

# HILTON AUSTIN RULES AND REGULATIONS

Hilton Austin's display rules and regulations are based on a philosophy that all exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

## *The Following apply to all Exhibits:*

**Adhesives** - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive-backed stickers may not be given out by exhibitors.

**Signs/Banners** - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by Freeman. All hanging signs and truss must be hung by Freeman. No other firm will be allowed to access to the hotel's ceiling. Freeman and the hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

**Non-flammable Materials** - All materials used in the Austin Grand Ballroom or any other part of the hotel must be non-flammable to conform with the fire regulations of the City of Austin.

**Compressed Gases** - Compressed gases are not allowed inside the hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

**Motorized Vehicles** - All motorized vehicles are to have comprehensive general liability insurance in a

minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

**Liability** - The hotel is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of the hotel. Each exhibitor hereby expressly releases the hotel from such liabilities and agrees to indemnify the hotel against all claims for such injury, loss or damage.

**Insurance** - Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

**Shipping** - The hotel has the right to refuse any delivery addressed to hotel for an exhibition show. In addition the hotel has the right to consign any deliveries to Freeman and charge an additional handling fee.

**Storage** - The hotel has no facilities for the storage of exhibits. All shipments must be directed to Freeman.

**Food and Beverage** - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the hotel staff.

**Balloons** - Helium-filled balloons are not permitted in the Austin Grand Ballroom.

**Tape** - Exhibitors are responsible for the removal of all tape and residue marks.

**Smoking** - Smoking is not allowed in the Austin Grand Ballroom or in any public area of the hotel.

**Right to Inspect** - The hotel's security personnel reserve the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Austin Grand Ballroom.

**Exhibitor Equipment** - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the show. Items left behind will be treated as abandoned equipment.

**Access for Deliveries** - All articles, exhibits, fixtures, displays and property of any kind shall be brought into and out of the Austin Grand Ballroom only at and through such approved loading area as the hotel may designate.



The American Association for Aerosol Research  
15000 Commerce Parkway, Suite C  
Mt. Laurel, NJ 08054

# 24<sup>TH</sup> ANNUAL AAAR CONFERENCE

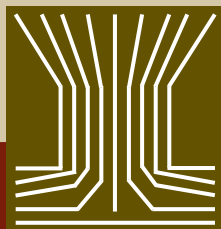
October 17–21, 2005

Hilton Austin

Austin, Texas



## EXHIBITOR PROSPECTUS



The American Association for Aerosol Research



October 17-21, 2005 • Hilton Austin • Austin, Texas

## 24<sup>TH</sup> ANNUAL AAAR CONFERENCE

Dear Colleagues,

We invite you to participate as an exhibitor in the 2005 Annual Conference of the American Association for Aerosol Research (AAAR), October 17-21, 2005, in Austin, Texas, USA.

AAAR is a nonprofit, professional organization of scientists and engineers who wish to promote and communicate the technical advances in the field of aerosol research. It is an international organization recognized for the high technical quality of its Annual Conference.

Vendor exhibits are an increasingly important component of our Association's Annual Conference. It is an opportunity to show your products and services to premier researchers in the field of aerosol science and technology. Our conference already has over 700 technical papers.

Exhibits begin Monday evening October 17, and continue through Thursday, October 20. The exhibit hall floor plan and space application is enclosed. Booths are located in the same room as the breaks and posters to ensure maximum interaction with the attendees. Please consider becoming an organizational member or advertiser.

We encourage you to return your application now. Space is allocated on a first-come, first-served basis. As in past years we expect a sell-out. We hope your company will be one of those present!

Thank you for your continued support. If you have questions or suggestions, please contact Sohini Mitra, Exhibits Manager, at 856-439-9080 ext. 4208, Tom Merrifield at 770-949-9226, or Tyler Beck at 612-328-2722.

