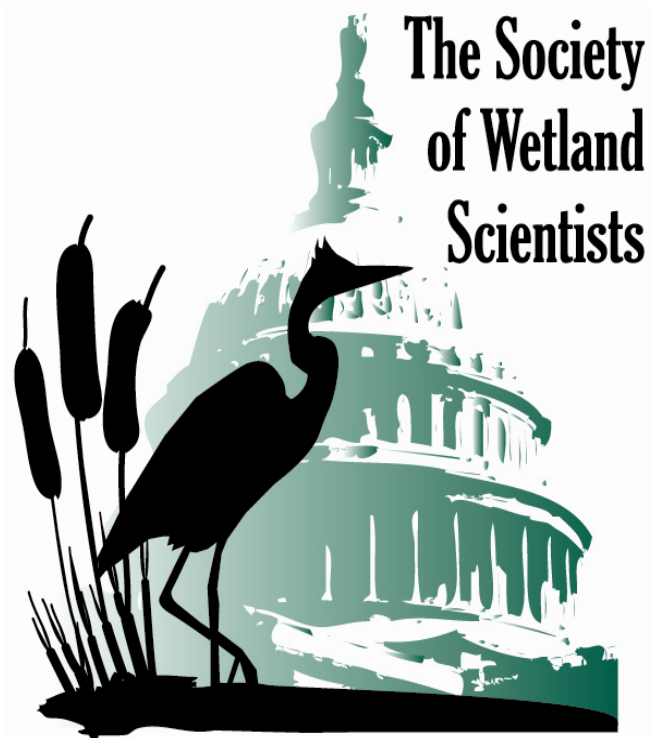


EXHIBITOR PROSPECTUS



Capitalizing on Wetlands
International Conference

2 0 0 8

WARDMAN PARK HOTEL
WASHINGTON, DC
MAY 26-30, 2008

EXHIBITOR PROSPECTUS

Why you should exhibit with SWS

We anticipate outstanding attendance at the 29th annual meeting because of the conference location in the nation's capital during a national election year, and because of our joining with [Association of State Wetland Managers](#) and the [Society for Ecological Restoration](#) in structuring the meeting program.

The meeting's theme, *Capitalizing on Wetlands*, will attract a diverse group of professionals involved in all aspects of wetland science, management, and conservation.

By exhibiting at the SWS 29th Annual Meeting, you will enjoy exclusive access to SWS members as well as non-

an excellent opportunity to highlight your technologies, services, and products in wetland science and its allied fields and related disciplines.

The exhibition space at the SWS 29th Annual Meeting is the perfect venue for you to promote your products and/or services, to develop brand loyalty, and to distribute information. You can talk face-to-face with your most important clients, customers, and buyers. The message of a well-developed exhibit helps you develop new leads while increasing the educational value of the meeting for attendees. Get your message across to decision-makers at the SWS 29th Annual Meeting.

Valuable exhibitor services

Complimentary Registration

Receive one complimentary meeting registration for each booth—a value of over \$375 for members and \$425 for nonmembers.

Final Program Listing

Listing in the final program that includes a description of equipment, processes, or services provided, along with address and phone number.

Complimentary Web Listing

A complimentary listing on the SWS 29th Annual Meeting website.

Reserve your space now!

Don't miss out on your booth reservation! SWS will gladly assist you with your specific requirements. Space assignment is on a first-come, first-served basis, so make your reservation TODAY. The charge for an 8' x 10' booth is \$800. To encourage non-profit exhibitors, exhibitor tables will be available to non-profit organizations for \$500.

To reserve your space, fill out the Exhibit Space Reservation Form.

Conference information

Please visit the SWS 29th Annual Meeting website: www.sws.org/2008_meeting or contact either of the conference co-chairs:

Terry Doss (email: tdoss@biohabitats.com;
Ph.: 973-868-2238)
or Kel Wieder (email: kelman.wieder@villanova.edu;
Ph.: 610-519-4856)



2008 Society of Wetland Scientists International Conference

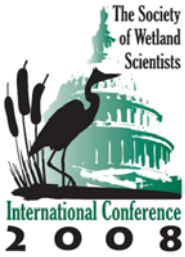
Wardman Park Hotel, Washington, DC, 26-30 May 2008

