



## IAIA Conference Promotional Fees (IAIA07)

### Annual Conference

IAIA07 Deadline: 31 March 2007

**(A) Standard exhibit booth**  
**US\$ 800**

Standard equipment includes a shell stand with side and rear walls (3m wide x 2m deep), fascia board, three spotlights (100W), carpeting, one information desk, and one chair.

Fee includes registration for one attendant. One additional attendant may register at US\$200. Contact IAIA for exhibitor registration forms.

Company name listed in program.

Booths will be set up and audio-visual equipment will be supplied by local contractors Kyung Dong Design and eRONCOM respectively. Exhibitors will work with Kyong Dong Design and eRENCOM **through Meci International** to order non-standard equipment such as electrical, phone/Internet lines, audio-visual equipment etc. Additional equipment will incur additional charges, for which Meci International will invoice the exhibitors; exhibitors will remit the fees for the extra equipment to Meci International For additional information or equipment requests, contact Janny Hwang ([janny@meci.co.kr](mailto:janny@meci.co.kr)) by 31 March 2007.

Exhibitor setup is Monday, 4 June, from 12:00pm- 5:00pm. Takedown is Thursday, 7 June, from 4:30pm – 6:30pm.

**(B) Display table with chair**  
**US\$ 375**

Standard equipment is one table (100 cm wide x 50 cm long) and one chair.

Fee includes registration for one attendant. One additional attendant may register at US\$200. Contact IAIA for exhibitor registration forms.

Company name listed in program.

Setup is Monday, 4 June, from 12:00pm- 5:00pm. Takedown is Thursday, 7 June, from 4:30pm – 6:30pm.

Note: A table is provided for IAIA members to display materials that are *non-commercial* and distributed free of charge. There is no fee to IAIA members. This table is shared with other IAIA members. Members must be in attendance at the conference to display materials. No advertising is permitted; IAIA reserves the right to remove inappropriate materials.

**(C) Large free-standing exhibits** (exhibitor provides own display and requests the amount of space (ft<sup>2</sup>) needed)  
**US\$10/ ft<sup>2</sup> and/or negotiate cost and arrangements with IAIA**

If needed, equipment provided at no additional cost includes a table (100 cm wide x 50 cm long) and one chair. Company name listed in program.

Booth and audio-visual equipment, if needed, will be supplied by local contractors Kyung Dong Design and eRENCOM **through Meci International** to order non-standard equipment such as electrical, phone/Internet lines, audio-visual equipment etc. Additional equipment will incur additional charges, for which Meci International will invoice the exhibitors; exhibitors will remit the fees for the extra equipment to Meci International For additional information or equipment requests, contact Janny Hwang ([janny@meci.co.kr](mailto:janny@meci.co.kr)) by 31 March 2007.

Fee includes registration for one attendant. One additional attendant may register at US\$ 200. Contact IAIA for exhibitor registration forms.

Company name listed in program and on conference web page.

Setup is Monday, 4 June, from 12:00pm- 5:00pm. Takedown is Thursday, 7 June, from 4:30pm – 6:30pm.

**(D) Poster panel** (flat, upright panel on which an advertising poster can be displayed)  
**US\$ 100**

Poster panels are freestanding, 1m wide x 2.5m high. Removable double-sided tape is preferred to affix materials to the wooden surface. You are responsible for providing the materials to hold your poster and any additional materials (such as envelopes or brochure holders) in place on the panel. Use of IAIA-provided panels is required.

Setup is Monday, 4 June, from 12:00pm- 5:00pm. Takedown is Thursday, 7 June, from 4:30pm – 6:30pm.

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#### INTERNATIONAL ASSOCIATION FOR IMPACT ASSESSMENT

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### (E) **Brochures/flyers/CD-ROMs** (to be included in delegate packs) **US\$ 175 (non-members; no cost to IAIA members)**

Material to be included in delegate bags is subject to approval by IAIA HQ prior to 31 March. Please contact IAIA HQ for the policy note on criteria for materials that are considered appropriate for distribution in delegate packs. Contact IAIA for quote if material is larger than letter/A4 size.

Packages should be clearly marked "for delegate packs" on both the inside and outside of packages.

Provide 700 copies. Plan to ship so materials arrive at the venue 31 May. Delegate packs will be prepared 1 June. IAIA takes no responsibility for delegate pack inserts arriving after 31 May.

### **Shipping information: Exhibitors**

COEX Convention Center will not accept packages shipped directly to COEX.

For shipping information and customs service assistance, contact MIREM E&F:

Ben Heo or Richard Park (phone +82 2 569 7711 / fax +82 2 567 8460 / [ben@mirimenf.com](mailto:ben@mirimenf.com) or [Richard@mirimenf.com](mailto:Richard@mirimenf.com))

Include this information on each item shipped (both inside and outside of packages):

- Return name, address, and phone number
- IAIA07, 3-9 June 2007
- The name of the person who will claim the package and the date that person will pick up the package
- Total number of packages

### **Shipping information: All materials except exhibitor materials** (e.g., training course materials, brochures/flyers for delegate packs, books, or other documents)

COEX Convention Center will not accept packages shipped directly to COEX.

Send to:

Attention: Jaeyoung Lim  
Korea Environment Institute  
613-2 (room 417) Bulgwang-dong, Eunpyeon-gu  
Seoul 122-706  
KOREA  
Phone +82 2 380 7753

Include this information on each item shipped (both inside and outside of packages):

- Return name, address, and phone number
- IAIA07, 3-9 June 2007
- The name of the person who will claim the package and the date that person will pick up the package, unless it is material to be included in delegate packs. If the material is to be included in delegate packs, boxes should be clearly marked "for delegate packs" both outside and inside.
- Total number of packages

### **Important notes**

- Any packages delivered COD or with postage due will be refused and no notification will be made to the shipper.
- COEX will not accept packages shipped directly to COEX.
- All packages must display a label containing the information noted above. It is very helpful if this information is included inside each box as well.
- All packages should be sent no more than five days prior to function dates.
- It is the sender's responsibility to check on the arrival of packages and to check to ensure the contents are intact. COEX, the conference hosts, and IAIA accept no liability or responsibility for lost, stolen, or damaged goods or packages which do not arrive or arrive late.
- IAIA, COEX, and the conference hosts are not responsible for any materials on display, or any materials left after 7:30pm on 7 June.