

# THE EXHIBIT CENTER

## The 37<sup>th</sup> International Technical Conference on Clean Coal & Fuel Systems

June 3 – 7, 2012  
Sheraton Sand Key  
Clearwater, Florida, USA

An integral part of each year's conference is the Exhibit Center where the leaders in energy showcase their achievements and accomplishments. Due to space constraints at the Sheraton Sand Key, we are limited to 4,280 square feet of space or 24 booths. The Exhibit Center is also used for the Continental Breakfasts and morning and afternoon breaks for the four days of the conference. Our exhibitors receive maximum coverage in this unmatched opportunity to obtain information on the latest products, equipment and services from the coal technology community. The \$950 fee includes an 8' x 10' booth, signage, a 100-word write up in the Exhibit Directory/Official Program and inclusion of the write-up on this web site as soon as payment is received. **The Exhibit Center Set up will start no earlier than 11:00 a.m. on Monday, June 4<sup>th</sup>, and will close and be dismantled at the close of the morning break on Thursday, June 7<sup>th</sup>, no earlier than 11:30 a.m.**

**Exhibit Hours** – The Exhibit Center opens at 7:30 a.m. each morning and closes at the conclusion of the last technical paper. Attendees are free to visit the Center at any time during the official hours. The following schedule covers events specifically scheduled for the Center:

<b>Monday, June 4<sup>th</sup>:</b>	Set up starts at approximately 11 a.m. Welcome – 6:40 p.m.
<b>Tuesday, June 5<sup>th</sup>:</b>	Continental Breakfast – 7:30 a.m. – 8:00 a.m. Morning Break – 10:30 a.m. – 11:00 a.m. Afternoon Break – 3:30 p.m. – 4:00 p.m.
<b>Wednesday, June 6<sup>th</sup>:</b>	Continental Breakfast – 7:30 a.m. – 8:00 a.m. Morning Break – 10:00 a.m. – 10:30 a.m. Afternoon Break – 3:30 p.m. – 4:00 p.m.
<b>Thursday, June 7<sup>th</sup>:</b>	Continental Breakfast – 7:30 a.m. – 8:00 a.m. Morning Break – 10:00 a.m. – 10:30 a.m. Dismantling of the Exhibit Center – 11:00 a.m.

**All shipments and decorations must be made with:**

Gulf Coast Expo  
8432 Sunstate St.  
Tampa, Florida 33634  
Phone: 813-915-8066

All materials must be shipped to  
ABF FREIGHT SYSTEM  
c/o Gulf Coast Expo  
3707 East Lake Avenue  
Tampa, FL 33610

## OFFICIAL PROGRAM & EXHIBIT DIRECTORY

The Official Guide for the Technical Exhibition Center at the 2012 conference is the Exhibit Directory/Program. All attendees and visitors to the Exhibition will receive a copy. Additionally, the Guide will be included with all orders for Proceedings and many promotional mailings that are sent out all over the globe after the conference closes.

All exhibitors are given complimentary listings. However, advertising is available to those wishing expanded coverage.

### Rates

- Full page black & white: \$700
- Full page 4-color: \$1,550
- Full page 2-color: \$925
- ½ page black & white: \$450
- ½ page 2-color: \$575
- Double page 4-color: \$3,000
- Double page b&w: \$1,300
- Double page 2-color: \$1,700

### Requirements

Emulsion side down, right reading, offset negative film, 133 minimum, 150 maximum line screen is required. If material submitted requires filming, there will be an additional \$17 per color charge.

Color separations are additional to quoted prices. **Deadline for material: May 10, 2012**

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# THE EXHIBIT AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2011/12, between Coal Technologies Associates, hereinafter known as "CTA" and \_\_\_\_\_ hereinafter known as "Exhibitor." The below named is designated as the authorized representative of the Exhibitor in charge of the Exhibitor's space and will receive all future correspondence regarding the Exhibit and will be the conference registrant for Exhibitor (one individual only). In consideration of the Exhibitor's agreement to pay based on the net square feet leased as checked below, CTA hereby leases to the Exhibitor a total of 80 square feet for \$950. Those remitting the fee earliest will have the opportunity to select their booth location. This is a first-come-first-served arrangement, i.e., the first payment is entitled to first choice in the Exhibit Center. A schematic will be provided later in the year.

