



Booth Size

Booth size is 8' deep x 10' wide. The booths will have perimeters constructed of one-inch tubular aluminum. A 30-inch high, tubular frame extending eight feet from front to rear will separate each booth. The rear need not necessarily be 10' on centers, and divisions may be omitted to allow exhibitors to combine two or more spaces into one booth.

Booth Cost, Registration & Allotment

The fee for booth space is as follows: \$300 for 12th Congressional District resident organizations and/or businesses with 125 or fewer employees. The fee is \$850 for companies and organizations not meeting the definition outlined above. To register your organization for the showcase, please complete and return the attached form.

Upon receipt of your application and payment, we will ask for a list of exhibit staff members and a biography of your company/organization. **This request for information must be received no later than July 14, 2008. Failure to receive this information will exclude company listing in the showcase program booklet.** Each member will need to be registered to receive a nametag, which will serve as admission for the showcase events. Nametags must be worn at all times during the showcase.

To confirm space availability, please contact Nick Caruso at 724-548-1500 by phone or npcaruso@co.armstrong.pa.us by email.

Booth Set-Up & Teardown

Display set-up can be done on your own, but must be completed prior to 12pm, Thursday, August 14, 2008. Set-up can be contracted through Stetson Convention Services by calling (412) 223-1090. Stetson can provide audio-visual equipment, carpeting, furniture and decorations in addition to their set-up services. Stetson Convention Services will provide an exhibitor service manual to each exhibitor prior to the showcase dates.

No exhibit can be dismantled or removed, unless at the direction of management, prior to the end of the showcase. Exhibitors may not begin to tear down or remove displays until Congressman John P. Murtha has visited each exhibitor. Consequently, exhibits must be staffed during all show hours including the Opening Reception and the duration of the Business to Business Showcase. Failure to adhere to this policy could result in the forfeiture of booth space for future showcases.

Decorations, Signs, Furniture, Electricity, Combustible Fuels, Etc.

Exhibits will be provided with backdrop curtains and side curtains. A table with skirting and two chairs will be provided with each booth. Additionally each booth will have access to 120-Amp alternating current power free of charge. Furthermore, no combustible fuels or open-flame equipment will be allowed to operate without the written permission of the Belmont Complex management.

Character of Exhibits

Business attire is required at all showcase functions unless otherwise specified by an official of the showcase. Notable exceptions to this rule are for participants of the Golf Outing, Evening Exhibitor Reception and exhibitor staff setting up and tearing down displays during specified times.

The management reserves the right to decline or prohibit any exhibition, exhibitor or proposed exhibit, which is, in the opinion of management, not suitable for the showcase. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs and all other things, which affect the character of the exhibition. No direct sale of merchandise will be permitted.

Exhibitors have the right to distribute catalogs, souvenirs and other matter approved by the management from the space occupied by the exhibitor. Musical instruments and audiovisuals may be operated under the following regulations: 1) volume of all above mentioned equipment must be kept to a minimum, 2) exhibitors are not allowed to use loud speakers or amplifiers of any kind or to use video recording or film equipment in their booths, except through special arrangement with management, 3) if complaints are registered with management, we reserve the right to expel from the show any exhibitors refusing to abide by the aforementioned rules.

Liability

It is specifically agreed that exhibitors shall assume all responsibility for damage to rooms or properties thereof, and will not hold the Belmont Complex, nor the "ARMTEch Showcase of Industry & Technology", nor ARMTEch management and staff, nor any representative affiliated with the above mentioned groups for any liability which might ensue from any cause whatsoever. Every precaution will be taken to protect against the loss of material during the showcase. Neither the Belmont Complex, nor ARMTEch, nor the "ARMTEch Showcase of Industry and Technology", nor any representative thereof can be held responsible. Any damage of the Belmont Complex is the sole responsibility of the exhibitor causing such damage or defacement.

Shipping

Shipping arrangements for exhibit delivery and pickup are the sole responsibility of the exhibitor. No exhibit deliveries will be accepted at the Belmont Complex prior to 8 am Tuesday, August 12, 2008. All exhibits shipped to the Belmont Complex must be arranged through Stetson Convention Services and must be received from 8 am Tuesday, August 12th through 5 pm Wednesday, August 13th. Please contact Jaime Myers with Stetson Convention Services at (412) 223-1090 to make all pickup arrangements. Exhibits must be shipped prepaid and may be shipped to the Belmont Complex, 415 Butler Road, Kittanning, PA 16201. Pickup arrangements and costs are the responsibility of the exhibitor. All exhibits must be removed from the Belmont Complex no later than 12 pm Saturday, August 16, 2008.

Accommodations

The following hotels are located within 10 miles of the showcase hall:

- Comfort Inn Kittanning (724) 543-5200
- Quality Inn Royle (724) 543-1159
- Rodeway Inn Kittanning (724) 543-1100

Rooms at these local hotels will be at a premium during the showcase. We urge you to make your reservations as early as possible. Check with your hotel to see about special ARMTEch rates.

2008 ARMTEch Showcase of Industry & Technology APPLICATION

Please reserve space for us at the 2008 ARMTEch Showcase of Industry & Technology.
Enclosed is our full payment of \$_____.
Please indicate the number of booths requested:_____.
(Please make checks payable to: Armstrong County Industrial Development Council)



Company Name: _____

Contact Name: _____ Contact Title: _____

Billing Address: _____

City, State, Zip Code: _____

Phone (____) _____ Fax (____) _____ Email: _____

Please complete and return this form with payment to:

**ARMTEch
402 Market Street
Kittanning, PA 16201**