

**Advanced Personal Protective Equipment:
Challenges in Protecting First Responders Conference**

October 16-18, 2005 – Blacksburg, Virginia

An Invitation to Exhibitors

You are cordially invited to become an exhibitor and/or sponsor for an exciting new conference being hosted at The Inn at Virginia Tech and Skelton Conference Center in Blacksburg, Virginia. The Advanced Personal Protective Equipment: Challenges in Protecting First Responders Conference has been created as a forum to discuss and share information relevant to this important group. The conference consists of a variety of workshops and presentations in the areas of disaster response and personal protective equipment. This event is a unique opportunity in the southeast and mid-Atlantic region for first responders and those who work to protect them to discover the latest innovations in equipment technology, confer on new industry trends, and share potential solutions to PPE issues with other agencies and disaster/emergency personnel.

The conference is presented by the Auditory Systems Laboratory in the Department of Industrial and Systems Engineering at Virginia Tech, with major sponsorship from the National Personal Protective Technology Laboratory (NPPTL) and the National Institute for Occupational Safety and Health (NIOSH). NIOSH provides national and world leadership to prevent work-related illness, injury, disability, and death by gathering information, conducting scientific research, and translating the knowledge gained into products and services. NIOSH's mission is critical to the health and safety of every American worker.

Exhibiting your products/services is one of the most cost-effective marketing tools available because it puts you in contact with your potential customers, reduces your outside sales calls, builds new business, and cements customer relationships.

Exhibitors are invited to the First Responders Reception on Sunday, October 16, 2005 from 6:30 p.m. to 8:30 p.m. The reception will be held in the exhibit area and will give you the opportunity to network with potential customers in a relaxed social environment. The general conference schedule and exhibit setup/breakdown times are shown below.

I am looking forward to working with you and will be happy to assist you with any questions you may have. Please do not hesitate to contact me at 540-231-4849 or via email at aliceb@vt.edu.

Sincerely,

Alice Clawson
Program Coordinator

Virginia Tech
Continuing and Professional Education
702 University City Blvd.,(0364) | Blacksburg, VA 24061
Phone: 540-231-9982 | Fax: 540-231-9886 | Web: www.conted.vt.edu

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Exhibitor Information

Please review the enclosed materials carefully and send your "Sponsor/Exhibitor Registration" form today. We assign booth space as applications are received. Please also complete and return if applicable, the IVTSCC equipment rental form with payment information. **All forms must be received by September 30, 2005.**

LOCATION:

The First Responders Conference will be held at The Inn at Virginia Tech and Skelton Conference Center located on the Virginia Tech campus in Blacksburg, Virginia. We have obtained a special conference lodging rate of \$95 per night. All conference activities, meals, and social functions will be held at this hotel. Lodging is available at the Inn and can be reserved by calling 540-231-8000. The room block for exhibitors is available until September 16, 2005.



The Inn at Virginia Tech and Skelton Conference Center
901 Prices Fork Road
Blacksburg, VA 24061
<http://www.theinnatvirginiatech.com>

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The new facility provides refined surroundings for conferences and business meetings, while giving you access to state-of-the-art technology. A world-class hotel with elegant guest rooms and suites, The Inn at Virginia Tech sits on 25 lush acres within walking distance of the main campus, adjacent to the Tech golf course and duck pond. The Inn conveniently adjoins to The Skelton Conference Center where advanced technology is utilized in the spacious ballroom, reception hall and other rooms for events and conferences. The hotel provides a full-service business center offering photocopying, fax service, printing services, high-speed wireless Internet access, Notary Public, secretarial services & mail and postage services.

GENERAL CONFERENCE SCHEDULE:

Sunday October 16, 2005

Exhibit Setup	1:00 PM – 4:30 PM
Conference Registration	7:30 AM – 9:00 AM
Conference Workshops	9:00 AM – 12:00 PM and 1:30 PM – 4:30 PM
Sun. Reception / Exhibit Hours	6:30 PM – 8:30 PM

Monday October 17, 2005

Conference Registration	7:00 AM – 9:00 AM
Plenary Speaker	8:00 AM – 9:00 AM
Conference Presentations	9:00 AM – 10:15 AM
Refreshment Break for Exhibits	10:15 AM – 10:45 AM
Conference Presentations	10:45 AM – 12:30 PM
Lunch with Speaker	12:30 PM – 2:00 PM
Conference Presentations	2:00 PM – 3:40 PM
Refreshment Break for Exhibits	3:40 PM – 4:00 PM
Conference Presentations	4:00 PM – 5:30 PM

