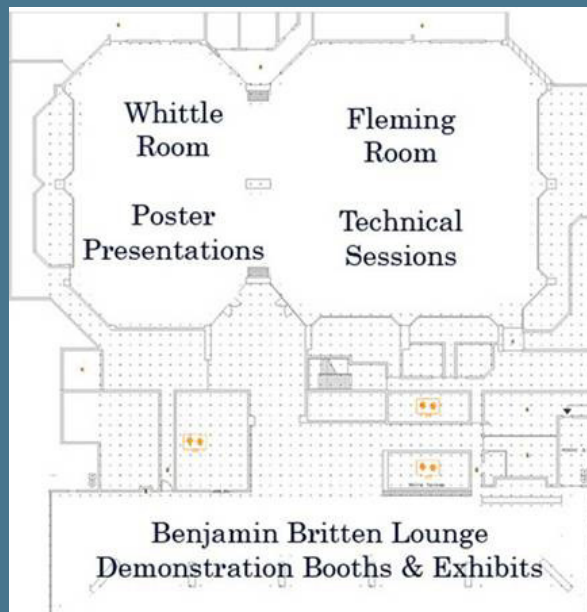# Information for Software/Database Demonstrators and Exhibitors

The e-Biosphere 09 International Conference on Biodiversity Informatics will take place at the Queen Elizabeth II Conference Centre (QEIICC) in London on Monday to Wednesday, 1-3 June 2009. The organizers expect more than 600 participants from around the world, including biologists, government officials, computer scientists, and others involved in research on and conservation of biological diversity. Sessions on the first and last days of the Conference have been reserved to allow participants to visit exhibits, software/database demonstrations, and poster presentations.

This document provides information and an application form for those who would like to reserve exhibit space at the Conference. All software/database demonstrations and exhibits will be installed in the Benjamin Britten Lounge on the 3rd Floor of the QEIICC, adjacent to the conference's plenary sessions in the Fleming Room and the poster presentations in the Whittle Room. This location provides excellent access to the exhibit area as participants come and go to meals and coffee/tea breaks during the Conference.

3rd Floor Plan
of QEIICC

Application Process

Please complete the attached application form and return it no later than 1 April 2009. Forms can be returned by:

1. Scanning the completed forms and sending it as an e-mail attachement to exhibits.e-biosphere09@si.edu
2. Faxing the completed form to +1-202-633-2938
3. Sending the completed form by post to:

>   e-Biosphere Exhibits
>   c/o Consortium for the Barcode of Life
>   National Museum of Natural History
>   Smithsonian Institution
>   P.O. Box 37012, MRC-105
>   Washington, DC 20013-7012

A form for the rental of additional furniture and exhibit equipment is also attached. Please submit this form directly to the exhibit contractor using the information on the form.

Display Options for Software/Database Demonstrators

Software systems and databases form the backbone of Biodiversity Informatics. The Conference organizers invite non-commercial developers of software systems and/or biodiversity databases to hire a display booth for offering computer demonstrations. Representatives of non-commercial software and/or database initiatives can reserve a 2m by 2m or a 2m by 3m display booth for this purpose. Each booth will be equipped with a single-plug 230V/500W outlet (UK plug style), one 30W spotlight, counter, two counter stools, and a name banner across the top of the booth's front. Display monitors, computers, and additional spotlights and electrical outlets are available for hire from the exhibit contractor (see below). The back and side walls of the booth will be 2.2m tall and can accommodate printed material.
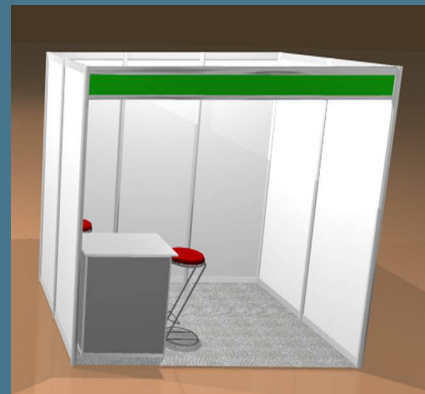
The rental costs for these display booths for the three Conference days are:
- £300 for a 2m X 2m booth
- £400 for a 2m X 3m booth

The booth rental includes two access badges to the exhibit area. Software/database demonstrators who wish to attend the technical sessions must register for the Conference, but they will be eligible for a 25% reduction on the conference fees of two registrants associated with the organization renting the booth.

2m x 2m Booth

3m x 2m Booth

Exhibitor Options

Commercial and other exhibitors may hire exactly the exhibit space they require for the three day Conference at £250 per m² (4 m² minimum). The hired space can be provided as:

- A standard 2m by 2m or 2m by 3m display booth, as shown above, including a name banner across the top of the booth's front;
- A display booth of other dimensions, with back and side walls as shown above, including a name banner; or
- Open floorspace on which a custom-built exhibit would be installed.

Lights, electrical connections, and furniture are not included in the £250 per m² charge, and can be ordered on the attached application form.

Rental of an exhibit area includes two access badges to the exhibit area, and a 25% reduction on the conference fees of two registrants associated with the organization renting the booth.

The exhibit space will be available for installation of software/database demonstration booths and exhibits on Sunday, 31 May 2009. All exhibits must be removed no later than 1800 on Wednesday, 3 June 2009.

