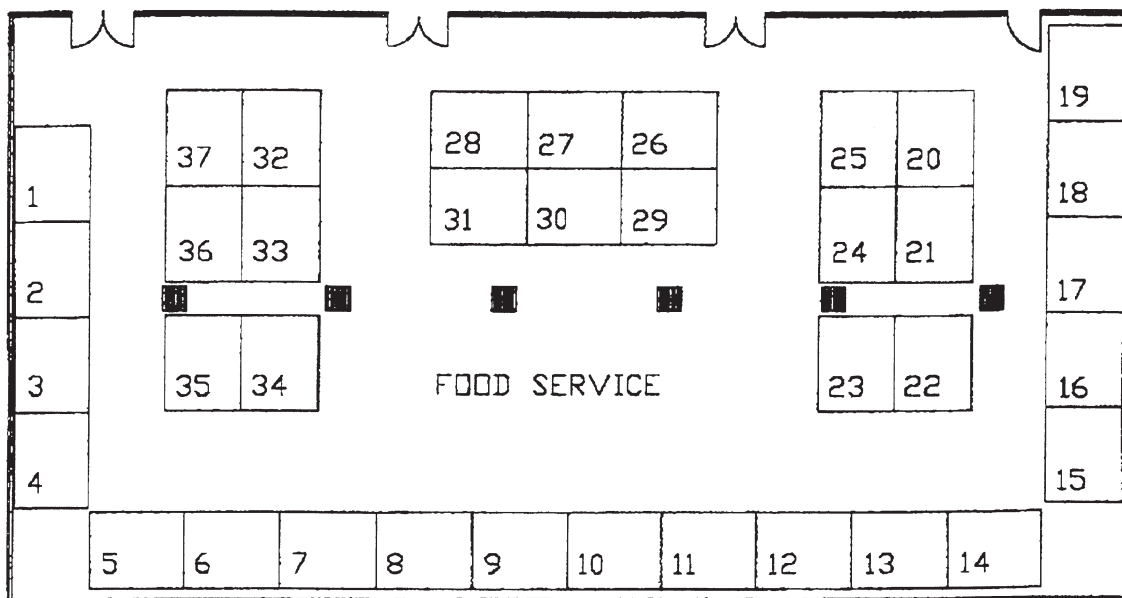
☎ Phone: 785-864-KUCE (5823) or toll free
 877-404-KUCE (5823)

📠 Fax: 785-864-4871

💻 E-mail: kuce@ukans.edu

🌐 Web: www.kuce.org

Exhibit Floor Plan of the Hilton Chicago Hotel





2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Chicago Area Union Jurisdictions*

All exhibit and display work in the Chicago area must be done by union personnel.

Six major unions have jurisdiction over trade shows. The following guidelines will help you prepare your exhibit to conform to union jurisdictions. Adherence to these jurisdictions can save you a substantial amount of money.

Teamsters Union

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload the materials at the close of the show. The only exceptions to this are machinery, which is handled by the Riggers and Machinery Movers Union, and small items that can be carried easily by one man, in one trip, without the aid of flat trucks, dollies, etc. The exhibitor may carry in small packages, including pop-up booths, provided they can be carried by hand.

Riggers Union

Riggers are sometimes referred to as “machine movers.” Riggers unload machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of Riggers you will need. As an example, if you require a forklift, you must have a full crew of Riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided they can be carried by hand.

Exhibitors may remove small computers and appliances from a crate or box provided that it can be done without the use of a forklift or any power equipment.

In reference to computer equipment and small appliances, crew sizes for operations requiring a Rigger will be determined by the size of the job. If only one man is needed to do the work, then only one Rigger will be required.

Carpenters Union

Carpenters handle the erection and dismantling of all display and exhibit booths. This includes all display work with the exception of machinery, signs, or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10 x 10 feet or less. A pop-up display shall be defined as a display system of 10 feet or less that can be set up by one person in an hour or less without the use of tools. Pop-up displays larger than 10 feet will require union labor.

*INFORMATION PROVIDED BY THE HILTON CHICAGO

Decorators Union

Decorators handle installation of signs, drapery background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures, and graphics when such items are designed to be attached by preset Velcro strips, permanently mounted hooks, or snaps.

Exhibitors may skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps, or Velcro.

Exhibitors may blow up balloons provided they are not used in the display.

Electrical Union

Electricians handle all electrical work, which includes supplying power lines to booths, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

General Provisions

In each case where these rules indicate that an “exhibitor may” do some type of labor, this is interpreted to mean a full-time employee of the exhibiting company (full-time throughout the year; verifiable documentation must be provided upon request).

