

# WWW2002 EXHIBITOR CONTRACT

## INSTRUCTIONS

- Carefully read the RULES AND REGULATIONS for exhibiting at WWW2002.
- Complete and sign this exhibitor contract and remit with full payment of the total exhibit booth rental fee. Please send payment to:

WWW2002  
c/o Pacific Telecommunications Council (PTC)  
2454 S. Beretania St., 3rd Floor  
Honolulu, HI 96826-1596  
Tel: +1.808.941.3789  
Fax: +1.808.944.4874

- Please email a 100-150 word company description/profile with complete contact information (address, tel, fax, email, website) and company logo to lisa@ptc.org. Your company profile will be published in the final program. Company logo and profile will be posted on the WWW2002 website.

## EXHIBITOR CONTACT INFORMATION

Please provide complete contact information for the person who will be responsible for all WWW2002 exhibit arrangements. All arrangements and correspondence will be directed to this individual.

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## BOOTH IDENTIFICATION SIGN

ATTCO, Inc., the WWW2002 Exhibitor Contractor, will provide a Booth Identification Sign for your exhibit space. Please indicate how the name of the company should appear on the two-line standard sign (7"x44" / 17.8 cm x 111.8 cm).

\_\_\_\_\_

\_\_\_\_\_

## PRODUCTS TO BE DISPLAYED

Please list the products/services that will be displayed in your booth(s):

\_\_\_\_\_

\_\_\_\_\_

## BOOTH SPACE SELECTION

Please refer to the Exhibit Layout to select desired booth(s) in order of preference. Space is assigned on a first-come first-served basis upon receipt of contract and payment.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

## EXHIBIT BOOTH RENTAL AND MISC. PAYMENT

Each (8' x 10') space rented is entitled to: (6) Exhibitor Badges and (2) tickets to the Welcome/Poster Reception on Wednesday, 8 May. Additional Badges and tickets may be purchased.

\_\_\_ (8'x10') Booth(s) x \$2000 \$ \_\_\_\_\_

\_\_\_ Additional Exhibitor Badges x \$20 \$ \_\_\_\_\_

\_\_\_ Additional Welcome/Poster Reception Tickets x \$55 \$ \_\_\_\_\_

\_\_\_ WWW2002 Aloha Shirt(s) x \$40.00 \$ \_\_\_\_\_

Indicate sizes: S\_\_\_ M\_\_\_ L\_\_\_ XL\_\_\_ XXL\_\_\_

TOTAL \$ \_\_\_\_\_

## Payment for WWW2002 exhibit space will be made via:

Check Enclosed

Bank Transfer

Send to: First Hawaiian Bank  
University Banking Center  
2411 South King Street  
Honolulu, HI 96826  
Account # 85-041576  
ABA # 121301015

Visa/MC/Diners  AMEX  Purchase order enclosed\*

Account No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount authorized to be charged: \_\_\_\_\_

Cardholder name (Print): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\*If a P.O. is being used for payment we must receive backup credit card payment information. If payment is not made within 45 days (25 June 2002) after the conference, the credit card will be charged the outstanding payment for the WWW2002 exhibit space. Please complete the above credit card information.

## AGREEMENT

Enclosed herewith is full payment of the total exhibit booth rental. In applying for exhibit booth space, we agree to abide by the WWW2002 EXHIBIT RULES AND REGULATIONS. In accordance, we agree to the following provisions: Exhibit booths will be assigned by WWW2002 on the basis of the order in which the contracts and payments are received. If the Exhibitor fails to pay for the booth rental, the Exhibitor's rights to exhibit may be cancelled without further notice or refund of any deposit. If an Exhibitor cancels its participation, refunds shall be in accordance with the RULES AND REGULATIONS. Exhibitor and management shall be bound by the RULES AND REGULATIONS for exhibiting at WWW2002 that has been received and considered as part of this agreement.

I have read the WWW2002 EXHIBIT RULES AND REGULATIONS and will abide by and with the preceding agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## FOR WWW2002 USE ONLY

Total Booth Space Rental  
Amount of Payment Received  
Date Contract & Booth Confirmed  
Booth Assignment  
Authorizing Signature

## WWW2002 EXHIBITOR BADGE FORM

- Each 8' X 10' booth space is allowed up to 6 Exhibitor Badges. Additional badges may be purchased for \$20 each.
- Exhibitor representatives are restricted to personnel engaged in the display, demonstration and sales of the company's products or services. Booth personnel shall wear exhibitor badge identification furnished by WWW2002 at all times that they are in the exhibit hall.
- Official WWW2002 name badges must be worn at all conference activities and social events. WWW2002 staff and security will have the right to refuse entry to any person without the appropriate badge. Exhibitor Badges will be included in the Exhibitor Registration Packet held at the Exhibitor Registration desk. Badges are not transferable. There will be one packet per exhibiting company. The exhibitor packet must be picked up by one member of the staffing team. This individual is responsible for reviewing the packet information and tickets. Please review the Booth Personnel information in the RULES AND REGULATIONS.
- Exhibitor Badges provide access only to the exhibit hall. Exhibitors that wish to attend any of the conference sessions, workshops, tutorials, etc, must register for the conference separately and pay the appropriate registration fee.
- Due to security reasons, NO meetings may take place in the exhibit area when the exhibits are closed.

