



EXHIBITION INFORMATION

8TH INTERNATIONAL SEMANTIC WEB CONFERENCE 25 - 29 OCTOBER 2009

ISWC 2009



WESTFIELDS
CONFERENCE CENTER
FAIRFAX, VIRGINIA USA

Exhibition Schedule

Saturday, October 24

8:00 am-10:00 am	Decorator Set-Up
10:00 am-5:00 pm	Exhibitor Set-Up

Sunday, October 25

7:30 am-7:00 pm	Exhibits Open
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Monday, October 26

7:30 am-5:30 pm	Exhibits Open
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Tuesday, October 27

7:30 am-5:30 pm	Exhibits Open
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Wednesday, October 28

7:30 am-6:00 pm	Exhibits Open
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Thursday, October 29

7:00 am-6:30 pm	Exhibits Open
6:30 pm	Exhibitor Tear-Down

Cost

\$1000 flat fee. Invoices can be procured by contacting Exhibition Chairs Matthew Fisher (mfisher@progeny.net) or Jack Callahan (John.Callahan@jhuapl.edu).

Location

All exhibitors will be situated on the second floor with space available in both the promenade area with the registration tables as well as around the rotunda, to provide maximum traffic and visibility. Booths will be assigned by the exhibition chairs on a first come, first served basis.

What You Receive When You Exhibit

- Each space is 10'x10'
- 8' high back drape
- 3' high side drape
- 7" x 44" identification sign
- 6' draped table
- 2 chairs
- 1 extension cord

Shipping Materials to Westfields Marriott

There is no fee for the storage of in-coming packages. However, there are fees for **ALL** out-going packages including Lost & Found Items. There are two terms used regarding out-going packages > “Shipping, Handling & Storage” and “Handling & Storage”.

~ Shipping, Handling & Storage:

This refers to when a guest/group uses the hotel’s shipping account for shipping any out-going packages. The exact fee for “Shipping” will change for each package based on the shipping company they choose (IE DHL, Fed/Ex, UPS), the type of service (IE over-night, 2-day, etc.), the weight of the package and the destination of the package.

~ Handling & Storage:

This refers to when a guest/group uses their own shipping account or their own credit card for shipping any out-going packages. This fee is based on the size of the box (see below).

Handling & Storage Fee Schedule	
Package Size	Fee
Letter	\$5.00 per package
Small	\$10.00 per package
Medium	\$15.00 per package
Large	\$20.00 per package
Skid/Pallet	\$75.00 per package

*** Note: ALL out-going packages will be charged the “Handling & Storage” fee whether they use the hotel’s shipping account or their own shipping account/credit card.**

EXAMPLES:

Group A wishes to ship out 3 small boxes using the hotel’s account. The hotel will charge Group A the amount to cover our shipping account costs + \$30.00 for “Shipping, Handling and Storage”.

Group B wishes to ship out 3 medium boxes and 1 skid using their own account or credit card. The hotel will charge Group B \$85.00 for “Handling & Storage”.

Equipment Needs

Should you require power and/or audio/video/computer equipment, please refer to the attached order form.

Exhibition Chair Contact Information

Matthew Fisher: mfisher@progeny.net

Jack Callahan: John.Callahan@jhuapl.edu



EXHIBIT ORDER FORM

WESTFIELDS MARRIOTT
 14750 Conference Center Drive, Chantilly, VA 20151
 Telephone: (703) 818-3690 Fax: (703) 818-3699



Ordering: To order audio visual equipment for your booth, please fill out form completely and fax to number above at least **one** week prior to your function. Please keep a copy for your records.

Prices: All prices shown are daily prices for show dates only plus a one-time labor charge for delivery, installation and removal. Extensive setups requiring more than one-half hour will be charged for additional labor. At least 24-hour notice is required for all cancellations or first day rate will be charged.

Payment: Payment must be made in advance and received at least one week prior to installation. All late orders will be charged at the higher rate listed in the right column below. Please make checks payable to **Swank Audio Visuals** and send to address above "Attention Audio Visual Department" or charge to your Visa, MasterCard or American Express.

Installation: Your on-site representative must be present to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during load in.

EXHIBITOR INFORMATION			
Firm/Company Name			
Address			
City	State	Zip	
Ordered by		Phone	
E-mail address		On-Site contact	

PAYMENT INFORMATION	
<input type="checkbox"/> Check Enclosed (Payable to Swank Audio Visuals) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
Cardholders Name (Print)	
Credit Card Number	Exp Date
Authorized Signature	Date

SHOW INFORMATION	
Show Name	
Show Location	Booth Number
Installation Date	Installation Time
Opening Date	Opening Time
Removal Date	Removal Time
ON-SITE CONTACT MUST BE PRESENT FOR DELIVERY	

QTY.		DAILY RATE	
		ADVANCE	LATE
VIDEO EQUIPMENT			
_____	1/2" VHS Videocassette Player w/Repeat	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$100.00
_____	DVD Player	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$100.00
_____	32" Video Monitor	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$350.00
_____	1/2" VHS Player w/32" Video Monitor	<input type="checkbox"/> \$325.00	<input type="checkbox"/> \$350.00
_____	DVD Player w/32" Video Monitor	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$375.00
COMPUTER/DATA EQUIPMENT			
_____	17" Flat Computer Monitor	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$175.00
_____	19" Flat Computer Monitor	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$185.00
_____	32" HD/LCD TV	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$350.00
_____	42" Plasma Monitor W/Stand	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$450.00
_____	Computer – Laptop/PC	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$220.00
_____	HP Laser Printer	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$150.00
TELEPHONE EQUIPMENT			
_____	Direct- In-Dial Telephone Line w/Handset	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$125.00
_____	Direct- In Dial Line for Modem Use	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$125.00
_____	Wired High Speed Internet Access (256K)	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$275.00
_____	Wireless Internet Access	<input type="checkbox"/> \$245.00 (one time fee) + \$100.00 per day	
POWER/ELECTRICITY			
_____	Dedicated 20amp Circuit w/Surge protector	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$25.00
_____	Power Drop – 100 Amp 3-Phase	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$650.00
*For More Extensive Power Requirements, Please Call			
TOTAL DAILY RENTAL			
X SHOW DATES			
= SHOW RENTAL			
+ VA STATE SALES TAX			
+ LABOR		\$50.00	\$50.00
+ 22% HOTEL SERVICE CHARGE			
TOTAL DUE			

The undersigned acknowledges receipt of the equipment described herein, and agrees to assume the replacement cost for any loss or damage of said equipment which has been provided by Swank Audio Visuals.

Received by: _____

Date: _____

