

Exhibitor information

2011 GXP User Conference

September 19 – 22, 2011
Westfields Marriott Washington Dulles
Chantilly, Virginia

Presented by:
BAE Systems Geospatial eXploitation Products™

Venue

The 2011 GXP User Conference will be held at the elegantly appointed Westfields Marriott Washington Dulles in Chantilly, Virginia. The Westfields Marriott hotel combines sophisticated meeting facilities with the grandeur of a magnificent colonial estate.

The general session of the conference will be held in the Grand Dominion Ballroom on the 2nd floor of the Westfields Marriott. The exhibition area is located immediately outside the Grand Dominion Ballroom in the upper Rotunda lobby area.

Exhibit hours

Exhibit set-up: Monday, Sept. 19	Noon to 5:00 p.m.	(1200 – 1700 hours)	Grand Dominion conference lobby, upper Rotunda
Exhibits open: Tuesday, Sept. 20	7:30 a.m. to 5:30 p.m.*	(0730 – 1730 hours)	Grand Dominion conference lobby, upper Rotunda
<i>Continental Breakfast</i>	7:30 a.m. to 8:30 a.m.	(0730 – 0830 hours)	
<i>Morning break</i>	Time TBD		
<i>Lunch</i>	11:30 a.m. to 1:00 p.m.	(1130 – 1300 hours)	
<i>Afternoon break</i>	Time TBD		
Wednesday, Sept. 21	7:00 a.m. to 5:30 p.m.*	(0700 – 1730 hours)	Grand Dominion conference lobby, upper Rotunda
<i>Continental Breakfast</i>	7:00 a.m. to 8:30 a.m.	(0630 – 0800 hours)	
<i>Morning break</i>	Time TBD		
<i>Lunch</i>	12:00 a.m. to 1:30 p.m.	(1200 – 1330 hours)	
<i>Afternoon break</i>	Time TBD		
Exhibit tear down: Wednesday, Sept. 21	5:00 p.m. to 9:00 p.m.	(1700 – 2100 hours)	Grand Dominion conference lobby, upper Rotunda

** Exhibitors are welcome to participate in all general sessions, workshops, meals, snack breaks, and evening networking social event as they are also Full Conference attendees. Please refer to final conference program for breakfast, morning break, lunch and afternoon break 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 BAE Systems Arthur C. Gunn Memorial Golf Tournament, held on Monday, September 19
- Company logo and description:
 - On the Conference website
 - In the final Conference program
 - In the Conference proceedings
- Signage and acknowledgement 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:

Mr. Javier Flores

Director of Audio Visual Services

The Westfields Marriott - SWANK
14750 Conference Center Dr
Chantilly, VA 20151
Tel: +1 703-818-3692
Fax: +1 703-818-3699
Email: jflores@swankav.com

Ms. Sara Twigg is the Westfields Marriott Event Manager for the GXP User Conference and is available to answer additional questions you may have regarding the hotel.

Ms. Sara Twigg **Event Manager**

The Westfields Marriott
14750 Conference Center Dr
Chantilly, VA 20151
Tel: +1 703-818-3589
Fax: +1 703-818-8840
Email: sara.twigg@marriott.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

Deliveries to the Westfields Marriott Washington Dulles can be made up to 4 days in advance of the conference (no earlier than September 15).

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:

Westfields Marriott Washington Dulles

Attn: (Name of Recipient)

