

Exhibitor information

2009 BAE Systems GXP

International User Conference and
Professional Exchange

May 4 – 8, 2009
Hilton La Jolla Torrey Pines
San Diego, California

Presented by:
BAE Systems Geospatial eXploitation Products™

Venue

The 2009 BAE Systems GXP International User Conference and Professional Exchange will be held at the renowned **Hilton La Jolla Torrey Pines**, one of the most exceptional settings in Southern California. Perched atop Southern California's spectacular coastline and overlooking the legendary Torrey Pines Golf Course -- site of the 2008 U.S. Open -- the Four Diamond Hilton La Jolla Torrey Pines offers gracious, personal service with comfortable, elegant ambience. The hotel is located in the resort community of La Jolla offering exquisite shops, restaurants and museums and a glorious, majestic coastline with sandstone cliffs, natural beach coves and hiking trails. Once you experience this enchanting oasis, you'll know why it was so aptly named the "Jewel of the Pacific."

The conference will be held in the hotel convention center, Grande Ballroom A, B & C as well as additional breakout rooms. The exhibition area is located immediately outside the Grande Ballroom in the Pre-Function area.

Exhibit hours

Exhibit set-up: Monday, May 4	12:00 PM – 5:00 PM	(1200 – 1700 hours)	Pre-Function area
Exhibits open: Monday, May 4 <i>Welcome Reception</i>	6:00 PM – 9:00 PM	(1800 – 2100 hours)	Pre-Function – Exhibitor Area & Ballroom Terrace
Tuesday, May 5 <i>Continental Breakfast</i>	8:00 AM – 5:00 PM* 7:30 AM – 8:30 AM	(0700 – 1700 hours) (0700 – 0800 hours)	Grande Ballroom A, B & C Pre-Function – Exhibitor Area
Wednesday, May 6 <i>Continental Breakfast</i>	8:00 AM – 5:00 PM* 7:00 AM – 8:30 AM	(0800 – 1730 hours) (0630 – 0800 hours)	Workshops in Various Room Pre-Function – Exhibitor Area
Exhibit tear down: Wednesday, May 6	6:00 PM – 9:00 PM	(1800 – 2100 hours)	

** Exhibitors are welcome to participate in all meals and snack breaks with Conference attendees. Lunch will be served Tuesday – Thursday from approximately 12:00 PM – 1:00 PM. Please refer to final conference program for times.*

Exhibitor fees & benefits

The Exhibition fee is **\$2000** which includes the following benefits:

- Two (2) full conference registrations (valued at \$1590)
- One (1) exhibit space
- Golf hole sponsorship at the Golf Tournament, held on Monday, May 4
- Company logo and description:
 - On the Conference web site
 - In the final Conference program
 - In the Conference proceedings CD
- Signage at conference

Company logo & company description (50 word count):

Please send logo in high-res (300 dpi) tif or jpg format to rachel.snyder@baesystems.com.

Exhibitor space

Registered exhibitors will be provided with the following:

- One (1) draped 30" x 6' display table
- Two (2) chairs, and
- One (1) 110v outlet

Additional items required by the exhibiting company, such as furnishings, internet connection, electrical cords or electrical requirements above the standard power provided by BAE Systems, should be arranged through:

Ms. Kyrstan Martin

Senior Events Manager

Hilton La Jolla Torrey Pines
10950 N.Torrey Pines Road
La Jolla, CA 92037
Tel: +1 858-450-4516
Fax: +1 858-558-1131
Email: kyrstan.martin@hilton.com

Arrangements and payment for additional items are the responsibility of the exhibiting company.

Exhibit space assignment policy

Please see the attached floor plan for the exhibit layout. BAE Systems is responsible for booth sales, fee collection, and assignment of space. All exhibit floor space is available on a first come, first served basis. Exhibit floor space will be assigned upon receipt of the **Application for exhibit space** form and payment received. Confirmation of space assigned will be issued upon application approval.