Booth spaces are 8 feet by 10 feet @ \$950/booth.

Included in the fee is a 100-word write-up in the Exhibit Directory/Program for the conference. This summary must be forwarded to CTA along with the signed contract and payment. **There is a \$5/word charge for summaries exceeding 100 words.** Company name, address, phone and FAX numbers are not included in the 100 word allocation. **In addition, the write-up will be listed on the conference web site.**

**Each Exhibitor must register for the conference and pay a reduced registration fee of \$795,** payable at the same time as the exhibit fee. Registration fees paid separately and after the exhibit fee is remitted are not eligible for the reduced amount. Only one person per exhibitor is entitled to the reduced conference registration. As part of this contract, the Exhibitor expressly agrees to observe all rules and regulations as set forth in the CTA Exhibitor Agreement for the 2012 International Technical Conference on Clean Coal & Fuel Systems. CTA reserves the right to modify the floor plan, if necessary.

The Exhibitor hereby releases CTA, the service contractor (Gulf Coast Expo), Sheraton Sand Key Resort, and their respective directors, officers, agents and employees, from all liability for loss or damage to the Exhibitor's property from any cause during shipment to, installation and display at, and disassembly and shipment from the Exposition; and Exhibitor expressly agrees to indemnify the CTA (and its director, officers, agents and employees) and hold it harmless from any liability arising from any claims for personal injury and damage, destruction or loss of property, or otherwise caused by or to the Exhibitor, its directors, agents, or employees.

**Company:**

**Address:**

**City                      State                      Zip                      Country**

**Telephone:**

**FAX:**

**Email:**

**Authorized Representative:**

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

Enclosed is  the 100 word summary  and payment in the amount of \$1,745 (for exhibit space and for one conference registration at \$795). This amount represents full payment and is non-refundable. Please sign and **return this page only** to CTA, 12548 Granite Ridge Drive, North Potomac, MD 20878· 301/330-2256; upon acceptance by the CTA, you will be furnished a completely executed copy.

Accepted by Coal Technologies Associates

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Barbara A. Sakkestad, Vice President

Date \_\_\_\_\_

## **RULES AND REGULATIONS**

These regulations are part of the terms of the contract for exhibit space at **The 37<sup>th</sup> International Technical Conference on Clean Coal & Fuel Systems, June 3 to 7, 2012, Sheraton Sand Key, Clearwater, Florida, U.S.A.**

**1. General** All exhibits in the Center will be conducted under the direction and management of the Coal Technologies Associates, hereinafter referred to as CTA. The rules and regulations are part of the contract between the Exhibitor and CTA. CTA shall have the sole authority to interpret and enforce these rules and regulations. Any dispute not covered by these rules and regulations is subject to determination by CTA and the Conference Committee whose determination will be binding on all parties. Exhibitors or their representatives who fail to observe conditions of the contract or who, in the opinion of CTA, fail to conduct themselves accordingly may be immediately dismissed from the Exhibit without refund or appeal.

**2. Eligibility** An Exhibitor may be any company or organization interested in providing a product or service related to coal utilization and fuel systems.

**3. Space Assignments** To the extent possible, priority in assignment of space will be given to a company according to its previous history as a participant and membership in CTA. CTA reserves the right to relocate exhibitors to assure the availability of utilities to other exhibiting companies. All booths will be shown on the floor plan. Dimensions and locations are believed to be accurate, but are not guaranteed. CTA reserves the right to alter the floor plan as requirements of the Exhibit Center may dictate.

**4. Deposit and Payment of Exhibit Space** The cost of exhibit space is shown on the contract. Exhibit space must be paid for in full at the time the contract is submitted.

**5. Occupancy of Space** Exhibitors will not be allowed to occupy their exhibit space unless and until all financial obligations to CTA are satisfied.

**6. Cancellation and Refund** In the event of cancellation of the Exhibit Center due to fire, strikes, government regulations, floods, storm, Acts of God, and other causes beyond CTA's control, CTA shall not be held liable for failure to hold the Exhibit Center as scheduled, and CTA shall determine the amount of exhibit fees to be refunded.

