



EXHIBITOR GUIDE



ASIL 103RD ANNUAL MEETING **INTERNATIONAL LAW AS LAW**

March 25–28, 2009 • The Fairmont Washington, DC



With a century of tradition and experience behind it, ASIL's Annual Meeting has become the most important gathering in the field of international law. More than 1,000 practitioners, academics, and students travel to Washington, D.C. each spring from all over the world to debate and discuss the latest developments in their field.

American Society of International Law

2223 Massachusetts Avenue, NW • Washington, D.C. • 20008-2864

Telephone: (202) 939 - 6010 Fax: (202) 797 - 7133

Website: www.asil.org E-mail: wroller@asil.org

Key Dates and Times

*Dates and times are tentative and subject to change.

March 25-28, 2009 The Fairmont Washington, D.C.

Move-In Schedule:

Wednesday, March 25, 2009 12:00 p.m. – 4:00 p.m.

Exhibit Dates and Hours

Wednesday, March 25, 2009 4:30 p.m. – 6:30 p.m.

Thursday, March 26, 2009 9:00 a.m. – 6:30 p.m.

Friday, March 27, 2009 9:00 a.m. – 6:00 p.m.

Saturday, March 28, 2009 9:00 a.m. – 12:00 p.m.

Move-out Schedule:

Saturday, March 28, 2009 12:00 p.m. – 3:00 p.m.

Exhibit Cancellation Policy

Requests for refunds must be submitted in writing. Refund requests will only be honored for exhibitors who purchased only exhibit space. Refund requests received before February 25, 2009, will receive a refund of the total fee paid, less a \$200 processing fee. Refund requests received on or after February 26, 2009 will not be honored. All refunds will be processed after the Annual Meeting.

Exhibitor Registration Information

All exhibitors **must** register exhibit staff prior to the 2009 ASIL Annual Meeting. Registering for the 2009 ASIL Annual Meeting must be done online at www.asil.org. Please refer to the attached document with instructions on how to complete the exhibitor registration form.

Your exhibit booth includes three (3) complimentary exhibit staff registrations. Admissions to the following events are **not** included with your complimentary registrations and must be purchased to be able to attend:

- WILIG Luncheon
- ILSA-ASIL Gala Dinner Celebrating the 50th Anniversary of the Phillip C. Jessup Moot Court Competition

Tickets for the events listed above may be purchased when you complete your registration form.