BAE Systems will make every effort to maintain the general configuration of the exhibit floor plan. However, BAE Systems reserves the right to modify the plan and/or relocate any sponsor or exhibitor as deemed necessary.

Exhibition contact information

For more information about exhibiting at this Conference, please contact:

Rachel Snyder

Events & Marketing

BAE SYSTEMS, Geospatial eXploitation Products

10920 Technology Place

Mail Zone 62TAL

San Diego, CA 92127-1874

Tel: +1 858 675-2850

Fax: +1 858 592-5309

Email: rachel.snyder@baesystems.com

Shipping information

The Hilton La Jolla Torrey Pines has an on-site shipping and storage area available to 2009 GXP User Conference exhibitors. Deliveries can be made up to 5 days in advance (no earlier than April 29).

Please note there is a \$2.00 per box handling fee. Boxes received more than 5 days prior to your exhibit dates will be subject to a \$3.00 per box storage fee.

Vendors should coordinate the shipment of materials and equipment through their preferred carrier (FedEx, UPS, etc.).

All boxes/items sent directly to the hotel, must be addressed as follows:

Hilton La Jolla Torrey Pines

10950 N. Torrey Pines Road

La Jolla, CA 92037

Attn: (Name of Receipt)

Event: 2009 GXP User Conference

Dates: May 4 – 8, 2009

Hilton Contact: Kyrstan Martin

Box ___ of ___

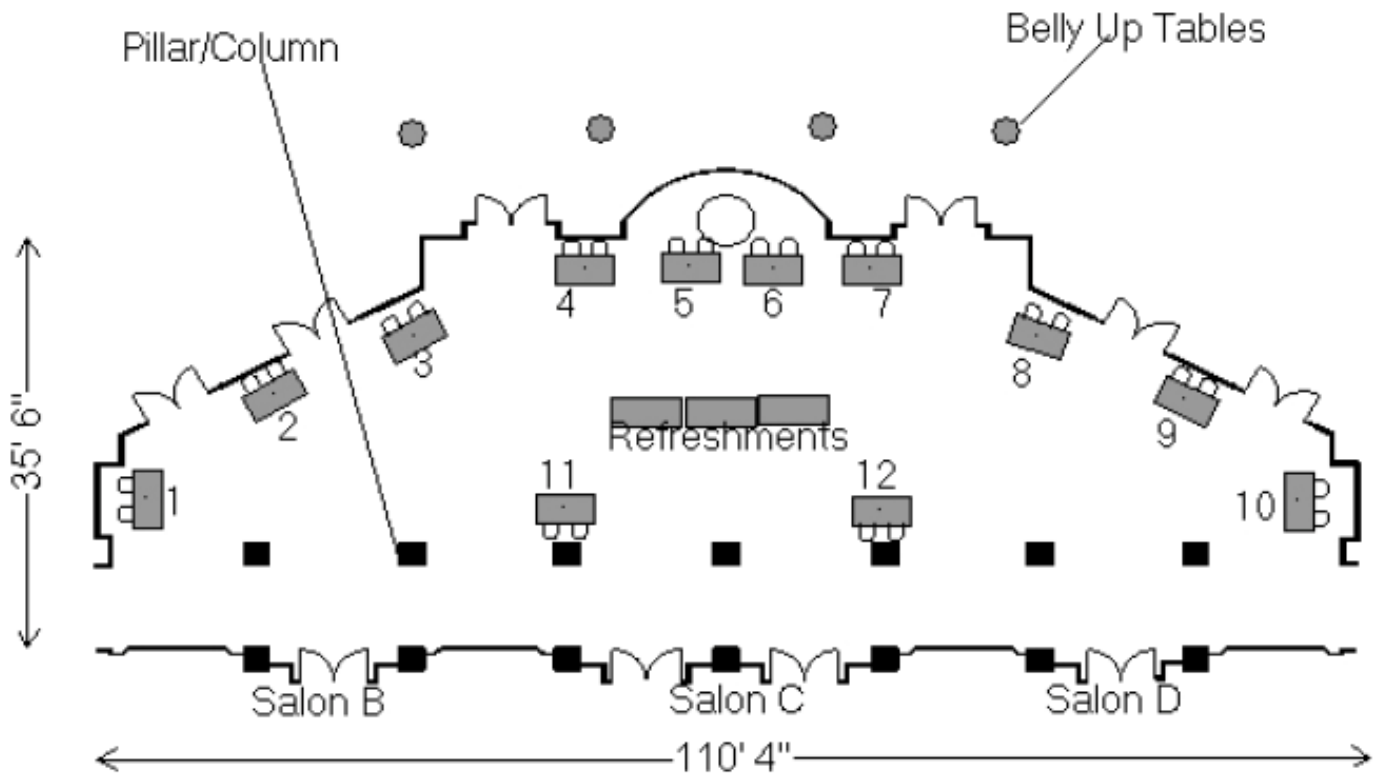
Cancellation policy

If an exhibitor cancels space after April 15, 2009, BAE Systems reserves the right to retain 50% of the exhibit fee. An exhibitor canceling after May 1, 2009 will forfeit 100% of the exhibit fee. Cancellation must be in writing.

Exhibitor responsibilities

1. Although the hotel provides security in the area around the exhibit area, the exhibit area cannot be locked and it is the individual exhibitor's responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. It is also the exhibitor's responsibility to remove any dangerous materials from their displays when their staff is not there to supervise its use and to provide and use their own proper hazardous waste disposal system.
2. BAE Systems reserves the right to cancel the Conference or Exhibition for any reason. BAE Systems and the Conference facility shall not be liable for any expenses incurred by the exhibitor except for an exhibit fee refund.
