



AIA Westchester / Mid Hudson

Proudly presents the 8th annual

DESIGN & TECHNOLOGY EXPO 2006

Thursday 23 March 2006 • 4:00pm-8:00pm • Rye Town Hilton 699 Westchester Ave, Rye Brook, NY 10573

The show attracts key decision-makers from Westchester Mid-Hudson and the Tri-state markets. D&T Expo 2006 targets architects, designers, engineers, facility managers, building officials and building owners. D&T Expo 2006 will bring together over 50 booths displaying everything from contract furniture, building materials, and equipment to professional services, computer technology, and communications, and drawing over 200 industry professionals from across the tri-state area. With this many key players in one locale, you have tremendous opportunity to make a significant impact on your bottom-line for the coming year.

Why Exhibit?

Trade shows have proven to produce results far superior to any other marketing method when integrated into your marketing plan.

- Meet hundreds of qualified leads in just one evening
- Put your product or services in front of the industry's top buyers
- Maximize your marketing dollars
- Network with your peers
- Promote brand image and build public awareness
- Expand your customer base
- Analyze the competition
- SELL your products!

What Brings the Buyers to You?

As an exhibitor at D&T Expo 2005, you can count on a targeted marketing campaign consisting of direct mail, advertising, PR, email and fax promotions to deliver qualified professionals to you. The 2006 marketing plan includes:

- Newsletter advertising, direct mail and e-marketing campaigns targeted to professional members and their peers.
- Comprehensive public relations to business and professional organizations.
- Free Continuing Education Courses prior and during the event and free Buffet dinner towards the end of the event.
- Access to the AIA Westchester/Mid-Hudson member list for your pre-show mailing



AIA Westchester/Mid Hudson

COMPANY INFORMATION

(The company name listed below will be used for your badges)

Company Name _____

Contact _____

Title _____

Mailing Address _____

City/State/ZIP _____

Phone _____

Fax _____

E-Mail Address _____

Product / Service Type _____

PAYMENT SCHEDULE

100% due within ten days of contract

EXHIBIT SPACE RATES

Single Booth (10'x10') \$800

Double Booth (10'x20') \$1,550

Quad Booth (20'x20') \$2,600

Professional Allied Members receive 20% fee discount

BOOTH SIZE AND NUMBER REQUESTED

Single _____ x 800 = _____

Double _____ x 1,550 = _____

Quad _____ x 2,600 = _____

TOTAL AMOUNT DUE _____

NAME TAGS

Four nametags will be provided including staff name and company. List staff names below:

EXHIBIT SPACE MINI SEMINAR

In vendor booth _____ 15 Minute _____ 30 Minute _____

Please submit Continuing Education Seminar Agreement.

INSTRUCTIONS

Please complete, sign and fax back this agreement to:

(914) 232-8211. Checks should be made out to:

AIA Westchester / Mid-Hudson and mailed to:

PO BOX 611, KATONAH, NEW YORK 10536

QUESTIONS

Call Valerie Brown at AIA (914) 232-7240

9am to Noon, Monday-Friday

EXHIBIT SPACE AGREEMENT

DESIGN & TECHNOLOGY EXPO 2006

Thursday 23 March 2006

4:00pm-8:00pm

Rye Town Hilton 699 Westchester Ave,
Rye Brook, NY 10573

The undersigned ("Exhibitor"), as a duly authorized representative, enters into an agreement with AIA Westchester Mid-Hudson to rent exhibit space at Design & Technology Expo 2006, Rye Town Hilton, Rye Brook, NY March 23, 2006. AIA Westchester Mid-Hudson will assign space at its sole discretion. Exhibitor agrees to abide by official Exhibitor Rules & Regulations.

Exhibitor agrees to pay 100% of the exhibit space fee within ten days of contract. If Exhibitor desires to cancel all or parts of the exhibit space on or before February 3, 2006, it must do so in writing to AIA Westchester Mid-Hudson and Exhibitor will be charged 50% of its total exhibit space cost. Should an Exhibitor cancel after February 3, 2006, 100% of exhibit space cost is due. AIA Westchester Mid-Hudson reserves the right to accept or reject Exhibitor space applications and to cancel any previously accepted exhibitor space applications or contracts, at any time in its sole discretion, for any reason, or no reason, without liability to the applicant, Exhibitor or any third party. AIA Westchester Mid-Hudson and the facility are not responsible for injury, loss or damage, whether tangible or intangible that may occur to Exhibitor, Exhibitor's employees, or at any time. Exhibitor hereby expressly releases AIA Westchester Mid-Hudson and the facility. This contract is not valid until said contract is fully executed by an authorized representative for the Exhibitor and AIA Westchester Mid-Hudson management.

