



IAQA 10th Annual Meeting & Exposition

Exploring the Interdisciplinary IAQ Industry

October 14-17, 2007 • The Rio All-Suites Hotel & Casino • Las Vegas, Nevada

Exhibitor Information & Registration

We look forward to your participation in IAQA's 10th Annual Meeting & Exposition. Since the unification of IAQA with the American Indoor Air Quality Council (AmIAQ) and Indoor Environmental Standards Organization (IESO) in 2006, IAQA has emerged with a more diversified membership than ever before. At this year's Annual Meeting, IAQA looks forward to welcoming professionals, consultants and contractors from more than a dozen distinct industry disciplines.

"Exploring the Interdisciplinary IAQ Industry" was chosen as the theme for this year's meeting. The program will explore how different industry disciplines can work together to prevent, diagnose and solve indoor air quality problems. In addition to bringing the industry the very best speakers, IAQA's Exposition delivers the most innovative product and service providers to a group of highly qualified buyers. The highest quality program of social events takes place directly within the Exposition Hall!

Last year's IAQA Annual Meeting drew more than 1,100 people to Nashville. Since then IAQA has seen continued new member growth, leading conference organizers to predict record attendance again this year in Las Vegas. The event takes place October 14-17 at the Rio All-Suites Hotel & Casino.

Exhibit space was sold out at last year's IAQA convention. Although the exposition hall has been expanded and can accommodate more than 120 booths, it is again anticipated that booth space will sell out. Be sure to register now to guarantee your place at the IAQA Annual Meeting & Exposition! As with previous IAQA conventions, the exposition hall will also feature cocktail receptions and meal functions – it serves as the focal point for the event! See the complete expo schedule on the following page.

For more information contact Diane Chester 301-231-8388 ext. 16 or iaqdiane@aol.com

