



## Americas Conference on Information Systems August 10 through 13<sup>th</sup>, 2000

### Invitation to Exhibit

The Association of Information System's Americas conference (AMCIS) will be held at the Westin Hotel in Long Beach, CA, from Thursday morning, August 10, 2000 through Sunday noon, August 13, 2000. The AMCIS is the largest meeting of information systems academics and researchers from around the world. The expected attendance will be over 1000 people. AMCIS convenes annually to present scientific papers and to examine the constantly changing field of information systems theory and practice. These meetings present a unique opportunity to exhibit to one of the most influential audiences in the field of information systems. To encourage visitors, the exhibitors' area will be adjacent to the Tutorial and Workshops area.

### Booth Information

Exhibitors will receive:

- rental of the booth space for the entire four-day conference exhibit period
- two full conference registrations which entities registrants to receptions, meals, and sessions.
- Additional badges, excluding admission to receptions and meals, are available as needed
- World Wide Web presence for your firm at  
<http://www.csulb.edu/conference/ais2000/Nexhibitors.htm>.
- janitorial service of the aisles
- 24-hour security is provided by hotel

Included (at no extra charge) with each 8'x 10' booth is:

- 8' background drape and 3'side drape
- (1) 6' x 3' skirted table
- (2) side chairs

### Conference Exhibit Hours:

Thursday	August 11 - 8:00 a.m. 5:30 p.m. Setup Only.
Friday	August 11 - 8:00 a.m. 5:30 p.m. Open to conference attendees.
Saturday	August 12 - 8:00 am. 5:30 p.m. Open to conference attendees
Sunday	August 13 - 8:00 a.m. - noon Open to conference attendees

### Price of Booth

The cost of an exhibit booth is \$ 2,000.00 (U.S. Dollars per booth). Double booths are \$3,600.00 and triple booths are \$5,100.00.

### Exhibitor Registration

Exhibitors who have registered in advance using the AMCIS Conference on "Exhibitor Registration Form" attached, may pick up their badges and convention materials at the registration desk. Each exhibiting firm will receive two full conference registrations. If additional representatives wish to attend the conference, meals, and receptions, conference registrations are available at \$310 (U.S. Dollars). This price includes Friday and Saturday lunches (not the Saturday event). Additional prices are:

- Additional lunches for Friday or Saturday: \$25 per day/per person
- Saturday night reception at the Aquarium of the Pacific (admission, dinner and amenities): \$ 50 per person

### Assignment of Space

Assignment of booth space will be made on a first-come first-served basis, according to the date of postmark of the application for exhibit space. We encourage you to return your application with the appropriate deposit as soon as possible.

## Exhibit Decorating

The Official Convention Services firms are:

Blaine Convention Services  
6310 Caballero Blvd.  
Buena Park, CA 90620  
Contact: Lilian Kindred  
Phone: (800) 637-7343  
(714) 522-8270  
Fax: (714) 522-8271

GES Exposition Services  
7300 Chapman Ave.  
Garden Groove, CA 92842  
Contact: Heidi Galligan  
Phone: (714) 934-1590  
Fax: (714) 934-1699

Sufficient lighting is provided for adequate general illumination of the area, but no individual electrical outlets are included in the cost of the booth. The firms above will provide other exhibit needs for additional furniture, electrical, telephone, cleaning, signage, labor shipping, and storage.

## Use of Space

Reassignment, subletting, or sharing any part of allotted space is prohibited, except for special written requests that are approved in advance. Solicitations and distribution of printed advertising must be confined to booth space only. Operation of objectionable sound devices will not be allowed. Aisles must be kept clear. Exhibit management reserves the right to transfer booth locations in order to solve competitive conditions, avoid similarity of firm names and products, or to effect a more uniform distribution of space. No transfer will be made without written notice and the consent of the affected.

## Set-up Time

The Exhibit Area will be ready for set-up starting Thursday, August 10, 2000 at 8:00 am. The area will be available until 6:00pm for set-up. The exhibit area will be open to conference attendees and ancillary groups starting at Friday at 8:00 a.m.

## Dismantling

Exhibits may not be dismantled or removed before noon on Sunday, August 13, 2000. Exhibitors may dismantle until 5:00 p.m. on Sunday, August 13, 2000. All materials must be cleared from the exhibit area by that time. It is the exhibitors' responsibility to pack and remove all items of value prior to leaving their exhibit unattended.

## Security

Security for the exhibit will be provided on a 24-hour basis. The exhibit hall will be locked after hours. Exhibitors are asked to keep an attendant in the booth(s) during the hours the exhibit is open. AMCIS is not responsible for any loss incurred.

## Cautions

Exhibitors must use materials which will pass fire inspection. Drapes and curtains must be flame proof. Volatile liquids, gases, or combustible substances may booth not be present. All electrical work must be done by the hotel to insure compliance with local regulations. No monetary transactions are allowed.

