

## EXHIBIT SPACE INFORMATION

<b>Booth Fees:</b>	# of sq. ft.	Cost per sq. ft.	Booth Cost
Single Booth (10' x 10')	100	\$45.00	\$4,500.00
Double Booth (10' x 20')	200	\$45.00	\$9,000.00
Double Double Booth (20' x 20')	400	\$40.00	\$16,000.00
Tractor Show Booth (50' x 50')	2500	\$30.00	\$75,000.00
Trailer Booth (20' x 70')	1400	\$25.00	\$35,000.00

### Booth Fees Include:

For each 100 sq. ft. section up to 200 sq. ft. – exhibitors will receive the following furniture package:

- 8' high draped backwall and 3' high side drapes
- One 7" x 44" one line identification sign
- One 6' skirted table
- Two Opal side chairs
- One wastebasket

Booths larger than 10' x 30' will receive taped booth boundaries and (1) furniture package as stated above.

Additionally, all exhibitors will receive:

- Listing in the Exhibitor Directory.
- Listing on meeting website.
- Exhibitors will receive one (1) complimentary conference registration for every 100 sq feet of exhibit space purchased up to a maximum of six (6) total complimentary conference registrations.
- An attendee listing will be available pre-show (approximately May 1, 2008) and post-show (approximately June 27, 2008).

### Deposit/Payment:

Fifty percent (50%) deposit of the booth fee must accompany the Application to Exhibit, with full payment due by March 1, 2008. Applications that are submitted after March 1, 2008 must be accompanied by payment in full. Checks must be in U.S. funds made payable to WERC, or payment may be made via Visa, MasterCard or American Express. To request a purchase order, please contact the exhibits manager, Vicky Betzig, CMP, Meetings Industry Consulting, at [vabetzig@mindspring.com](mailto:vabetzig@mindspring.com) or 262-641-9537.

### Assignment of Space:

Exhibit space is limited and it is anticipated that it will sell out quickly. Booths will be assigned on a first-come, first-assigned basis upon the receipt of a completed application and payment of the booth space deposit. Every effort will be made to assign booth location in accordance with exhibitor's preference, but no guarantee can be made. Show Management reserves the right to make adjustments to the floor plan and/or reassign an exhibitor's location as deemed advisable and for the overall good of the exhibition or for safety issues. Affected exhibitors will be consulted in such situations. Any questions about the exhibit area or booth arrangement should be directed to the exhibits manager, Vicky Betzig, CMP, Meetings Industry Consulting, at [vabetzig@mindspring.com](mailto:vabetzig@mindspring.com) or 262-641-9537.

### Cancellation/Reduction of Space:

Cancellations and requests for reduction of space must be made in writing to Vicky Betzig, CMP, Meetings Industry Consulting via e-mail at [vabetzig@mindspring.com](mailto:vabetzig@mindspring.com). Written cancellations and reductions received by March 1, 2008, will be subject to a 50% cancellation fee. No refunds will be given for space cancelled after March 1, 2008.

### **Exhibitor Registration:**

Each exhibiting company/organization is entitled to one (1) full conference registration(s) for every 100 sq. ft. of exhibit space purchased up to six (6) total. The complimentary registration allows access to all sessions and events for the entire conference.

Additionally, each exhibiting company/organization can purchase badges for booth personnel. Booth personnel badges are limited to two (2) for every 100 sq. ft of exhibit space purchased up to a maximum of four (4). Booth personnel badges can be purchased for \$25. The booth personnel badges allow entrance to the exhibit area only and do not allow admission to other functions of the conference. Information for registering personnel will be provided in the Exhibitor Service Kit or upon space confirmation. Note that exhibitor badges are required to enter the exhibit hall when exhibits are not open (for move-in/move-out, set-up, etc.).

### **Exhibitor Services:**

The official general services contractor is Freeman. The Exhibitor Service Kit containing information for ordering services such as labor, shipping and material handling, furnishings, utilities and other services exhibitors may require will be mailed in February 2008.

### **Facility and General Services Contractor Information:**

The conference and exhibition will be held at the Sacramento Convention Center. The following information applies to all exhibitors without exception.

### ***Union Jurisdictions***

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Freeman's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

- The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The company employees should carry positive company identification, such as a medical identification card or a payroll stub.
- Freeman, as the official labor contractor for the exposition, will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.
- Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.
- This rule prohibits the utilization of workers hired from a non-licensed and uninsured company. Prior proof of full-time exhibiting company employment and approval will be required.