3. It is the exhibitor's responsibility to be certain their exhibit and accompanying equipment can be moved into the designated exhibit area and conform to safety and fire regulations. Any and all services needed from the facility over and above those provided as standard are the responsibility of the exhibitor.
4. The exhibitor agrees to protect, save and hold BAE Systems, the hotel, and their respective officers, employees and affiliates (hereafter collectively called "Indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, where occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, exhibitor shall at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises, the hotel, or any part thereof.
5. It is the exhibitor's sole responsibility to obtain business interruption insurance and full insurance coverage on all exhibit material, equipment, or apparatus introduced into the Conference location premises; to have comprehensive general liability, contractual liability and property damage insurance protecting against any liability which may accrue by reason of alleged wrongful or negligent conduct of the exhibitor in the amount of not less than \$1,000,000.00 per occurrence; to have Workman's Compensation insurance meeting statutory limits or insurance required by similar employee benefit acts as well as insurance having a minimum per occurrence limit of at least \$100,000 against all claims, which may be brought for personal injury or death of exhibitor's employees. All such coverage is to include contractual liability.
6. It is the exhibitor's sole responsibility to pay any royalties or license fees due to but not limited to BMI, ASCAP, or to the Host City or state.
7. Exhibitors will comply with these terms and conditions; rules and regulations of the, city, state or federal regulations governing this Exhibition's hazardous waste, and labor unions.

Exhibitor floor plan



Space 1: BAE Systems

Application for exhibit space

Organization _____ Phone _____
Contact Person _____ Fax _____
Street/Mailing Address _____ Email _____
City, State, Zip _____

BOOTH RESERVATION

Booth space is 8 x 10' (floor space only – no shell scheme); exhibitor fee is \$2000. One table, two chairs, electrical, and two complimentary exhibitor badges are included. All exhibitors are required to bring their own extension cords and/or multiple electrical outlets as needed. (See attached floor plan.)

