

27TH ANNUAL AAAR CONFERENCE

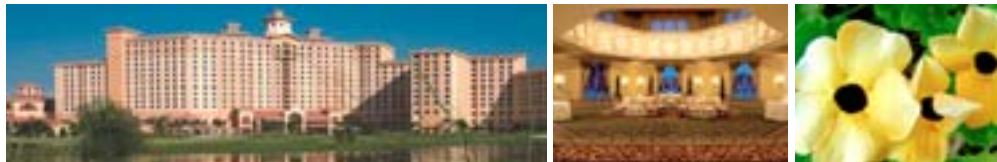
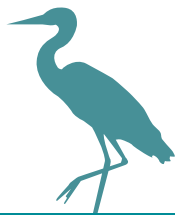


www.aaar.org

OCTOBER 20-24, 2008 • ROSEN SHINGLE CREEK • ORLANDO, FL, USA

Exhibitor Prospectus





27th Annual AAAR Conference
Exhibitor Prospectus

October 20-24, 2008
Rosen Shingle Creek
Orlando, FL, USA

AAAR National Office
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jbarrett@ahint.com

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rgeary@ahint.com

Registration Manager
Gail Valente
gvalente@ahint.com



Dear Colleagues,

We invite you to participate as an exhibitor in the 2008 Annual Conference of the American Association for Aerosol Research (AAAR), Oct. 20-24, 2008, in Orlando, FL.

AAAR is a non-profit, 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 important component of our association's annual conference. It is an opportunity to show your products and services to researchers in the field of aerosol science and technology.

Exhibits begin Monday evening, Oct. 20, and continue through Thursday, Oct. 24. 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 of those present!

Thank you for your continued support. If you have questions or suggestions, please contact Robin Geary, exhibits manager, at 856-793-0804 or Pat Keady at 970-204-0032.

Sincerely,

Pat Keady

AAAR Exhibits Chair

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 10 feet wide, 10 feet deep and 8 feet high. AAAR provides pipe and draped 8-foot high backdrop, 36-inch side rails and a two-line name sign. Display materials between adjoining booths shall be limited to the front 3 feet of the booth of no more than 36 inches. Display materials in booths where wall space is not available, or in booths which 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

Priority for booth assignment will be made on a first-come, first-serve basis upon receipt of application and payment. Management reserves the right to make any revisions necessary to the floor plan.

CONTRACT FOR SPACE

All contracts are subject to the rules and regulations herein given. 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. A refund of 50 percent of fees paid by the exhibitor will be returned in the event of cancellation by written notice to the

exhibit manager. No refund of any fees will be made if notice is received after Sept. 3, 2008.

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 subletors 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 not sell or distribute any beverages, tobacco products, or food for consumption on the premises. 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.

EXHIBIT HOURS (SUBJECT TO CHANGE)

Monday, Oct. 20, 2008	Welcome Reception 6:00 pm - 8:00 pm
Tuesday, Oct. 21, 2008	Exhibits Open 9:00 am - 4:00 pm Exhibitors' Reception 6:00 pm - 8:00 pm
Wednesday, Oct. 22, 2008	Exhibits Open 9:00 am - 4:00 pm
Thursday, Oct. 23, 2008	Exhibits Open 9:00 am - 3:30 pm

POSTER HOURS (SUBJECT TO CHANGE)

Monday, Oct. 20, 2008	6:00 pm - 8:00 pm
Tuesday, Oct. 21, 2008	9:00 am - 4:00 pm 6:00 pm - 8:00 pm
Wednesday, Oct. 22, 2008	9:00 am - 4:00 pm
Thursday, Oct. 23, 2008	9:00 am - 3:30 pm

SET-UP AND DISMANTLING EXHIBITS (SUBJECT TO CHANGE)

Monday, Oct. 20, 2008	Set-up 11:00 am - 5:00 pm
Thursday, Oct. 23, 2008	Dismantle 3:00 pm - 9:00 pm

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.