### ***Freight Handling***

Work rules require that Freeman, as the official material handling contractor, off-load all equipment and display materials from commercial carriers/common carriers or van lines.

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be bonafide, full-time company employees of the exhibiting company. The company employees should carry positive company identification, such as a medical identification card or a payroll stub.
- Exhibitors must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company.
- All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled luggage carriers are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.
- When exhibitors choose to perform their own material handling, they may not be permitted access to the loading dock/freight door areas.
- Freeman will not be responsible for any material it does not handle.

### ***Gratuities***

Freeman prohibits the SOLICITATION of tips from any of their employees in the form of money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage, and tipping is not an accepted company policy.

### ***In General***

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Freeman's jurisdiction or practices must be directed to a Freeman company management representative.

### ***Fire Code***

The following are the Sacramento Fire Department's minimum fire safety requirements, which are applicable to ALL trade shows and exhibits:

- **Aisles And Exits**
  - All aisles and exits as designated on the approved floor plans shall be clear and free of all obstructions.
  - All aisles shall be a minimum of 10' in width.
  - A cross aisle shall be incorporated into all floor plans.
- **Building Fire Fighting Equipment**
  - Fire extinguishers are to be maintained in a readily accessible and visible location. A three foot path shall be maintained by direct access.
  - Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative material.
- **Electrical**
  - Electrical equipment used or exhibited must be UL approved.
  - All electrical hook-ups are to conform to the National Electrical Code.
  - All installations must be approved before electrical power is provided and installed by a certified electrician.
  - Electrical hook-ups CANNOT be made from the distribution panels located in the overhead fan rooms (Exhibit Halls C-D-E).
  - All methods of electrical hook-up must have prior approval of the Event Services Section.
  - All wiring and cables which cross public access (aisle ways etc.) must be bridged or taped and matted. All electrical cables must be secured and matted to conform to electrical/safety standards and are subject to inspection at any time.
  - Electrical feeder and branch circuits are not to be supported whereby such support would cause damage to the building.
- **Enclosed Displays**
  - All tents, awnings, canopies and/or other enclosed structures must display a "California State Fire Marshal" seal indicating that the material(s) used are flame retardant. Additionally, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific, written authorization from the Sacramento Fire Department.
- **Flame Retardant Treatment**
  - All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. Hay and straw bales must be rendered flame retardant.
  - Table coverings must be treated with a flame retardant chemical, unless they lie flat with an overhang of not greater than six inches.
  - Oil cloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
  - Documentation of fire retardation must be present on-site.

- **Flammable Liquids**
  - No open flames are allowed anywhere in the Sacramento Convention Center (SCC), with two exceptions: Classique Catering has small decorative votive candles which have been approved by the Sacramento Fire Department. Steno containers, used for warming food samples, are allowed without prior approval.
  - A person shall not use within the SCC any heating, lighting, or cooling appliance which uses a class 1 liquid (gasoline, white gas, alcohol, etc.).
  - A person shall not store any flammable liquid inside the SCC.
- **Motorized Vehicles**
  - Batteries shall be removed, or battery cables shall be disconnected from all motor powered vehicles displayed, and vehicles shall contain only 1/4 tank of fuel. All fuel tanks shall be furnished with a locking type gas cap or sealed with tape. Garden tractors, chain saws, power plants, and other fuel powered equipment shall be safeguarded in a similar manner.
- **Permits**
  - Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to SCC Management in conjunction with the Sacramento City Fire Department:
    - Display and operate any heater, barbecue, heat producing device, lamps, lanterns, torches, pyrotechnics, etc.
    - To display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Sacramento City Fire Department.
- **Paper Products**
  - Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner.
  - Booths must be cleaned of combustible rubbish daily.

### **Hotel Information:**

The conference headquarter hotel will be:

Hyatt Regency Sacramento  
1209 L Street  
Sacramento, CA 95814  
Hotel Reservations: 1-800-233-1234

Group Rate: \$169 (subject to 12% state and local taxes, \$1.50 per room, per night tourism assessment fee and \$0.13 CA tourism assessment fee per room, per night).

To receive the reduced rate, tell the hotel you are attending the Greening the Supply Chain conference or visit [www.greeningthesupplychain.com](http://www.greeningthesupplychain.com) and click on the Conference link and then on hotel reservation link to reserve your room.