Booth preferences: 1st choice _____, 2nd choice _____, 3rd choice _____

EXHIBIT STAFF

Names of representatives at your booth as they should appear on badges:

1) _____ 2) _____

EXHIBIT STAFF CONTACT INFORMATION

Please provide full contact information for those individuals who will staffing the event:

Representative #1

Street/Mailing Address _____

City, State, Zip _____

Phone _____

Fax _____

E-mail _____

Representative #2

Street/Mailing Address _____

City, State, Zip _____

Phone _____

Fax _____

E-mail _____

METHOD OF PAYMENT

Check ** AMEX MasterCard VISA Paid online, order number: _____

****Make checks payable to BAE Systems, and mail to: 10920 Technology Place, MZ 62-TAL, San Diego, CA 92127, Attn: Rachel Snyder**

Name on Credit Card _____

Card No.: _____

Exp. (mo/yr): _____

Amount: \$ _____

Signature: _____

Date: _____

Please fax back to Rachel Snyder at +1 (858) 592-5309

EXHIBITOR BILLING INSTRUCTION AND ORDER FORM

THE FOLLOWING FORM MAY BE USED BY INDIVIDUAL EXHIBITORS IF BILLING DOES NOT GO TO THE GROUP'S HOTEL MASTER ACCOUNT. PLEASE FORWARD COMPLETED FORMS TO THE ADDRESS BELOW A MINIMUM OF 2 WEEKS PRIOR.

CONFERENCE NAME/DATE:

**BAE Systems GXP International User Conference & Professional Exchange
May 4 – 7, 2009**

EXHIBITOR NAME/COMPANY _____

BOOTH OR TABLE NUMBER _____

ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

TELEPHONE LINE REQUIRED _____ YES _____ NO

TYPE OF PHONE LINE _____

HIGH SPEED INTERNET CONNECTION @\$250.00 PER LINE/PER DAY
_____ YES _____ NO

ELECTRICITY REQUIRED _____ YES _____ NO
(Attached Electrical Form **MUST** Be Completed)

CREDIT CARD FOR BILLING VISA AMEX MASTERCARD DISCOVERY
(Circle One)

CREDIT CARD NUMBER _____ EXPIRATION _____

NAMES AS IT APPEARS ON THE CARD _____

SIGNATURE _____

NUMBER OF BOXES TO BE SHIPPED TO THE HOTEL _____
(Please note there is a 2.00 per box handling fee. Boxes received more than 5 days prior to your exhibit dates will be subject to a \$3.00 per box storage fee.)

ALL BOXES MUST BE ADDRESSED AS FOLLOWS:

HILTON LA JOLLA TORREY PINES

10950 North Torrey Pines Road
La Jolla, CA 92037

Attn: Name of Person Receiving Box at Hotel

HOLD FOR ARRIVAL: NAME OF CONFERENCE AND DATES



Electrical Order Form
 The Hilton Torrey Pines
 10950 North Torrey Pines Rd.
 Phone: (858) 450-4596
 e-mail: jjohnson@psav.com



Name of Group/Conference: _____ Exhibitor Name: _____
 Meeting Room / Rooms: _____ Hotel Contact: _____
 Function Date(s): _____ Group Contact: _____
 Set-up Date: _____ Phone Number: _____
 Tear Down Date: _____ e-mail: _____

* To qualify for the advance order price, we must receive your order and payment information (10) days prior to set date.

Meeting Room Power - 115v/ 120v Power

<i>Each Meeting room will be billed a minimum \$40 for power.</i>	Advance Order Price	On Site	Charge Per Day	# of Rooms	# of Days	Total
20A - 115v Circuit (Minimum room charge)	\$ 40.00	\$ 65.00				
20A - 115v Circuit - Booth	\$ 40.00	\$ 65.00				
20A - 115v Circuit (Dedicated) - Booth	\$ 65.00	\$ 95.00				
Sub-Total:						\$ -

Outlet circuit rates listed above (For booths), include bringing the service to one location at the rear of your exhibit booth. Outlet rates do not include the connection of any equipment, special wiring, distribution of electrical services, or labor. Standard wall outlets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered through PSAV.

