

NACE INTERNATIONAL 2008 NORTHERN AREA WESTERN CONFERENCE

SHAW CONFERENCE CENTRE
EDMONTON, ALBERTA
FEBRUARY 11th to 14th 2008

General Information

Contact:

Mike Atema
Exhibits / Trade Show Chairman
C/O Altek Industrial Supply Ltd
3635-78 Ave,
Edmonton, Alberta, Canada T6B 3J9
Ph: (780) 722-6469 / (780) 465-9044
Fax: (780) 465-9995
E-Mail: mike@alteksupply.com

Please feel free to contact the Trade Show Chairman if you have any questions or concerns or require any further information. Or checkout the Nace Edmonton Section Website at www.NaceEdmonton.com

Location:

Shaw Conference Centre
9797 Jasper Avenue NW
Edmonton, Alberta T5J 1N9
Ph: (780) 421-9797
Fax: (780) 425-5121

Trade Show will be in Salons 8, 9, 10 & 11. Technical Programs will be in Salons 4 & 12
Two detailed maps are attached to provide a better understanding of the layout.

Trade Show Schedule:

Monday, February 11 th -	1:00PM to 6:00PM	Booth Set-up
Tuesday, February 12 th -	9:45AM to 4:00PM	Trade Show
	4:00PM to 7:00PM	Trade Show Reception
Wednesday, February 13 th -	9:45AM to 5:00PM	Trade Show
Thursday, February 14 th -	9:45AM to 1:30PM	Trade Show
	1:30PM to 5:00PM	Booth Move out

Note: Exhibitors may not dismantle, pack or remove any part of their display prior to 1:30PM on Thursday, February 14th without prior consent of the Trade Show Chairman.

Booth Size, Rental Fee:

Standard Booth Size: 8' Deep x 10' Wide

These may be purchased in multiples on a first come first served basis

Cost: \$1,550 (6% GST Extra) per 8' x 10' booth

- Booth Cost includes:
- 8' High Draped Back Wall
 - 3' High Draped Side Wall
 - One 6' Draped Table
 - Two Chairs
 - Waste Basket
 - One 800 Watt Duplex Outlet
 - Pre show and during show Material Handling and Storage, no weight limit
 - One Full Conference Registration
 - Four Exhibitor Passes
 - List of Conference Attendees

For your convenience, all booth handling at the Shaw Conference Centre is exclusively handled by Goodkey Show Services, this is included in your booth rental fee; please make use of these prepaid services.

The floor in Salons 8, 9, 10 & 11 is carpeted. Any exhibits over 8' in height (including signage) must be pre approved by the NACE Trade Show Chairman. Exhibit displays and signs must be arranged so as not to obstruct the view of other exhibitors.

Please contact the Trade Show Chairman if you are planning to serve Food or Beverage of any kind from your exhibit, this must be approved as it may conflict with the rules and regulations of the Shaw Conference Centre.

Additional Booth Equipment:

For equipment and services beyond those provided in the basic package above please see the attached services sheets or contact:

For Electrical: ShowTech Power and Lighting
9797 Jasper Avenue
Edmonton, Alberta T5J 1N9
Ph: (780) 429-1162
Fax: (780) 424-4715
www.showtech.ca

For Audio Visual: Inland Audio Visual
10545 – 108 Street
Edmonton, Alberta T5H 2Z8
Mark Meldrum
Ph: (780) 423-4833
Fax: (780) 423-1671
E-Mail: mmeldrum@inlandav.ca

For all others: Goodkey Show Services Ltd.
9505-41 Avenue
Edmonton, Alberta T6E 5X7
Ph: (877) 726-2211
Fax: (888) 426-5734
Calvin@goodkey.com
www.goodkey.com

Trade Show Booth Applications:

If you have not already done so, please complete the Trade Show Booth request form in this package. Booth space shall be allocated on a first come first served basis and selection will begin on December 15th 2007. Once we have received your request you will be contacted after December 15th 2007 with available booth locations for selection. If you have previously completed the form, please send payment at this time.