The cutoff date for reservations at the discounted rate of \$169 is May 18, 2008. A limited number of guest rooms have been reserved, and they are assigned based on availability (first-come, first-served). Please be aware that the room block may be filled prior to May 18, 2008; in such case, neither the group rate nor guest room availability can be guaranteed. Hotel reservations made without conference/exhibit registrations will be removed from group's block and may be subject to either the hotel's prevailing rate or cancellation.

**Please note: The hotel will not begin accepting group reservations until January 17, 2008.**

## Schedule of Events:

Sunday, June 8, 2008:

4:30 pm – 6:30 pm	Conference Registration	Sacramento Convention Center
5:30 pm – 7:30 pm	Welcome Reception	Hyatt Regency

Monday, June 9, 2008

9:00 am – 5:00pm	Conference Registration	Sacramento Convention Center
7:30 am – 10:30am	Facility Tour	Departure – Hyatt Regency
8:00 am – Noon	Exhibit Hall - Decorator Setup	Sacramento Convention Center
8:00 am – Noon	Advanced Freight Delivered	Sacramento Convention Center
11:30 am – 4:45 pm	Conference Programming	Sacramento Convention Center
Noon – 6:00 pm	Exhibitor Move In	Sacramento Convention Center
5:00 – 6:30 pm	Evening Networking Reception	Hyatt Regency

Tuesday, June 10, 2008

6:30am – 3:30pm	Conference Registration	Sacramento Convention Center
6:30 am – 9:50 am	Conference Programming	Sacramento Convention Center
10:30 am – 1:30 pm	Exhibit Open – Includes Lunch	Sacramento Convention Center
1:30 pm – 3:15 pm	Conference Programming	Sacramento Convention Center
1:30 pm – 3:30 pm	Exhibitor Move Out	Sacramento Convention Center
5:00 pm – 6:30 pm	Closing Networking Reception	Hyatt Regency
6:00 pm	Decorator Clear	Sacramento Convention Center

Wednesday, June 10, 2008

8:15 am – 10:45am	Facility Tour	Departure – Hyatt Regency
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Exhibitor Move-In: Monday, June 9, 2008 12:00 pm – 6:00 pm

Exhibits must be fully installed by: Monday, June 9, 2008 at 6:00 pm

Exhibit Hours: Tuesday, June 10, 2008 10:30 am – 1:30 pm

Exhibitor Move-Out: Tuesday, June 10, 2008 1:30 pm – 3:30 pm

All exhibit materials must be fully removed from the exhibit facility by: Tuesday, June 10, 2008 3:30 pm

Carriers must check-in by: Tuesday, June 10, 2008 3:30 pm

Freight Elevator: Capacity 15,000 lbs. Size 7'5''w x 9'11''h x 16'9''d

Exhibit Hall Floor Load: 350 lbs. per square foot.

Floor Type: Concrete/Uncarpeted

**WERC GREENING THE SUPPLY CHAIN CONFERENCE**  
**JUNE 9 - 10, 2008**  
**SACRAMENTO CONVENTION CENTER**  
**SACRAMENTO, CALIFORNIA**

REVISION DATE:  
5-27-08 Casey Osman

**BOOTH COUNT**

Dimension	Size	Qty	Sq.Ft.	Rented	Available
50x80	4,000	1	4,000	1	0
50x100	5,000	12	50,000	0	12
100x200	20,000	1	20,000	0	1
50x50	2,500	1	2,500	0	1
50x70	3,500	1	3,500	0	1
<b>Totals:</b>		<b>16</b>	<b>73,000</b>	<b>1</b>	<b>15</b>

