



Society of American Military Engineers

Pacific and Northwest Region Training and Education Conference
27 February – 2 March 2007 • Anchorage, Alaska

Exhibitor Information

The 2007 SAME Regional Conference Committee shall have full authority to interpret and enforce all rules and regulations governing exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by the 2007 SAME Regional Conference Committee. The rules may be amended at any by the 2007 SAME Regional Conference Committee upon written notice to exhibitors.

Cancellation of Exhibits

It is mutually agreed that in the event of cancellation of the 2007 SAME Regional Conference due to acts of God, government regulation, disaster, strikes, civil disorder, damage to the facility and/or its environs, major construction at the facility, or some emergency making it inadvisable, illegal, or impossible to provide accommodations and/or meeting facilities, or for attendees to reach the meeting site in the foregoing circumstances, this agreement shall be terminated and the 2007 SAME Regional Conference Committee will determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Exhibit Operations and Activities

- Exhibit booths should be staffed by at least one responsible company representative at all times during show hours.
- Exhibitors must confine their activities to the space for which they have contracted. Souvenirs/samples may be distributed only from the confines of the booth.
- Exhibitors may not use amplifying equipment that is distracting to the atmosphere of the exhibition or annoying to neighboring exhibitors. No music of any kind is permitted in the exhibit areas.
- No food or beverage service other than that provided by the hotel is allowed anywhere on the premises.
- Exhibitors will abide by all laws, rules, regulations, and ordinances of any and all government authorities and those of the facility, and agree that said laws, rules, regulations, and ordinances supersede any rights of the exhibitor.
- All booths must be kept clean.
- For their own protection, minors are not permitted in the exhibit area at any time.



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Booths and Displays

Advertising, logos, and displays are not to exceed 8 feet in height.

Checking In

All exhibitors must check in at the Registration Desk on Tuesday, February 27, 2007. Please see the exhibitor schedule for time and location. A “no show” exhibitor will not be entitled to a refund of the exhibit fee.

Entertainment Policy

- Meetings or social activities (including hospitality suites) may not be scheduled during the 2007 SAME Regional Conference meetings, exhibition hours, or other SAME sponsored functions.
- Companies are asked to restrict entertainment outside hospitality suites to activities that do not include expensive or elaborate entertainment.
- Other than in-hotel hospitality suites, any company sponsoring a function to which 25 or more people are invited should submit its plan to the 2007 SAME Regional Conference Committee for review and approval prior to scheduling the function.
- Food, beverage, and service personnel (bartenders, hosts, etc.) must be obtained through the Anchorage Hilton Hotel catering department.
- Suite promotional activities are to avoid the use of elaborate entertainment, expensive door prizes, suite attendance solicitation by individuals who are not full-time employees of the sponsoring company, or other similar activities.

Insurance Requirements

An original Certificate of Insurance is due to the 2007 SAME Regional Conference Committee at least 30 days prior to your first move in day, and must include the dates 27 February 2007—2 March, 2007.

- **Commercial General Liability** insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises, such insurance to afford immediate protection up to the limits of not less than \$600,000 per occurrence, and \$1,000,000 aggregate and such insurance shall include (a) advertising injury and (b) personal injury; and
- **Worker’s Compensation** (statutory amount).

The 2007 SAME Regional Conference shall be named as an additional insured on exhibitor’s policies, except workers’ compensation, without any restrictive modifications.



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Payment / Fees

- ↔ Only SAME members in good standing will be eligible to apply for a booth space.
- ↑ In addition to the actual exhibit space, the fee includes pipe and drape, one 20 amp 115V power outlet, carpeting throughout the exhibit hall, daily cleaning and trash removal, general illumination, and general security.
- ↔ Exhibitor agrees that a NON-REFUNDABLE deposit is due within 45 days of application submission. Make all checks payable to the 2007 SAME Regional Conference.

Exhibitor Services

Alaska Event Service is the general service contractor.

Security / Liability

After show hours each day, exhibitors having portable merchandise of high value are cautioned against leaving such material exposed in the exhibit areas. After show hours, only those exhibitors who are properly identified and obtain permission from the 2007 SAME Regional Conference Committee may enter the exhibit area.

Exhibitor agrees to hold harmless the 2007 SAME Regional Conference Committee, the SAME, Anchorage Post, and the Anchorage Hilton Hotel from and against any loss, liability, actions or causes of action, damages for injury to persons or property sustained by reason of occupation or occupational use of any portion of the facility or participation in the show, acts done or performed by the exhibitor, exhibitor's agents, or exhibitor's employees. Exhibitor agrees to be responsible for any damages caused by either employees or agents.

Fire Safety

Fire regulations require all display material used for decoration to be flameproof. Any or all electrical equipment used in conjunction with the display's installation, operation, and dismantling shall be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of materials in excess, around, or behind the exhibit/display is prohibited.

Compliance with Laws

Exhibitors shall bear responsibility for the compliance with any and all city, state and federal safety, fire and health laws, ordinances and regulations, including the policies, rules and regulations of the Anchorage Hilton Hotel regarding the installation, dismantling and operation of the exhibit.



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Exhibitor Information continued

Americans with Disabilities Act

Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively “ADA”). Exhibitor shall indemnify, defend and hold harmless the 2007 SAME Regional Conference, the SAME Anchorage Post, the Anchorage Hilton Hotel, and the Municipality of Anchorage, Alaska, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney’s fees and costs, arising out of or related to exhibitor’s breach of this provision or noncompliance with any provision of the ADA.

Copyrighted Works

Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless the 2007 SAME Regional Conference, the SAME Anchorage Post, the Anchorage Hilton Hotel, and the Municipality of Anchorage, Alaska, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney’s fees and costs, arising out of or related to exhibitor’s breach of this provision. The terms of this provision shall survive the termination or expiration of this agreement.



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Safety Tips

In order to provide for a safe and pleasurable working environment, we would like to partner with our exhibitors in implementing the following safety practices.

- ↳ No smoking, except in designated areas.
- ↳ No standing on tables, chairs, furniture or other unapproved devices.
- ↳ Please dispose of refuse in an appropriate manner and clean up and report any spills on the exhibit floor.
- ↳ Please be aware of the hazards of electrical chords, wire and light fixtures as electrocution could result.
- ↳ Chords and wire can cause a tripping hazard so please secure or remove any such items from walkways.
- ↳ Please report any noticeable smoke, burning smells, or fire immediately. Notice where fire alarms, strobes and exits are located in the event of a fire for notification or evacuation purposes.
- ↳ Remember not to leave any valuable or personal items unattended or unsecured.
- ↳ Above all, have a safe and successful show.