2009ASIL Annual Meeting

Exhibit Floor Plan

Ballroom Prefunction

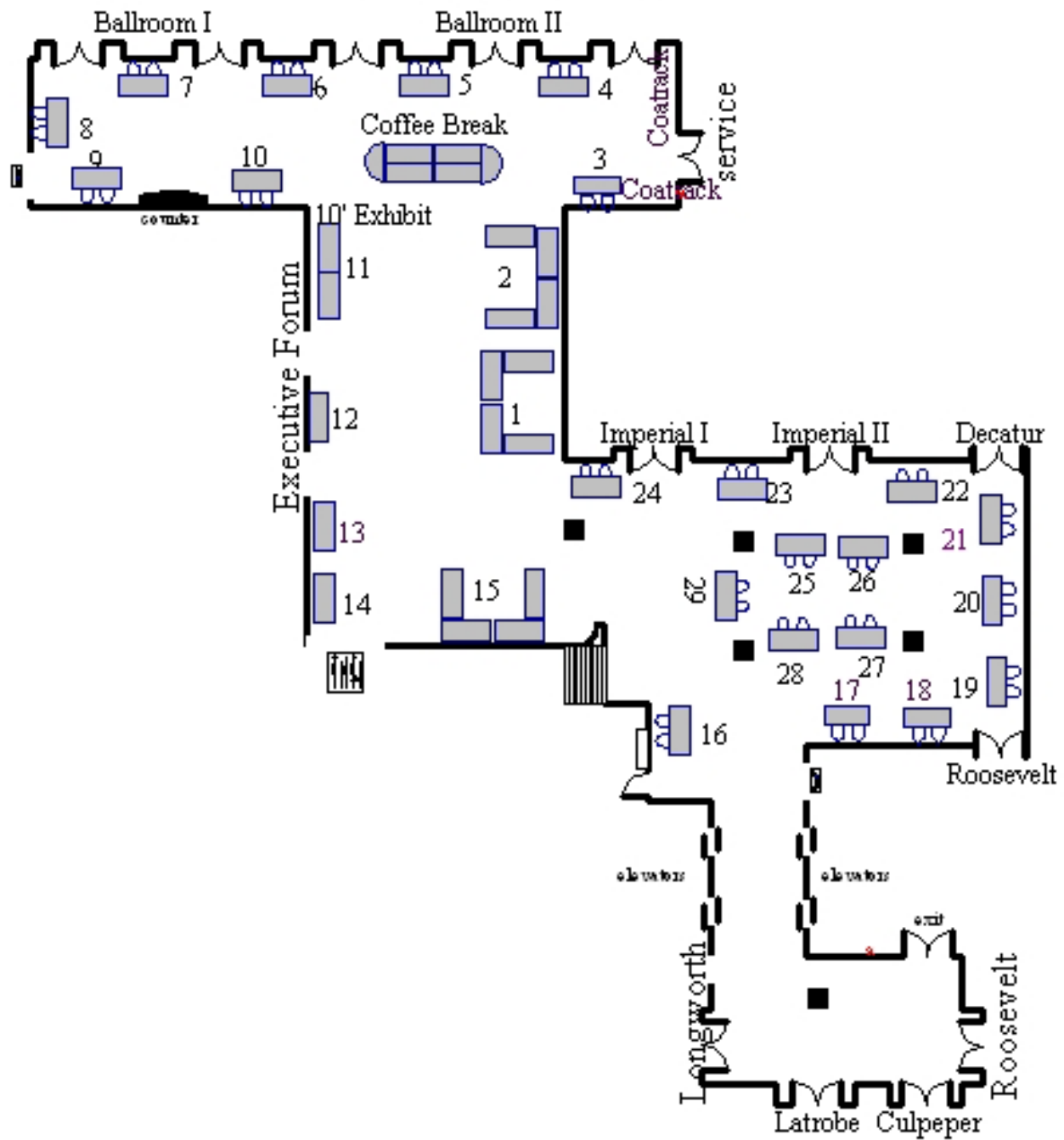


Exhibit Booth Information

Your exhibit space will be a combination of one, two, or four tables together, depending on the level of your sponsorship or how many tables your company has purchased.

Exhibit Space includes the following:

- Each table is 6' x 2 ½'.
- The table(s) will be covered and draped at no additional charge.
- Two chairs

ASIL and The Fairmont Washington, D.C. prohibits the following:

- Exhibits may not exceed the size of the table(s); this includes pop-up booths.
- Any article(s), including banners or signs, fastened onto the walls or electrical fixtures.
- Use of thumb tacks, scotch or masking tape, nails, screws, bolts, or any tool which could mark the floors, walls, or ceilings.
- No equipment, signs, or materials are to be leaned against the wall at any time.

The Fairmont Washington, D.C. will hold the exhibitor responsible for any and all damage to the hotel property.

Your exhibit space MUST be staffed at all times during open exhibit hours. Failure to adhere to this policy will result in the possible loss of exhibit space in future ASIL Annual Meetings.

Signage

Exhibitors are responsible for their own signage and banners and will not be provided by ASIL or The Fairmont Washington, D.C. Banners and signs may **only** be hung over the table skirt.

Audio Visual, Electrical, and Additional Items Information

All audio/visual and/or electrical orders must go directly through CMI Communications. For all Audio Visual needs, please contact Wendy Roller at wroller@asil.org or (856) 642-4218.

The Fairmont Washington, D.C. offers a variety of items that may be ordered through the hotel, many of which are at no charge.

Please place all orders using the exhibitor order form, which may be found on the following page.

For more information please contact Suzie Murely, Director of Conference Services at the Fairmont Washington, D.C., at Suzie.Murley@Fairmont.com or (202) 457-5028.

Exhibit Safety

The Fairmont Washington, D.C. reserves the right to dismantle any booth it deems a fire or safety hazard. All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space.
- Electrical equipment must be CSA and/or UL approved.
- No flammable liquids of any kind are permitted.
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Department.
- Smoke/fog machines, fireworks, cooking, etc. are prohibited.