**BLDG. LEGEND:**

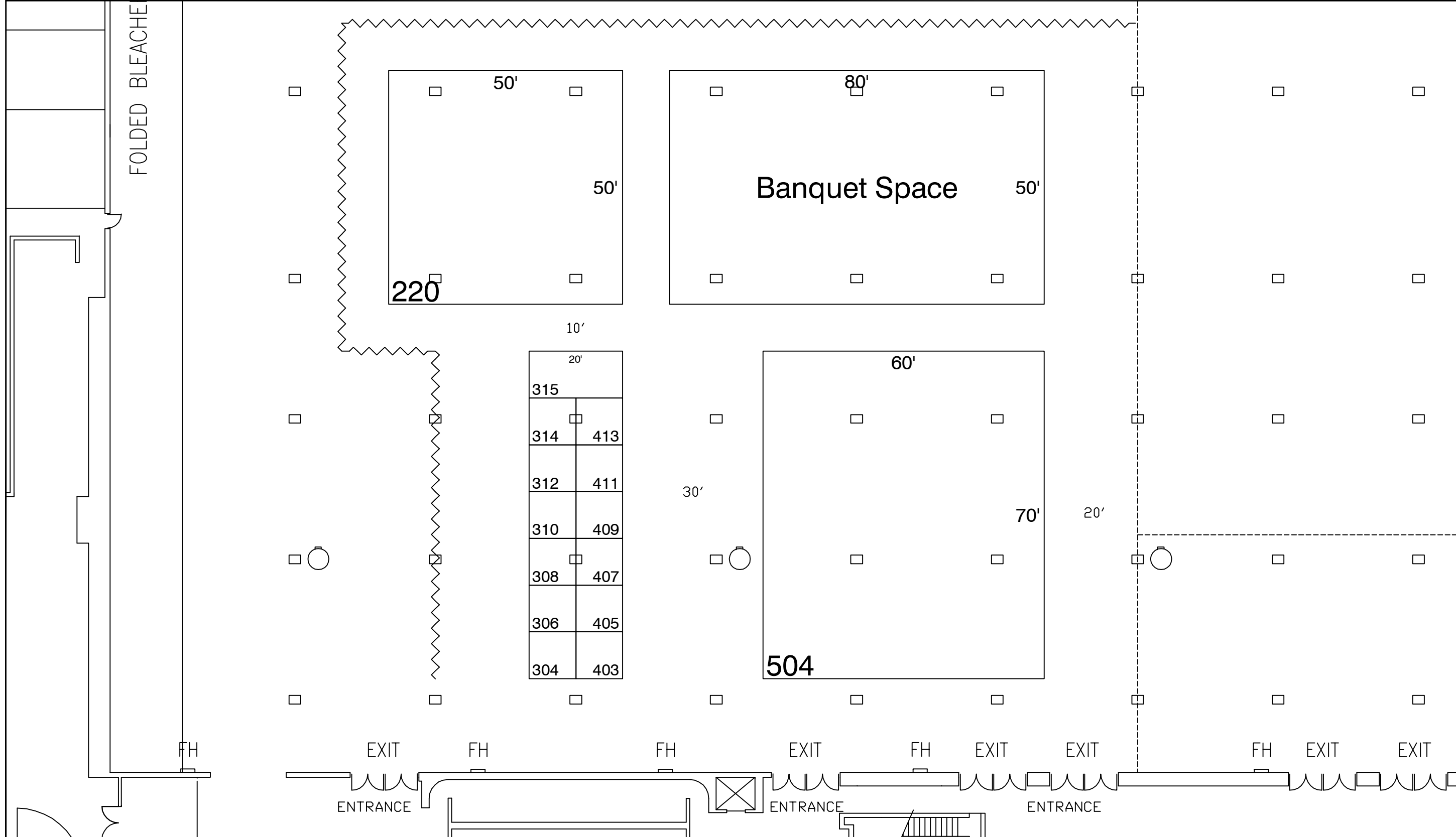
**FREEMAN**  
 RENO  
 445 East Glendale Ave.  
 Sparks, NV 89431-5832  
 Ph: 775-355-4600

DRAWING STARTED:  
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WERC 08 05-27-08  
 HALL NAME:  
HALL A  
 JOB NUMBER:  
205903  
 ACCT. EXEC.:  
JOAN O'BREIN  
**NOT TO SCALE**

**DISCLAIMER**

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FOLDED BLEACHE



FLOOR PLAN SUBJECT TO FIRE MARSHAL APPROVAL

## **EXHIBITOR TERMS AND CONDITIONS**

### ***Sponsor/Purpose/Show Management***

The Greening the Supply Chain Conference is sponsored by the Warehousing Education Research Council (WERC) and the International Warehouse Logistics Association (IWLA) and the exhibition is managed by Vicky Betzig, CMP, Meetings Industry Consulting. The purpose of the exhibition is to complement the program sessions by informing and educating the attendees on the latest developments, advancements and services available to support and improve their organization's sustainability objectives.

### ***Adherence to Terms/Contractual Agreement***

As a condition of exhibiting, and when applying for space, the exhibitor agrees to adhere to all conditions and regulations outlined in this document. Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exhibition without refund or appeal. Show sponsors/show management reserves the right to amend any and all rules and regulations at any time.

### ***Eligibility to Exhibit***

Show sponsors/show management reserve the right to determine acceptability of applications for exhibit space. Applications and proposed exhibits will be accepted or rejected based on criteria including but not limited to the products' or services' professional or educational benefit to the attendees; products or services consistent with the mission, purpose, and goals of show sponsors; and spatial constraints in the exhibit hall.

