

Exhibitor Information for 4th North American Cargo Security 2005

Exhibiting will enable you to network and give a space to hold brief meetings with the high level professional attendees. The busiest times for the Expo are during the conference breaks when all the conference attendees will be in the Expo area.

To receive the most up to date Conference and Expo information please refer to the website:
<http://www.eyefortransport.com/cargosecurity05/index.shtml>

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4th annual Cargo Security Forum
Willard Intercontinental Hotel, Washington DC
5th - 6th December 2005

YOUR CONTACTS

There is an eyefortransport team working on your event:

Expo & Event Logistics/Production/Adverts:

Nadine Schultgen 1 800 814 3459 x.258 or +44 (0)20 7375 7191 nadine@firstconf.com

Event Director/Speakers:

Laura Goddard 1 800 814 3459 x.231 or +44 (0)20 7375 7231 lgoddard@eyefortransport.com

Sales:

Laura Goddard 1 800 814 3459 x.231 or +44 (0)20 7375 7231 lgoddard@eyefortransport.com

THE VENUE

The Conference and Exhibition for the 4th North American Cargo Security 2005 are being held in the ballroom of the Willard InterContinental Washington. See the floor plan below for more details.

You can also obtain more details from the Hotel:

Address:

Willard InterContinental Washington

1401 Pennsylvania Avenue NW

Washington DC

20004, USA

Telephone: +1 202 628 9100

Fax: +1 202 637 7326

Web: <http://washington.intercontinental.com>

Event Director – Laura Goddard

1 800 814 3459 ext. 231 or +44 (0)20 7375 7231

lgoddard@eyefortransport.com www.eyefortransport.com/cargosecurity05



STAND ALLOCATIONS

All stand allocations will be done on a first come first served basis and can only be guaranteed once we have received a signed copy of the Exhibitor Contract. Where possible, eyefortransport will try to give you your first choice but if this is not available we will offer you the next best alternative.

EXPO PACKAGE

The following is included in your package:

- 2 chairs
- tabletop

Also included is:

- 2 Exhibitor Staff passes (access to exhibition area only – no sessions or lunch access)
- Company Overview (100 words), Logo (eps format) & URL in Delegate Material
- Link on the eyefortransport Web Site:
<http://www.eyefortransport.com/cargosecurity05/index.shtml>

Additional equipment orders, Telephone and Internet Connection as well as Audio Visual equipment need to be **ordered separately** with the hotel. Please see the Exhibition Extras section below for information on how to order these.

The exhibition space is yours to do with as you choose. Some exhibitors will bring pop-up stands of their own. The only restriction is that whatever you bring must fit within your allocated space.



EXPO STAFF

As an exhibitor, you are also given Exhibit Staff Passes to allocate to those you intend to man your stand. Please note these do not include access to the main conference or the lunch.

Please inform Laura, lgoddard@eyefortransport.com or 1 800 814 3459 x.231 or +44 (0) 207 375 7231 by 25th November of the full name, job title and email address of the people from your company obtaining these tickets so that we can send them confirmation. If we do not receive the names by this date then there will be no badges available at the registration desk.

Should you require additional exhibit passes, these may be charged per additional person. Please contact Laura Goddard on the details above for more information.

EXPO TIMES

Please find below the exhibition opening times. These may change slightly closer to the event but the eyefortransport team will inform you of any changes via an email.

12/5/2005

07:00– 19:00

12/6/2005

07:30– 16:00

For your information, the busiest times will be during the coffee breaks, lunches and cocktail reception when conference attendees are able to walk the Expo floor. A timed program with exact timing of the breaks will be sent to you closer to the event

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SET UP TIMES

12/4/2005

21:00 – 23:00

12/5/2005

07:00 – 08:00

12/5/2005 is an additional set up day to allow exhibitors to finish up; all exhibitors are required to begin set up on 4/12/2005. All exhibits *must* be set by 07.30 on 12/5/2005 to be ready for the registration and coffee break.

If you are shipping packages in advance it is advisable that you or a colleague arrives in advance (by 22:00 on 12/4/2005 at the latest), to ensure everything you have sent has arrived. It is important to bring the tracking numbers for the unlikely event a package need be traced.

BREAK DOWN TIMES

12/6/2005

16:00 – 18:00

The area must be cleared of equipment and rubbish by 18:00 on 12/6/2005. Anything left after this time may be disposed of by the facility unless prior shipping arrangements have been made.

Important: In fairness to your fellow exhibitors and Expo attendees, and in the interest of maintaining the integrity of eyefortransport exhibitions, no one will be permitted to disassemble or remove their exhibit in whole or in part prior to the scheduled beginning of break down on 6/12/2005.