EXHIBITOR REGISTRATION

Two complimentary conference registrations, which include admittance to the scientific sessions, are included with your exhibit fee.

Four additional BOOTH PERSONNEL ONLY registrations are available at the cost of \$350 per person. PLEASE NOTE: Any additional booth personnel must register at the regular conference fee.

BADGES

Badges must be worn at all times during conference hours.

SHIPPING: DO NOT SHIP EXHIBITS DIRECTLY TO THE ROSEN SHINGLE CREEK

Storage facilities for packing cases, crates, and boxes are not available at Rosen Shingle Creek. 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 Arata 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 Sept. 3, 2008
- 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 Robin Geary, exhibits manager, at 856-4793-0804 prior to the conference.

INSURANCE

The exhibitor acknowledges that neither AAAR, Association Headquarters, nor Rosen Shingle Creek 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 show. 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.

AMERICANS WITH DISABILITIES ACT

Exhibiting companies shall be responsible for making exhibits accessible to persons with disabilities as required by the American with Disabilities Act, and shall hold AAAR harmless from any consequences of exhibiting company's failure in this regard.

AAAR will use its best efforts to provide reasonable accommodations for attendees with disabilities. Please contact Robin Geary at rgeary@ahint.com if you have any special needs.

PAYMENT AND 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 Sept. 3, 2008, 50 percent of fees paid by the exhibitor will be refunded. No refund of any fees will be made if notice is received on or after Sept. 3, 2008.

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 AND HOLD HARMLESS

It is expressly understood that AAAR, Association Headquarters, and Rosen Shingle Creek 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, Rosen Shingle Creek, Association Headquarters, Inc., 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.

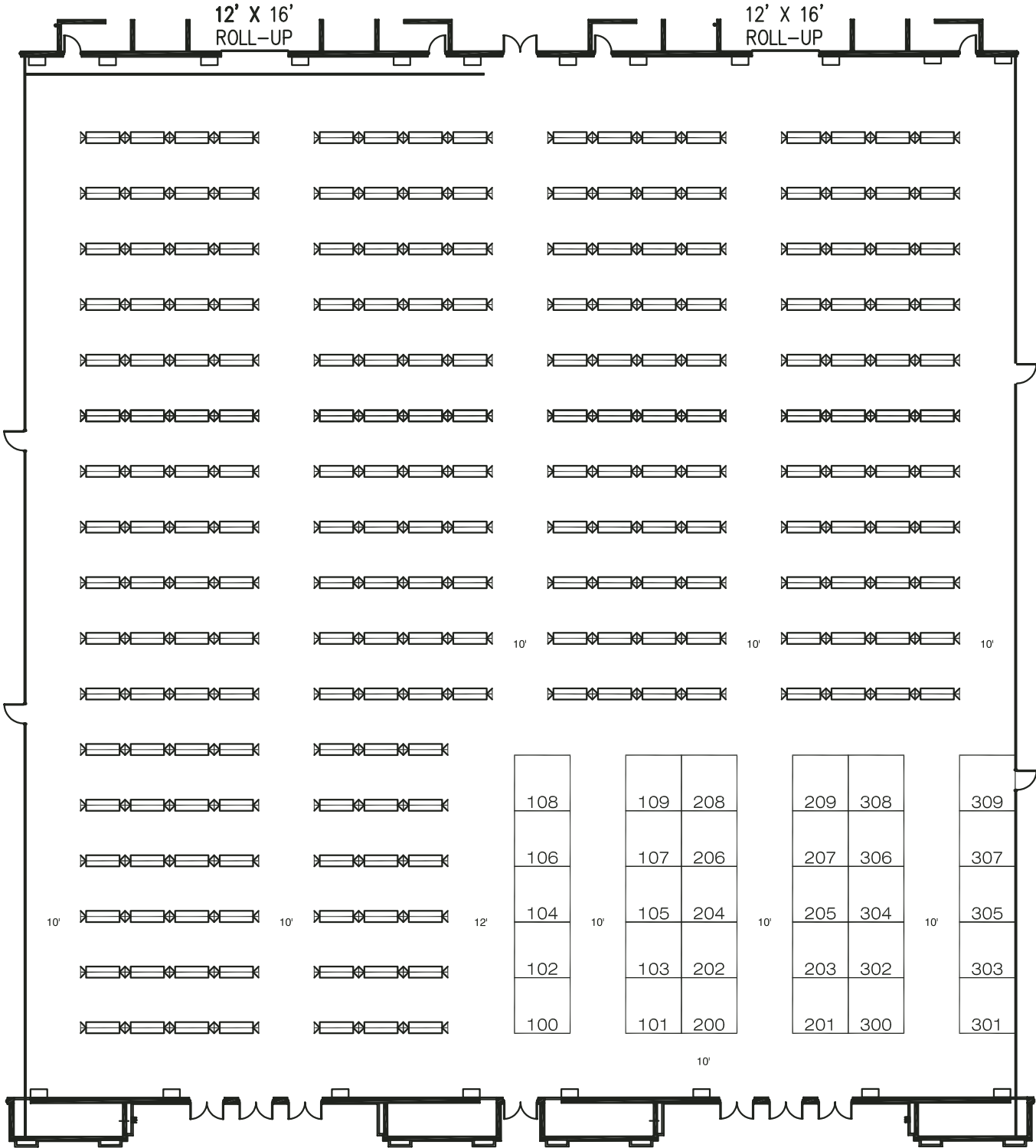
AAAR, Association Headquarters and Rosen Shingle Creek will use necessary reasonable care for prevention of any losses, personal, or material. Each