### ***Space Assignments and Payment Terms***

Space assignments will be made according to date of receipt of application and space availability. Show Management reserves the right to make alterations and adjustments to the floor plan. All exhibitors who reserve space are required to pay the full amount of space requested. Any outstanding balances must be paid by March 1, 2008.

### ***Booth Space Cancellations/Reduction of Space***

Notification of cancellation or reduction of booth space must be in writing. Deadline dates and notification method are outlined in this document. There will be no refund for exhibitors who for any reason do not exhibit and have not submitted a written cancellation request prior to stated deadlines. Any space not claimed and occupied for which no special arrangements have been made prior to the exhibition opening may be resold or reassigned by Show Management without obligation on the part of show sponsors/show management for any refund whatsoever.

### ***Installation and Dismantle***

Installation and Dismantle dates and hours are outlined in this document. All exhibits must be fully operational according to this information. Exhibitors are prohibited from dismantling booths prior to official close of exhibit hours. Tear down and removal of exhibits shall begin promptly after the close of exhibits.

### ***Exhibit Conduct***

- a. Distribution of promotional or educational materials may be conducted and circulated only within the booth assigned to the exhibitor.
- b. Exhibiting companies must open their exhibit on time and staff the booth at all times during the exhibit hours. No packing of equipment or literature or dismantling of exhibits is permitted until after exhibits close.
- c. Exhibitors must conduct themselves in a dignified and professional manner.
- d. Aisles may not be obstructed at anytime because of excessive crowding in the exhibit booth.
- e. No exhibitor may sublet, assign or share exhibit space.
- f. All exhibitors are required to comply with federal and state regulations concerning the screening, handling and disposal of hazardous materials.
- g. Noise from electrical or mechanical apparatus or presentations within the booth must not interfere with other exhibitors. Show Management reserves the right to determine at what point sound constitutes interference with others.
- h. Order taking is permitted when conducted in a professional manner.
- i. The Sacramento Convention Center is designated as a non-smoking facility.
- j. No copyrighted music may be utilized in the exhibition area in any fashion without obtaining the appropriate licensing. The exhibitor agrees to indemnify, defend and hold harmless show sponsors/show management from any and all liability whatsoever for any infringement or violation arising from the use of copyrighted music or material.

### ***Booth Design and Arrangement***

Exhibitors must show good judgment and consideration for neighboring exhibits. Single, double and double/double (linear) booths are 10 x 10 units or multiples thereof and are arranged in a straight line. The back wall of any construction in a linear booth shall not exceed 8' in height including signage. All display material is restricted to a maximum height of 4' in the front half or the front 5' of the booth and a maximum of 8' in the rear half or the rear 5' of the booth. Side dividers will be 36" high. The exhibit hall is NOT carpeted. Booth carpeting is mandatory and is the responsibility of the exhibiting company. Carpet may be supplied either by the exhibitor or ordered through the General Services Contractor. The main aisles of the exhibit hall will be carpeted. No signs or parts of exhibits or any other exhibit materials may be suspended from or attached to the ceiling or taped, posted, nailed, screwed or in anyway attached to the walls, columns, drapes, floor or any other facility surface. All displays and decorations must be fireproof. Exhibitors are responsible for compliance with the American With Disabilities Act (ADA) within their booth and assigned space.

### ***Giveaways***

Giveaways, contests and raffles will be permitted only upon approval. A form will be included in the Exhibitor Service Kit to facilitate requests.

### ***Storage***

Nothing may be stored behind booths or backwall drapes. All exhibits are subject to inspection by Show Management and the Fire Marshall during setup and throughout the show to ensure that these areas are kept free of materials. If storage is needed, access storage will be available through the official service contractor. Adherence to all fire and safety regulations is mandatory.

### ***Exhibitor Appointed Contractors***

An exhibitor choosing to use the services other than those provided through the official service contractors must notify Show Management in writing at least 30 days prior to the opening of the exhibits. A form for notification and insurance certification will be in the Exhibitor Service Kit.

### ***Use of WERC/IWLA name and logo***

The use of the WERC/IWLA logo on displays, signs, giveaways, promotional literature or other materials is prohibited. The use of the acronyms, reference to the meeting, meeting name or full name of show sponsors may be used in promotional materials only with the express written approval of Show Management. All design concepts and promotional materials should be sent to Show Management for review and approval prior to printing.