Payments:

All cheques must be dated prior to January 1st 2008.
Payment must be received in full by **January 7th 2008**.
Cheques payable to **“NACE Northern Area Western Conference 2008”**

Please forward Payment to: Mike Atema
C/O Altek Industrial Supply Ltd
3635-78 Ave
Edmonton, Alberta
T6B 3J9

Shipping Information:

Included in your package are pre show storage, material handling and storage of empty packing containers. This will be handled by Goodkey Show Services. Shipments will be accepted up to 10 business days in advance. There is no limit on the number of shipments or maximum weight allowed per booth. You can print the appropriate forms from the website at www.goodkey.com. Shipments must be prepaid – No COD shipments will be accepted.

Address shipments to: Your Company Name
Booth Number #
NACE Northern Area Western Conference
C/O Goodkey Show Services Ltd
9505-41 Avenue
Edmonton, Alberta T6E 5X7

Shipments can be delivered directly to the Shaw Conference Centre during the move in times only.

Note: Please be sure post show shipping arrangements are made as any materials or displays left in the exhibit rooms after 5:00PM Thursday will be packaged and shipped at the exhibitor's expense.

Brokerage:

For those shipping booths or equipment in from other countries we have appointed Livingston Event Logistics as our official customs broker for this event. Companies can import their booths and exhibit materials free of all customs duties and taxes, but must provide deposits equal to the duties and taxes normally collected. These deposits may be in the form of cash, certified cheques or bonds.

For detailed information contact: Bruce Carew
Livingston Event Logistics (formerly Mendelsohn)
Suite 206, 2100 – 78th Ave NE
Calgary, Alberta, Canada T2E 6W6
Ph: (403) 291-5332
Fax: (403) 291-5305
E-Mail: bcarew@mend.com

Accommodations:

The conference host hotel is: The Courtyard by Marriott
One Thornton Court, 99 Street and Jasper Avenue
Edmonton, Alberta
T5J 2E7
Ph: (780) 423-9999
Fax: (780) 423-9998
Reservations: 1-866-441-7591
Web Site: www.marriott.com

Reservations must be made directly with the hotel. Please ask for the “NACE Conference Rate” when booking.

Tradeshow Promotion:

The conference has been promoted via thousands of pamphlets, e-mails and faxes but please help further the cause by word of mouth to all your customers referring to our web site www.NaceEdmonton.com.

The coffee stations will be placed at the back wall of the trade show area to encourage participants to interact with the exhibiting companies during all breaks from the conference technical presentations.

We will be promoting the exhibiting companies during the conference by displaying company logos. Please forward your company logo to the trade show chairman via the e-mail address on page one.

Security:

Security will be provided for the Tradeshow area during times when the tradeshow is closed.

Terms and Conditions:

NACE International assumes no responsibility for lost, stolen, damaged or missing property related to the trade show exhibits or the conference activities. All additional costs above the standard booth including but not limited to shipping, handling, storage of materials, labor, brokerage fees are the responsibility of the exhibitor. The Sub-rental of booths is strictly prohibited.

NACE International, Goodkey, Showtech and the Shaw Conference Centre assume no liability for any bodily harm or material damage to products, booths, equipment or decorations due to fire, flooding or theft howsoever caused during the occupation of the building or any rented space therein.

Exhibitors will not offer programs that will directly conflict with NACE International meetings or social events.

NACE International reserves the right to restrict exhibits which cause noise or for any other reason become objectionable or violate any of the terms in this document.

All electrical equipment and wiring must meet applicable Canadian Electrical Code and local fire code regulations. NACE International reserves the right to reject any displays not meeting these requirements.

No portion of the display shall obstruct any aisle or fire exit doorway. A minimum of 36 inches of clearance must exist in front of all fire hoses. Flammable substances of fluid or gases will not be used unless approved by local fire department and NACE International.

The exhibitor will be responsible for having adequate insurance coverage against injury to persons, damage to property and their inability to meet its obligations of this document.