Tuesday, October 18, 2005

Conference Presentations	8:00 AM – 10:00 AM
Refreshment Break for Exhibits	10:00 AM – 10:30 AM
Conference Presentations	10:30 AM – 12:00 PM
Closing Luncheon with Speaker	12:00 PM – 2:00 PM
Exhibit Teardown	2:00 PM – 5:00 PM

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EXHIBITOR FEES:

BASIC EXHIBITOR - \$500, includes the following:

- Recognition on the Conference web page
- Name published in the conference program and proceedings
- One (1) complimentary registration
- Exhibit space (one table)

Payment may be made via credit card or check by completing the method of payment form on the "Sponsor/Exhibitor Registration" form. Checks must be mailed with the signed "Sponsor/Exhibitor Registration" form. Registration forms must be received by September 30, 2005.

EXHIBIT SPACE AND STANDARD EQUIPMENT INCLUDED:

Each 8' x 8' exhibit space will include a 6-foot x 30" table and two chairs. The exhibit area is carpeted and includes nightly vacuuming. Electrical hookups and Internet access are available and can be ordered using the enclosed "Vendor Equipment Request List." Exhibitors must provide their own extension cords and power strips.

Internet access, electrical hookups, equipment and furnishings must be ordered using the IVTSCC "Vendor Equipment Request List" and submitted with your exhibitor registration form by September 30, 2005. Payment for equipment must be made separately from the exhibitor fee and mailed to Alice Clawson at Virginia Tech.

SHIPPING AND MATERIALS HANDLING

Exhibit materials may be shipped to the Inn at Virginia Tech and held in their storage room for up to 3 days prior to the conference (October 13, 2005). Shipment labels should be addressed in the following manner:

The Inn at Virginia Tech & Skelton Conference Center
Attention: Conference Services
901 Price's Fork Road
Virginia Tech Mail Code 0104
Blacksburg, VA 24061

Name of Conference: First Responders
Conference Date: October 16-18, 2005
Exhibitor Contact Name: _____

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Outbound shipping can be arranged through the Business Center at the Inn at Virginia Tech. Be prepared with the address and a credit card for the shipment charges.

SPONSORSHIP OPPORTUNITIES:

Sponsoring the APPE First Responders Conference is an excellent way to promote your company or organization to colleagues and potential customers. It also helps to provide the financial support required in planning and organizing a conference of this type.

The following levels of sponsorship are available:

PLATINUM SPONSOR - \$5000

- Recognition on the Conference web page
- Name published in the conference program and proceedings
- Four (4) complimentary registrations
- Name displayed on easel at the Sunday Welcome Reception
- Company logo printed on conference favor (given to all conference attendees)
- Exhibit space (two tables)

GOLD SPONSOR - \$3000

- Recognition on the Conference web page
- Name published in the conference program and proceedings
- Three (3) complimentary registrations
- Name displayed on easel as a conference lunch sponsor
- Exhibit space (two tables)

SILVER SPONSOR - \$1500

- Recognition on the Conference web page
- Name published in the conference program and proceedings
- Two (2) complimentary registrations
- Name displayed on easel as a conference refreshment break sponsor
- Exhibit space (one table)

SCHOLARSHIP SPONSOR - \$300

- Recognition on the Conference web page
- Name published in the conference program and proceedings
- One (1) complimentary registrations

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SPONSOR/EXHIBITOR REGISTRATION

Please Print or Type

1. Name of Company: _____
Name of Point-of-Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
FID Number: _____ Ph. No.: () _____
Fax No.: () _____ Email Address: _____
Company URL: _____

2. Exhibitor Only:

____ BASIC EXHIBITOR - \$500

3. Sponsor/Exhibitor Levels (check one option):

____ PLATINUM SPONSOR - \$5000

____ GOLD SPONSOR - \$3000

____ SILVER SPONSOR - \$1500

____ SCHOLARSHIP SPONSOR - \$300

4. Each Exhibitor and Sponsor has the opportunity for their company URL and brief company description (50 words maximum) displayed on the conference website and conference program and proceedings. Please email this information to Alice Clawson, aliceb@vt.edu. Information should be sent in ASAP to maximize the amount of coverage your company receives on the website. **The deadline to send information is September 30, 2005.**

5. On-Site Representative/Name(s) based on level of sponsorship:

1. _____

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2. _____
3. _____
4. _____

I understand that I will receive the benefits detailed in “Exhibit Fees” and “Sponsorship Opportunities” sections where applicable.

