



Exhibition Opportunities

EPA's 19th Annual International Emission Inventory Conference

For additional information about the conference visit <http://www.epa.gov/ttn/chief/conference/ei19/index.html> and follow the link to the conference information registration page.

Conference Exhibitors

Exhibitors will spend two full days interfacing with attendees. **Exhibits will be open Tuesday, September 28 through Wednesday, September 29, 2010 for all scheduled conference breaks in the exhibit area, as well as a reception/exhibit on Tuesday evening.** Exhibit space is limited and will be assigned on a first-come, first-served basis. Exhibit space can easily accommodate tabletop exhibits or small "stand alone" exhibits.

The Basic Exhibition Set up will include:

- 8'x 8' floor space (no pipe and drape)
- 6' draped table with 2 chairs
- Daily scheduled morning and afternoon breaks in or near the exhibition area to increase your exposure
- Tuesday evening reception in the exhibition area
- The final deadline for Exhibitors to sign up is **August 24, 2010.**

****Exhibitor Setup will be Monday, September 27, 2010 from 8:00 AM - 5:00 PM**

****Exhibitor Tear Down will be completed by 2:00 PM on Wednesday, September 29, 2010.**

Exhibit space is complimentary, but individual exhibitors are responsible for ordering, and payment of, electricity, internet, shipping/receiving, and any other audio visual resources or furniture you may require (except as listed above in the basic exhibition setup).

Conference Location

Hyatt Regency San Antonio
123 Losoya Street
San Antonio, Texas 78205
210-222-1234

A block of rooms is available at the conference rate of \$117.00/night plus 16.75% tax for single/double, which will remain in effect until August 24, 2010. Individuals are responsible for making their own reservations. A designated website has been create by the Hyatt Regency to make room reservations at <http://www.sanantonioregency.hyatt.com/groupbooking/satrsepa2010> or by calling call (800) 233-1234. Please reference the "**EPA Emission Inventory Conference**" in order to receive the special conference rate.

All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card. Check in time is 3:00pm; Check out time is 12:00 pm

To become an exhibitor, fill out the application below.

Fax to Kim Paylor at 919-541-0684.



Exhibitor Commitment (Due to EPA by 8/24/2010)

EPA's 19th Annual International Emission Inventory Conference
"Emission Inventories - Informing Emerging Issues"
September 27-30, 2010
San Antonio, Texas

Date of Commitment _____

Type of Organization: ___ Not-for-profit ___ Private Company ___ Government

Organization _____

Web site Address, if applicable _____

Contact Name _____

Title _____

Street Address _____

City _____ State/Province _____ Zip _____

Phone _____ Fax _____

E-mail _____

Type of Exhibit:

- Table-top
Free Standing Booth
No exhibit, but I'd like to place a few materials on a resource table

Vendor description for conference program

Multiple horizontal lines for entering vendor description.

NOTE: Every person staffing your exhibit must complete the online conference registration

Audio Visual, Telephone, High Speed Internet, Electricity, and Furniture:

Exhibitors may bring their own equipment or order equipment through the hotel using the attached forms. Exhibitors are responsible for all charges associated with their exhibit and booth space. Fill out the Baltimore Hilton order form, attached to this package, with your credit card information and submit by fax to the hotel no later than March 15th, 2009. Payment must be made to the hotel or AV vendor directly.

HIGH SPEED INTERNET CONNECTIONS AND AUDIOVISUAL EQUIPMENT

- **High Speed Internet Connections** can be ordered through the Hyatt Regency Exhibitor Order Form, see attached order form.

ELECTRICITY

- **Electricity** can be ordered through the **Hyatt Regency Exhibitor Order Form**, see attached order form.

FURNITURE

- Exhibitors will be provided with an 8' x8' booth space and a table top exhibit space with one (1) draped table and two chairs.
- Additional furniture, such as additional tables and chairs, easels, etc., can be ordered from the hotel at an additional charge.

TELEPHONE

- **Telephone** lines must be ordered through the hotel using the attached form. **Reserve no later than August 24, 2010.**

Shipping, Handling, and Hotel Charges:

Shipping to the conference:

You are responsible for shipping arrangements and associated charges to send your exhibit materials **TO** the hotel. At no time shall the hotel incur these expenses. Make sure to label your shipments according to the instructions below to ensure your exhibit materials will be delivered to your booth space.

Unfortunately, the hotel does not have space for crates. If crates are to be shipped to the hotel, please contact a drayage company to ship and deliver crate(s) and packages no earlier than the identified exhibit set up time.