### ***Liability***

Exhibitors must surrender the space occupied in the same condition as received. Exhibitors are required to strictly comply with all terms of their agreement as contained in the Exhibit Prospectus, the Exhibitor Service Kit, the Exhibit Space Application/Contract, and exhibitor correspondence as well as all applicable terms and conditions contained in the agreement between show sponsors and the facility. Exhibitors assume responsibility and agree to indemnify and defend WERC, IWLA, Vicky Betzig, CMP/Meetings Industry Consulting, Freeman and the Sacramento Convention Center and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitors understand that neither show sponsors/show management, general services contractor nor facility maintain insurance covering the exhibitors' property and it is the sole responsibility of each exhibitor to obtain such insurance.

### ***Security***

Show management provides security of the periphery of the exhibition hall on a twenty-four hour basis beginning at the start of move-in and continuing through the exhibition closing. Security service is not provided to individual booth spaces, but will be available to exhibitors at their own expense. Information will be provided in the Exhibitor Service Kit.

### ***Cancellation of the Greening the Supply Chain Conference***

It is mutually agreed that in the event the Greening the Supply Chain Conference is cancelled due to disaster, strike, labor dispute, governmental intervention, malicious damage, acts of war, or other causes which would prevent its scheduled opening or continuance, then and thereupon the agreement will be terminated and show sponsors /show management shall determine an equitable basis for the refund of such portion of the exhibit fee as is possible, after due consideration of expenditures and commitments already made.

**Exhibit Space Application/Contract  
Greening the Supply Chain Conference  
June 9 – 10, 2008  
Exhibition June 10, 2008  
Sacramento Convention Center  
Sacramento, California USA**



**Mail or fax completed application with deposit/payment to:**

WERC  
ATTN: Greening the Supply Chain Exhibit  
1100 Jorie Blvd., Suite 170  
Oak Brook, IL 60523  
Fax: (630) 990-0256 (Faxed applications MUST be accompanied by credit card payment)

**COMPANY INFORMATION**

**\*\*Enter the complete company information as you wish it to appear on the booth sign and all show materials. All information is required in order for application to be accepted/processed.**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Exhibits Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Email address \_\_\_\_\_

**Contact's information – if different than above:**

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**AGREEMENT**

The individual signing this contract is an authorized representative of the company with the full power and authority to sign and deliver this contract. A signature on this application indicates understanding and agreement to comply with all policies terms and conditions in the Prospectus and any others issued by WERC/IWLA regarding the exhibition and/or conference.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**BOOTH SELECTION**

Size of space desired: \_\_\_\_\_ X \_\_\_\_\_

List up to four (4) preferred exhibit spaces. 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

Do not concentrate requests in one area. Actual assignments are made taking date of receipt of application, location of competitors and other special requests into consideration. Every effort is made to accommodate requests. Companies that you do not want in close proximity to your booth:

\_\_\_\_\_  
\_\_\_\_\_

**SPONSORSHIP OPPORTUNITIES**

Yes, our company is interested in increasing our exposure and supporting event(s) or services(s) in the form of sponsorship. Please contact us to discuss.

**DIRECTORY DESCRIPTION** (please submit at time of application to assist in eligibility determination). Each exhibiting company will be listed with company name, address, phone number, web address, booth number and description of product(s) or service(s). Descriptions are limited to 50 words or less. Applications received after March 1, 2008 may not appear in the Directory.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT AND CONTRACTUAL CONSIDERATIONS**

Booths will only be assigned and confirmed when completed Exhibit Space Application/Contract and required deposit/full payment (after March 1, 2008) are received.

Payment enclosed:

Check in US funds made payable to the Warehousing Education & Research Council or WERC. A \$50 processing fee will be charged for all returned checks. For institutional purposes, WERC’s Federal ID # is 36-2933538.

Credit Card:  Visa  MasterCard  American Express

Credit Card Number: \_\_\_\_\_ Exp. Date. \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE MAKE A COPY FOR YOUR RECORDS**

Show Management Use Only

CoID \_\_\_\_\_ AM ID \_\_\_\_\_ Date Recd \_\_\_\_\_

Payment Method \_\_\_\_\_ Amount Received \_\_\_\_\_ Total Cost \_\_\_\_\_

Balance Due \_\_\_\_\_ Balance Paid: Date \_\_\_\_\_ Payment Method \_\_\_\_\_

Booth Size \_\_\_\_\_ Booth Number \_\_\_\_\_