EXHIBITION APPLICATION FORM: Return by 1 April 2009

Secretariat Use Only   Date Received: Registration No.:

Exhibitor Name _____

Address _____

_____

Contact Person _____

E-mail: _____

Tel: _____   Fax: _____
(Country code-Area code-tel. no)   (Country code-Area code-tel. no)

EXHIBITION APPLICATION FEE

Item	Unit price	Quantity	Amount
☐ Software/Database Demonstration Booth: Size 2m X 2m	£300		
☐ Software/Database Demonstration Booth: Size 2m X 3m	£400		
☐ Exhibit space: Dimensions requested ___m X ___m ☐Booth walls ☐Open space for custom exhibit	£250 per m^2		
☐ Wired internet connection	£175 for 3 days		
☐ Wireless internet connection	£100 for 3 days		
		Grand Total:	£_____

METHOD OF PAYMENT

Credit card type:	☐Master Card ☐VISA ☐JCB
Card Holder (please print) :	
Card No. :	_ _ _ _ - _ _ _ _ - _ _ _ _ -
Expiry date:	____/____(mm/yy)
Security Code (last 3 digits located on the back of the credit card):	
Total amount:	£_____
Signature of the carder holder:	Date:

e-Biospere 09
1 - 3 June 2009
QE2 Conference Centre

Audio Visual Hire Order Form

Stand No.

Deadline date - 25 May 2009

Item	Price (ex. VAT)	Quantity	Total
1 Samsung 17" TFT Screen (Data 4:3)	£ 60.00		
2 Samsung 19" TFT Screen (Data 4:3)	£ 80.00		
3 Samsung 21" TFT Screen (Data 16:9)	£ 200.00		
4 LG 19" LCD Screen (Video / Data 16:9)	£ 120.00		
5 Sony 32" LCD Screen (16:9 Ratio, Video/Data)	£ 320.00		
6 NEC 42" Plasma Screen (16:9 Ratio, Video/Data)	£ 360.00		
7 NEC 50" Plasma Screen (16:9 Ratio, Video/Data)	£ 490.00		
8 NEC 61" Plasma Screen (16:9 Ratio, Video/Data)	£ 1,000.00		
9 Sanyo 2,000 Lumens LCD Projector & 6' x 4'6" Screen	£ 350.00		
10 Compaq P4 Computer c/w Windows/Office XP	£ 130.00		
11 Dell PM Laptop c/w Windows/Office XP	£ 160.00		
12 Sony DVD Player (Auto Repeat/Multi Region)	£ 40.00		
13 Small P.A. System to include:			
Mixer/Amplifier/2 Speakers & 1 UHF Headset Microphone	£ 330.00		

Special requirements (e.g. Software, modems, etc.EQUIPMENT NOT LISTED):
Please call or email for pricing
Please state with all screens whether you require desk, wall or Floorstands
Please note Computers do not come with monitors please order separately

15% Surcharge (if applicable)	
Sub Total	
3% Surcharge for Credit Card payments	
Total	
Vat	
Total	

Company Name:

Address:

Postcode:

Telephone:

Facsimile:

Contact Name:

Signature:

E-mail:

Date:

Please return this form to the address below no later than the above deadline date, together with a cheque for the total amount of order including VAT - made payable to: **Index Group Ltd** or complete your credit card details opposite.
All credit card payments are subject to a 3% surcharge. Orders received after the deadline date are subject to availability and a 15% surcharge.

Credit Details: ☐ Mastercard   ☐ Visa

Start date: /   Expiry date: /

Credit Card No:

Security Code (last 3 digits):

Note: Any item requested on site will be supplied subject to availability but will incur a surcharge of 25% payable immediately.

Payment Terms - 7 days prior to event (no orders will be processed until full payment is received)

Please return to:
INDEX GROUP LTD
Unit C4, The Bridge Business Centre, Timothy's Bridge Road
Stratford Upon Avon Warwickshire. CV37 0HT
☎ 01789 269262 👤 01789 269862 email - av@indexgroup.org

INDEX
audio visual division
group ltd

Please visit our website **www.indexgroup.org** where you can also complete
your name board form and order stand extras online.

"e-Biosphere 09"
1-3 June 2009
QEII Conference Centre, London

Additional Electrical order form

| Stand No. | Deadline date – Friday 1st May 2009 |

Please supply on hire and install on the above stand, the following electrical work. We note the standard conditions that follow and agree that these will apply. We agree to pay the charges indicated.

QTY	DESCRIPTION	ITEM PRICE	TOTAL
	5FT FLUORESCENT FITTING	35.00	
	50W HALOGEN SPOTLIGHT	35.00	
	2 X 50W HALOGEN SPOTLIGHTS [INSTALLED ON TRACK]	67.00	
	500W 2 AMP SOCKET	78.75	
	1KW 4 AMP SOCKET	94.50	
	2 KW 8 AMP SOCKET	131.50	
	3KW 12 AMP SOCKET OUTLET	157.50	

PLEASE MAKE CHEQUES PAYABLE TO INDEX GROUP LTD.

FOR ANY ITEMS NOT LISTED A QUOTATION MAY BE OBTAINED FROM K R EXHIBITION SERVICES.

PAYMENT DETAILS – Cheques/Credit card//BACS

SUB TOTAL	
CREDIT CARD LEVY @ 3%	
VAT @ 17.5%	
TOTAL DUE	

Credit cards accepted: Mastercard/Visa/Delta/Switch/Solo

*A 3% LEVY WILL BE ADDED FOR CREDIT CARD PAYMENTS (We do not accept American Express)

Expiry date: _____ **Switch Issue no.** _____**Sec Code**_____

_____

WE ENCLOSE A CHEQUE FOR £ _____ WHICH IS THE FULL AMOUNT INCLUDING VAT

Company Details.

COMPANY NAME_____

ADDRESS _____

POST CODE _____

TEL NO. _____ FAX NO. _____

CONTACT _____

PLEASE SUPPLY A DRAWING SHOWING POSITION OF FITTINGS.

Orders received after the deadline date are subject to availability and subject to a 25% surcharge.

Any item requested on site will be subject to availability and subject to a surcharge of 30% payable immediately.

No goods will be supplied unless full payment is received