Rules and Regulations

1. Location of Exhibit: The Exhibition will be held at the Sacramento Convention Center. The exhibit area will be open free of charge to the meeting registrants as noted on the front of the contract. These hours are subject to change as dictated by program requirements.
 2. Installation and Dismantling: Booths will be accessible to Exhibitors for setting up displays after 8 AM, Tuesday, 27 May, and are to be ready for display by Tuesday, 27 May, 2 PM. Packing and removal can begin at noon on Friday, 30 May 2008.
 3. Standard and Special Booth Equipment: Standard booth equipment consists of draperies assembled with polished aluminum attachments, backs 8' high and side rail dividers 3' high. These are included in the booth charge. A sign 7' by 44' with one line of copy for identification is furnished for the backdrop. Official decorator for the Exhibitors is TBD. A complete line of furniture, display tables, and other items is available.

All independent service companies performing work at the show site will be required to submit certificates of insurance for both workers comprehensive and general liability insurance, at amounts established by District of Columbia. Deadline for receipt of these materials is May 5—three weeks prior to the start of the show. In addition, such contractor must submit his request in writing to the show management and list the names of all company representatives working in the exhibit area and must adhere to all exhibitor move-in and move-out hours and regulations.
 4. Space assigned to an Exhibitor may be transferred by the Exhibit Manager to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, or similar reasons. No such transfer will be made without notice to Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named "end product" of another Exhibitor without permission of that Exhibitor and the Exhibit Manager in writing.
 5. General Regulations: Loud speaking sound displays are prohibited. The Association reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. All exhibits, back walls, and decorations will be limited to 8' in height and not extending more than 2' from the back wall except actual equipment which in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Exhibit Manager. Any large items must be placed in the rear 4' of the booth.
 6. Exhibitor will be responsible for sales tax owed to the District of Columbia on any transactions made on the show floor. Exhibitor will be responsible for any business license required by the District of Columbia. No exhibitor will be permitted to give away premium items, nor to conduct any prize drawings, awards for signing of names and addresses, or other extreme promotions without first obtaining written permission from the Exhibit Manager.
 7. Photographing booths is limited to non-exhibit hours or candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular symposium hours.
 8. All exhibit and booth materials, particularly drapes, curtains, table covers, etc. must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel Safety Regulations, and must be flame-proof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted to materials which will pass fire inspection. Decorations of paper, pine boughs, leafy decorations or tree branches are prohibited. Volatile or flammable oils, gases, unprotected picture films, other explosives or flammable matter, or any substance prohibited by the City Departments or authorities will not be permitted in the exhibition areas. Likewise, all electrical wiring must be approved and installed in accordance with State and Local Regulations. Smoking in exhibits is prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.
 9. In their own best interest, and for security, Exhibitors shall keep an attendant in their own booths during all exhibit hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the Exhibit Manager.
 10. Due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitor's equipment against loss, theft, damage and breakage. Neither the Convention Center nor any of its employees, nor representatives, nor any representatives of Society of Wetland Scientists, nor Burk and Associates Inc., nor any subcontractor will be responsible for any injury, loss or damage to the Exhibitor, the Exhibitor's employees or property, however caused. In addition Exhibitor assumes full responsibility and liability for the actions of its agents, employees, and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend the Indemnitees as expenses arise, from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its agents, employees, relatives, or independent contractors whether acting within or without the scope of their authority. In view of the foregoing, Exhibitors are urged to place "extraterritorial" and other coverage on equipment and exhibits, and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.
 11. Society of Wetland Scientists and the Exhibit Manager for the meeting will cooperate fully, but cannot assume responsibility for damage to Exhibitor's property, lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.
 12. Exhibitors wishing to have Hospitality Suites must reserve them through the Exhibit Manager. Such Suites cannot be open during any Meeting or Exhibit Hours and can be open after midnight only with Exhibit Manager's permission.
 13. The Exhibit Management will attempt to assist and generally protect Exhibitors, keep them informed and will assume responsibility for its own misconduct and negligence all in good faith.
 14. Rejected Displays: Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area, in which event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor or his representatives. Alcoholic beverages may not be distributed from any booth, its attendees or company representative.
 15. Care of Building and Equipment and Safety Precautions: Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment in the booths, when such damage appears, the Exhibitor is liable to the owner of the property so damaged.
 16. The Exhibitor will engage at its expense, and through the Wardman Park Hotel where the Hotel so requires, all necessary labor and trade performing functions directly related to the exhibit. The Exhibitor agrees that any person employed to perform such functions on a temporary basis at the Hotel shall be represented by the appropriate bona fide AFL-CIO Union.
 17. Cancellation: If space contracted for is canceled by an Exhibitor after April 25, 2008, or if the Exhibitor fails to occupy space contracted for, the Society is entitled to the full amount of the booth rental. If the space reserved is canceled by the Exhibitor before April 25, 2008, 50% will be retained by the Society and the balance refunded. If booth space is not occupied by 9:00 AM Wednesday, May 28, 2008, the Society will have right to such space as it sees fit to eliminate blank spaces in the exhibit area.
 18. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of Society of Wetland Scientists.
- The foregoing regulations have been formulated for the best interests of all Exhibitors; the cooperation of all Exhibitors is requested.

