

# Vehicle Maintenance Management Conference (VMMC)

University of Washington, Seattle, Washington | Tuesday, March 23 and Wednesday, March 24, 2010

## EXHIBITOR PROSPECTUS

The VMMC conference includes an Indoor and Outdoor Exhibit Program in cooperation with the University of Washington. Organizations are encouraged to take advantage of this excellent opportunity to gain exposure to this unique and valuable audience.

### CONFERENCE DATES

Monday–Wednesday, March 22–24, 2010

### EXHIBIT SCHEDULE

The exhibit hall will remain open during conference hours from the start of the first technical session break until the end of the last technical session break. Please note: conference attendees are strongly encouraged to attend technical sessions. Therefore the majority of traffic to exhibits will occur during technical session breaks. The break schedule is as follows:

#### Indoor Booths

Tuesday, March 23, 10:00–10:45 a.m., 12:15–1:15 p.m., 3–3:30 p.m.

Wednesday, March 24, 10:00–10:45 a.m., 12:15–1:15 p.m., 3–3:30 p.m.

**Exhibit Booth Setup:** Tuesday, March 23, 6:30–9:30 a.m.; **Exhibit Booth Dismantle:** Wednesday, March 24, 3:30–5:00 p.m.

#### Outdoor Equipment Exhibit

Tuesday, March 23, 10:00–10:45 a.m., 12:15–1:15 p.m., 3–3:30 p.m.

**Equipment Move-in:** Tuesday, March 23, 7:00–9:00 a.m.; **Equipment Move-out:** Tuesday, March 23, 3:30–5:00 p.m.

Supplemental Package Option Move-in times: Tuesday, March 23, 9:00–10:00 a.m.; Move-out, March 23, 3:30–5:00 p.m.

### EXHIBIT LOCATION

The exhibit program will be held on the University of Washington campus. Indoor exhibits will be held on the 2nd floor of Kane Hall and the outdoor exhibits will be held in the area immediately surrounding Kane Hall. VMMC technical sessions will be held in Kane Hall. Morning and afternoon refreshment breaks will be held in the exhibit area in Kane Hall.

### BOOTH SPACE FEES

**Indoor Display–** \$495 per indoor booth space (no vehicle space)

Indoor exhibit display includes one 8' skirted table, two chairs, one wastebasket, 8' backdrape and 3' sidedrape, and a booth ID sign. Exhibit spaces vary in size, depending on exact booth location. Range of sizes is from 5' x 10' to 8' x 10'. See attached indoor floorplan for specific booth sizes and placement.

**Outdoor Equipment Display–** \$495 per outdoor display space

Outdoor display includes one 20' x 30' display space.

**Supplemental Outdoor Equipment Package–** \$200 per exhibit space (Request must be received by March 5.)

Package includes one 10' x 10' canopy, one 8' skirted table, two chairs and one wastebasket.

### BOX LUNCH OPTION

Tuesday and Wednesday, March 23 and 24, 2010 – \$14/day/person.

Ordered box lunch will be delivered to the indoor and outdoor exhibit site prior to scheduled conference lunch time. Attendance is typically extremely high for this event.

### APPLICATION DEADLINE

February 8, 2010

### WHO ATTENDS

Approximately 350 managers, mechanics, technicians, supervisors, trainers/instructors, owners/operators, school districts, manufacturing /sales representatives and other vehicle maintenance personnel representing utilities, governments, other transportation and fleet-dependent operations.

General inquiries should be directed to: VMMC Exhibit Manager, UW Conference Management,  
Box 359490, Seattle, WA 98195-9490, PH: 206-543-1537, E-mail: [vmmc@u.washington.edu](mailto:vmmc@u.washington.edu)

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*Conference registration is separate from the exhibit space registration. Exhibitors wishing to attend the VMMC must register for the conference. For conference registration information please call VMMC registration staff at 206-543-5539 or 866-791-1275 (toll free) or go to the VMMC website at: [www.uw-vmmc.org](http://www.uw-vmmc.org).*

