



# 2010 DOD ENTERPRISE ARCHITECTURE CONFERENCE

Unity of effort • Readiness for action • Mission success

## TABLE TOP DISPLAY APPLICATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

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

Point of Contact \_\_\_\_\_ E-mail \_\_\_\_\_

Exhibitor #1 Name \_\_\_\_\_ E-mail \_\_\_\_\_

Exhibitor #2 Name \_\_\_\_\_ E-mail \_\_\_\_\_

Additional Exhibitor badges may be purchased for \$200 each.

### Table Top Display Requirements:

- All displays must be table-top standard.
- Space per display shall not exceed six-foot wide.
- Minimal hardware to be utilized (e.g., computer systems for demonstrations).
- No formal decorating company is involved.
- Companies must bring their own displays and plan to do their own set-up.
- One standard six-foot draped table, two chairs, and power supply will be provided for each display space.
- No other props or setups (pipe & drape, large signs, plants, etc.) will be available.
- Phone line and additional AV services may be purchased separately through the Grand Hyatt San Antonio Hotel (RiverWalk)
- Internet connection will be an additional fee.

### Move In:

Monday, May 10      2:00 PM – 8:00 PM  
 Tuesday, May 11    Complete Move in by 8:30 AM

### Display Hours:

Tuesday, May 11      10:00 AM – 8:00 PM  
 Wednesday, May 12   7:30 AM – 5:00 PM  
 Thursday, May 13     7:30 AM – 1:30 PM

### Display Removal:

Thursday, May 13    Remove displays by 7:00 PM

### Cost:

AFEI Corporate Member:            \$1,700  
 Non-AFEI Members:                 \$2,200  
 Government:                            \$500  
 Internet Connection Fee (Optional): \$750  
 \*Additional Exhibitor:                \$200 each

**SEND THIS FORM WITH  
PAYMENT FOR DISPLAY TO:**

Betsy Lauer  
AFEI  
2111 Wilson Boulevard  
Suite 400  
Arlington, VA 22201-3061  
Phone: (703) 247-9473  
Fax: (703) 522-3192  
E-mail:blauer@afei.org

**DISPLAY RULES & REGULATIONS**

- 1) If AFEI should be prevented from holding the conference for any reason beyond AFEI's control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if a displayer cannot occupy the assigned display space due to reasons beyond AFEI's control, then AFEI has the right to cancel the conference or any part thereof, with no further liability to the displayer other than a refund of display space fee, less a proportionate share of the conference cost incurred.
- 2) Neither the management of the host facility nor AFEI shall be liable for the damages, loss or destruction to the displays by reason of fire, theft, accident or other destructive causes. Displayer shall lease space at his sole risk. Neither the management of the host facility, AFEI, nor any of their agents, servants or employees will be accountable or liable for accidents to displayers, their agents or employees.
- 3) The displayer shall be liable to the host facility and/or AFEI for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the displayer.
- 4) Displayer assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless AFEI, the host facility, their officers, employees, and agents against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by displayers installation, removal, maintenance, occupancy or use of the display premises or any part thereof, including any outside display areas.
- 5) Displayer acknowledges that AFEI does not maintain and is not responsible for obtaining insurance covering displayer's property. Displayers are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
- 6) Cancellation requests received before April 5, 2010 receive a refund minus a \$150.00 administrative fee.
- 7) Each booth includes two exhibitor badges (to be in the exhibits area but not to attend the conference). Additional exhibitor badges and conference registration badges can be purchased by filling out this form or by contacting Betsy Lauer.

**Payment Options:**

- |  |   |
|--|---|
| <input type="checkbox"/> AFEI Corporate Member             | \$1,700                                       |
| <input type="checkbox"/> Non-AFEI Members                  | \$2,200                                       |
| <input type="checkbox"/> Government                        | \$500   |
| <input type="checkbox"/> Internet Connection Fee           | \$750   |
| <input type="checkbox"/> Additional Exhibits Only Person   | \$200 each                                    |
| <input type="checkbox"/> Exhibitor Conference Registration | \$625 each (with completed registration form) |

Total: \_\_\_\_\_

Check (payable to AFEI, event 0A05)    VISA    MasterCard    American Express    Diners Club

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

Exp Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)