Please provide the names of personnel requiring Exhibitor Badges for WWW2002 on this form or send via e-mail using the format below to Lisa Char at [lisa@ptc.org](mailto:lisa@ptc.org). Badge information is limited to (3) lines: name, company, and country. This information should be received by **15 April 2002**.

**EXHIBITING COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

Individual responsible for the exhibitor packet: \_\_\_\_\_

Complete Names of the staffing team (Please print clearly):

1. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

2. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

3. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

4. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

5. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

6. Name \_\_\_\_\_

Company (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

# WWW2002 EXHIBIT RULES AND REGULATIONS

**Sheraton Waikiki Hotel  
Lanai Room**

**Exhibit Hours:**

Wednesday, 8 May 2002	0930 – 2100
Thursday, 9 May 2002	0930 – 1700
Friday, 10 May 2002	0930 – 1400

**1. ASSIGNMENT OF EXHIBIT SPACE**

Booth assignment priority will be determined by the date of receipt of the signed Exhibitor Contract and payment of the total exhibit booth rental. Applicants are requested to select three (3) location preferences. In the event that all location preferences are committed, WWW2002 will assign a location.

**2. CONTRACT FOR EXHIBIT SPACE**

1) The enclosed contract for space, the formal notice of space assignment by WWW2002, and the full payment of rental charges together constitute a contract for the right to use exhibit space at WWW2002. WWW2002 reserves the right to reassign the exhibit space allotted under such contract, 2) change exhibit location assignments when such action is deemed in the best interest of the Exhibition. If WWW2002 and the Exhibitor are unable to mutually agree on a re-location, the Exhibitor shall be entitled to a refund.

**3. PAYMENT FOR EXHIBIT SPACE**

Full payment of the exhibit booth rental is due when the contract is submitted. If payment is not received, the Exhibitor's rights to exhibit may be cancelled without further notice. Payments are non-transferable.

WWW2002 will accept the following methods of payment: 1) check; 2) credit card; 3) bank transfer and 4) purchase order (credit card authorization must accompany P.O.). Payments accepted in U.S. currency.

*Bank Wire Transfer Information*

Send to: First Hawaiian Bank  
University Banking Center  
2411 South King Street  
Honolulu, HI 96826  
Account #85-041576  
ABA#121301015

Please include the processing fees for your financial institution in the amount transferred.

**4. CANCELLATIONS OF EXHIBIT SPACE**

Cancellations made by 9 April 2002 are subject to a 50% cancellation charge of the total rental fee. Cancellations must be received in writing to receive 50% refund. Cancellations made from 10 April 2002 are subject to a 100% cancellation charge of the total rental fee.

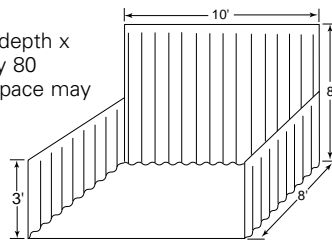
WWW2002 reserves the right to resell any exhibit booth space that has been previously cancelled regardless of whether or not a refund is owed to the cancelled Exhibitor.

In the event that WWW2002 is not held, for any reason whatsoever, the rental and lease of space to the Exhibitor shall be terminated, and the sole liability of WWW2002 will be limited to refund the amount previously paid under the contract.

**5. EXHIBIT SPACE**

All exhibit booth spaces are 8' x 10' (depth x width), 2.44m x 3.05m (approximately 80 square feet). More than one exhibit space may be rented.

Each Exhibitor is furnished with standard chrome supports and aisle posts with an 8 feet (2.44 meters) high back and 3 feet (.91 meter) high side dividers from which flameproof drapes are suspended (diagram a).



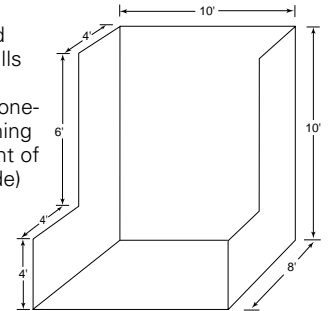
**Exhibit space (diagram a)**

A standard sign (7" x 44" / 17.8 cm x 111.8 cm) will be furnished with the booth number and the Exhibitor's name by the Exhibitor Contractor, ATTCO, Inc.