Exhibitor Signature

Date

AIA Westchester Mid-Hudson Signature

Date

Sign up early to have your company name included in Newsletter and pre-show mailings.



AIA Westchester/Mid Hudson

COMPANY INFORMATION

(The company name listed below will be used for your badges)

Company Name _____

Contact _____

Title _____

Mailing Address _____

City/State/ZIP _____

Phone _____

Fax _____

E-Mail Address _____

Website _____

Product / Service Type _____

COURSE INFORMATION

Program type

Seminar room: 1 Hour ___ 2 Hour ___

Exhibit Space Mini Seminar: 15 Min. ___ 30 Min. ___

Program Title

Speakers Name(s)

What new knowledge or skill will participants gain from this program?

Material resources used (e.g. power point, handouts, product sample)

Continuing Education Seminar

DESIGN & TECHNOLOGY EXPO 2006

Thursday 23 March 2006

4:00pm-8:00pm

Rye Town Hilton 699 Westchester Ave,
Rye Brook, NY 10573

I understand that my organization is responsible for the quality assurance of the educational program, *sales presentations are not allowed*. The seminar is based on the full time of the seminar (e.g. 60 minutes or 120 minutes).

The benefit to your company is its exposure to the architectural & design industry.

You will be provided with a microphone. You must provide all other AV equipment or contact the Rye Town Hilton directly.

Speakers Name (Please Print) Date

Speakers Signature Date

AIA Westchester Mid-Hudson Signature Date

INSTRUCTIONS

Please complete, sign and fax back this agreement to:
(914) 232-8211 or and mailed to:
PO BOX 611, KATONAH, NEW YORK 10536

QUESTIONS

Call Valerie Brown at AIA (914) 232-7240
9am to Noon, Monday-Friday

AIA
WESTCHESTER / MID HUDSON
DESIGN & TECHNOLOGY EXPO 2006

Rules and Regulations

Date and Location of Expo:

Thursday, March 23, 2006, 4:00 PM - 8:00 PM
Hilton Rye Town, 699 Westchester Avenue,
Rye Brook, New York.

Space Reservation:

The committee shall assign spaces on a first come, first served basis after application and payment are received. Payments must be received by the AIA Westchester / Mid-Hudson office by February 3, 2006. The event is limited to approximately fifty booths

Booth Size:

Standard 10' x 10', Double 10' x 20' and Quad 20' x 20'. The height of the booth shall be limited to 12'. An optional table and 2 chairs are available upon request. All special requirements shall be made in writing. Please limit staff to 4 per booth.

Electricity:

One 110-volt outlet will be provided per 10' x 10' booth. Please bring an extension cord and splitter if you require additional outlets. Requests for additional electrical requirements shall be made in writing.

Display Time:

Please show respect for our show and fellow vendors. Be ready by 4:00 PM and remain operational until 8:00 PM unless otherwise directed. Be a good neighbor throughout the entire event. Trash receptacle will be located along the perimeter of the space. Please police your own areas.

Set-up/Breakdown:

Vendors will be allowed to set up between 12:30am and 3:30pm the day of the event. All materials shall be removed by 9:30pm on the day of the event. Those who require a drop ship or wish to store materials must make prior arrangements with the facility (914) 939-6300.

Event Schedule:

Continuing education courses will be held at 3:30 to 6:00 and 7:00 to 9:00. The buffet dinner will be served at 6:30 to 8:00. Prize drawings to be announced at 7:30. This format provides for a staggered start of attendees, one hour of uninterrupted solicitation, and food and prize drawings to anchor attendees until closing.

Seminar Hosting:

You are invited to submit an application to be considered for hosting a continuing education course, held prior to the Exposition. Apply online or by contacting us.

