



**ABA Section of
International Law**
Your Gateway to International Practice

2007 Spring Meeting • May 1-5, 2007
Exhibit Dates May 2-4th

Location: The Fairmont Hotel
Washington, DC

By being a 2007 Spring Meeting Exhibitor, you can...

- **Attract** potential new clients during networking breaks, in between sessions and other social events.
- **Enhance** your organization's exposure to individuals in the international law arena
- **Create** new value through co-branding with the ABA and the Section of International Law
- **Increase** the industry's awareness of your organization through affiliation with the Section
- **Highlight** your organization's position as an industry leader



***“WE GUARANTEE MAXIMIZED FACE-TO-FACE TIME WITH
CONFERENCE ATTENDEES!”***

Exhibitor Benefits

All exhibitors receive the following recognition at the 2007 Spring Meeting:

- 2 Complimentary Luncheon Tickets Wednesday, Thursday and Friday.
- Organization's name on the Section's Web site with hyperlink to their website.
- Acknowledgement on signage in the meeting Exhibit area.
- Acknowledgement in the onsite Program Booklet circulated to all attendees.
- One large sign listing all of the meeting exhibitor's names/logos in the Meeting Registration area at The Fairmont Hotel.

EXHIBIT REQUIREMENTS

- Exhibits must be no larger than tabletop size (6' x 2 ½'). The table will be professionally covered and draped at no additional charge.
- No signs, posters, flyers, handouts or any other type of communication advertising or promoting exhibitors/exhibits will be allowed on any floor of the Hotel. Nothing may be hung on or affixed to the walls of the exhibit areas. No equipment or materials are to be leaned against or placed immediately against the walls.
- Exhibitors are responsible for staffing their exhibits. (Two exhibit badges are included at the exhibit table.)
- Nothing of value should be left in/on the exhibits while the exhibit table is unattended. The Fairmont and the ABA are not responsible for the loss or damage of articles in the exhibit area.
- Tables are provided on a first come - first serve basis.
- If there are any questions concerning the above requirements, please contact Jessica Elliot, Meetings and Outreach Coordinator at 202-662-1663 or Elliotj@staff.abanet.org.

EXHIBIT HOURS

Exhibit Setup and Tear-down Hours

The exhibit space at The Fairmont Hotel is TBD at this time. Exhibit setup will be scheduled for Tuesday, May 1, 2007 from 11:00 a.m. to 1:00 p.m. If you are unable to set up your booth at this time, please contact Jessica Elliot at 202.662.1663 to discuss alternate arrangements. Exhibits will close on Friday, May 4, at 5:00 p.m. Exhibitors must dismantle their exhibits and be out that night.

Exhibit Dates and Hours

- Wednesday, May 2, 2007: 8:30 a.m. – 5:00 p.m.

- Thursday, May 3, 2007: 8:30 a.m. – 5:00 p.m.
- Friday, May 4, 2007: 8:30 a.m. – 5:00 p.m.

EXHIBIT TABLE AND ACCESSORIES

When you arrive, your company name will be on your assigned table. Each exhibitor will have a six-foot, skirted table with two chairs and one easel with a sign. **Please send via email to Jessica Elliot at Elliotj@staff.abanet.org a picture of your company's logo (preferably a vector file saved as an eps.) with your confirmation letter.** You are welcome to hang banners on the table or bring your own sign. The Hotel does not permit any article to be fastened onto the walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool which could mark the floors, walls or ceilings is prohibited. The exhibitor will be held responsible for any and all damage to hotel property.

EXHIBITOR REGISTRATION

Two exhibitor badges are included with the exhibit table and will be available at the on-site registration counters. If you are switching staff members throughout the duration of the meeting, please provide the names of the other staff members as well. As previously mentioned, you will receive 2 complimentary luncheon tickets to Wednesday, Thursday and Friday luncheons. Please be sure to indicate on the registration form the names of those people attending the luncheons for each day of the meeting.

AUDIO-VISUAL, ELECTRICAL, TELEPHONES

If you have audio-visual, electrical and/or telephone needs, an AV order form will be sent to you upon confirmation. The Fairmont works with an external AV company, maintains a fully equipped inventory of equipment with technicians available on a 24-hour basis. **Exhibitors are responsible for all AV costs.** Any AV cancellations must be made forty-eight hours prior to the event. Any cancellations made after this time will result in full charges for all audio-visual equipment ordered

HOTEL RULES AND REGULATIONS

Exhibit Safety and Security

The Fairmont reserves the right to dismantle any booth it deems a fire or safety hazard.

All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space.
- Electrical equipment must be CSA and/or UL approved.
- No flammable liquids of any kind are permitted.
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Department.
- Smoke/fog machines, fireworks, cooking, etc. are prohibited.

Liability

We bring to your attention the fact that exhibit space in the hotel is being allotted to you upon the understanding The Fairmont, and the ABA are not to be held responsible for the loss of, or damage to exhibits or other property while they are on The Fairmont Hotel, Washington, DC property for the purposes of your convention and/or exhibition, and that you will accept full responsibility for any damages caused by the exhibits.



2007 Spring Meeting
May 2-4 (Exhibit Dates) • The Fairmont Hotel • Washington, DC

EXHIBIT SPACE APPLICATION

Contact Information:

First Name: _____ Last Name: _____

Company Name: _____
(As you would like it to appear in the program)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

Will you be attending the meeting: Yes No

If No, please indicate the name of representative(s) attending the meeting:

Name: _____ Name: _____

Name: _____ Name: _____

Please indicate your top 3 Primary Competitors below and we will be sure not to place them near your table in the room:

- 1. _____ 3. _____
- 2. _____

Products/Services:

Please list the products/services/supplies you will be displaying/promoting at the meeting.

Electrical:

Please indicate if you require electricity or Audio Visual services (**at your expense**):

Yes No

If your answer is **yes** to the questions above, please indicate exactly what services you will need:

Payment Information:

A required payment of **\$2,000.00** must accompany this application. Payments can be made by check or money order payable to the **American Bar Association, 740 15th Street, NW, Washington, DC 20005.**

- Check or money order enclosed

Refund Policy

Cancellations must be made in writing and received by ***Monday, March 26th*** for a full refund of fees. No refund for exhibit space will be granted after that date *except in the case of medical emergency or extenuating circumstances approved by the Section.*

Additional Information:

Upon receipt of this form, you will receive a confirmation letter and any further logistical details for this event. Please contact Jessica Elliot, Meetings and Program Outreach Coordinator, at 202-662-1663 or Elliotj@staff.abanet.org for further questions.