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EXHIBITOR INFORMATION GUIDE



**8TH INTERNATIONAL SYMPOSIUM ON
ENVIRONMENTAL CONCERNS IN
RIGHTS-OF-WAY MANAGEMENT**
SARATOGA SPRINGS, NY SEPTEMBER 12 - 16, 2004

www.esf.edu/row8

Show Time & Dates

Set-Up: Sunday, September 12th, 1:00 pm – 5:00 pm

Show Hours: Monday, September 13th, 7:30 am – 5:00 pm

Wednesday, September 15th, 7:30 am – 4:00 pm

Thursday, September 16th, 7:30 am – 12:00 pm

Break Down: Thursday, September 16th, 10:20 am – 12:00 pm, or after lunch. Exhibitors are responsible for shipment of their exhibit material. Please contact the representative from Clifton Park Convention Services for assistance in receiving and shipping freight.

Exhibit Facilities

The exhibits will be located in Rooms A and D of the Saratoga City Center. Poster sessions will be held in the adjoining Gallery, and all meals will be held in Rooms A through D, thus increasing your visibility.

Registration

Sunday, September 12th, 1:00 pm – 5:00 pm. All exhibitor registration packets will be available at the ROW8 Registration desk in the Prime lobby.

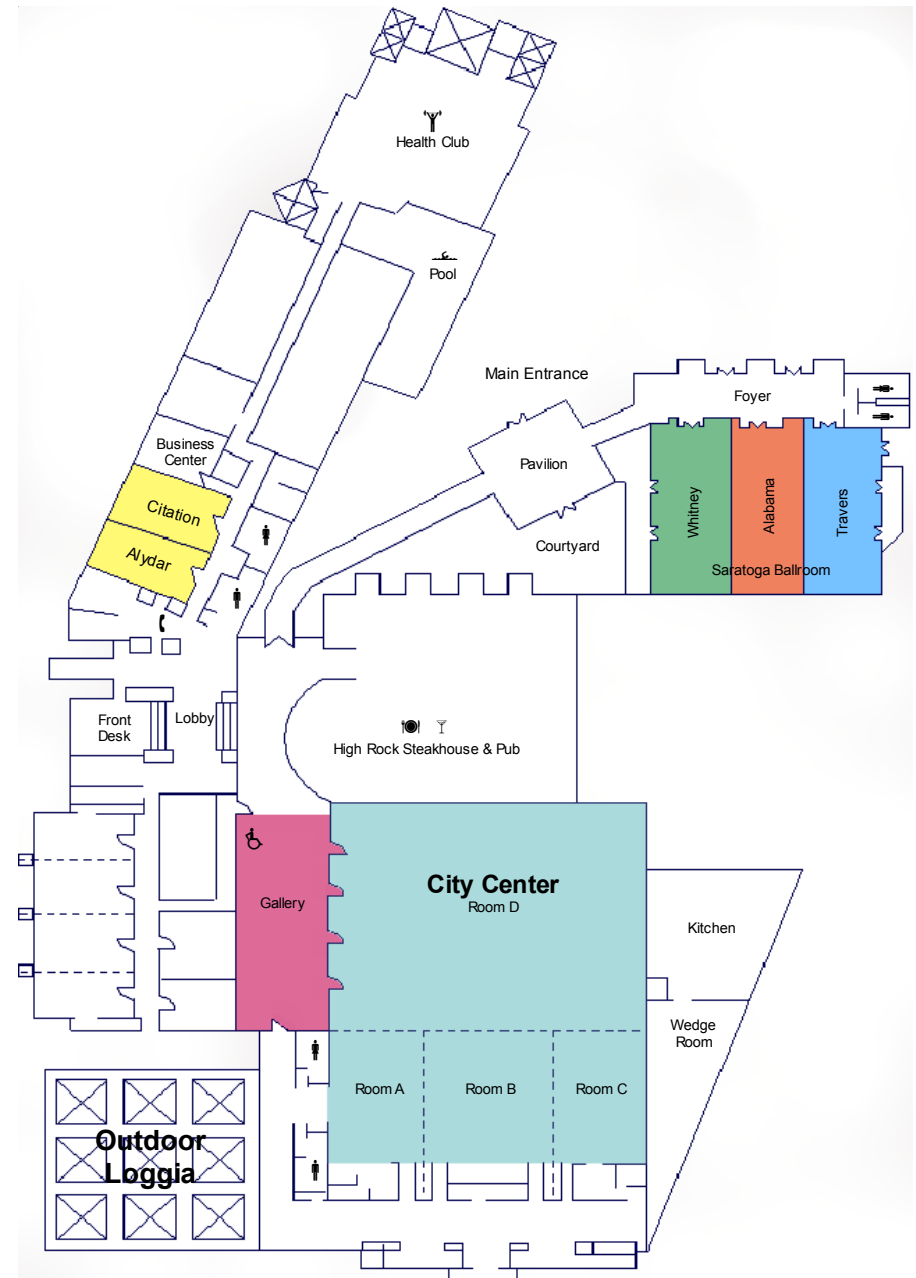
Rental Package

The price per booth is \$675. You will receive one standard 8' x 10' booth with back and side walls draped in blue, an identification sign showing your company name, and one registration. (Note: Each additional booth representative is \$75. Conference Proceedings are extra.)

Liability

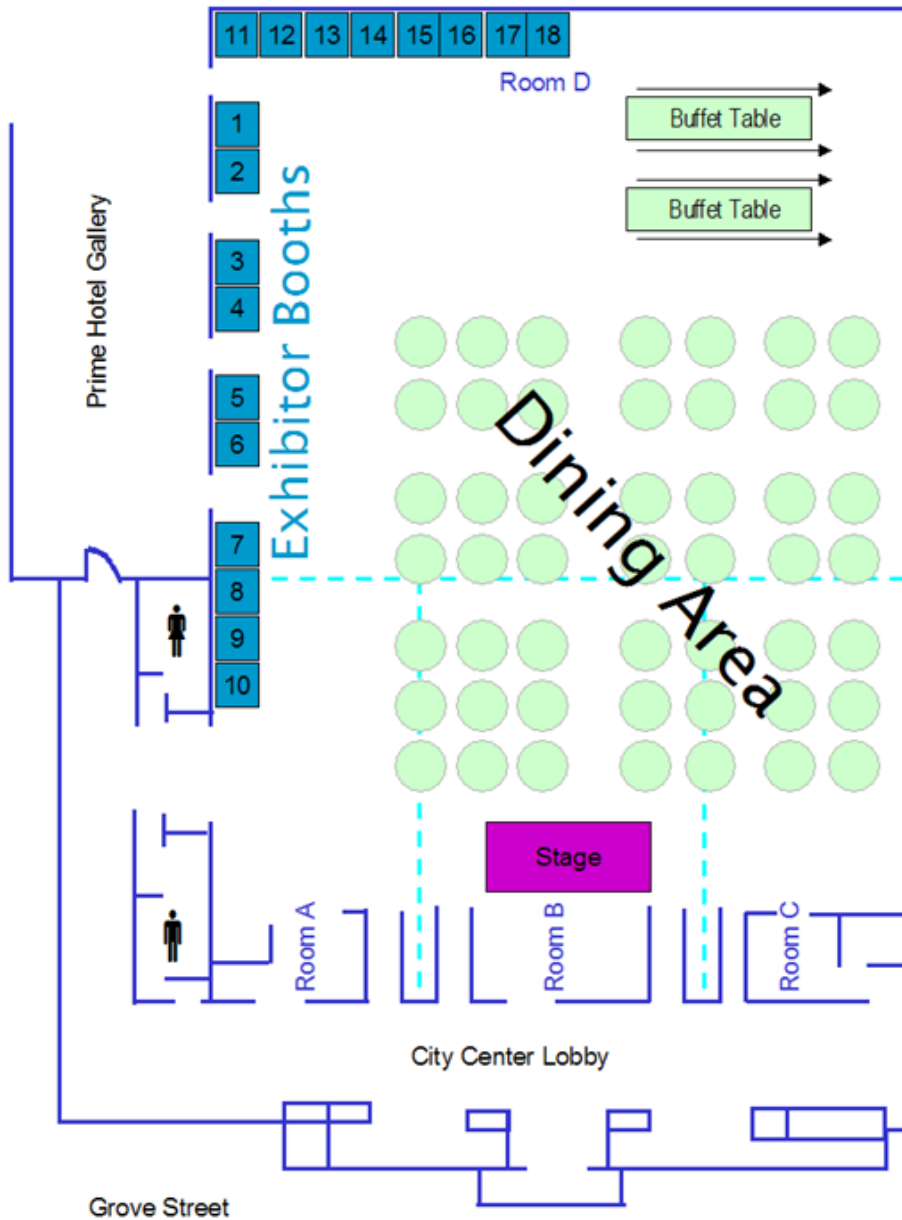
The 8th International Symposium on Environmental Concerns in Rights-of-Way Management (ROW8), its underwriters, Clifton Park Convention Services, the Prime Hotel & Conference Center Saratoga Springs, and the Saratoga Springs City Center will not be responsible for any theft, loss, damage to property or personal injury that may occur prior to, during, or subsequent to, the period covered by the application for exhibit space.