Sincerely,

Tom Merrifield,  
AAAR Exhibits Co-Liaison

Tyler Beck,  
AAAR Exhibits Co-Liaison

## HILTON AUSTIN

500 East 4th Street • Austin, Texas 78701  
Tel: 512-482-8000 • Fax: 512-469-0078

The Hilton Austin hotel is located in downtown Austin, one block from Sixth Street entertainment and within walking distance from the Warehouse Entertainment district. It is the only hotel in Austin across the street from the Austin Convention Center. It is also convenient for such attractions as the Capitol Building, Bob Bullock Texas Historical Museum, and the LBJ Presidential Library.

A block of rooms has been set aside for attendees of the AAAR Annual Conference. Make your reservation directly with the Hilton Austin by calling 512-482-8000. Be sure to mention the AAAR conference to receive the group rate. Reservations must be made by September 16, 2005. After September 16, reservations will be taken on a room-and-rate-availability basis. Room rates for standard single/double occupancy are \$150 exclusive of appropriate state (6.75%) and local (8.25%) taxes. All reservations require one night's deposit and tax in advance, refundable up to 72 hours in advance of your reservation date. All room type accommodations and other special requests may not be available. Should this be the case, the next available room type will be assigned.

DO NOT SEND HOTEL REQUESTS TO THE AAAR REGISTRATION OFFICE.  
This will delay your hotel reservation.





## EXPERIENCE AUSTIN

As the capital of Texas, Austin offers everything from rich history and vibrant culture to fine food and entertainment. While in town, be prepared for beautiful weather, as Austin boasts an average temperature of 68 degrees with sunny skies regularly and rain a rarity!

## AUSTIN'S POINTS OF INTEREST

This trendy city is home to the University of Texas, the largest public university in the nation. The University of Texas Tower is a perfect place to go to see the big picture...all of Austin that is! Completed in 1937, the tower is the landmark of the campus, with a newly renovated observation deck perfect for looking out on the beautiful city. Take a tour of the observation deck and see the breathtaking site for yourself.

While on campus, visit the Lyndon B. Johnson Library and Museum, with an imitation Oval Office complete with presidential papers. For historical information, the Bob Bullock Texas State History Museum's exhibits provide visitors with fascinating facts about the capital city.

The Warehouse District and Sixth Street prove why Austin has been called the Live Music Capital of the World, with an eclectic variety of music to serenade you every evening. Austin also is known for its ballet, symphony, and opera companies.

Interested in the great outdoors? Austin has plenty of parks, valleys, and lakes – two within the city limits. Take advantage of the sunny skies and enjoy walking, biking, boating and swimming.

Visit [www.aaar.org](http://www.aaar.org) for more on dining, shopping and a detailed city guide.



## SPECIAL MEETING AIR FARE

American Airlines has been designated as the official carrier for the AAAR 2005 Conference. American Airlines is offering special rates that allow you a 5% discount off American Airlines published round-trip fares within the continental United States for travel during October 14-24, 2005. Applicable restrictions must be met. Seats are limited.

Special round-trip Zone Fares are also available to all cities served by Delta and Delta Song in the continental United States for savings on midweek travel to the conference. Two-day minimum; maximum stay of 30 days. Only seven days advanced reservations and ticketing required. Fares are fully refundable, less administrative service fee.

To take advantage of these rates please call 800-433-1790. Please use the reference file number A09H5AK.

## TRANSPORTATION

### Austin-Bergstrom Airport

Distance from hotel: 7 miles  
Drive Time: 15 minutes

### Getting to and from the Austin-Bergstrom Airport

Limousine - typical minimum charge is \$30 each way  
Super Shuttle - typical minimum charge is \$10 each way  
Taxi - typical minimum charge is \$20 each way  
Bus - typical minimum charge is 50 cents each way

### Driving Directions from the Airport

Exit airport bearing right on Presidential Blvd. Continue on Cardinal Loop toward airport exit. Turn left on TX 71 East, take the TX 71 West ramp and continue on TX 71 West to U.S. 183 North. Continue on U.S. 183 North to the 1st - 5th Streets ramp and continue onto Cesar Chavez Street East. Make right onto Trinity Street, right onto East 5th Street, and right onto Neches.

### Rental Car

American Airlines group and meeting customers may take advantage of special negotiated rates with Avis Rent-A-Car. Please call toll free at 1-800-433-1790. The reference code is A09H5AK.