I have also read the “Exhibit Rules and Regulations” and agree to abide by the terms specified within.

Authorized Signature and Title

Company/Organization

Date

Any questions or special requests should be directed to the address below. Please return the signed “Sponsor/Exhibitor Registration” form, the IVTSCC “Vendor Equipment Request List,” and completed method of payment information to:

Alice Clawson
Virginia Tech
Continuing and Professional Development, Mail Code 0364
Blacksburg, VA 24061
(540) 231-4849 F (540) 231-9886
aliceb@vt.edu

Method of Payment

- Check Enclosed. May payable to: Treasurer, Virginia Tech, CE
- Credit Card: MasterCard VISA AMEX
- Credit Card # _____ Exp. Date: _____
- Name of Cardholder: _____

Note: Sponsor/Exhibitor registration will be from 1:00 p.m. - 4:30 p.m. on Sunday, October 16, 2005.



THE INN AT VIRGINIA TECH
AND SKELTON CONFERENCE CENTER

VENDOR EQUIPMENT REQUEST LIST

Conference Name: _____

Conference Date: _____

Vendor Name/ Company: _____

Vendor Billing Information

Credit Card #: _____ Expiration: _____

** Please attach a photocopy of the front & back of your credit card*

ITEM REQUEST	PRICE (PER ITEM)	No. REQUESTED	TOTAL COST
EXHIBIT TABLE (6' X 30")	\$35.00		
POWER SOURCE	\$25.00		
POWER STRIP	\$15.00		
EXTENSION CORD	\$10.00		
LCD PROJECTOR	\$300.00		
SLIDE PROJECTOR	\$50.00		
SCREEN			
<i>Size 54"x 74"</i>	\$50.00		
<i>Size 10' x10'</i>	\$60.00		
TV/VCR/DVD	\$155.00		
ETHERNET ACCESS	\$25.00		
Additional Draped Table	\$15.00		
Additional Skirted Table	\$25.00		
Sub-Total			
Sales Tax (5%)			
TOTAL			

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Exhibit Rules and Regulations

EXHIBIT MANAGEMENT: Virginia Polytechnic Institute and State University "Virginia Tech" determines the interpretation and enforcement of the following rules and regulations. The decision of Virginia Tech is final.

1. **DISPLAYS AND DECORATIONS; YOUR PROPERTY:** We are not responsible for any loss or damage to your property and do not maintain insurance covering it.
2. **SECURITY:** The Inn at Virginia Tech and Skelton Conference Center will provide at your expense, one security personnel per 75 attendees billable to you at a rate of \$35.00 plus tax per hour for each security officer.
3. **INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, government charges or fines and costs (including reasonable attorney's fees) arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.
4. **FIRE SAFETY:** Tables must be located in compliance with the local Fire Department regulations pertaining to mandatory aisles and fire exits. You acknowledge those decorations; props or staging brought into the hotel may be subject to approval by the local Fire Department.
5. **AUXILIARY AIDS:** The hotel represents and you acknowledge that the hotel facilities being rented for you including guest rooms common areas and transportations services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act. You agree that by (2) weeks prior to your event date you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids by the hotel.
6. **ATTORNEY'S FEES:** The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs.
7. **ARBITRATION:** The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by arbitration before JAMS/ENDISPUTE®. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the Federal Rules of Civil Procedure that the law of the state in which the hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.

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8. **INSURANCE:** You agree, if requested by us to obtain and keep in force, during the term of its occupancy and use of our premises for your event, policies of general liability insurance, specifically referring to and including the contractual liability referred to in paragraph 13, premises-operations, broad form property damage, independent contractors coverage, and personal injury liability with limits of \$1,000,000.00 with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employer's liability insurance with limits of \$1000,000.00 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us. You agree to include Hotel Hilton and Owner in such policies as additional insured there under. Your insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least three (3) days prior to your event copies of certificates of insurance for cash policy required by us.

These regulations become a part of the contract between the exhibitor and Virginia Tech. Virginia Tech respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to decisions by Virginia Tech.