# Vehicle Maintenance Management Conference (VMMC)

## Application for Indoor or Outdoor Exhibit Program

We hereby apply for exhibit space in the Vehicle Maintenance Management Conference Exhibit Program in Seattle, Washington. **WE UNDERSTAND OUR DISPLAY INFORMATION FORM MUST BE SUBMITTED BEFORE OUR DISPLAY SPACE WILL BE ASSIGNED. Payment in full accompanies this exhibit application** and we understand that, if accepted by the VMMC, this payment will be retained by the conference and a written confirmation of this application returned. In the event the application is denied, the VMMC will promptly notify our company and will return the entire application fee. ***Our Display Information Form is included with this application. The exhibit application deadline is February 8, 2010.***

**Exhibiting Firm** Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

*NOTE: all further correspondence, bulletins, etc., regarding the 2010 VMMC Exhibit Program will be directed to the contact listed above unless indicated below.*

Please address future correspondence regarding the 2010 VMMC Exhibit Program to another individual:

Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

If you would like to have your company's website linked to the VMMC website please provide the URL you would like us to link to: \_\_\_\_\_

**Dates** INDOOR exhibits will be open Tuesday and Wednesday, March 23 and 24, 2010.

OUTDOOR equipment exhibits will be open Tuesday, March 23, 2010 ONLY.

See *Exhibitor Prospectus* for exact display hours and location.

**Space Request** Reserve \_\_\_ INDOOR display space\* (no vehicle) **\$495** Total \$ \_\_\_\_\_

Includes: 1-8' skirted table, 2 chairs, 1 wastebasket, 8' backdrape, 3' side drape and booth ID sign

Reserve \_\_\_ OUTDOOR equipment display space (20' x 30' space) **\$495** Total \$ \_\_\_\_\_

Includes: display space only

Reserve \_\_\_ Supplemental equipment package for outdoor display space **\$200** Total \$ \_\_\_\_\_

Includes: 1-10' x 10' canopy, 1-8' skirted table, 2 chairs and 1 wastebasket

Reserve \_\_\_ Box lunch ticket(s) at **\$14 ea/day X \_\_\_ person(s) =** Total \$ \_\_\_\_\_

**Total Submitted \$ \_\_\_\_\_**

**Send Application and payment to:**  
VMMC Exhibit Manager  
UW Conference Management  
Box 359490

Seattle, WA 98195-9490 Tel: 206-543-1537 Fax: 206-685-9359

E-mail: vmmc@u.washington.edu

*Checks should be made payable to the University of Washington.*

*You may fax your application if paying with*

**Visa or Mastercard**

Card # \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**For VMMC Use Only:**

Total price of exhibit space: \$ \_\_\_\_\_

Postmark: \_\_\_\_\_ Accepted By: \_\_\_\_\_ for the 59th Annual VMMC

DB Date: \_\_\_\_\_ 1VMMC101, FEX

# VMMC Outdoor Equipment Display Information Form

## Outdoor Supplement to the Exhibit Application Form

To properly accommodate all exhibits we ask you to provide detailed information about your vehicle or equipment that you will be displaying. Exhibit space assignments are determined by weight and size.

Submit this supplemental information form with your application for outdoor exhibit space.

### Outdoor Display:

20' x 30' outdoor exhibit space, includes space only. The supplement outdoor equipment package is available at an additional fee if you wish to reserve a canopy and table/chairs for your outdoor space. The outdoor exhibit area is on a brick pedestrian way, therefore exhibitors are required to have a **spill kit** and (if applicable) **outrigger pads** for any equipment on display. Outdoor exhibits will run rain or shine; participants are advised to bring rain gear in the event of inclement weather.

1. List the dimensions (L x H x W) and **weight** of any vehicle(s) or equipment to be included in your display.

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2. Attach a photo and/or brochure here that shows the type of equipment or product(s) that will be on display.

Please Note: The University of Washington have restrictions that apply to all equipment and vehicles that are parked on university grounds. Running vehicle engines during the exhibit program is strongly discouraged because the exhibit area is on a pedestrian way and near other university buildings. Any vehicle on display with a running engine at any point during the exhibit program must be equipped with an **exhaust hose** long enough to direct exhaust away from the immediate display area. This is strictly enforced by the university and you may be asked to turn off your running engine at any time during the vehicle display.

Exhibitors who have not registered for the conference will have access to the exhibit area only.

# VMMC Indoor Display Space Information

Indoor Supplement to the **Exhibit** Application Form

Please complete the information below if you are requesting an indoor booth space.