Customs

If your material is coming from outside the country, it will have to clear U.S. Customs. We strongly recommend the use of recognized customs brokers to ensure that all material reach its destination in a timely fashion.

Exhibit Security

Nothing of value should be left in/on the exhibits while the exhibit table is unattended. **The Fairmont Washington, D.C. and ASIL cannot assume liability for missing equipment or materials.** Hotel security, above and beyond the hotel's regularly scheduled security, can be arranged in advance at \$50.00 per hour with a 4 hour minimum.

Exhibit Area Cleanliness

The Fairmont Washington, D.C. will turn the exhibit area over in a clean and presentable state. The Fairmont Washington, D.C. expects the exhibit area to be in the same condition upon conclusion of move-out. It is the responsibility of the exhibitors to remove all trash from the exhibit area prior to leaving the hotel after tear down.

Liability

The Fairmont Washington, D.C. is not to be held responsible for the loss of, or damage to exhibits or other property while they are on The Fairmont Washington, D.C. property. Exhibitors accept full responsibility for any damages caused by the exhibits or other property will indemnify and save harmless Fairmont Hotels, The Fairmont Washington, D.C. and/or ASIL from and claim against such loss or damages no matter how caused.

Set-Up/Tear Down

Exhibitors must provide their own labor and equipment for any unloading of materials from trucks, transporting exhibits or displays to and from the exhibit area, setting up and dismantle exhibits, and remove them from the Hotel. The Hotel does not have labor on site to assist in these operations, but should you require help, this can be arranged *in advance* through Suzie Murley, Director of Conference Services at the Fairmont, at (202) 457-5028. Costs for these operations will be billed directly to the exhibitor.

Move-In/Move-Out

If your exhibit materials are arriving on via a freight transportation company (not a commercial shipping company such as UPS, FedEx, etc.), you must schedule the truck's arrival with the loading dock. The loading dock can only hold trucks up to 12 ft high, 15 ft wide and 18 ft long. No freight may be stacked or stored in the loading area, against fire exits, fire pull stations, or fire hose cabinets. Hand dollies and pallet jacks are not available on site. We suggest checking with your official freight transport company for provision of these items.

Shipping Information

The Fairmont Washington, D.C.
2401 M Street, NW
Washington, DC 20037

Attn: (Name of exhibiting company and representative
who will be receiving the boxes)

Hold for: ASIL Meeting

Box _____ of _____

Return Shipping

Return shipping arrangements can be made through the hotel Business Center. There is a \$5.00 handling fee charge per box. Bring the boxes to the Business Center to arrange shipping. If there is a large quantity of boxes, you may request assistance from the hotel banquet staff. Or, if the boxes are large and heavy, you may leave them by your exhibit table and notify the Business Center of their location when you make the arrangements for shipping.

Shipments **may not** arrive at the hotel any earlier than March 20, 2009. **Shipping labels are provided on the last page.**

Exhibitors are responsible for tracking their own shipments and transporting them to their exhibit area once onsite at The Fairmont Washington, D.C.

Box Shipments

Boxes (cardboard boxes) may be shipped to the Fairmont at the above address, however, they must not arrive any sooner than March 20, 2009. The Fairmont will store your boxes until your arrival. *There is a \$2.50 per box handling fee which will be charged by the hotel to each exhibitor that ships boxes to the hotel.* If you are shipping boxes, you must complete and submit the attached Exhibitor Order Form.

Exhibitors are responsible for tracking their own shipments, and, once onsite, Exhibitors are responsible for transporting their own boxes to their exhibit area by arranging delivery with the hotel banquet staff. ASIL staff is not responsible for arranging delivery of your boxes.

Freight Shipments (Crates)

The Fairmont Washington, D.C. cannot accept freight shipments (i.e. crates). You will be responsible for consignment of all freight shipments. In addition, The Fairmont Washington, D.C. does not provide any exhibitor crate storage on site. We suggest you contact a freight transportation company to handle your move-in and move-out and storage. COD shipments will not be accepted unless specific instructions have been made in advance.

SHIPPING LABELS

The Fairmont Washington, D.C.
2401 M Street, NW
Washington, DC 20037

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representative who will be receiving the boxes)**

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Box _____ of _____

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