Reasonable judgment must be used in determining when a task is so large or so time-consuming as to require professional union labor.

What Can I Do?

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their booths. Exhibitors are allowed to unpack and repack their own product. This does not include large displays shipped in pieces. However, if you are displaying some type of merchandise that comes in boxes, you can unpack and set it out for display, providing that no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, such as fine line balancing, programming, additional electrical work (in most cases), and cleaning of machines.



General Fire Safety Policies & Procedures*

Statement of Purpose

General fire safety policies and procedures have been established to ensure that the Hilton Chicago and its guests, clients, personnel, and related service industries are working in a safe environment and are in compliance with the City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hilton Chicago management. *Any requests for variations or exceptions should be directed to the Exhibit Hall Department of the Hilton Chicago and must be approved in writing by hotel management.*

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test." Only fire-retardant cardboard and paper may be used. Affix certificate of flame-proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one day's supply of materials may be placed in an open area of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc., will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the hotel's Exhibit Department manager.
4. Use of hazardous materials is not permitted at any time during an exhibit show. Hazardous materials include open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must have a locking fuel cap and the fuel cap must be sealed using heavy tape. The tank must be no more than 1/8 full of fuel. Battery cables must be disconnected before the vehicle enters the building.
6. Exhibits with enclosed ceilings are not permitted. All exhibits must be no more than 10 feet tall. All exhibits must remain 18 inches below the sprinkler system. Helium balloons are not permitted.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to the Exhibit Department manager no less than 30 days prior to show opening.

8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is not permitted during setup or teardown of shows, and is restricted to authorized areas at any other time.
11. Cut trees, branches, and shrubs are prohibited in the hotel. Live plants must be maintained in their natural state.
12. Report emergencies immediately by dialing 55 on any house phone.

Direct all questions and clarifications to:

Hilton Chicago Hotel
Exhibit Department Manager
720 S. Michigan Avenue
Chicago, IL 60605
Phone 312-663-6535
Fax 312-431-6904



2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Exhibitor Terms and Conditions

A. Application

The application must be accompanied by full payment. Applications will be accepted on a first-come, first-served basis.

B. Agreement to Conditions

Upon the Academy's acceptance of the application, the exhibitor agrees to abide by the terms and conditions listed below.

C. Liability

The exhibitor takes full responsibility for and shall defend, indemnify, hold harmless and release the Academy, any of its Chapters, and the Hilton Chicago Hotel from and against all claims, causes of action, obligations, suits, liabilities, losses, damages, expenses and/or costs, including attorneys' fees related to or arising from or out of any injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the Conference, use of the Convention Center, or negligent act or omission of Exhibitor or caused by its product.

D. Exhibit Space

Booth sizes are 8' x 10' and are available in single or double. Booths will be equipped with an 8' high backdrop, a 3' high side drape, a 6' x 2' skirted table, two chairs, a wastebasket, and a 7" x 44" identification sign.

E. Table

Includes skirted table, two chairs, and a wastebasket.

F. Cancellation or Relocation of Conference

In the event that the Academy must cancel or relocate the Conference due to circumstances not under the direct control of the Academy or its Chapters, the Academy or its Chapters will have no liability of any kind.

G. Cancellation by Exhibitor

50 percent of the full fees are refunded for cancellations received by fax or in writing 60 days prior to the exhibit. Cancellations received 59 days or less prior to the exhibit are nonrefundable.

H. Cleanliness

A clean building will be furnished at the start of the contract period and prior to the start of each day's events. Exhibitors must maintain and keep in good order their respective exhibit spaces.

I. Smoking Policy

No smoking is allowed in the Hilton Chicago Hotel exhibit area.

J. Utilities

Events Exposition Services, Inc., will be the utilities service contractor. Details and costs regarding electric, telephone, compressed air, water and drainage, custom cleaning, labor, and special furniture security services will be included in your exhibitor packet.