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 2008
 October 20-24, 2008
 Rosen Shingle Creek
 Sebastian Ballroom J-K
 Orlando, Florida





ROSEN SHINGLE CREEK

**9939 Universal Boulevard
Orlando, FL 32819**

Rosen Shingle Creek is nestled on a 230-acre site along Shingle Creek just off Universal Boulevard, east of the Orange County Convention Center North/South expansion and just 10 minutes away from the Orlando International Airport. This ideal location is also minutes away from Orlando's world famous attractions like Disney World® Resort, Universal Orlando® Resort, Wet'N Wild and Sea World® Adventure Park.

Rosen Shingle Creek takes its name from the creek which passes through the property. Early pioneers who first settled Central Florida in the 1800s were drawn by the splendor of this picturesque creek. They used the creek for fishing, trapping, and logging cypress trees. These logs were floated to a nearby mill and eventually made into shingles for their homes, thus the name Shingle Creek.

A block of rooms has been set aside for attendees of the AAAR Annual Conference. Make your reservations directly with Rosen Shingle Creek by

calling 1-866-996-6338. Be sure to mention the AAAR attendee code 2896 to receive the group rate. Reservations must be made by Friday, Sept. 19, 2008. After Sept. 19, reservations will be taken at the convention rate; however, such rooms are subject to the hotel's availability. Room rates for standard single/double occupancy are \$165 exclusive of appropriate state and local taxes, currently 12 percent (12.5 percent). All reservations will require a one-night advance deposit per room, plus tax, refundable up to five days prior to arrival.

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

ROSEN SHINGLE CREEK RULES AND REGULATIONS

EXHIBIT HALL CLEANING REQUIREMENTS

The exhibit area will be cleaned prior to show move-in. Additional clean-up services (pre-opening clean-up, daily booth clean-up, and closing clean-up) must be arranged with your decorator. The decorator will be responsible for providing a "threshold" at all freight door



entrances into the room during the hours of move-in and move-out to protect the carpet.

WATER SERVICE

Should you desire to make water service available to your trade show attendees on the show floor, bottled water is available at a charge through the catering department. In the interest of maintaining optimum sanitary conditions, water service in pitchers is no longer available.

CHEMICAL DISPLAYS AND USAGE

Any chemical brought onto hotel property must be accompanied by a Material Safety Data Sheet (MSDS) as required by Federal and State Occupational Safety Hazard Administration regulations and Environmental Protection Agency guidelines.