**6. RESTRICTIONS**

**No Exhibitor is permitted to block the line-of-sight of neighboring exhibits.**

The exhibit back wall must not exceed the height limit of 10' and the side walls must not extend the height of 10' nor extend from the back wall more than one-half of the depth of space. The remaining 4' of space must not exceed the height of 4' (diagram b & c). 8' (deep) x 20' (wide) endcaps/peninsula booths (booths which face three aisles) are not permitted at WWW2002.



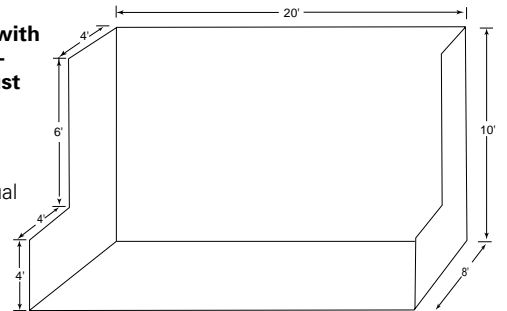
**1 booth rental 8' x 10' (diagram b)**

**REASON:** The back wall of these booths would block the line-of-sight of the neighboring exhibits.

Endcap/peninsula booths and two-sided booths (booths which face parallel aisles), comprised of 4 or more exhibit spaces arranged in a square or rectangle (ex. 16' x 20') are permitted. However, exhibits must maintain the 4' height requirement within the 4' of space on the left and right or parallel aisles (diagram d).

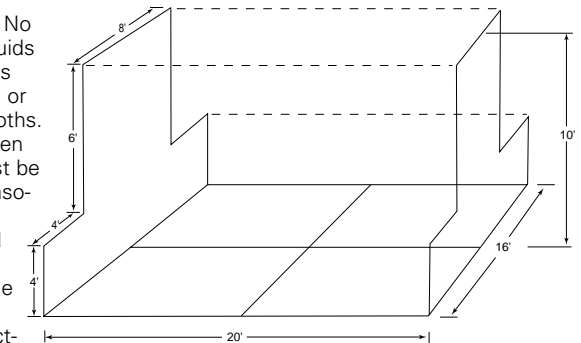
**Any exhibit booth with this floor configuration (diagram d) must obtain design approval from the WWW2002 office.**

Any special or unusual exhibit construction or installation must be pre-approved by WWW2002.



**2 booth rental 8' x 20' (diagram c)**

All display materials must be flameproof and are subject to inspection by the Honolulu, Hawaii Fire Department. No flammable fluids or substances may be used or shown in booths. Gasoline-driven vehicles must be drained of gasoline prior to being moved onto the premises. The battery must be disconnected and the cable taped.



**Display of height restrictions- not limited to this design (diagram d)**

**7. BOOTH PERSONNEL AND ACCESS**

Official WWW2002 name badges must be worn at all conference activities and social events. WWW2002 staff and security will have the right to refuse entry to any person without the appropriate badge. WWW2002 will issue Exhibitor Badges to individuals staffing the exhibit booth. Each 8'x10' booth space rented, is allowed up to 6 Exhibitor Badges. Additional Exhibitor Badges may be purchased for \$20 each. The Exhibitor Badge does not permit access to any of the conference sessions, workshops, tutorials, etc. Exhibitors interested in participating in the conference events must register for the conference separately and pay the appropriate registration fee.

Exhibitor personnel will only be permitted in the exhibit hall during scheduled set-up and dismantling hours unless prior arrangements have been made with WWW2002. Please be advised that for security reasons, Exhibitor Badges are required to enter the exhibition area when the exhibits are closed.

# WWW2002 EXHIBIT RULES AND REGULATIONS

Exhibitor will provide the names of exhibit personnel who will require Exhibitor Badges no later than 15 April 2002. Exhibitor representatives are restricted to personnel engaged in the display, demonstration and sales of the company's products or services. Those involved only in the set-up of the booth will be issued a temporary pass to access the exhibitor hall during assembling hours.

## 8. EXHIBITOR SERVICES

Furniture, labor, electrical power, drayage, signs, other booth furnishings and other support services may be ordered at standard rates from the official contractor, ATTCO, Inc. Complete details will be forwarded to each exhibitor following confirmation, booth payment and the assignment of booth space. A service desk will be maintained by the contractor in the exhibit area. For further information, please contact June Lew Hen:

ATTCO Inc.  
2855 Koapaka Street  
Honolulu, HI 96819 USA  
Toll Free: +1.800.845.7942  
Tel: +1.808.836.1191  
Fax: +1.808.834.1046  
Email: june@attcoinc.com

Any display requiring special set-up not provided by ATTCO must receive prior permission from the hotel and/or WWW2002 staff.

