



ISA EXPO 2009

Exhibitor Registration Info

Deadline:
7 September 2009
(to have badges mailed before show)

Exhibitor Registration Online

As an exhibitor, you are allotted five (5) complimentary exhibitor registrations for every one hundred (100) square feet of exhibit space purchased. Exhibitor badges provide access to the exhibition before, during and after event hours, as well as the ISA EXPO 2009 conference sessions. Additional exhibitor badges are available at \$35.00 each.

Exhibitor registration will be handled online in order to provide you with the most flexible management of your registration allocation. With the online system, you may control the registration allocation, or you may distribute your identification number to others in your organization allowing them to access the system directly.

Exhibitor badges will be mailed to the key contact for all exhibitors registered with the key contact address. Badges for exhibitors registered with an address different from the key contact will be mailed directly to that exhibitor. After 7 September, exhibitor registrations entered online will be available at Advance Exhibitor Registration on-site.



**You can
access
exhibitor
registration
online!**

Access the online exhibitor registration system at
<https://register.rcsreg.com/regos-1.0/isa2009/ex>

To access your company's specific registration information, you will need to enter your company's identification number which has been sent to the exhibit contact in previous correspondence.

If you need assistance, contact:

- ISA Exhibit Services at (919) 990-9211, or
- E-mail: mrhyne@isa.org

PLEASE remind your staff that no one under the age of 16 will be admitted to the exhibit hall at any time.



ISA 6-8 October
Reliant Center, Houston, TX

ISA EXPO 2009

Meeting Space Request Form

Deadline:
7 September 2009

Exhibitors are permitted to conduct functions and reserve meeting space at Official Event Hotels. Requests must be made through ISA as these hotels will not release space directly to any exhibiting company.

ISA will release meeting space on behalf of contracted exhibiting companies only.

Note: Function space will **NOT** be released for any reason during the following event hours:
Tuesday, 6 October, 9:30 a.m.–7:00 p.m., Wednesday, 7 October, 9:00 a.m. – 5:30 p.m., and Thursday, 8 October, 9:00 a.m. – 3:00 p.m.

Please Print/Type:

Company _____ Booth No. _____
Address _____
City _____ State _____ Zip _____
Contact person _____ Telephone _____
E-mail _____ Fax _____

REQUIREMENTS

Venue preference (Please indicate 1st, 2nd, and 3rd choice.)

- 1. _____
- 2. _____
- 3. _____

| | | | |
|------------------------------------|--|--|-------------------------------------|
| Date of meeting _____ | Start Time _____ | End Time _____ | Estimated number of people _____ |
| Type of Function | | Room Set-up | |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Hospitality Suite | <input type="checkbox"/> Theatre | <input type="checkbox"/> U-Shaped |
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Reception | <input type="checkbox"/> Classroom | <input type="checkbox"/> Banquet |
| <input type="checkbox"/> Luncheon | <input type="checkbox"/> Press Conference | <input type="checkbox"/> Conference | <input type="checkbox"/> Head Table |
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Other | <input type="checkbox"/> Hollow Square | <input type="checkbox"/> Other |

ISA will notify you via fax of approved space release. ISA will instruct the hotel to contact you directly to confirm space assigned. Final arrangements are to be made through this hotel contact.

NOTE: The exhibiting company is responsible for all costs regarding the set-up and catering of its function.

Return to: Chesley Grove
ISA Convention Services
Phone: (919) 990-9267
Fax: (919) 990-9356

All requests must be made in writing.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR FILES.



ISA EXPO 2009

Before/After Hours Meeting in Booth Schedule Form

Deadline:
21 September 2009

Exhibiting companies who wish to conduct meetings with non-exhibiting companies (manufacturers' representatives, distributors, salespeople, customers, etc.) in their booth either before the show opens or after it closes must notify ISA.

ACCESS TO THE SHOW FLOOR DURING NON-EVENT HOURS WILL BE DENIED TO NON-EXHIBITORS UNLESS ISA IS IN RECEIPT OF THIS FORM BY THE DEADLINE DATE.

Please Type:

Company _____ Booth No. _____

Company escort _____ Telephone _____

Date of meeting _____ Time _____ until _____

Purpose of meeting _____

ISA will notify security and make arrangements for admittance prior to all scheduled meetings. Meetings may begin **no earlier than one hour before** the event opens and must end **no later than one hour after** it closes.

Meeting attendees must be badged prior to admittance on the show floor. **DO NOT REGISTER ATTENDEES AS EXHIBITORS!** This only dilutes the attendance and critical demographic information is lost. Special color-coded passes for early or late admittance to the show floor will be issued from ISA. With a properly completed pass and badge, the attendees can gain access to your booth during off hours.

Personnel from the exhibiting company must escort all attendees in one group from the main entrance directly to the booth. The group may not venture to any other part of the hall.

Indicate how many passes you will need and where they should be mailed.

Passes Needed: _____

Mail to:

REPRODUCE THIS FORM IF ADDITIONAL COPIES ARE NEEDED.

Return to: Melissa Rhyne
ISA Exhibit Services
Phone: (919) 990-9211
Fax (919) 990-9356