Exhibit Space Mini Seminars:

New this year, is the opportunity to host 15 or 30 minute C.E.U. courses in the exhibit hall. Application required

Vendor Promotion:

1. All advertising/promotion shall be in good taste, (our judgment shall be final)
2. Prize drawings and giveaways by individual vendors are encouraged.
3. The facility will not be available to store perishable products for display.
4. Promotional alcoholic beverages are subject to facility approval.
5. Only the designated booth space shall be used for product and service promotion.

Food:

A *free* hot buffet with Coffee and water will be served to all attendees and exhibitors. Other beverages will be available at a cash bar.

Contact Us:

Call Valerie Brown, AIA Executive Director at (914) 232-7240, Monday - Friday 9am to noon,
Fax: (914) 232-8211,
Or online at: www.aiaarchitect.net
E-mail: aiawmh@optonline.net

AIA
WESTCHESTER / MID HUDSON
DESIGN & TECHNOLOGY EXPO 2006

Continuing Education Seminar Rules and Regulations

Date and Location of Seminars:

Thursday, March 23, 2006, 3:30 PM - 9:00 PM
Hilton Rye Town, 699 Westchester Avenue, Rye Brook, New York.

Seminar Reservation:

AIA Westchester Mid-Hudson shall choose C.E.S providers based on relevancy, variety, and subject of the course being offered. after applications are received. Applications must be received by the AIA Westchester / Mid-Hudson office by February 3, 2006. The event is limited to 6 seminars.

Acceptable Subjects:

Health, Safety and Welfare Areas:

Accessibility,
acoustics
building design
code of ethics
codes, acts, laws, and regulations governing the practice of architecture
construction administration
construction contract law
construction documents and services
construction functions, materials, methods, and systems
energy efficiency
environmental issues - including asbestos, lead based paint, toxic emissions
environmental analysis and issues of building materials and systems
building fire loads - flame spread, smoke contribution, explosives
fire safety systems - detection and alarm standards
insurance to protect the owners of property and injured parties
life safety codes
materials and systems - roofing/waterproofing, wall systems, and other systems
materials and methods, use and function
mechanical plumbing, electrical - system concepts, materials and methods
natural hazards - impact of earthquake, hurricane, or flood related to building design
building preservation, renovation, restoration, and adaptive re-use
design of security of buildings
site and soils analysis
site design
specification writing
structural issues
surveying methods and techniques
sustainable designs
other matters of law and ethics which contribute to the health, safety and welfare of the public

Other Topics: Other topics, which contribute to professional practice. (e.g. Intermediate or higher level Cad Courses. Basic Cad Courses will not be accepted.)

Seminar Size:

Each seminar room shall accommodate approximately 45 persons plus speakers.

Seminar Schedule:

Seminars will be held between 3:30 and 9:00pm. There will be two 1-hour seminars, and two 1.5-hour seminars, and two 2-hour seminars, as follows:

Seminar #1	3:30PM TO 5:00PM	1.5CEU
Seminar #2	3:30PM TO 5:30PM	2CEU
Seminar #3	4:30PM TO 6:00PM	1.5CEU
Seminar #4	5:30PM TO 6:30PM	1CEU
Seminar #5	7:00PM TO 8:00PM	1CEU
Seminar #6	7:00PM TO 9:00PM	2CEU

Presentation Equipment:

Seminar rooms do not come with any equipment. C.E.S providers are responsible for any additional AV Equipment. John Hartman of the Rye Town Hilton may be contacted directly for additional A/V equipment rentals. (914) 934-1709 or jhartman@ps-av.com.

Exhibit Space Mini Seminars:

You must be an AIA certified C.E.S. provider and will be responsible for registering attendees. Booths with seating will be provided. 30 and 45 minute time slots will be awarded to providers at the discretion of AIA Westchester Mid-Hudson. Exhibitors whose booth size permits can host Mini Seminars within their booth. Subject to C.E.S. rules and regulations, completed C.E.S. agreement and the approval of AIA Westchester Mid-Hudson

Exhibitors Booth:

You are invited to rent a booth to exhibit your service and/or product during the Exposition held after the continuing education seminars. The Exposition is the authorized venue for promoting your product or service, not the seminar. Applications for Exhibitors are available online or by contacting us.

Food:

A *free* hot buffet with Coffee and water will be served to all attendees and exhibitors. Other beverages will be available at a cash bar.

Contact Us:

Call Valerie Brown, AIA Executive Director at (914) 232-7240, Monday - Friday 9am to noon,
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