In addition, the space contract cannot be cancelled by the Exhibitor. If the space contracted for by the Exhibitor is not used by the Exhibitor, no refund of the contract price, or any part thereof, will be made by CTA; nor is CTA under any obligation to, nor prevented from, attempting to rent the said space to others. This provision will be strictly followed.

**7. Security and Limitation of Liability** CTA will not provide security during official periods of installation, display and dismantling but will exercise reasonable care for the protection of Exhibitor's materials and displays. CTA, the Sheraton Sand Key, Gulf Coast Expo, or their respective directors, officers, agents, or employees, shall not be liable for damages from theft, damage by fire, accident, or other causes. If insurance is desired, it must be obtained and paid for by the Exhibitor. It is suggested that Exhibitors seek coverage through their regular commercial insurance sources.

Exhibitors will defend, indemnify and hold harmless CTA (and its directors, officers, agents and employees) from and against any and all claims, actions, obligations and any liabilities related to or arising from this agreement and/or the Exhibit, including, but not limited to any claims for personal injury and damage, destruction, or loss of property caused by or to the person or property of the Exhibitor, its directors, officers, agents or employees.

Furthermore, nothing shall be attached to any of the pillars, walls, doors, floors, etc., of the Sheraton Sand Key in such a manner as to deface or destroy them. If the premises or the Exhibit Center are defaced or destroyed by an Exhibitor, its directors, officers, agents or employees, the Exhibitor will be solely liable to the Hotel and/or CTA for such amount as the latter shall deem necessary for the repair and restoration of the premises to their previous condition.

**8. Exhibitor's Authorized Representative** The Exhibitor will name one individual as his duly authorized representative to have charge of the exhibit, and the Exhibitor accepts and assumes responsibility for such representative. The authorized representative is required to register for the conference and pay the reduced fee of \$795.

**9. Admission** CTA shall have control over all admission policies at all times. **All persons visiting the exhibits must be registered conference attendees and must wear an appropriate badge while in attendance.**

**The Exhibitor agrees not to request badges for those not registered for the conference and further agrees that he will not loan or give his badge of admission to anyone.** CTA and its authorized representatives reserve the right to refuse admittance to any person not properly registered and in possession of an authorized badge obtained through the appropriate registration procedure.

**10. Exhibit, Signs and Draping** For all perimeter booths and those interior booths that share a common side with another booth, standard booth backgrounds, and side rails will be provided. An exhibit sign will be provided upon request. Island booths by their nature will not be draped. For additional details, contact Gulf Coast Expo.

**11. Installation and Dismantling** Booth furniture and labor to set up and dismantle exhibits are to be ordered from Gulf Coast Expo by using order forms which you will receive directly from them upon completion of a contract. The kit will contain official order forms for furniture, special signs, electrical lighting and wiring, set up and dismantling, etc.

**No displays will be dismantled nor packing started before 11:30 a.m., Thursday, June 7<sup>th</sup>. Set up will start no earlier than 11 a.m. on Monday, June 4<sup>th</sup>.**

**12. Exhibit Dimensions** Booths are designed in 8 by 10 foot increments, with minimum space of 80 square feet. The dimensions for all island booths are indicated on the floor plan. For all perimeter booths, and those interior booths that share a common side with another booth, the back drape will be eight feet high. Divider rails for all booths will be 8 feet high. The maximum height for all display materials or equipment or inline booths will be 8 feet. For all island and perimeter exhibits, the maximum height for all display materials or equipment will be 12 feet.

For companies electing to hang their own signs or company identification, the maximum height will be 15 feet as measured to the top of the sign for island booths only. Hanging signs are not permitted for perimeter or inline booths. Standard signs hung by the decorator will be at the height of eight feet. If the back or sides of the exhibit are of an unfinished nature and after set-up, this part of the exhibit is undraped and in view, CTA may authorize the official decorator to drape the objectionable area at Exhibitor's expense.

It is the intent of CTA to stage and present the Exhibit Center in a high quality fashion. The decoration of the Center, to include booths and aisles, should be done in a professional manner.

**13. Shipping Instructions** Information on shipping methods and rates will be included in the Exhibitor Service Kit. The Exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited.

