

**Municipal Waste Management Association Fall Summit**  
**October 28-30, 2009**  
**Orlando, FL**

**APPLICATION FOR EXHIBIT SPACE**

**(Payment must accompany registration application)**

Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Representative Attending:  
Name \_\_\_\_\_ Preferred Name (first) on Badge \_\_\_\_\_  
Title \_\_\_\_\_

Attendee has special needs:     Yes (USCM will contact)     No

**EXHIBIT FEE:**

**\$1,500** (Payable by Oct 16, 2009)

(Exhibit fee must be paid prior to set-up):

**\$2,500 for non-SWAC members**

Fee includes:

- Two registration;
- one six foot table with two chairs (electrical outlet available)

**\*Additional representatives must register on a separate "ADDITIONAL EXHIBIT REGISTRATION FORM".**

(Contact the Meetings Department at 202/861-6789 for forms)

**Method of Payment:**

- Credit Card Authorization:** (The United States Conference of Mayors' Meetings Department is authorized to use the card below to pay all applicable registration fees):

**Credit Card Type (please circle one):** VISA    MC    Amex    Other (specify): \_\_\_\_\_  
Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

No refunds will be made for cancellations received after October 16, 2009. Refunds will be made for cancellations (received in writing) by October 16, 2009 less a \$200 service fee.

**(USCM Only) Authorization Code:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXHIBITOR INFORMATION**

*(It is important that you indicate the type and size of your display due to space limitations)*

Stand Alone/Pop-Up (size _____)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Table Top	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical Outlet Needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\*Audio Visual required (*arrangements must be made directly with hotel*)

We plan to display the following products and services \_\_\_\_\_  
\_\_\_\_\_

Please return this form to:

**The United States Conference of Mayors**  
**Attention: Monica B. Adams**  
**1620 Eye Street, NW**  
**Washington, DC 20006**  
**(202)861-6789 --- (202)467-4276**

# ***RULES AND REGULATIONS FOR EXHIBITORS***

## ***The Municipal Waste Management Association Fall Summit*** **October 28 – 30, 2009** **Orlando, FL**

*Dear Exhibitor:*

The U.S. Conference of Mayors Municipal Waste Management Association provides you with an excellent opportunity to discuss the products and services available through your company or organization.

### *Exhibitors' Rules and Regulations*

#### *1) Eligibility for Exhibit:*

Exhibit fee must be paid before set-up.

#### *2) Selection of Space:*

Exhibit space reservations are made in the order in which the applications are received. Please check with Monica Adams at the U.S. Conference of Mayors' Registration Desk regarding your assigned space.

#### *3) Exhibit Set Up:*

**Your exhibit space will be available for set-up on Wednesday, October 28, 2009, between 2:00 pm – 6:00 pm. No exhibits will be allowed to setup after 6:00 p.m.**

All materials exhibited should fit on the table and any backdrops should fit flush behind the table (no exceptions). The management reserves the right to make changes at any time in the location, display limits, etc., of any table exhibit when it is in the best interest of the program.

It will be the exhibitor's responsibility to see that all merchandise is removed from the exhibit space as soon as possible by 4:00 p.m. on Friday, October 30.

#### *4) Shipment & Storage:*

Shipping and storage arrangements will be the responsibility of the EXHIBITOR. The Hotel's receiving area is open from 8:00 am – 5:00 pm, Monday-Friday and Saturday from 10:00 am – 2:00 pm. Closed on Sunday. You may ship ten (10) boxes weighing no more than 50 pounds each to be the Hotel seven (7) days prior to the meeting. Anything over this amount will be charged a handling fee of \$5.00 per box.

#### *5) Liabilities:*

The U.S. Conference of Mayors Municipal Waste Management Association will not be responsible for the safety of property of the exhibitor due to theft, damage, etc. Safety of exhibit equipment will be the sole responsibility of the exhibitor.

If you have any questions about exhibits, please contact Monica Adams at (202)861-6789.