The exhibitor's signature appearing on the application expressly releases ROW8, its underwriters, Clifton Park Convention Services, the Prime Hotel & Conference Center Saratoga Springs, and the Saratoga Springs City Center from, or agrees to indemnify same against, any and all claims for such loss, damages, or injury. The exhibit hall will be secured after show hours. Secured is defined as the extent to which the main entry doors can be locked.



Map of Prime Hotel & Saratoga City Center

Colored areas indicate rooms used for ROW8. Exhibits will be in the City Center.



Exhibitor Hall Layout

Please specify your first three choices on the application form. Red boxes indicate overflow exhibit spaces.

Selling Requirements

It is the exhibitor's responsibility to comply with all local, state and federal tax laws. Exhibitors may write orders during the show for delivery at a later date.

Show Decorator

All questions relating to decorating, booth furniture, carpeting, supplies, and other similar services should be directed to Betty Voss, Clifton Park Convention Services Office, 871 Main St., Clifton Park, NY 12065 Phone: 518-877-7449 Fax: 518-877-6356.

Booth Phone lines: Please contact Kim Vey at Verizon (631)289-9909.

Booth Internet Service: Please contact Mark Petin at Time Warner Cable (518)761-1157.

These items need to be set up no later than August 12, 2004.

Cancellation Policy

Participants who wish to cancel must give written notice no later than August 27, 2004 to receive a refund, less an administrative fee of \$50.00. Cancellations will not be accepted by phone at any time.

Rules

1. All demonstrations, advertising, or promotional activities of an exhibitor must be confined to the limits of the assigned exhibit space.
2. Exhibitors are requested to take every reasonable precaution to minimize the noise of exhibits to avoid disturbing adjoining exhibitors or attendees in adjacent meeting activities.
3. Any banners hung from the ceiling must not extend beyond the 8' x 10' booth dimensions.
4. Subletting, licensing of space by the exhibitor, or use of the space not authorized by the Symposium is prohibited.
5. The Symposium reserves the right to require withdrawal and forfeiture of payment for any exhibit not in keeping with the purpose and the professional atmosphere of the show.
6. It is the exhibitor's responsibility to comply with all local, state and federal laws pertaining to any sales made during the Symposium.

Exhibitor Application

8th International Symposium on Environmental Concerns in Rights-of-Way Mangement

September 12 - 16, 2004 Saratoga Springs, NY USA

Return this application and your payment by May 31, 2004

Mail: ROW8, Attn: Kathy Cole, 219 Bray Hall, SUNY-ESF

1 Forestry Dr., Syracuse, NY 13210 Fax: 315-470-6890

Date of Application _____

Company _____

Contact Person _____

Mailing Address _____

City _____ State/Prov _____ Zip/Postal _____

Phone _____ Fax _____

E-mail _____

Space Requested (List first 3 choices, see attached map)

1st _____

2nd _____

3rd _____

Total Number of Booths (\$675/booth) _____

Method of Payment:

Check Purchase Order Check # _____
 PO# _____

Visa MasterCard

Credit Card Number _____

Expiration Date _____

Make checks payable to "SUNY Research Foundation". Federal, State, and Academic agencies may defer payment if a purchase order is submitted with registration. US dollars only.

Booth identification sign:

_____ (Please use separate sheet if necessary.)

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