### Super Shuttle

It is not necessary to make reservations to take the Super Shuttle prior to arrival. Shuttles will be waiting outside of the baggage claim area. There will be a 15 minute wait for your shuttle to arrive. For your return trip, you should contact the front desk to obtain departure times for the Super Shuttle.



October 17-21, 2005 • Hilton Austin • Austin, Texas

## 24<sup>TH</sup> ANNUAL AAAR CONFERENCE

# AAAR INFORMATION AND RULES GOVERNING THE EXHIBIT

By submitting an application form, registrant agrees that the Conference organizers retain the right to refuse or rescind exhibit privileges if abused by behavior deemed unacceptable by the organizers.

### DESCRIPTION OF BOOTHS

Booths are 8 feet x 10 feet unless otherwise indicated. A 7-inch x 44-inch sign is provided. Cloth drapery material is provided with a back wall 8 feet high; side partitions are 36 inches high. Display materials between adjoining booths shall be limited in the front 3 feet of the booth to a height of no more than 36 inches. Display materials in booths where wall space is not available, or in booths that are back to back, shall not extend above the exhibitor's name panel at back of booth.

Booths shall strictly conform to these specifications. Any deviations from the specifications of this section including, but not limited to, displays that extend beyond their designated boundaries into aisles, displays that block other displays, and displays/exhibitors that are disruptive to the conference, shall be in violation of this contract and shall be grounds for removal of the exhibitor from the conference.

### BOOTH ASSIGNMENT

Booths will be assigned on a first-come, first-served basis upon receipt of application and payment.

### CONTRACT FOR SPACE

All contracts are subject to the rules and regulations given herein. All applications must be accompanied by payment to cover the total cost of the space requested. Booth locations will be assigned when payment is received. Fifty percent of fees paid by the exhibitor will be refunded in the event of cancellation. No refund of any fees will be made if notice is received on or after August 31, 2005.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other party to exhibit therein, any other goods than those manufactured or handled by the exhibitor in the regular course of their business, nor permit any representative or firm or company not exhibiting to solicit business or take orders in their space. AAAR reserves the right to remove any exhibitor, its assignees, or subletters in the event that the exhibitor and/or representatives violate any of these provisions.

Agents, solicitors, and representatives of firms selling commercial products will not be permitted to use sample rooms or space elsewhere in the hotel for display of their products. Exhibitors may take orders at exhibit booths. Advertising, solicitation, and distribution of literature of commercial products will not be permitted except from the exhibit booths. Exhibitors may distribute food and beverage in their booths only if it is ordered through the Hilton Austin. Music may not be played in any form without proper license of copyrighted music.

### SPECIAL SERVICES, EQUIPMENT, AND UTILITIES

Rental price of booth does not include the cost of furniture, equipment, labor, freight handling, electric, water, gas, telephone, custom cleaning or other special services or utilities. Order forms for all services will be sent by the show management in advance of the show. Exhibitor agrees to abide by the terms and conditions set by the show contractor. All arrangements are the responsibility of the exhibitor. All order forms should be completed and mailed in advance of the event to ensure that adequate service is available.

ALL BOOTHS MUST BE KEPT OPEN AND PROPERLY STAFFED DURING EXHIBIT HOURS. PREMATURE PACKING AND/OR DISMANTLING WILL NOT BE PERMITTED.

### HOURS OF EXHIBIT

Monday, October 17, 2005	6:00 pm – 8:00 pm
Tuesday, October 18, 2005	9:00 am – 6:30 pm
Wednesday, October 19, 2005	9:00 am – 8:00 pm
Thursday, October 20, 2005	9:00 am – 3:00 pm

### POSTER HOURS

Monday, October 17, 2005	6:00 pm – 8:00 pm
Tuesday, October 18, 2005	9:00 am – 6:30 pm
Wednesday, October 19, 2005	9:00 am – 8:00 pm
Thursday, October 20, 2005	9:00 am – 3:00 pm

### SET-UP AND DISMANTLING EXHIBITS

#### Set-Up

Monday, October 17, 2005	12:00 pm – 5:00 pm
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#### Dismantle

Thursday, October 20, 2005	3:00 pm – 9:00 pm
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All packing crates and boxes must be removed from the exhibit floor by 5:00 pm Monday. All display materials must be removed from the exhibit space by 9:00 pm Thursday. Overtime rates will apply before 8:00 am and after 4:30 pm each day.