Exposition Schedule

Sunday, October 14, 2007

12:30 p.m. – 4:30 p.m.
Exhibitor Set-Up

5:30 p.m. – 7:30 p.m.
Welcoming Reception in the Exposition Hall

Monday, October 15, 2007

7:30 a.m. – 9:00 a.m.
Exposition Hall Open / Continental Breakfast

12:00 noon – 2:00 p.m.
Exposition Hall Open / Lunch

5:00 p.m. – 7:00 p.m.
Reception in the Exposition Hall

Tuesday, October 16, 2007

7:30 a.m. – 9:00 a.m.
Exposition Hall Open / Continental Breakfast

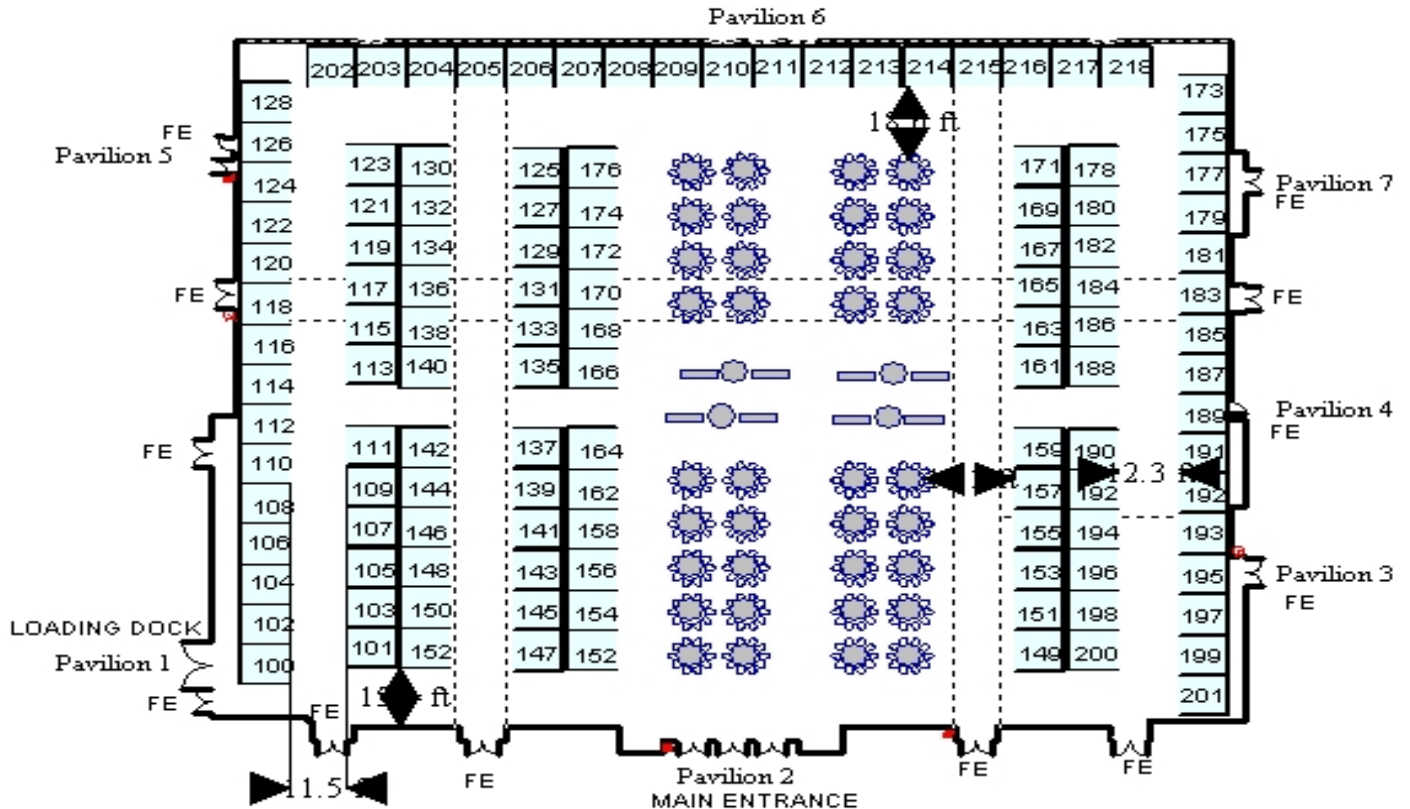
12:00 noon – 2:00 p.m.
Exposition Hall Open / Lunch

2:30 p.m. – 5:00 p.m.
Expo Hall Tear-Down

The schedule provides 11 hours of dedicated exposition time – no education sessions will be conducted during these hours. All meal functions – breakfasts, lunches and receptions – take place inside the exposition hall. Please take note that *expo ends on Tuesday; however, there are still sessions taking place Wednesday which you may feel free to attend.*

Exposition Floor Plan

The IAQA Exposition will be located in the Pavilion Ballroom at the Rio All-Suites Hotel & Casino, where IAQA will have access to more than 40,000 square feet of function space. The floor plan features 10x10 booths. Breakfasts, luncheons and receptions take place inside the Expo Hall, with ample seating for all. Based on demand from exhibitors at last year's convention, the 2007 IAQA show is expected to sell out *fast*. Act *now* to reserve a great space!



Booth Selection

Booth assignments are made on a first-come, first-served basis. When completing your Registration Form, be sure to designate your top three location preferences. IAQA will confirm your selection within 10 business days.

To reserve your space for the IAQA 10th Annual Meeting & Exposition, you must pay in full along with filling out and signing the exhibitor reservation and agreement forms found in this document.