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EXHIBITION EXTRAS

All exhibition extras such as audio visual requests, electrical services as well as phone and internet access can be arranged with the venue directly. Our key contact at the hotel is:

Molly Brandenberger

Conference Services Manager

Tel: 202.637.7324

Fax: 202.637.7430

Email: molly_brandenberger@interconti.com

ACCOMMODATION

eyefortransport has managed to negotiate preferential room discounts for all attendees at the event. This is only available, until November 4th, 2005, so early booking is advised. After the cut-off date, rooms will be sold on a space available basis.

Make sure you take advantage of this opportunity and book your accommodation by calling the Willard Intercontinental directly on (202) 628 9100 and quoting **First Conferences Ltd** or **eyefortransport**.

Rates: eyefortransport group rate: **\$350**

All room rates are subject to any local, state and federal tax that may apply at the time of occupancy. (For information purposes only, current room tax rate is 14.5%).

Please be advised that check-in time begins after 3:00 p.m. Checkout time is 12:00 p.m. A deposit of 1 night's room and tax will be billed upon reservation confirmation.

SHIPPING

All shipping is to be organized and paid independently by the exhibitor. If you are shipping in advance it is **STRONGLY ADVISED** to pre-arrange for return shipping from the venue, before attending the exhibition. It is also important to bring **TRACKING NUMBERS** with you in the unlikely event a package needs to be traced. Please also bring all necessary packing and shipping materials with you.

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It is not the responsibility of eyefortransport to arrange shipment although we will be on hand to offer advice.

All shipping should be sent to Willard InterContinental Washington and should arrive no earlier than: 1 week before the show (otherwise the hotel will charge a storage fee per day per delivery) and no later than: 12/3/2005.

For your convenience we have created a SHIPPING LABEL, which must be printed out and attached to all exhibition material boxes. You will find the label attached to this email or online at: www.eyefortransport.com/cargosecurity05/documents/CargoSecurity05ShippingLabel.xls

COMPANY OVERVIEW & LOGO

Exhibitors each get a 100-word overview and their company logo in the Delegate Material.

OVERVIEW

This is strictly 100 words (no more). The idea of the overview is to simply give a brief description of your company 'products & services'.

COMPANY LOGO

Your company logo must be saved in an EPS format and saved in outlines.

Please submit your company overview together with your company logo to Nadine Schultgen - nadine@firstconf.com as soon as possible but before **11th November at the very latest**.

eyefortransport will not be responsible if your logo and overview is not received in time or in the right format. We also reserve the right to change your company overview if it is longer than 100 words.



ADVERTISEMENTS

The Delegate Material will be produced in **A4** size. The designer requests that all artwork be produced to this size. Please supply electronic artwork as a Press Optimized PDF with the fonts embedded.

A COLOUR RUN-OUT OF THE AD MUST ALWAYS BE SUPPLIED WITH ELECTRONIC FILES. IF THIS IS IMPOSSIBLE A FAX IS REQUESTED TO MATCH FONTS FOR PAGE LAYOUT.

Also note the following:

If the advertisement is to cover the overall page, it should be supplied with crop marks and bleed of at least 3mm.

Delivery address for hard copies:

Nadine Schultgen
First Conferences Ltd
7-9 Fashion Street
London
E1 6PX
Tel: +(0) 20 73757500
Fax: +(0) 20 73757511

Delivery address for electronic files: nadine@firstconf.com

Deadline for receiving artwork is 11th November

If we do not receive your advert by the deadline stated or in the wrong format, we cannot ensure it will be in the Delegate Material.

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INSERTS FOR DELEGATE PACKS

If you have opted for an insert as part of your Expo package, please note that they must arrive at the venue during business hours by **12/3/2005 at the very latest!**

Please print off the SHIPPING LABEL and attach to any packages sent to the Hotel for eyefortransport. This can be emailed directly to you or found online at:

www.eyefortransport.com/cargosecurity05/documents/CargoSecurity05ShippingLabel.xls

If we do not receive the inserts by the date stated and with the attached label, we cannot guarantee they will be placed in the Expo/Conference attendee packs.

It is also important to bring the TRACKING NUMBERS with you in the unlikely event a package needs to be traced.

If you are unsure whether your package includes an insert then please refer to your contract or contact eyefortransport directly.

INSURANCE

Whilst we will take every precaution to protect your property during the event, we are not responsible for any loss or damages and recommend that you obtain insurance coverage.

Such insurance is available through our insurer, Insurex Expo-Sure, who will be happy to provide you with a quote. You may contact Muriel Semple Tel: +44 (0) 1892 511 500

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties, and you may wish to protect your investment against abandonment, cancellation or curtailment of the event due to reason beyond our control.

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FINALLY

Please remember to send any order forms (i.e. Telephone/Internet Connection, Electricity, AV etc.) and materials (i.e. Company Logo, Company Overview, Inserts etc.) by the deadlines stated. eyefortransport cannot be held responsible for late returns.

We are very excited to have you participate in this year's 4th North American Cargo Security 2005 and the team wish you the very best of success at the event.

Kind regards

Nadine Schultgen

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