K. Building Policies

1. Helium balloons and adhesive-backed decals are allowed only under limited circumstances. Please indicate on your exhibit services contract whether you will use helium balloons or adhesive-backed decals.
2. Exhibitors may offer prizes through drawings, but games of chance, lotteries, raffles, etc., are prohibited.
3. If any portion of the Exhibit Hall or any equipment contained therein is damaged by the Exhibitor, it shall be the responsibility of the Exhibitor to pay for restoration of the damages required to restore the premises and equipment to their original condition.
4. All cartons, packages, or other containers brought into or taken from the Hilton Chicago Hotel show personnel, and/or other personnel, are subject to inspection.
5. Use of filming or recording devices during any event licensed by ASSGAP, BMI, Actor's Equity, Screen Actors' Guild, or American Federation of Television and Radio Artists is prohibited.
6. Signs are not to be affixed to walls, doors, windows, partitions, or any other fixture of the Hilton Chicago Hotel. Bulletin boards, flip charts, and easels are available for this purpose.

7. All flammable liquids, gases, and materials are prohibited. Inert gases and pyrotechnics are subject to specific approval of the Chicago Fire Department. Any potentially hazardous materials that may be used as part of an exhibit or demonstration are subject to specific approval by the Convention Center and the ACHMM.
8. Decorations must consist of fire-resistant material or be treated with a fire-retardant solution.

L. Delivery and Setup

Exhibitors are responsible for delivery, setup, and removal of all exhibit materials. Staff or equipment will not be provided by conference organizers. Drayage information will be provided by Events Exposition Services, Inc.

M. Security

All Exhibitor(s) are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by the Exhibitor(s). Overnight security will be provided for the exhibit area by ACHMM.

N. Patent, Copyright, or Trade Secret

The Exhibitor shall comply with all applicable laws governing the use of patent, copyright, or trade secret materials. The Exhibitor shall indemnify and hold harmless the Academy, their officers, directors, employees, agents, and any Chapter, from all claims, causes of action, obligations, suits, liabilities, losses, damages, expenses, and costs, including attorney's fees related to or arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents, or employees of any patent, copyright, trade secret rights, or privileges for other proprietary rights.



2001 National Conference

Hilton Chicago Hotel • Chicago, Illinois • August 19–22, 2001

Exhibitor Registration Form

- My organization would like to be a sponsor/exhibitor at the ACHMM 2001 National Conference.

Organization Information

Name of firm/organization *(to be listed in final conference program exactly as shown)*

Address

City, State, ZIP

Phone

Fax

E-mail

Booth Contact Person

Name

Address

City, State, ZIP

Phone

Fax

E-mail

Please provide a description of the products and services to be printed in the exhibitors section of the conference program. Please adhere to a maximum of 100 words. Your description must be received at the University of Kansas by June 8, 2001.

Exhibit Fees

Single 8' x 10' exhibit space \$895
(includes one complimentary registration and two exhibitor badges)

Additional exhibit area passes for clients or additional booth personnel:

_____ passes @ \$25 per day \$ _____

Monday (_____ passes) Tuesday (_____ passes) Wednesday (_____ passes)

Optional Web site link \$75

Total due \$ _____

Payment Options

To reserve space, return this form with payment. Requests for refunds must be made in writing and received by June 20, 2001, to receive the 50% refund. Please refer to the attached Exhibitor Information Sheet for details on policies regarding refunds and program accessibility.

Fax this form with credit card authorization to 785-864-4871.

- Single booth \$895
- Web site link \$75
- Exhibit area passes
 _____ passes @ \$25 per day \$_____
- Total due \$_____

Charge to: MasterCard VISA

Card # _____

Expiration date _____

Signature _____

Payment enclosed.

Mail form and check, payable to University of Kansas, to:

The University of Kansas
 Continuing Education
 Nancy Strain
 1515 St. Andrews Drive
 Lawrence, KS 66047-1625

Bill my company.

Tax ID # _____

Purchase order # _____

Note: To include your listing in the conference program, we must receive your application by June 8, 2001.

Exhibit Space Choices *(see attached booth location diagram)*

First choice _____ Second choice _____ Third choice _____

The following person will manage our booth and attend the conference.

Name _____

Company _____

Position/title _____ SSN _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____ E-mail _____

We also need the following exhibitor badges:

1. Name _____ Position/title _____

2. Name _____ Position/title _____


Optional Refreshment Break Sponsor

(Your company name will be displayed prominently at break areas.)

Continental breakfast \$1,000

Mid-morning or afternoon break \$750

Special Accommodation

 If you will need special accommodation, please mark the box above and a member of the Continuing Education staff will contact you. AA26000/JCN10683

Program Accessibility. We accommodate persons with disabilities. Please call 785-864-5823 or mark the space indicated on the registration form and a Continuing Education representative will contact you to discuss your accommodation needs. To ensure accommodation, please register at least two weeks before the start of the conference.

The University of Kansas is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.