**All shipments must be prepaid and shipped to:**

**Your Company Name**  
**Booth No. \_\_\_\_\_**  
**Gulf Coast Expo**  
**ABF FREIGHT SYSTEM**  
**3707 East Lake Avenue**  
**Tampa, FL 33610**  
**Phone: 813-915-8066**  
**Clean Coal & Fuel Systems Conference**

**Shipments cannot and will not be accepted by Gulf Coast Expo at the Sheraton Sand Key.** Exhibitors whose shipments arrive there will be charged the cost of drayage for removal of such shipments from the hotel dock, and return after the proper date, plus storage.

**14. Special Regulations** The object of the Exhibit Center is to educate, inform and advance the coal technologies and related industries by concentrating in one place the exhibition of material, components, technological advances, machinery and equipment related to these technologies. Therefore:

- CTA reserves the right to decline, cancel, or reject any exhibit which it considers undesirable, offensive to good taste, or in any way detrimental to the purpose or orderly conduct of the Exhibit Center.
- No Exhibitor may sublet or apportion the whole or any part of space allotted to him, nor permit any person to exhibit therein any goods other than those handled by the Exhibitor in the regular course of business without the written consent of CTA.
- Exhibitors are prohibited from using amplifying equipment of any nature without the permission of CTA, and if permission is granted the use of such equipment must not interfere with adjacent exhibits or other activities in the Exhibit Center or technical sessions.
- Exhibitors must confine their activities to the space for which they have contracted.
- Distribution of samples, literature, or souvenirs is permitted only from the exhibit booth.
- Fire hose cabinets and fire exits must be left accessible and in full view at all time.

- Decorations and displays must either be of nonflammable materials or treated for fire prevention by an approved method. No flammable fluids or substances may be used or shown in booths; advice on methods and materials may be obtained from the official decorator.
- Exhibitor must accept full responsibility for compliance with federal, state and city regulations in the provision and maintenance of adequate safety devices and conditions for the exhibition and operation of material, components, machinery and equipment.

## **GENERAL INFORMATION**

**Housing** The official headquarters for the Exhibit is the Sheraton Sand Key where all events will be held. Hotel reservations may be made directly with the hotel by calling 727/595-1611 and identifying yourself as a conference participant. Discounts are in effect.

## **Decorating and Service Contractor**

**Gulf Coast Expo  
8432 Sunstate St.  
Tampa, Florida 33634  
Phone: 813-915-8066 – FAX: 813-319-0619**

**Shipments go to: Gulf Coast Expo  
ABF FREIGHT SYSTEM  
3707 East Lake Avenue  
Tampa, FL 33610**

**Booth Equipment and Services** An Exhibitor's Service Kit will be sent by Gulf Coast Expo Inc. Exhibitors desiring to rent booth furniture, additional draping, accessories, or signs may order these from the decorator at prices specified on the order forms in the kit. All orders for special work or equipment should be placed as soon as possible to avoid delay and additional labor charges. Our official decorator is fully equipped to serve Exhibitors.

**Labor and Rates** Skilled labor is available through the official decorator to assist in exhibit installation and dismantling.

**Storage** Storage is not allowed at the Sheraton Sand Key and there is no storage available in the Exhibit Center.

**Utilities** Electricity -- 110 volt/208 volt, single or three phase available. However, CTA reserves the right to relocate Exhibitors to meet the needs of supplying utilities to other exhibiting companies.

**Hospitality** Exhibitors may offer hospitality service during center hours from their individual booth space provided the service is confined to that area and does not interfere with adjacent exhibits or obstruct aisles. Food and beverage service must be purchased from the Sheraton Sand Key.

**Drayage** Crated material will be received at Gulf Coast Expo up to thirty (30) days in advance and delivered to respective booths at the Exhibit Center. Empty containers will be removed from booth, placed in storage and returned to booth at the close of the Center. Materials will be moved from booth to dock and reloaded on the designated vehicles.

**Coal Technologies Associates  
12548 Granite Ridge Drive, North Potomac, MD 20878  
Phone: 301/330-2256  
Email: BarbaraSak@aol.com;  
Web site: [www.coaltechnologies.com](http://www.coaltechnologies.com)**