

2003 NORTH AMERICAN CONFERENCE ON MOLECULAR BEAM EPITAXY

September 28-October 2, 2003

Keystone, Colorado

April 30, 2003

To: Prospective exhibitors at NAMBE 2003

The 2003 North American Conference on Molecular Beam Epitaxy (NAMBE 2003) will be held in Keystone, Colorado from September 28-October 2, 2003. Exhibit space is available for Monday, September 29 through Wednesday, October 1. The exhibits will be in a central location adjacent to the main technical theater. The morning and afternoon coffee breaks will be held in the exhibit area in order to facilitate interaction between the exhibitors and the other participants at NAMBE 2003.

The exhibitor's fee is \$1650. This gets you the following:

- An 8' x 10' exhibit booth
- A one page black and white advertisement to be included in the Program/Exhibit Guide that will be distributed to all participants at NAMBE 2003
- One registration, including breakfast, lunch, coffee breaks, and conference proceedings
- Access to the attendee list of NAMBE 2003

Services such as drayage, storage, and additional exhibition furnishings will be available from Freeman Decorating Company, an exhibition company in Denver, Colorado, at an additional cost. If you decide to exhibit, we will send you an exhibitor's package containing all of the required information.

If you wish to exhibit, please complete the enclosed Exhibitor Profile and the Exhibit Agreement and return to the address specified along with your payment. Please note that the number of exhibits is limited and the available slots will be filled on a first come, first served basis. The deadline to submit payment is August 29, 2003.

In the past, several companies have helped to defray some of the costs of NAMBE with their generous donations. I hope that I can again count on some you to help defray some of the substantial expenses associated with NAMBE. The following is a list of sponsorship opportunities:

- 1) Leather-bound portfolio: Your company's name, along with NAMBE 2003, will be embossed on the portfolio. There are 2 sponsorships available for \$2000 each.
- 2) Banquet and opening reception refreshments: There are 6 sponsorships available for \$1000 each. Your sponsorship will be acknowledged in the Program Guide.
- 3) Coffee breaks: There are 6 sponsorships available for \$500 each. Your sponsorship will be acknowledged in the Program Guide.

You are welcome to post a company sign at your sponsored event. Easels will be provided.

If you have any questions, please contact the Conference Chairman, Richard Mirin, at (303) 497-7955 or by e-mail at mirin@boulder.nist.gov. I look forward to seeing you all in Colorado this fall.

Sincerely,

Richard Mirin
2003 NAMBE Conference Chairman

2003 NORTH AMERICAN CONFERENCE ON MOLECULAR BEAM EPITAXY

**28 September – 2 October 2003
Keystone, Colorado**

Exhibit Agreement

Agreement is entered into this ____ day of _____ 2003 by and between _____, herein after referred to as the "Exhibitor" and Synergistic Management Inc., herein after referred to as the "Exhibit Organizer."

The mailing address for the Exhibitor is:

and that for the Exhibit Organizer is:

Synergistic Management
3100 Route 138, Bldg. #3
Wall Township, NJ 07719

Telephone: 732-280-2022 /// Fax: 732-681-9314

Whereas NIST, sponsor of NAMBE, has entered into an agreement with the Synergistic Management Inc. (Exhibit Organizer), and wherein the Exhibit Organizer will organize, conduct and be responsible for managing exhibitions during the same time period of and co-located with the **2003 NORTH AMERICAN CONFERENCE ON MOLECULAR BEAM EPITAXY**

Now, therefore, the Exhibit Organizer and the Exhibitor agree to the following terms and conditions:

- (1) This agreement is concerned with the **2003 NORTH AMERICAN CONFERENCE ON MOLECULAR BEAM EPITAXY**
- (2) The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims, arising out of the damage to Exhibitor's displays, equipment, and other property brought upon the premises of the hotel, except for loss or damage caused by the negligence of others. Exhibitor agrees that NIST, NAMBE, the Exhibit Organizer and Keystone Resort shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason or use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor and that Exhibitor will indemnify and hold harmless NIST, NAMBE, the Exhibit Organizer and Keystone Resort from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative.
- (3) For an exhibitor's fee of \$1650, the Exhibit Organizer will provide the following:
 - a. A booth measuring 8' x 10' consisting of a background curtain 8' high, a side rail 3' high, a sign carrying the exhibitor's name, two side chairs and one draped exhibitor table (2' x 6').
 - b. A one page black and white advertisement to be included in the Program/Exhibit Guide that will be distributed to all participants at NAMBE 2003.
 - c. One conference registration including breakfast, lunch, coffee breaks and conference proceedings.
 - d. Access to the attendee list of NAMBE 2003
- (4) The exhibit area, as assigned, will be available for setup on Sunday, 28 September 2003 at 2:00pm in the Longs Peak Room.

- (5) Exhibit hours will be from 8AM – 5PM on Monday and Tuesday, 29 and 30 September and from 8AM – 3PM on Wednesday, 1 October 2003. Tear down cannot begin until 3PM Wednesday evening and can continue thru 8PM that evening. If necessary, breakdown can continue on Thursday morning at 8AM but all exhibit related material must be clear of the Keystone Resort by 12 Noon on Thursday, 2 October 2003.
- (6) Keystone Resort is unable to store display materials and/or show merchandise. Therefore, at the conclusion of the exhibition, all related equipment, crates, etc. must be removed from the premises.
- (7) The exhibitor fee does not include electrical service, telephone service, drayage, or storage of display equipment or labor for installation of displays. Electrical and telephone service, at an additional cost, is available from the Keystone Resort. Drayage, storage of display equipment and labor for installation of displays can be obtained, at an additional cost, from Freeman Decorating Company. Once payment has been received along with signed copy of this exhibit agreement, you will be receiving an exhibitor kit containing the information needed to obtain these services.
- (8) Any notice or-statement which any of the parties hereto may desire or be required to give or make to the other party hereunder shall be given in writing by ordinary or certified mail to the other party at the respective addresses set forth herein.
- (9) Full payment is required by 29 August 2003. If payment is not received by this date, we cannot guarantee that your advertisement will be included in the program (see paragraph 3b above).
- (10) Since the National Institute of Standards and Technology is an agency of the US Government, federal rules prohibit all commercial activity at the exhibits or on the grounds. Product information may not include prices or price schedules, and exhibitors may not conduct commercial transactions. Your signature indicates your agreement to these terms.
- (11) This written agreement embodies the entire agreement of the parties hereto and no understanding or agreements, verbal or otherwise, exist between the parties hereto except as expressly set forth herein.

This agreement shall not be altered, revised, amended, modified or changed in any manner whatsoever except by the mutual agreement of the parties hereto in writing.

EXHIBITOR	EXHIBIT ORGANIZER
By: _____ Signature	By: _____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title

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ON MOLECULAR BEAM EPITAXY**

*28 September – 2 October 2003
Keystone, Colorado*

Exhibitor Profile

Company Name: _____

Street Address: _____

(City) (State) (Zip Code)

Point of Contact: _____

Mail Stop: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Brief Description of Products to be Exhibited: _____

Please list below the name of person to receive the complimentary conference registration:

Please mail this form along with Exhibit Agreement and payment to:

Barbara McGivney, Exhibitor Organizer (tel: 732-280-2022)
Synergistic Management
3100 Route 138, Bldg. #3
Wall Township, NJ 07719