

18th BCCE Exhibitor's Information

1. The 18th BCCE Exhibition, July 17-19, 2004, will be located in the Scheman Continuing Education Building in the Iowa State Center on the first and second floors. The exhibit area is located adjacent to conference rooms that will host about 50% of the meeting sessions. The Exhibition will be open to BCCE participants for a total of 21 hours.
2. Contract for Space: The receipt by the 18th BCCE of your signed contract, accompanied by full payment, will constitute an agreement for the right to use the space allocated. A \$700 fee will be charged for renting one 8'(width) x 10' (length) booth. The deadline for exhibitor booth registration is March 5, 2004. Exhibitors should contact Matt Wenger (mwenger@iastate.edu, 515-294-4202) or Terrie Hunter (thunter@iastate.edu, 515-294-5961) to specify a booth location. Included in the \$700 fee are the following:
 - a. Equipment: one 30" x 72" table, two chairs, access to an electrical outlet (110-120 volts), a wastepaper basket, booth piping and bunting (side drapes and back drapes) and a sign. Your booth floor carpet area will be vacuumed once or twice. You will have general overhead illumination or daylight from a nearby window. We have placed digital images of typical exhibition booths and the space we will be using in Scheman Building on our 18th BCCE web site.
 - b. Registration: three 18th BCCE conference exhibitor's registration badges for employees of the exhibitor working at the booth on a given day. A booth exhibitor may request additional registration badges for different individuals to work at the booth on different days, so long as there is no intent to by-pass the registration fee for the conference. Exhibitors are encouraged to attend plenary sessions, paper presentations, tours, and the posters sessions as their schedule permits. Please note that if an exhibitor is presenting more than one paper or a poster, he or she must register as a participant. You may have 18th BCCE registered participants working in your booth. Only registered exhibitors or registered participants may work in booths at the 18th BCCE.
 - c. Food and Beverages: free coffee and non-alcoholic beverages will be available continuously while the exhibits are open. Free food will be available in the morning and in the afternoon while the supply lasts. The food and beverages will be free for exhibitors, registered conference participants, and 18th BCCE staff.
 - d. Free parking in the lots adjacent to the Scheman Building and Hilton Coliseum.
 - e. Student helpers to assist you in unloading Exhibitor supplies from your van or truck and moving the materials to your booth area. At the close of the Exhibition, student helpers will be provided to assist you in getting your exhibit items from the booth to your van or truck. Student helpers will not un-pack or pack equipment or materials, nor will they set-up or take down your booth.
 - f. Security: ISU/18th BCCE will provide overnight security for the exhibit area. The Scheman Building will be locked at night. During open hours, the Scheman Building is reserved solely for the use of the 18th BCCE.
 - g. Your company's name and booth number will be listed in the 18th BCCE Program Book. The program Book will have a map of the Exhibition with booth numbers and Company names. Your company's name and booth number will be listed on the 18th BCCE Exhibitors web page.
 - h. 18th BCCE program book: 2 copies.

- i. Limited morning and late afternoon 18th BCCE Bus Shuttle Service or van shuttle service from the Hotel at Gateway Center to the Scheman Building.
 - j. Access to Free Cy-Ride 18th BCCE Bus Shuttle Service on-campus to the 18th BCCE Conference Buildings (3 passes).
 - k. Meeting areas next to the Exhibition to talk with clients.
 - l. Each booth will have a number and a sign.
3. Exhibitors may set-up their booths from 2:00 pm until 6:00 pm Sunday evening, July 18, 2004. Also, Monday morning from 8:00 am to 9:30 am is scheduled for exhibit preparation.

Exhibitors must have their booths open and staffed during the following Exhibition Hours:

Monday. 9:30 am - 4:00 pm and 7:00 pm - 9:00 pm. A SciMix style Poster Session will be held in the Scheman Building on Monday evening from 7:00 pm until 9:00 pm. The Poster Session rooms are near the Exhibits. Monday night is Hawaiian Island shirt night. All BCCE participants and exhibitors are required to wear an appropriate tropical theme or flowered theme shirt.

Tuesday. 9:30 am - 4:30 pm. The 18th BCCE conference banquet is Tuesday evening in Hilton Coliseum. The Scheman Building will be closed on Tuesday at 4:30 pm.

Wednesday. 9:30 am - 3:00 pm. Exhibitors may take down/dismantle their exhibits from 3:00 pm until 6:00 pm on Wednesday, July 21, 2004 (please do not dismantle your booth before 3:00 pm).

4. Shipping and Handling Procedures

Exhibitors may send equipment and materials directly to the Scheman Building two weeks prior to the Conference. Equipment and material may arrive as early as July 2, 2004, but must be received by Friday July 16, 2004. The shipping address is:

University Conference Services, Iowa State University, 18th BCCE Exhibit Booth # _____,
102 Scheman Building, Ames, IA 50011-1112, (515) 294-6222

Please have pre-printed return address labels and pre-paid UPS, FEDEX, etc. shipping contracts ready to use to ship your equipment back to your company, home office, or the next conference.

5. Booth cancellations and refunds cannot be honored unless the 18th BCCE is able to resell the space. Canceled space will not be resold until all space for the Exposition has been sold.
6. Exhibitors are encouraged to submit equipment and materials for the "Daily Raffle Prize".
7. Exhibitors are encouraged to attend the 18th BCCE Tuesday Night Banquet and Chemical Demonstration Show in Hilton Coliseum, any of the Tours, and the Social Events.