Meeting Room Power Drop	Per Quote
Multiple outlet power drops for meeting space set-ups are on a quote only basis. Each drop is \$50.00 plus tax and labor. Each drop includes (1) power strip. Client must supply the number of drops, and a set-up diagram for quoting purposes.	

208v - 1Ø Power

<i>Not available to individual exhibitors</i>	Advance Order Price	On Site	Charge Per Day	# Needed	# of Days	Total
60A - *Spider/Drop Box	\$ 275.00	\$ 350.00				
60A - *Spider/Drop Box - GFI	\$ 325.00	\$ 395.00				
* All Spider/Drop boxes must be supplied by PSAV and/or the Engineering Dept.						
Sub-Total:						\$ -

208v - 3Ø Power

<i>Not available to individual exhibitors</i>	Advance Order Price	On Site	Charge Per Day	# Needed	# of Days	Total
100A - Camlok	\$ 450.00	\$ 550.00				
100A - *Distro w/ individual outlets	\$ 575.00	\$ 675.00				
200A - Camlok	\$ 800.00	\$ 975.00				
200A - *Distro w/ individual outlets	\$ 925.00	\$ 1,100.00				
* All Spider/Drop boxes must be supplied by PSAV and/or the Engineering Dept.						
Sub-Total:						\$ -

Misc. Electrical

<i>Not available to individual exhibitors</i>	Advance Order Price	On Site	Charge Per Day	# Needed	# of Days	Total
25' AC Extension Cord	\$ 10.00	\$ 15.00				
Powerstrip - (6) Outlet	\$ 15.00	\$ 20.00				
* All Spider/Drop boxes must be supplied by PSAV and/or the Engineering Dept.						
Sub-Total:						\$ -

Please see Terms & Conditions and Payment Information on page (4)

Name of Group/Conference: _____ Ordered By: _____
 Meeting Room / Rooms: _____ Hotel Contact: _____
 Function Date(s): _____ Group Contact: _____
 Set-up Date: _____ Phone Number: _____
 Tear Down Date: _____ e-mail: _____

*Cancellation Policy -- Cancellations within 24HRS of event are subject to a 4HR minimum labor charge.
 Diagrams for event must be submitted no less than (2) weeks prior to set-up date.*

INSTALL

Rigging labor is billed on a per hour rate with a (4) hour minimum

Labor Rates	Number of Riggers	Rate Per Hour, Per Rigger	Hours	Total
Regular Time -- Hours 1 - 8		\$125.00		\$ -
Overtime -- Hours 8-12 (Also 8PM - 11:59PM)		\$187.50		\$ -
Double-time -- After 12 Hours (Also 12AM - 6AM)		\$250.00		\$ -
Weekends		\$187.50		\$ -
Holidays		\$250.00		\$ -

Install Labor Total: \$ -

STRIKE

Rigging labor is billed on a per hour rate with a (4) hour minimum

Labor Rates	Number of Riggers	Rate Per Hour, Per Rigger	Hours	Total
Regular Time -- Hours 1 - 8		\$125.00		\$ -
Overtime -- Hours 8-12 (Also 8PM - 11:59PM)		\$187.50		\$ -
Double-time -- After 12 Hours (Also 12AM - 6AM)		\$250.00		\$ -
Weekends		\$187.50		\$ -
Holidays		\$250.00		\$ -

Strike Labor Total: \$ -

POINTS, HARDWARE, AND EQUIPMENT

All Rigging hardware, motors, chain hoists, track hangers, span-sets, etc... Must be supplied by PSAV

	Quantity	Rate Per Day	# of Days	TOTAL
*Rig Point Package - Per Point		\$125.00		\$ -
Airwall Track Hanger and/or Cable Pick		\$17.50		\$ -
Chain Hoist		\$125.00		\$ -
Chain Motor - ½ Ton		\$175.00		\$ -
Scissor Lift		\$250.00		\$ -
Scissor Lift		\$495.00	Week	\$ -

**Rig Point Package Includes: Point, steel, span-set, etc.*

***NOTE** - Lifts, ladders, and truss are not provided. They must be rented from PSAV, or supplied by client.

Equipment Total: \$ -
 Install Labor Total: \$ -
 Strike Labor Total: \$ -
 Rigging Page Total: \$ -



Banner & Miscellaneous Engineering Charges

The Hilton Torrey Pines
10950 North Torrey Pines Rd.

