

EXHIBITOR COMMONLY ASKED QUESTIONS AND ANSWERS

Badges/Passes

What type of credentials do we need to gain access to the expo hall?

Exhibitor Staff ID badges and work passes are acceptable during the exhibit move-in hours and exhibit move-out hours. ONLY Exhibitor Staff ID badges (not work passes) are acceptable during show hours. Use the Exhibitor Staff ID badge order form to register those that will be staffing your booth. Please wear your badge at all times!

The work passes that can be found in your exhibitor manual can be used during move-in and move-out by your staff or hired labor. If you need a work pass for your staff or hired labor when you arrive at the event, please go to the Exhibitor Registration Counter or Exhibitor Show Office for assistance.

Exhibitor Staff ID badges should not be given to customers you are inviting to the expo. The complimentary expo passes that you will receive in the mail prior to the event should be used for this purpose.

Any exhibit staff requiring admittance to the exhibit hall at any other time must make arrangements with Show Management so that appropriate notification is provided to security.

Do we receive a complimentary technical session conference badge with the purchase of our booth?

Exhibiting companies receive technical session badges based on the following scale:

<p>100 – 200 sq. ft. = 1 badges 201 – 400 sq. ft. = 2 badges 401 – 600 sq. ft. = 3 badges 601+ sq. ft. = 4 badges</p>

Additional Technical Session badges must be ordered using a Conference Registration Form.

Please be sure to include the name(s) of the person(s) you would like to use the technical session badge(s) on lines 17-20 of the Exhibitor Staff ID Badge Order Form. If you would like to order an additional conference registration (technical sessions), please register online at <http://www.matscitech.org>. If you need additional information about the conference, please contact us and we will send you a brochure.

Will we receive complimentary exposition passes to mail out to our customers

Yes, each exhibitor will receive a supply of complimentary expo passes. If you need more, please contact Christine Lajara at ASM International, Phone: 440-338-5422 or email christine.lajara@asminternational.org.

Will you provide us with a list of attendees?

All exhibitors will receive the list of attendees electronically about one month after the event. You may also request a pre-registration list prior to the event by contacting Christine Lajara at ASM International, phone: 440-338-5422 or email christine.lajara@asminternational.org. It is best to request the list shortly after the Advance Registration closes on or after September 25, 2006.

Shipping/Drayage

When is the first day that our shipment can arrive at the Duke Energy Center?

If you are shipping directly to the convention center, your shipment **MUST** be scheduled to arrive no earlier than Saturday, October 14th at 8.00 a.m. Do not ship anything to the convention center prior to Saturday, October 14th or it will be refused by the facility. **Use the Shipping Labels marked Show Site.**

If you are shipping an item that requires the use of a forklift prior to Saturday, October 14, it must be shipped to the Advanced Warehouse. Use the Shipping Labels marked Advanced Warehouse.

See Freight Terms and Conditions for more information,

Can we unload our truck or do we need to use union labor?

Full-time employees of the exhibiting company may move booth material from a privately owned passenger vehicle, mini van or pick-up truck at the Loading Dock entrance. Carts are NOT available for exhibitor use. You may also hand carry items through the exhibit's main entrance, but NO CARTS may be used. You will not be charged to unload/load at the docks unless you require assistance from on-site labor personnel. There is NO PARKING available at the loading docks...you will need to unload your items and then park your car elsewhere before carrying your items into the exhibit hall. Please make arrangements to have adequate personnel to remain with your items while car is being parked.

All items requiring the use of a forklift or that are accepted by the service contractor and placed in your booth will incur a drayage fee.

Labor

Do we have to hire labor to set up our booth?

You may set up your exhibit display without the assistance of the official labor contractor or any labor unions IF the installation/dismantle is completed by ONE full-time employee of the exhibiting company. Proof of full-time employment may be required.

If you have questions regarding labor please see the **Union Jurisdiction** information in this section, or contact Dave Thompson at Geo. E. Fern at phone number 513/333-7060 or email at dthompson@geofern.com

Hotel Accommodations

How do I make hotel reservations?

To make your hotel reservations online, please visit the event website at: <http://www.matscitech.org>. **If you are making your reservations after October 2, please call the hotels directly and don't forget to mention you are attending the MS&T 2006 event to take advantage of the conference rate.**

Refer the Hotel/Transportation section for more information.

Can we hold hospitalities?

Yes, any exhibitor scheduling a hospitality suite or meeting at a hotel or any other location must schedule their event before or after exposition hours. Hospitalities should only be used for networking; products should not be displayed in hospitality suites or meeting room. Please complete and return the Hospitality Approval Form on the next page to Show Management at 440-338-8542 to receive required approval.