

GUIDE FOR EXHIBITORS – 2010 (Issued 03/09/10)

eChemExpo *Solutions Marketplace* will be held in Kingsport, Tennessee, on Thursday, May 20, '08, with set up starting at noon on Wednesday, May 19, '10.

This GUIDE will answer your questions about the schedule (set-up, the show, and teardown), the convention center contact person, shipping guidelines, advance registration, special events and complimentary guest passes for customers and prospects.

“SAFETY” is the individual responsibility of every exhibitor and their guests. Please take appropriate precautions to assure an accident free environment and read the “Hold Harmless Agreement” at the end of this GUIDE. **Acceptance of this Agreement is a requirement for participation as an exhibitor** at eChemExpo in Kingsport. **NOTE:** “eChemExpo” is now part of Winchester Solutions LLC.

SCHEDULE AT A GLANCE		
Wednesday, May 19, '10	Noon – 8 PM	Exhibitor set-up & registration
Thursday, May 20, '10	6:30 AM – 8:20 AM	Exhibitor set-up & registration
	8:00 AM	All exhibits ready
	8:00 AM	Final safety inspection
	8:20 AM	Hall closes for Keynote
	8:30 AM – 9:45 AM	Keynote address, Hall B
	9:45 AM – 10:00 AM	Exhibitor final preparations
	10:00 AM – 4:00 PM	Expo is open
	4:00 PM – 5:30 PM	Tear down

HOLD HARMLESS AGREEMENT

The exhibitor at eChemExpo assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims. This hold harmless agreement also applies to eChemExpo, Knox Research & Publishing (now part of Winchester Solutions LLC) and Eastman Chemical Company.

ANSWERS TO YOUR QUESTIONS

Q: Should we register our company attendees?

A: YES. Please do so NOW on the “TO ATTEND” page of www.eChemExpo.com so that name badges will be ready for you upon arrival. This provides complimentary admission to the expo and conference and applies to all exhibiting personnel.

Q: Can we invite customers and prospects to attend?

A: YES. Electronic guest passes are available for your use in notifying customers and prospects to pre-register for complimentary admission to both the conference and expo. The most successful exhibitors will notify the same targets three times:

1. **March**: Initial “Mark Your Calendar” notice
2. **April**: Followed by more details on your product offerings and reminding them about the complimentary conference (April)
3. **May**: The third and final reminder.

Q: Where should I stay?

A: The event is being held at the MeadowView Marriott Convention Center. Ask for the “eChem Expo” discount of \$119 instead of the \$154 normal rate. This rate will be in affect until April 27 or until the room block is sold out. Meanwhile, other hotel options in the area are listed on the DIRECTIONS page of www.eChemExpo.com.

Q: Who is the Meadowview Convention Center exhibits coordinator?

A: Steve Hiscutt of the Meadowview Convention Center will be managing the exhibitor logistics and can be reached at (423) 578-6611 for special orders and for detailed information on shipping and handling.

Q: What are the shipping guidelines?

A: To ship your equipment, instruments etc, please be guided by the following instructions from Meadowview. They should be shipped to:

Meadowview Conference Resort & Convention Center
1901 Meadowview Parkway, Kingsport, TN 37660
Atten: eChemExpo (Booth Number ___)

Please make sure your shipments **DO NOT** arrive sooner than Friday, May 14, '10. Meadowview Convention Center cannot accept any shipment before May 14.

Q: When can we set up and then later disassemble our booth?

A: Exhibit hall set-up is from 12 noon through 8 pm on Wednesday, May 19. The exposition opens at 10 AM on Thursday, May 20, and closes at 4:00 PM. All booths must be set up and ready by 8:00 AM on Thursday, May 20. NO early departures are allowed. The exposition will close at 4:00 PM and teardown immediately follows.

Safety First Safety First Safety First Safety First

Q: Any other special functions?

A: YES. DON'T MISS this year's Keynote Panel from 8:30 AM- 9:45 AM. This will give you valuable insights on the current capital purchasing environment and how to better position your company for success.

Q: Any other requirements?

A: IMPORTANT: Please read the "Hold Harmless" Agreement at the end of this GUIDE. Your acceptance of this is a requirement for participation in eChemExpo **Solutions Marketplace**.

Q: Any other questions?

A: Contact Steve Hiscutt at Meadowview Convention Center (423) 578-6611 or eChem Expo at (626) 255-6462.

BOOTH PACKAGES AND SPECIAL ORDERING INFORMATION

If you ordered Booth Package #1 or Booth Package #2, here's what you will get:

Package #1 (\$75): Pipe and drape for 10'x12' booth, 8' table, 2 chairs, waste basket.
Package #2 (\$125): Package #1 plus access to 120 V electrical (20 amp).

If you need additional items, or have special requirements, please contact Steve Hiscutt at Meadowview Convention Center. A utility and equipment order form is provided at the end of this guide for your convenience.

FOLLOWING, ON THE NEXT 2 PAGES, IS THE MEADOWVIEW CONVENTION CENTER EXHIBITOR UTILITY CHARGES FORM, TO BE COMPLETED FOR SPECIAL ORDERS

Safety First

Safety First

Safety First

Safety First



Exhibitor Utility Charges 2008

CONFERENCE RESORT & CONVENTION CENTER

<p>Advance Rate Deadline 14 Days Prior to Event</p>

423-578-6600 Fax: 423-578-6650

Utility Service	Quantity	Advanced Rate	Standard Rate	Total
120 volt up to 20 amps (cord included)		\$55.00	\$65.00	
208 volt single phase up to 20 amps		\$80.00	\$90.00	
208 volt single phase up to 30 amps		\$110.00	\$130.00	
208 volt three phase up to 20 amps		\$110.00	\$130.00	
208 volt three phase 30 amps		\$155.00	\$175.00	
208 volt three phase 60 amps		\$255.00	\$285.00	
480 volt three phase up to 30 amps		\$230.00	\$260.00	
480 volt three phase 60 amps		\$335.00	\$385.00	
480 volt step down transformer (208)200 amp		\$1,285.00	\$1,385.00	
Outside phone line-installation only		\$120.00	\$145.00	
Water hook up (designated areas only)		\$160.00	\$185.00	
*Includes water usage up to 1000 gal				
Gas hook up (designated areas only)		\$140.00	\$160.00	

Equipment Rental			Total
Extension cords (50')		\$12.00/day	
Quad boxes		\$12.00/day	
Ladders		\$25.00/day	
High lift (includes mandatory operator)		\$55.00/hour	
Fork lift (includes mandatory operator)		\$55.00/hour	
Labor Charges (Electrician)		\$55.00/hour (2 Hr. Min.)	

Grand	
--------------	--

Safety First Safety First Safety First Safety First

Total	
--------------	--

- *Prices are subject to change without prior notice.
- *All materials furnished by MeadowView remain property of MeadowView.
- *The use of lamp cords, cube taps, or similar devices are not permitted.
- *All extension cords must be 3 wire 14 gauge minimum.
- *MeadowView engineers will set all utility disconnects.
- *Exhibitors are responsible for hook up to equipment unless waiver is signed.
- *Suspension of any item from the ceiling, walls, light fixture, doors, etc must be handled by MeadowView staff.

Payment options are credit card or company check. The below form must be filled in prior to execution.

Credit Card Number:	
Expiration Date:	
Name as it Appears on the Card:	
Billing Address for Card:	
Signature of Card Holder:	

PRE-REGISTER YOUR STAFF NOW FOR COMPLIMENTARY ADMISSION AND SAVE TIME ON-SITE. BADGES WILL BE READY UPON THEIR ARRIVAL ON-SITE