All packages must be properly marked as follows:

From: Exhibitor Name/Company Organization Name Exhibitor Address Exhibit location: Rio Grande Ballroom Exhibitor Phone	To: Hyatt Regency San Antonio 123 Losoya San Antonio, Texas 78205 Hold for: Your Name Exhibit Company Name Convention Name: EPA Conference
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On-site Receiving/Handling:

Check with the hotel for charges on receiving and handling.

Security:

There is no security designated specifically for this conference. Therefore, it is advised that you do not leave your equipment unattended. After daily exhibition hours, exhibitors will be given the option to move small, valuable exhibit components to a locked room or items of value can be stored overnight in your hotel room. Please keep in mind that the 2010 International Emission Inventory Conference and its sponsors, the U.S. Environmental Protection Agency; and the Hyatt Regency cannot accept liability for damage to or theft of the Exhibitor's equipment. None of the parties mentioned in this paragraph maintains insurance covering the Exhibitor's property, and it is the Exhibitor's sole responsibility to obtain such insurance.

Return Shipping: You are responsible for your shipping arrangements and costs. Please be sure to **bring your own return shipping forms with you**, as the hotel may not have the correct forms that you require.

Additional Costs: See the vendor forms for pricing for Internet and Electricity costs.

Questions?

Please contact **Kim Paylor, 919-541-5474**, and we will be happy to help you or find out the correct answer from the hotel.



HYATT REGENCY EXHIBITOR ORDER FORM

Return to Hyatt Regency no later than: **August 24, 2010**

Vendor Name _____

Contact Name: _____ Booth Number: _____

Phone: _____ Fax: _____

Additional items to be supplied by the hotel may be requested as follows:

____ Local/Long Distance Access NOT A DEDICATED LINE
(\$75/line installation, \$25 each additional day; plus cost of calls) \$ _____

____ Dedicated Line (Fax Machines)
(\$100/line, \$50 each additional day; plus cost of calls) \$ _____

____ Electrical Power (110V/15 AMPS)
(\$55.00 per exhibitor hook-up) Please call if additional power is required \$ _____

____ Wired High-Speed Internet Access (up to 1.5Mbps)
(\$350.00 initial connection/\$100.00 per additional day /\$25.00 per additional connection) \$ _____

____ Wireless High-Speed Internet Access (up to 1.5Mbps)
(\$250.00 initial connection/\$100.00 per additional day /\$25.00 per additional connection) \$ _____

____ Box Handling Fee
(\$5.00 per box) Please call for pallet/skid pricing \$ _____

Other items:
Please explain _____

Shipping Instructions:

IMPORTANT!--PLEASE READ!!!

Please do not ship your materials to arrive more than (3) business days prior to your show. In addition, please label your boxes to the attention of the person who will be staffing your booth...DO NOT ship them to the attention of **EPA Conference**. You must REFERENCE the exhibitor's company name and the **EPA Conference**, as listed above. It is helpful to use LARGE, BRIGHT LABELS with how many boxes there are in your shipment (e.g. BOX 1 OF 4, BOX 2 OF 4, ETC). Questions? Please contact Larry O'Gorman at the Hyatt Regency San Antonio at 210-362-6310 or by fax at 210-362-6316.

Your shipping label should read:

Hyatt Regency San Antonio
123 Losoya
San Antonio, Texas 78205
Hold For: Booth Worker Name
Booth Number (if assigned)
Exhibit Company Name
Convention Name: EPA Conference

Please return this form to:
Brent Holden, Chief Accountant
Hyatt Regency San Antonio 123 Losoya Street San Antonio, TX 78205
210-362-6304 (fax)

THE HYATT REGENCY SAN ANTONIO CREDIT CARD AUTHORIZATION FORM AND PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD BEING BILLED MUST ACCOMPANY THIS FORM IN ORDER FOR YOUR REQUESTS TO BE PROCESSED

All food and beverage arrangements must be made through the hotel. Only food & beverage purchased from the Hyatt may be served on Hotel property.

HYATT REGENCY SAN ANTONIO Credit Card Authorization Form

(Must be returned with Order Form)

Name of Group (Exhibiting Company) _____

Address: _____

City, State, ZIP: _____

Phone number: _____

Main Contact: _____

Date of Function: EPA Conference September 27 – 29, 2010

Please authorize use of the following credit card for charges incurred

during the meeting date(s) of: _____

Name: _____

Type of Credit Card: _____

(AMEX,VISA, MASTERCARD, DISCOVER, ETC)

Credit Card #: _____

Expiration Date: _____

Signature: _____

Date: _____

Please photocopy front and back of your credit card with this form. Please make sure that your signature appears as shown on your credit card before returning this form via mail.

Please return this form to:
Brent Holden, Chief Accountant
Hyatt Regency San Antonio 123 Losoya Street San Antonio, TX 78205
210-362-6304 (fax)

CSM: Larry O’Gorman
Credit card will be billed upon receipt of form.