Phone: (858) 450-4596 - Fax: 858.558.1131

e-mail: jjohnson@psav.com



Name of Group/Conference: _____ Exhibitor Name: _____
 Meeting Room / Rooms: _____ Hotel Contact: _____
 Function Date(s): _____ Group Contact: _____
 Set-up Date: _____ Phone Number: _____
 Tear Down Date: _____ e-mail: _____

** To qualify for the advance order price, we must receive your order and payment information (10) days prior to set date.*

Banners

<i>Please send dimensions, hanging locations, and any hardware needed ASAP so engineers can be scheduled...</i>	Advance Order Price	On Site	Number of Banners	Total
4' x 6' or Smaller (Simple installations)	\$ 50.00	\$ 65.00		
Large Banner - Not to exceed 8' x 12'	\$ 75.00	\$ 100.00		
Large Banner - Larger than 8' x 12'	Quote			
Complex installations	Quote			

Sub-total: \$ -

Our Engineering Department carries a limited supply of materials for banner installation. To guarantee prompt installation, Client must supply all needed hardware unless specifically requested in advance.

Lock Change / Door Re-key

<i>Please provide room list</i>	Advance Order Price	On Site	Per Lock - (2) Min.	# of Keys Needed	Total
Lock Change / Re-key	\$ 75.00	\$ 100.00		XXXXXX	
Keys	\$ 5.00	\$ 10.00	XXXXXX		

Sub-total: \$ -

There is a \$100.00 charge for unreturned keys.

Misc. Electrical

<i>For addition power requirements, please use the electrical order form.</i>	Advance Order Price	On Site	Charge Per Day	# Needed	# of Days	Total
25' AC Extension Cord	\$ 10.00	\$ 15.00				
Powerstrip - (6) Outlet	\$ 15.00	\$ 20.00				
TV Feed	\$ 50.00	\$ 75.00				
Duct Tape	\$ 10.00	\$ 15.00	XXXXXXXX		XXXX	

Sub-total: \$ -

Labor Rates - Engineering

Labor Charging Guidelines

All hourly labor is charged at a (1), (2), or (4) hour minimum depending on services needed and will be quoted as such.

Hourly Rate: Charged per hour, per person, for first 8 hours. Standard rate applies from 6AM - 8PM

Overtime (OT): Charged per hour, per person, after 8 hours, up to 12 hours. OT applies from 8PM - 11:59PM

Doubletime (DT): Charged per hour, per person, after 12 hours until an 8 hour break is provided for personnel. DT also applies from 12:00AM - 6AM

<i>Standby electricians must be scheduled in advance.</i>	Reg Rate Per Hr.	OT Rate Per HR.	DT Rate Per HR.	# of hours needed	Total
Engineering Labor Rate	\$ 65.00	\$ 97.50	\$ 130.00		
Fire Watch / Electrician Standby	\$ 65.00	\$ 97.50	\$ 130.00	4 HR. Min.	

Sub-total: \$ -

Banner & Miscellaneous Electrical Charges Page Total: \$ -

Please see: Terms, Conditions and Billing Information on page (4)



Terms, Conditions, and Billing



All rigging, power, and distribution box connections to the hotel will be performed by PSAV or Hilton Hotel electricians.

Engines, motors, or any kind of equipment, may not be operated within the building without the written consent of the Director of Engineering.

No nails or bracing wires used in erecting displays may be attached to the building without the written consent of the Director of Engineering.