## 9. ASSEMBLING AND DISMANTLING RESTRICTIONS

### Assembly of Exhibit Booths:

Monday, 6 May 2002	1200 – 1630
Tuesday, 7 May 2002	0800 – 1630

Exhibit booths must be completely assembled by 0830 on Wednesday, 8 May 2002.

Exhibitors are required to check-in and pick up their exhibitor packet at the Exhibit Registration Desk located on the 2nd floor prior to setting up their booth.

Access into the exhibit area for set-up, dismantling and during non-exhibit hours require an exhibitor badge.

For exhibit booth display restrictions, please refer to the WWW2002 Exhibit Rules and Regulations.

In the event that your exhibit booth has not been assembled an hour before the exhibits open, or if your organization fails to set-up a booth, or you do not comply with the stated exhibit restrictions you will be assessed a \$500.00 fee by WWW2002.

### Dismantling of Exhibit Booths:

Friday, 10 May 2002	1400 – 1630
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Your exhibit booth must be dismantled by 1630 and moved out of the exhibit hall by 1730. ATTCO, WWW2002's official exhibitor contractor will work with you directly to ensure a timely move-out. Exhibitors are responsible for their exhibit material until it is moved out of the exhibit area. Exhibitor agrees to abide by rules and policies set by ATTCO / WWW2002 for the move out of booth materials.

During move out, all freight couriers must check-in with the ATTCO, Inc. freight desk and sign a Bill of Lading for the shipment. The freight desk will be located in the loading area outside of the freight elevator. No couriers will be allowed on the exhibit floor.

Any damages to the exhibit hall as a result of exhibit installation or dismantling will be the responsibility of the exhibitor.

## 10. USE OF EXHIBIT SPACE

(a) No Exhibitor shall assign, sublet, or share the space assigned without the consent of WWW2002. Exhibitors must display goods or services manufactured or dealt with by them in their regular course of business, unless otherwise approved by WWW2002. Exhibit space is for the sole use of the exhibitor named in the contract. Exhibitors may not permit non-exhibiting company representatives to exhibit in their booth.

All companies represented in the exhibition area must be separately contracted for their own exhibit space. Only contracted companies are entitled to a listing in the program and Conference Website.

(b) In the event that the Exhibitor fails to install or have installed its display within the time limit set prior to the opening of WWW2002 or fails to comply with any provisions concerning the use of the display space, WWW2002 shall have the right to take possession of said space and resell same, or any part thereof.

(c) All demonstrations and distribution of circulars and promotional materials must be confined to the limits of the Exhibitor's booth.

(d) Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise are not permitted to annoy or disturb adjacent Exhibitors, and must be pre-approved by WWW2002.

(e) Exhibitors are required to have their exhibit space neat and orderly at all times.

(f) An attendant must be in charge of the exhibit display during the scheduled exhibit hours. Crowd control/admittance security service will be provided by WWW2002 when the area is closed to the public.

(g) No distribution/consumption of alcohol is permitted in the exhibition area except during the Welcome/Poster Reception.

(h) No meetings may take place during non-exhibit hours in the exhibit area.

## 11. LIMITATION ON LIABILITY

WWW2002 conference organizers and partners make no warranties or representations of any kind, whether expressed or implied, for its services and for WWW2002. Except as otherwise provided herein, in no event whatsoever shall WWW2002 conference organizers and partners be liable to the Exhibitor for any direct, indirect, incidental, special, consequential, punitive, exemplary or similar damages arising out of or in connection with the conduct or cancellation of WWW2002, including, but not limited to, loss of business profits, business interruption, electronically transmitted data, and the like, even if the Exhibitor has been advised of the possibility of such damages.

The Exhibitor understands and agrees that WWW2002, the officers, agents or employees of the WWW2002 conference organizers and partners, shall not in any manner be responsible for the loss, theft or damage to any of the goods, wares, chattels, or equipment exhibited in the Exhibitors allotted space or placed therein, or while in transit to or from the building. The exhibit of the Exhibitor as well as all of its personal property situated in the allotted space remains therein at the sole risk of the Exhibitor.

The Exhibitor further specifically agrees that it will exhibit its products, accessories, supplies, and equipment in such a manner as not to cause injury to the public, visitors, guests, employees, or any other person on the premises. The Exhibitor agrees to indemnify and hold harmless, officers, agents and employees of the WWW2002 conference organizers and partners from any claims or claim of any nature whatsoever arising by reason of any damage sustained by any person, or to any property upon said premises.

## SHIPPING INSTRUCTIONS

Ship Prepaid. IMPORTANT: All Exhibitors are urged to work through ATTCO, the official contractor. Where possible, all crated display material should be shipped in advance to the official contractor.