No hazardous chemical (as defined by Federal and State Occupational Safety Hazard Administration regulations and Environmental Protection Agency guidelines) may be brought onto hotel property for usage/display purposes or demonstrations without prior written approval from the executive director of meetings and conventions. Depending on the complexity of the display and/or demonstration, coordination and special permits may be required by the Orange County Fire Department.

Your meetings and conventions manager will advise you of any special permits or requirements per the Orange County Fire Department.

LIABILITY-INSURANCE REQUIREMENTS

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.

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 Arata Expositions and charge an additional handling fee.

STORAGE

The hotel has no facilities for the storage of exhibits. All shipments must be directed to Arata.

SMOKING

Smoking is not allowed in the exhibit hall or in any public area of the hotel.

NON-FLAMMABLE MATERIALS

All materials used in the exhibit hall or any other part of the hotel must be non-flammable to conform to the fire regulations of the Orange County Fire Department.





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.

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 hung by Arata. All hanging signs and truss must be hung by Arata. No other firm will be allowed to access to the hotel's ceiling. Arata and the hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

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 Rosen Shingle Creek.

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 Exhibit hall only at and through such approved loading area as the hotel may designate.

TAPE

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



EXHIBITOR BADGE ORDER FORM

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

Deadline: Friday, Sept. 12, 2008.

(Please print clearly)

1. Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

2. Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

You may register up to four additional exhibitor personnel, at a fee of \$350 per additional person.

Name: _____ Email: _____
Name: _____ Email: _____
Name: _____ Email: _____
Name: _____ Email: _____

Method of Payment: (if applicable)

[] Check enclosed (Please make check payable to: AAAR)
[] Credit Card: [] Visa [] MasterCard [] American Express
Account Number: _____ Expiration Date: _____
Signature: _____ Total Amount enclosed: _____

Mail or fax to: Robin Geary, Exhibits Manager
AAAR, 15000 Commerce Parkway, Suite C, Mt. Laurel, NJ 08054
For further details, contact AAAR: tel: 856-439-9080; fax: 856-439-0525
Web site: www.aaar.org





EXHIBITOR APPLICATION

YES! I want to participate in the AAAR 2008 Conference. I will adhere to the Information and Rules Governing the Exhibit. My check, made payable to AAAR, is enclosed for _____, or please charge my credit card.

Organizational Member Booth Exhibit

\$3243 (Applications received after August 11, 2008, may not appear in the Annual Meeting Final Program.)

BENEFITS

- 25 percent discount on exhibit booth
- Two one-year AAAR individual memberships
(Contact the AAAR headquarters office for membership forms.)
- Two complimentary conference registrations
- Listing in the AAAR 2008 program as an Organizational Member
- Listing on the AAAR Web site as an Organizational Member
- A list of attendees (mailed within 30 days after conference)
- Right of first refusal on conference sponsorship opportunities

Regular Booth Exhibit

\$1,620 (Applications received after August 11, 2008, may not appear in the Annual Meeting Final Program.)

BENEFITS

- Listing in the AAAR 2008 program
- Two complimentary conference registrations
- A list of attendees (mailed within 30 days after conference)

Number of booths you are reserving: _____

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

1st Choice _____
 2nd Choice _____
 3rd Choice _____

Contact Information (This information will not appear in the final program.)

Contact Name: _____ Title: _____
 Phone: _____ Fax: _____ Email: _____

Print address as it should appear in the final program. Contracts received after August 11, 2008, may not appear in the final program.

Organization: _____ Web site: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Phone: _____ Fax: _____ Email: _____

Credit Card Information

Card type: VISA MASTERCARD AMERICAN EXPRESS
 Card Number: _____ Expiration Date: _____
 Signature: _____ Cardholder's Name: _____

Email a 30-word or less description of products/services (required for listing in final program) to Robin Geary at rgeary@ahint.com. Contracts received after August 11, 2008, may not appear in the final program.