Exhibitor Registration

The IAQA Exposition Hall is carpeted. All spaces are 10 x 10. With the purchase of each 10 x 10 space, an exhibitor will receive the following items:

- One 10' x 10' exhibit space, 8' high back drape, 3' high side skirting to separate your space from neighboring spaces.
- **Attendance for one (1) company representative at the full conference per each booth purchased. Additional personnel may be registered for the full convention program, or just to help during exhibit hours, for additional fees (see below).**
- Listing in convention marketing materials and advertisements.
- Listing in the Convention Program Booklet distributed at the show, including a 50-word description of your products and services.
- Complete registration list with contact information for all attendees (emailed after the show).
- Your company will be listed as an Exhibitor in the IAQA convention websites for 6 months following the show.
- Listing and 50 word description in the September 2007 edition of *Indoor Environment Connections*. ***(description must be submitted by August 10th, 2007. Email to: iaqdiane@aol.com. Place description in the body of your email only, no attachments please). Please include phone number & web address.***

IAQA is working with Freeman Decorating Company for this event. Through Freeman, you may contract for such items as chairs, specialty displays, electricity, etc. **(these items are not included in your booth cost, extra fees apply).** Shortly after confirmation of your exhibit space, you will receive an exhibitor kit via email only from the service company. The service company will also coordinate receipt and return of exhibit materials shipped to and from the convention. **Do not ship your display to the hotel! It will get refused and sent back! Additional shipping information provided in service kit.**

NEW BENEFIT!!: IAQA has also made arrangements this year to supply each attendee with a magnetic ID card. Exhibitors may rent lead retrieval machines to "swipe" attendee cards, enabling the instant capture of contact information for your important show leads!

To register to exhibit at the IAQA 10th Annual Meeting & Exposition, complete the Exhibitor Registration Form attached (see the last two pages of this document) and return the forms, ALONG WITH PAYMENT IN FULL to IAQA Headquarters, attention Diane Chester.

Rio All-Suites Hotel & Casino

All activities associated with the IAQA 10th Annual Meeting take place at the Rio All-suites Hotel & Casino, 3700 W Flamingo Rd., Las Vegas, NV 89103. Every room is a suite at the Rio! The Rio has more than 2,500 suites, providing spectacular views of Las Vegas. Every suite offers more than 600 square feet of spacious luxury, including a separate dressing area, couch, 32-inch TV, table with chairs, hairdryer, in-suite refrigerator, iron, ironing board and complimentary in-suite safe. The resort offers guests many unique restaurants, a full service business center, specialty shops, lounges and live entertainment! Guest rooms are available for IAQA participants at significantly discounted rates, as follows:

Saturday, October 13	\$185 / night, single or double occupancy
Sunday, October 14 thru Wednesday, October 17	\$169 / night, single or double occupancy

To make your guest reservation, call Rio All-Suites Hotel & Casino toll-free at **1-888-746-6955**. Be sure to identify yourself as attending the "IAQA" convention. Room rates are subject to Clark County, Nevada Room Tax, currently nine percent. All guest room reservations must be made by September 21, 2007 to ensure availability. Rio All-Suites may not honor IAQA's discounted room rates for reservations made after September 21st. Act now and reserve your guest room! Reservations must be accompanied by one night's deposit or guaranteed by a major credit card. Deposits are only refundable for cancellations occurring three days prior to arrival.

Exhibitor Fees

IAQA Corporate Members

10' x 10' Exhibit Space - \$1,495

Additional 10' x 10' Exhibit Space(s) - \$1,200

Additional Exhibit Personnel - full registration - \$495

Allows attendance at all convention sessions and functions

Additional Exhibit Personnel - expo hall only registration - \$175

Allows only attendance at exhibit hall functions

Non-Members of IAQA

10' x 10' Exhibit Space - \$1,795

Additional 10' x 10' Exhibit Space(s) - \$1,495

Additional Exhibit Personnel - full registration - \$625

Allows attendance at all convention sessions and functions

Additional Exhibit Personnel - expo hall only registration - \$175

Allows only attendance at exhibit hall functions

To reserve your space for the IAQA 10th Annual Meeting & Exposition, YOU MUST PAY IN FULL along with filling out and signing the exhibitor reservation and agreement forms.

Booth number will not be assigned until IAQA receives your reservation and agreement forms and payment in full.