### BADGES

Badges must be worn at all times during conference hours.

### SHIPPING: DO NOT SHIP EXHIBITS DIRECTLY TO HOTEL

Storage facilities for packing cases, crates, and boxes are not available at the Hotel. Information regarding shipping and storage of exhibit material will be furnished with the Exhibitor Manual.

### INDEPENDENT CONTRACTORS

Exhibitors who plan to use independent contractors other than Freeman Decorating must notify AAAR in writing no later than 30 days prior to the conference. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show (including observance of local labor rules and regulations) is required.

*Independent contractors must abide by the following:*

- Perform all services in a timely manner, in accordance with AAAR established deadlines.
- Not engage in solicitation of business on the exhibit floor for present and/or future conferences.
- Provide a Certificate of Insurance to AAAR no later than September 16, 2005.
- Register all employees and temporary help at the exhibitor registration desk.

### SECURITY

The services of a security guard will be obtained; however, this does not guarantee exhibitors against loss by theft or otherwise.

### SMOKING

No smoking is permitted in the exhibit hall at any time, including installation, exhibit hours and dismantling.

### GIVEAWAYS

All giveaways should be confirmed with Sohini Mitra, Exhibits Manager, at 856-439-9080 prior to the conference.

### INSURANCE

The exhibitor acknowledges that neither AAAR, Association Headquarters Inc. nor the Hilton Austin shall be obligated to maintain property, liability or business interruption insurance covering the exhibitors. The exhibitor must furnish a Certificate of Insurance (liability, fire and theft), at his or her own expense, to AAAR at least 30 days prior to the conference. AAAR shall be named an additional insured in the Certificate of Insurance. The exhibitor agrees to hold AAAR and Association Headquarters harmless for any loss, theft, damage or other harm which may occur, for any cause whatsoever, as a result of his or her participation in the Annual Conference.

### PUBLIC POLICY

Exhibitors must comply with, and be bound by, all laws, ordinances, and regulations pertaining to health, fire prevention and public safety. Exhibitors are responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold AAAR and Association Headquarters harmless from any consequences in this regard.

### PAYMENT & CANCELLATION POLICY

It is expressly agreed upon that all payments for said exhibition space must be made to AAAR in a timely manner. AAAR reserves the right to refuse an exhibitor their exhibition space for reasons of non-payment and/or unpaid balance at time of installation. Any waivers, discounts, or financial amendments of any nature whatsoever are left to the sole discretion of AAAR.

Should an exhibitor be unable to occupy and/or use the exhibit space contracted for, and should that



exhibitor notify AAAR (in writing) before August 31, 2005, 50% of fees paid by the exhibitor will be refunded. No refund of any fees will be made if notice is received on or after August 31, 2005. If the exhibit is on hand, the exposition management reserves the right to assign labor to install any display that is not in the process of being installed by the given deadline, or to ship the display back to the exhibiting organization and to instruct that the exhibitor be billed for all charges thus incurred.

**LIABILITY & HOLD HARMLESS**

It is expressly understood that AAAR, Association Headquarters and the Hilton Austin will not be responsible for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance, removal of exhibits or management of convention. AAAR will not be responsible in any way for goods while in storage.