14750 Conference Center Dr

Chantilly, VA 20151

Event: 2011 GXP User Conference

Dates: September 19 – 22

Westfields Marriott Contact: Sara Twigg

Box ___ of ___

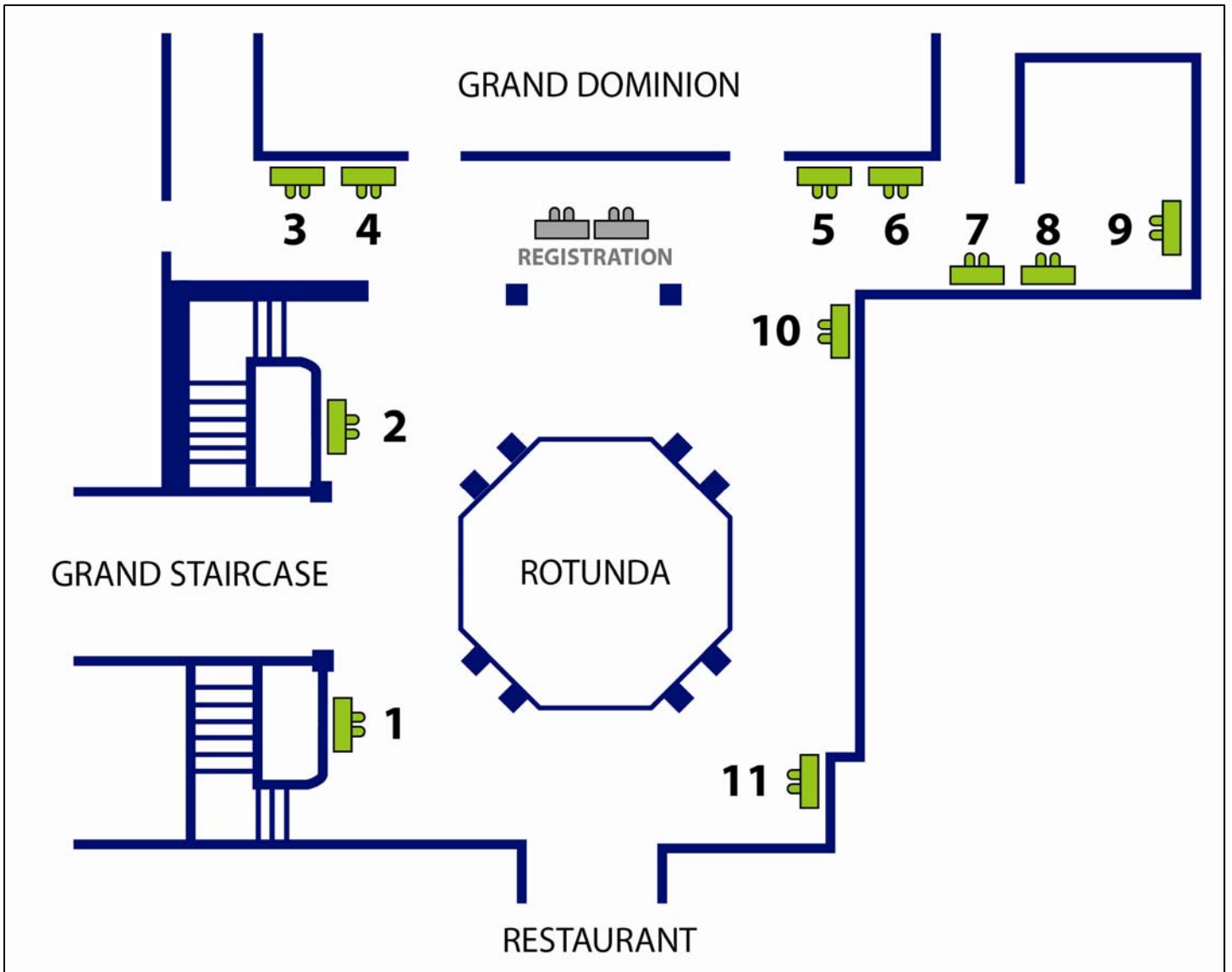
Cancellation policy

An exhibitor canceling after September 14, 2011 will forfeit 100% of the exhibit fee. Cancellation must be in writing.

Exhibitor responsibilities

1. Although the hotel provides general security for the hotel, the exhibit area is in an open area and cannot be locked; thus 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 September 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



Application for exhibit space

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

BOOTH RESERVATION

Booth space is a tabletop display, approximately 8 x 10' (floor space only – no shell scheme); exhibitor fee is \$2000. Provided by BAE Systems is: one 6' draped table, two chairs, one electrical drop, and two full conference registrations. 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, and full contact information for those individuals:

1) _____	2) _____
Street/Mailing Address _____	Street/Mailing Address _____
_____	_____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Fax _____	Fax _____
E-mail _____	E-mail _____

METHOD OF PAYMENT

Please note: Online payment at gxpuserconference.com is the preferred method of payment.

To complete payment online, please go to www.gxpuserconference.com and select "Exhibitor Registration."
Complete the checkout process and reference your order number below.

Paid online, order number: _____

Please complete the section below only if you are unable to complete payment online.

Check ** AMEX MasterCard VISA

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

Name on Credit Card _____
Card No.: _____ Exp. (mo/yr): _____
Amount: \$ _____
Signature: _____ Date: _____

Please email or fax back to Rachel Snyder: rachel.snyder@baesystems or +1 858-592-5309