



NTC 2010 Exhibitor Reservation Form

_____ Yes, we will participate in the Technical Member Exhibits on Sunday, April 25, 2010.
Please reserve a table for us.

Notes:

- Exhibitor Fee is \$300. **Please include it within your registration fees** (one check is ok).
- Arrangements for electrical service at your table and for A/V equipment should be made directly with the hotel and A/V Company (information to be made available as we get closer to event).

EXHIBITOR'S AGREEMENT:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hilton Pittsburgh, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hilton, Precision Machined Products Association and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Signed: _____

Company: _____
(Please Print)

Please return to PMPA by February 17th

Fax: 440/526-5803

E-mail: Mguitar@pmpa.org

Mail: 6700 West Snowville Road
Brecksville, Ohio 44141



Tools You Can Use

January 11, 2010

TO: PMPA Technical Members
SUBJECT: Exhibiting at 2010 National Technical Conference
ACTION: **Return the above “Exhibitor Reservation Form” before February 17th**

Ladies and Gentlemen:

It is our pleasure to invite you to take part in the Technical Member “Tabletop” Exhibits at the 2010 National Technical Conference (April 24 – 27). In early February you will receive the main notice for the Technical Conference, which will include information about your Technical Member Dinner Meeting. A general “exhibitor guideline” document follows this note as additional information for you. The purpose of this correspondence is to ask that you respond with your exhibiting intentions ASAP.

The Technical Program Committee (TPC) has identified more ways to assure heavy traffic to your booth, including:

1. **Prime Time!** – The Technical Member Exhibit event will start on Sunday at 4:30 pm. The time to move in will be tight, so timing will be a key to success. A “Technical Member Exhibit Information” sheet will be provided as we get closer to the event.
2. **Food & Drink** – We will have a few bars set in the exhibit area (and will provide attendees with a drink ticket). Soft drink beverages courtesy of the Technical Members will still be provided. Additionally, basic food options will be available for a nominal fee.
3. **Prizes** – As we did in 2008, additional incentive to visit your booth will be in the form of a “meet and greet” card. If attendees have at least 15 Exhibitor stickers applied to their card, they will be eligible for one of three prizes (GPS Navigational System, 160 Gig iPod, or an i-Touch) in a drawing.
4. **Giveaways** – Advertising pens, calendars, baseball caps, or other modest giveaways of nominal value are permitted.

We have identified February 17th as the deadline for reservations to exhibit. While we have enough exhibit space to accommodate a record amount of exhibitors, the first to respond will be assured of an exhibit spot.

Needed forms (a/v and electrical service) will be provided as we get closer to the event. **The form that you should complete and fax ASAP (or scan and e-mail) is the preceding “Exhibitor Reservation Form.”** On behalf of all the members, let me ask you to be a key part of the National Technical Conference in Pittsburgh, Pennsylvania.

Sincerely,

Monte Guitar
PMPA



Exhibitors Guidelines – An Overview

General:	<ol style="list-style-type: none">1. A Technical Member shall not schedule a business meeting or function during, preceding or following an Association function. To avoid any possible conflict, the Technical Member shall clear with PMPA the proposed meeting in advance of its scheduling and announcement of the meeting.2. Display space shall be assigned by the Association as the hotel facilities permit.
Displays:	<ol style="list-style-type: none">1. PMPA will provide a table for each participant's display.2. Must be operational on 110 volts and meet the hotel amperage level.3. Each display is limited to the size of that table.4. The table must be used in lieu of any custom designed display rack, backdrop, or showcase.5. Free-standing, floor-mounted backdrops are not permitted.6. The display can be illuminated, but at a level consistent with proper viewing of the product and reading material.7. High intensity lighting, brightly colored lights or flashing lights are not acceptable.
Audio Visual:	<ol style="list-style-type: none">1. The sound level must be such that it does not interfere with neighboring displays.2. Member provided Audio-Visual equipment shall not exceed a height of 3' above the table top.
Signs:	<ul style="list-style-type: none">▪ Signs are permitted as long as they securely and safely rest on the table provided and are not of excessive height to create a tipping hazard.
Giveaways:	<ul style="list-style-type: none">▪ Advertising pens, calendars, baseball caps, or other modest giveaways of nominal value are permitted.
Plant Tours:	<p>If a Technical Member's manufacturing facility or showroom is located in the immediate area of the Association's function and he wishes to hold an "open house" during the period of the scheduled function, the following will be observed:</p> <ol style="list-style-type: none">1. The Association will be given advance notice of the proposed "open house."2. The tour or open house is to be scheduled in such a manner that it is not in conflict with any part of the scheduled function.3. The invitation flyer will be provided the PMPA Registration Desk so that any interested member is free to attend.