Submit this supplemental information form with your application for indoor exhibit space.

**1. Competitors:**

Please try not to locate our display near the following competitors:

\_\_\_\_\_

\_\_\_\_\_

**3. Acceptance:**

We accept that the application of item #1 on this page, as indicated, may invalidate our preference as outlined in item #2, and agree to accept the assignment of the Vehicle Maintenance Management Conference.

Signature \_\_\_\_\_

Title (for applicant) \_\_\_\_\_

**2. Location Preference (see floor plan below):**

Choice 1: \_\_\_\_\_ Choice 3: \_\_\_\_\_  
 Choice 2: \_\_\_\_\_ Choice 4: \_\_\_\_\_

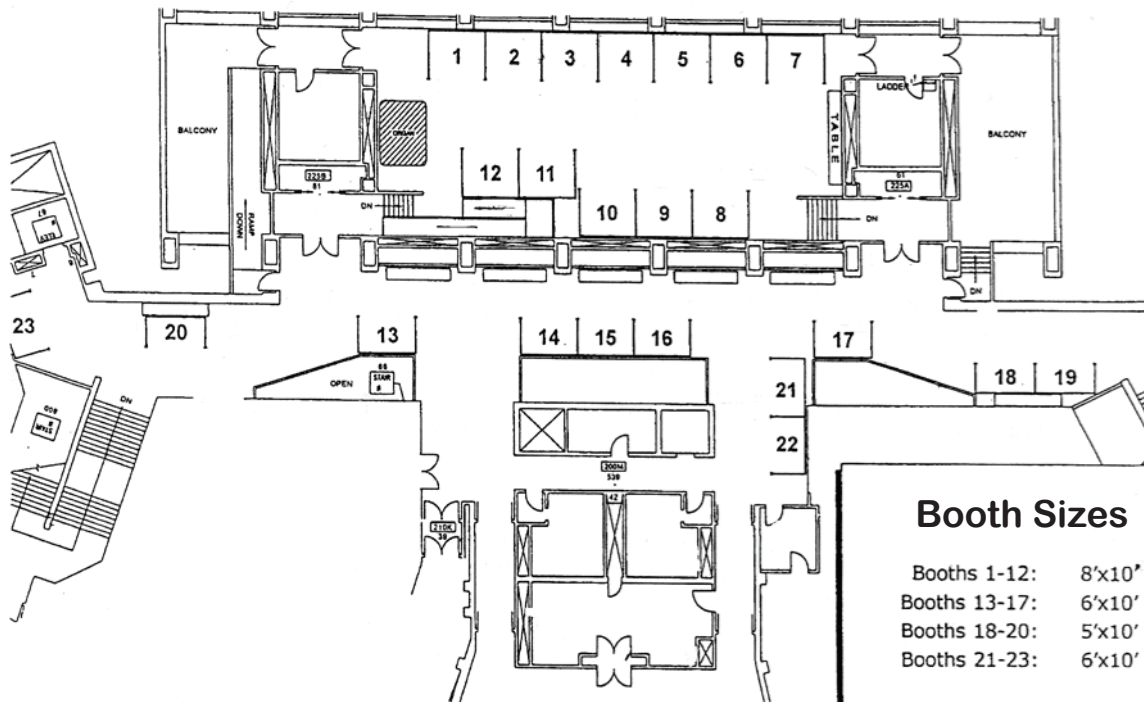
Date \_\_\_\_\_

**Note:** The indoor exhibit area cannot accommodate extremely large and/or heavy equipment. The display hall is carpeted, so any items on display must be leak- and spill-proof. Equipment to be displayed in your indoor booth space must be hand carried or fit into a standard passenger elevator. If your equipment does not meet either of these requirements please contact the Exhibitor Manager at 206-543-1537 to determine if your equipment would be more appropriate in the Outdoor Equipment Display area.

Indoor space assignments will be prioritized based on the postmark date on the exhibitor application. Exhibitors who have not registered for the conference will have access to the exhibit area only.

## Indoor Exhibit Floor Plan:

Indoor exhibits are located on the second floor of Kane Hall adjacent to technical session rooms. (See below for booth sizes)



Exhibitors who have not registered for the conference will have access to the exhibit area only.