Gold Sponsorship Opportunities

A limited number of **Gold Sponsorships** are available for the IAQA 10th Annual Meeting & Exposition. Benefits of Gold Sponsorship include the following:

- Company logo with link to your website in promotional emails sent to more than 75,000 IAQ industry professionals. Those registering by August 15th will be included in a minimum of three bulk emails. That's your logo and link included in more than 225,000 email messages sent by IAQA!
- Company logo on the front cover of the Convention Program Book distributed to attendees at the show.
- Full page black-and-white advertisement in the Convention Program Book.
- Company logo on banners and signage displayed at the convention.
- One 10 x 10 standard size exhibit space in the IAQA Exposition Hall.
- Attendance for three company representatives at the convention.

The cost of Gold Sponsorship is \$4,000. Register using the attached form.

EXHIBITOR REGISTRATION FORM
IAQA 10th Annual Meeting & Exposition
October 14-17, 2007 ■ The Rio All-Suites Hotel & Casino ■ Las Vegas, Nevada

Check one: IAQA Corporate Member Non-Member

Preferred Booth Location: # 1 _____ # 2 _____ # 3 _____

Your Name _____

Company Name _____

Address _____

City / State / Zip _____

Phone / Fax _____

E-mail & Website _____

(one) Company Representative to Receive Full Registration _____

Additional Company Representatives (fees apply, see below) _____

Please E-MAIL 50 word company description TO iaqdiane@aol.com. Place description in BODY of email only and NOT as an attachment. Please include main company phone number and website address.

EXHIBITOR REGISTRATION FEES

IAQA Corporate Members (write quantities below)

- ___ Gold Sponsorship - **\$4,000**
- ___ 10' x 10' Exhibit Space - **\$1,495**
- ___ Additional 10' x 10' Exhibit Space(s) - **\$1,200**
- ___ Additional Exhibit Personnel - full registration - **\$495**
- ___ Additional Exhibit Personnel - Expo Hall Only Registration - **\$175**

Non-Members (write quantities below)

- ___ 10' x 10' Exhibit Space - **\$1,795**
- ___ Additional 10' x 10' Exhibit Space(s) - **\$1,495**
- ___ Additional Exhibit Personnel - full registration - **\$625**
- ___ Additional Exhibit Personnel - Expo Hall Only Registration - **\$175**

For information about membership in IAQA, visit www.iaqa.org

METHOD OF PAYMENT

Check Enclosed (payable to IAQA) Visa MasterCard American Express

Name on Card _____ Exp. Date _____

Card Number _____ Amount to Charge \$ _____

Signature of Card Holder _____

MAIL OR FAX THIS FORM & ATTACHED EXHIBITOR AGREEMENT along with PAYMENT IN FULL to: Diane Chester
IAQA • 12339 Carroll Ave. • Rockville, MD 20852 USA • Phone (301) 231-8388, ext 16 • Fax (301) 230-9631

CANCELLATION POLICY

Written cancellations will be honored only if the exhibit space can be re-sold. Such cancellations are subject to a \$200 service fee that will be deducted from your refund. Refunds will not be processed until after the convention. Refunds are not available after October 1, 2007 under any circumstances.

IAQA 10th ANNUAL MEETING & EXPOSITION EXHIBITOR AGREEMENT TERMS & CONDITIONS

The IAQA Annual Meeting & Exposition is produced by the Indoor Air Quality Association (IAQA). The purpose of the exhibition is to compliment the professional meetings and program sessions by enabling attendees to see, hear, examine and question the latest developments in equipment, supplies and services which are represented.

1. Application must be accompanied with full payment of the total rental fee.

2. IAQA reserves the right to decline, prohibit or expel an exhibit which, in their judgment, is out of character of the exhibition and/or is in violation of this contract or any rules or regulations now or hereafter in effect. Dimensions of all exhibit areas are believed to be accurately stated on the floor plans, however, IAQA will assume no liability for any discrepancies that may actually occur.

3. IAQA will not assume responsibility for the temperature levels of the hall during set-up, show and tear-down.

4. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and operators of the facility in which the exhibition is held.

5. Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the exhibitor's booth. Exhibitor's exhibit or product may not extend into any aisle. No exhibitor shall so arrange his/her exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of IAQA.

6. All over-the-counter sales or sales of any kind that involve the exchange of currency for goods received during the exhibition are prohibited.

7. Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local, state, or federal law applicable to their activity at the exhibition. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with their activities at the exhibition.

8. Exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to him/her, and not to exhibit or advertise goods other than manufactured or sold by him/her in the regular course of business unless approved in writing by IAQA.

9. Cancellation of all, or part, of the exhibit space must be in writing to IAQA. All payments are non-refundable unless exhibit space can be resold, in which case a cancellation penalty applies.

10. An exhibitor must carry its own insurance. IAQA and the Rio All-Suites Hotel & Casino assume no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damages by fire, accident or any other cause whatsoever, and the exhibitor expressly agrees to save and hold harmless IAQA and the Rio All-Suites Hotel & Casino and their respective management, agents and employees from any and all liability resulting from injuries or damage to exhibitor, its agents, employees, persons and/or properties in connection with the exhibitor's use of the exhibit space. By signing this contract the exhibitor is certifying to IAQA and the Hotel that it has liability insurance coverage currently in place that is adequate to cover exhibitor's potential liability arising from the exhibitor's participation in this conference and exhibition. Exhibitors shall supply IAQA with certificates of insurance at least 30 days prior to the use of the exhibition space, or within 48 hours of booking space if the reservation is made after September 24, 2007.

11. It is further agreed that actual occupation of the exhibit space by an exhibit is essential. Should the exhibitor be unable to occupy the space three hours before the exhibition opens, then IAQA is authorized to occupy or cause said space to be occupied in such a manner as it may deem in the best interest of the exhibition, without any rebate or allowance whatsoever to the exhibitor and without in any way releasing said exhibitor from any liability, or from any of its

other obligations under this contract. Said exhibitor expressly agrees to pay the exhibition the full sum set forth.

12. IAQA will not be liable for the nonfulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, acts of God, public enemy, terrorism, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exhibition, or for any cause beyond its control. It will, however, in any of the above named reasons reimburse exhibitor on a pro-rated basis on any amount paid, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, salaries, operating costs, etc.

13. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the hotel or convention hall exhibit area without written permission from IAQA. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of IAQA, the Hotel or convention facility manager or their assistants.

14. The specific requirements as to time for installation and dismantling of exhibits shall be as set forth in this prospectus. IAQA expressly reserves the right to determine rules subject to all installations and dismantling done by any exhibitor at this conference.

15. The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.

16. All representatives of exhibitor must prominently wear the official event badge at all times while in the Exhibit area and comply with all other badging and security requirements mandated by the meeting. During event hours, exhibitor's booth must at all times be staffed by a representative or employee of exhibitor.

17. In the interest of the success of the entire meeting, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the exhibit area or sessions during the official hours of the conference.

18. In the event that the Las Vegas fire marshal requests modifications to the exposition hall floor plan, IAQA reserves the right to modify the exposition hall floor plan, move exhibitors to other exhibit spaces, and take any other actions that may be deemed necessary to satisfy the requirements of the fire marshal.

19. IAQA undertakes no duty to exercise care, nor do they assume responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or for the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exposition hours and placed in safekeeping by the exhibitor. There is overnight security service, and the room shall be secured when the exhibits are not open. The exhibitor agrees to indemnify, defend, and hold harmless IAQA and the Rio All-Suites Hotel & Casino and their respective employees and agents against any claims, liability or expenses arising out of the use of the exhibition premises, and the exhibitor understands that neither IAQA nor the Rio All-Suites Hotel & Casino maintains insurance covering the Exhibitor's property and its is the sole responsibility of the Exhibitor to obtain such insurance.

Signature _____ Date _____

Name _____

Title _____

Company _____

Please Keep a Copy of This Contract for Your Records.