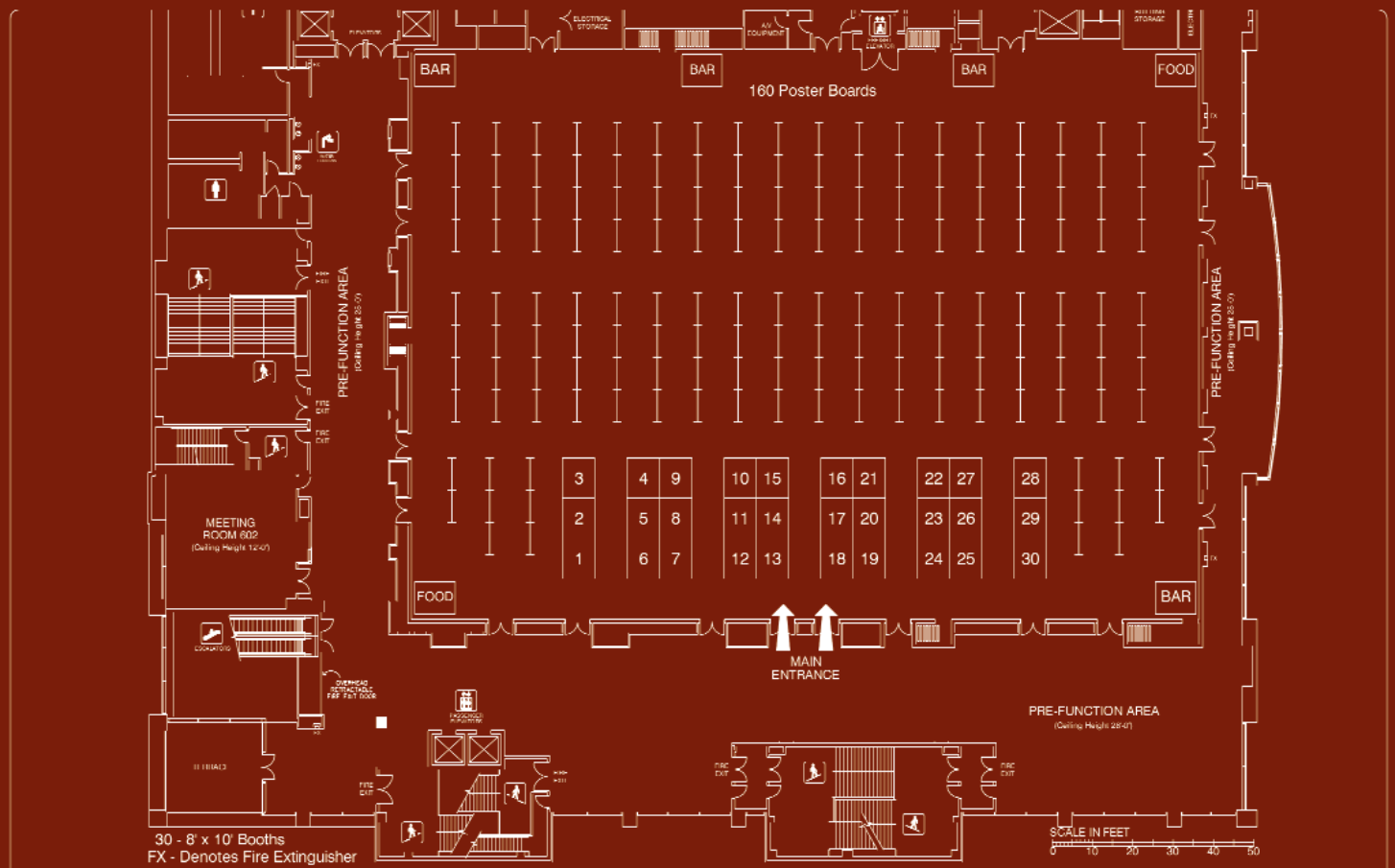
AAAR, the Hilton Austin, Association Headquarters, and its agents or employees will not, under any condition or circumstances, be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, injuries, act of God, or for any actions whatsoever.

AAAR, Association Headquarters and the Hilton Austin will use necessary reasonable care for prevention of any losses, personal or material. Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person, and shall indemnify, defend, and hold harmless AAAR, the security firm, the hotel, the general contractor, and all of their collective officers, employees, agents, and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally, and specifically, personal injuries

to any exhibitors, officers, staff members, employees, agents, representatives, attendees, and guests. It is understood that all fees, costs, and expenses incurred by an exhibitor as a result of legal action shall be the sole responsibility of the exhibitor, and reimbursement shall not be sought against AAAR. AAAR shall be reimbursed by the seeking exhibitor for costs, fees, and expenses that are incurred and expended resulting from any action. Exhibitors shall affect their own insurance.