Please Note: Upon receipt of your contract and payment, the official decorator and drayage company will forward a service kit complete with information regarding furniture rental, freight and storage, installation, dismantling, labor and signage requirements. The service kit will be forwarded to you approximately 60 days prior to the show date.



CAPITALIZING ON WETLANDS

WASHINGTON, DC

MAY 26-30, 2008

EXHIBIT SPACE CONTRACT AND RESERVATION FORM

EXHIBIT DATES AND HOURS		
Exhibit Setup	Tuesday, 27 May	noon – 3:00 PM
Exhibit Open	Tuesday, 27 May	3:00 PM – 9:00 PM
Exhibit Open	Wednesday, 28 May	9:15 AM – 2:00 PM
Exhibit Open	Thursday, 29 May	9:15 AM – 9:00 PM
Exhibit Open	Friday, 30 May	9:15 AM – 1:00 PM
Exhibit Tear Down	Friday, 30 May	1:00 PM – 5:00 PM

BOOTH PREFERENCE:		
1 st Choice - Booth No(s). _____	2 nd Choice- Booth No(s). _____	3 rd Choice - Booth No(s). _____

EXHIBITOR INFORMATION:		
Company/Organization Name: _____		
Company/Organization Address: _____		
Phone: _____	FAX: _____	Email: _____
Submitted and authorized by (this acknowledges acceptance of the Rules and Regulations in the previous page)		
Name and Title: _____		Date: _____
Booth personnel (limit of 1 per booth): _____		Name: _____
Exhibitor's copy of the accepted agreement and future correspondence should be directed to:		
Name: _____		Phone: _____
		Email: _____
General comments as to booth assignment (e.g., are there other exhibitors that you would or would not wish to be near?):		
Description of the equipment, supplies, processes, or services to be featured (for inclusion in the Final Program, contract must be received by 29 February 2008). This description must be limited to two lines of types text:		

PAYMENT:			
<input type="checkbox"/> Regular Exhibitor Fee: \$ 800		<input type="checkbox"/> Not-for-profit Exhibitor Fee: \$ 500	
Credit card payment:			
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	Credit card number: _____
Cardholder name: _____		Expiration date: _____	Signature: _____
Credit card billing address: _____			

DO NOT WRITE IN THIS SPACE:	
Accepted by 2008 SWS International Conference	
Date: _____	<input type="checkbox"/> CC <input type="checkbox"/> Check # _____
Signature: _____	
Booth(s) assigned _____	

PAYMENT AND QUESTIONS TO:
2008 SWS International Conference
ATTN: Lori Strong
1313 Dolley Madison Blvd., Suite 402
McLean, Virginia 22101
Ph.: 703-790-1745; FAX: 703-790-2672
Email: LStrong@Burkinc.com

PLEASE READ THE EXHIBIT RULES AND REGULATIONS

Exhibit space will be allocated on a first-come, first-served basis (telephone or FAX reservations are permitted). Whenever possible, space will be allotted according to the Exhibitor's request, but the final arrangement will be determined by Society of Wetland Scientists in such a way as to produce the most advantageous grouping of the exhibits shown. *Please make check payable to 2008 SWS International Conference or fill in credit card payment authorization and fax or mail to the address given above. Enclose this agreement, which will be signed by an authorized representative and returned upon acceptance.*

For updated information on the 2008 SWS International Conference, please visit www.sws.org/2008_meeting/

EXHIBITOR FLOOR PLAN