## Cancellations

Exhibited space, which has been assigned and confirmed, may be cancelled without penalty until June 5, 2000. A 50% cancellation fee will be assessed if cancellation is received after July 1, 2000. If the exhibit is cancelled by AMCIS all deposits and payments will be refunded in full.

## Confirmations

Upon receipt of this application, the exhibitor will receive the following.

- an immediate confirmation letter
- One month prior to the conference, you will receive the tentative booth assignment. It is advisable to refrain from printing booth numbers on promotional materials in case of possible re-assignment.

## For more information contact:

Dr. Thomas Sandman  
CSU Sacramento  
(916)278-6536  
E-mail: [sandmant@csus.edu](mailto:sandmant@csus.edu)

OR

Claudia Infantes  
CSU Long Beach  
(562) 985 7688  
E-mail: [cinfante@csulb.edu](mailto:cinfante@csulb.edu)



# Americas Conference on Information Systems

**Long Beach, CA August 10 – 13, 2000**  
**Exhibit Space Application and Contract**

We hereby apply for exhibit space in the Americas Conference on Information Systems (AMCIS 2000). In making this application, we agree to conform to the Exhibit Regulations in the invitation to exhibit, which the exhibitor acknowledges as having received and read. It is mutually agreed that the management of AMCIS 2000 shall interpret all of said Rules and Regulations, and the parties hereto shall be bound by such interpretation. Acceptance of this application by the Exhibit Chair converts it into a full contract for exhibits, and shall be considered a binding agreement between the Exhibitor and AMCIS 2000.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless AMCIS 2000, the Westin Hotel and its employees against all claims, losses, and damages to persons, property, government charges, or fines and attorney fees arising out of or caused by exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises, or a part thereof, excluding any such liability caused by the sole negligence of AMCIS 2000 or the Westin Hotel. In addition, exhibitor acknowledges that AMCIS 2000 and the Westin Hotel do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such uses by the Exhibitor. Additional exhibitor badges may be provided but these badges will not include registration packets. Meals for these additional badges may be purchased at the AMCIS 2000 registration desk. Also the Exhibitor acknowledges that they will receive two (2) complimentary registration packets per paid booth and agrees to pay \$310 for each additional registration (includes Friday and Saturday lunches only). Additional prices are:

- Additional lunches for Friday or Saturday: \$25 per day/per person
- Saturday night Aquarium of the Pacific reception (includes admission, dinner and amenities): \$50 per person

This application should be signed and submitted with a 50% or 100% deposit to the address listed below. (100% payment is due by June 19, 2000).

Name of Exhibiting Firm: \_\_\_\_\_

Name to be posted on I.D. sign: \_\_\_\_\_

Web Address (URL) to be linked: \_\_\_\_\_

Officer authorized to sign: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Booth Choices: Single booth \_\_\_\_ @ \$2000 double booth \_\_\_\_ @ \$3600 triple booth \_\_\_\_ @ \$5100

Make check payable to: **AMCIS2000, Center for Info. Systems Technologies (CIST)**

Federal Tax ID#: CSULB Foundation 95-610069

**Final payments are due by June 19, 2000.**

For Office Use Only	
Confirmation date:	_____
Booth assignment letter date:	_____
Total Cost:	_____
Balance due:	_____
Date paid:	_____
Check No.:	_____

**Mail to:**  
 Attention: AMCIS2000  
 Center for Info. Systems Technologies (CIST)  
 College of Business Administration  
 California State University, Long Beach  
 1250 Bellflower Blvd.  
 Long Beach, CA 90840-8506  
 Phone: (562)985-5674  
 Fax: (562) 985-4080 Attention: AMCIS 2000



**Americas Conference on Information Systems**  
**Long Beach, CA August 10 – 13, 2000**  
**Exhibit Staff Registration Form**

Please note: The individuals staffing your exhibit booth must register to have a name badge prepared in advance.

**AMCIS 2000 Exhibit Staff Registration Form**

**Organization Name:** \_\_\_\_\_

**The two individuals who will receive the full conference registrations are:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State, Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State, Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**Additional Exhibitor Badge Registration - \$310 - includes Friday and Saturday lunches only**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State, Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**Additional Events:**

Additional lunches for Friday or Saturday: \$25 per day/per person  
 Saturday night Aquarium of the Pacific reception (includes admission, dinner and amenities): \$50 per person

**Mail by June 1, 2000 to:**

Attention: AMCIS2000  
 Center for Info. Systems Technologies (CIST)  
 College of Business Administration  
 California State University, Long Beach  
 1250 Bellflower Blvd.  
 Long Beach, CA 90840-8506

**Or FAX by June 5, 2000 to:**

Fax: (562) 985-4080 Attention: AMCIS 2000  
 Phone: (562)985-5674