All matters not expressly addressed in this document are subject to review and resolution by AAAR management.

# AAAR FLOOR PLAN



<p><b>AMERICAN ASSOCIATION FOR AEROSOL RESEARCH ANNUAL CONFERENCE</b>  <b>October 17-21, 2005</b>  <b>Hilton Hotel</b>  <b>Austin, TX</b></p> <p>LAST REVISION 05/06/2005</p>	<p><b>FREEMAN</b></p>	<p>Floor Plan Created by  San Antonio Design Department  3323 IH 35, North, Ste. 120  SAN ANTONIO, TX 78219  Phone: 210-227-4341  Fax: 210-227-0889</p>
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EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOOR PLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOOR PLAN. IF THE LOCATION OF BUILDING COULD, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSION AND LOCATIONS.



## EXHIBITOR BADGE ORDER FORM

Per your contract, please complete the information below for the registrants receiving the two (2) complimentary conference registrations for exhibitors (Excludes Monday tutorials). Please print.

1.) Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

2.) Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

If you would like to register more people, please copy this form and return with payment of \$350 per additional person. Payment must be made by check.

Number of additional people registering: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_

Mail or fax to: Sohini Mitra at AAAR, 15000 Commerce Parkway, Suite C, Mt. Laurel, NJ 08054  
For further details, contact AAAR: phone: 856-439-9080; fax: 856-439-0525; Web site: [www.aaar.org](http://www.aaar.org)

**Deadline to Return Form: Friday, September 16, 2005**



Organizational  
Member Booth Exhibit

Regular Booth Exhibit

### IMPORTANT DEADLINES:

**July 8, 2005**  
Deadline to appear in  
online Preliminary  
Program

**August 15, 2005**  
Deadline to appear in  
Final Program

### FAX COPIES WILL BE ACCEPTED

Mail application and  
check to:  
AAAR  
15000 Commerce Parkway  
Suite C  
Mt. Laurel, NJ 08054

For further details contact  
AAAR:  
Sohini Mitra  
Exhibits Manager  
phone: 856-439-9080  
fax: 856-439-0525  
e-mail: info@aaar.org  
website: www.aaar.org

## EXHIBITOR APPLICATION

**YES!** I want to participate in the AAAR 2005 Conference. I will abide by the "Information and Rules Governing the Exhibit." My check, made payable to AAAR, is enclosed for \_\_\_\_\_, or please bill my credit card:

**\$3,056 (applications received after July 8, 2005, may not appear in the online Preliminary Program)**  
**Benefits**

- 25% discount on exhibit booth
- Two one-year AAAR individual memberships (contact AAAR officer for membership forms)
- Two complimentary conference registrations
- Listing in the AAAR 2005 program as an Organizational Member
- Listing on the AAAR website as an Organizational Member
- A list of attendees (mailed within 30 days after conference)
- Right of 1st refusal on conference sponsorship opportunities

**\$1,529 (applications received after July 8, 2005, may not appear in the online Preliminary Program)**  
**Benefits**

- Listing in the AAAR 2005 program
- Two complimentary conference registrations for exhibitors
- A list of attendees (mailed within 30 days after conference)

**Number of booths you are requesting:** \_\_\_\_\_

**Booth Location Preferences:** Booths will be assigned on a first-come, first-served basis upon receipt of application and payment.

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
_____	_____	_____

**Contact information** (this information will not appear in the final program):

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Print address as it should appear in the final program. Contracts received after August 15, 2005, may not appear in the final program.**

Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Credit Card Information

CREDIT CARD:  VISA  MASTERCARD  AMERICAN EXPRESS

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

Cardholder's Name: \_\_\_\_\_

**E-mail a 30 word or less description of products/services (required for listing in final program) to Sohini Mitra at smitra@ahint.com. Contracts received after August 15, 2005, may not appear in the final program.**