All property damaged or destroyed by vendors must be replaced to its original condition by the vendor or at the vendors expense.

All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed.

All equipment, regardless of power source, must comply with Federal, State, and Local codes. PSAV and the Hilton Hotel, reserve the right to inspect all electrical equipment and electrical connections to ensure compliance.

EQUIPMENT RATES. Unless otherwise noted, all rates are based upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00am and continuing through 11:59pm. Customer agrees to pay the rental fees described in this proposal for the stipulated period. Any equipment that is used and/or retained by Customer for a longer period shall be subject to PSAV's prevailing rates until the equipment is returned.

DAMAGE & SECURITY. Customer shall be responsible for all equipment that is damaged, lost or stolen (whether by use, misuse, accident or neglect), unless caused by PSAV's negligence. In addition to amounts due to PSAV in connection with this proposal, Customer agrees to pay PSAV upon demand for all amounts incurred by PSAV on account of lost, damaged and stolen equipment, based upon repair costs for reparable equipment or full replacement cost for lost or irreparable equipment.

Liability – PSAV and the Hilton Hotel will not be responsible for any injury, loss, or damage that may occur to the exhibitor, vendor, their employees, property, or to any other person, prior, during, or subsequent to the period covered by their contact, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of PSAV or the hotel. Each exhibitor/vendor expressly releases PSAV and the Hilton Hotel, from such liabilities and agrees to indemnify them against any and all claims for such injury, loss or damage.

**Exhibitors: PAYMENT IN FULL must be rendered before or during the event. Exhibitors are NOT subsequently billed for services provided. Services may be interrupted if payment is not received.*

Billing

Method of Payment Please Check One

Visa MasterCard American Express Master Account MA# _____

Card Number: _____ Exp Date ____ / ____ Security Code _ _ _

Cardholder's Name (as appears on card)

Cardholder's Signature

Please Print Name

*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of on site changes placed by your representatives.

Meeting and Banquet Facilities



Room Capacities	L x W x H	Sq. Ft.	Theater Style		Classroom Style	U-Shape	Hollow	Rounds of 10	Banquet w/Dance Floor	Reception
			Head Table	Rear Screen	Head Table	Outside Only	Square			
Grande Ballroom	83' x 116' x 15'3"	12,035	1,370	1,102	810	—	—	1,050	950	1,500
Ballroom A, B, D or E	41'8" x 48'3" x 15'3"	2,010	192	120	108	41	54	140	110	250
Ballroom AB, C or DE	83' x 48'3" x 15'3"	4,005	456	384	198	74	90	310	260	500
Ballroom ABC or CDE	83' x 96'8" x 15'3"	8,023	924	704	540	—	—	700	550	1,000
Scripps Ballroom	41' x 81'8" x 14'	3,348	380	320	195	74	64	220	220	480
Scripps Ballroom 1 or 2	41' x 40'9" x 14'	1,571	160	100	90	38	45	120	80	240
La Jolla Rooms										
Cove, Shore or Canyon	24' x 26' x 12'	624	60	—	36	25	30	40	—	30
Executive Board Room	18' x 25' x 9'	450	Permanent seating for 12 persons							
Hospitality Suites										
3095 & 3099 (Lobby Level)	12' x 16' x 8'6"	192	20	—	12	12	15	20	—	30
3097 (Lobby Level)	22' x 24' x 8'6"	528	45	—	25	20	25	40	—	70
1031, 1059 & 1102	18' x 25' x 8'6"	450	35	—	22	16	20	30	—	45
Pre-Function										
Grande Ballroom	—	4,000	—	—	—	—	—	—	—	500
Balroom Terrace	—	2,560	—	—	—	—	—	—	—	320
Outdoor Space										
Parterre Garden I	76' x 72'	5,472	—	—	—	—	—	350	—	710
Parterre Garden II	48' x 64'	3,072	—	—	—	—	—	150	—	320