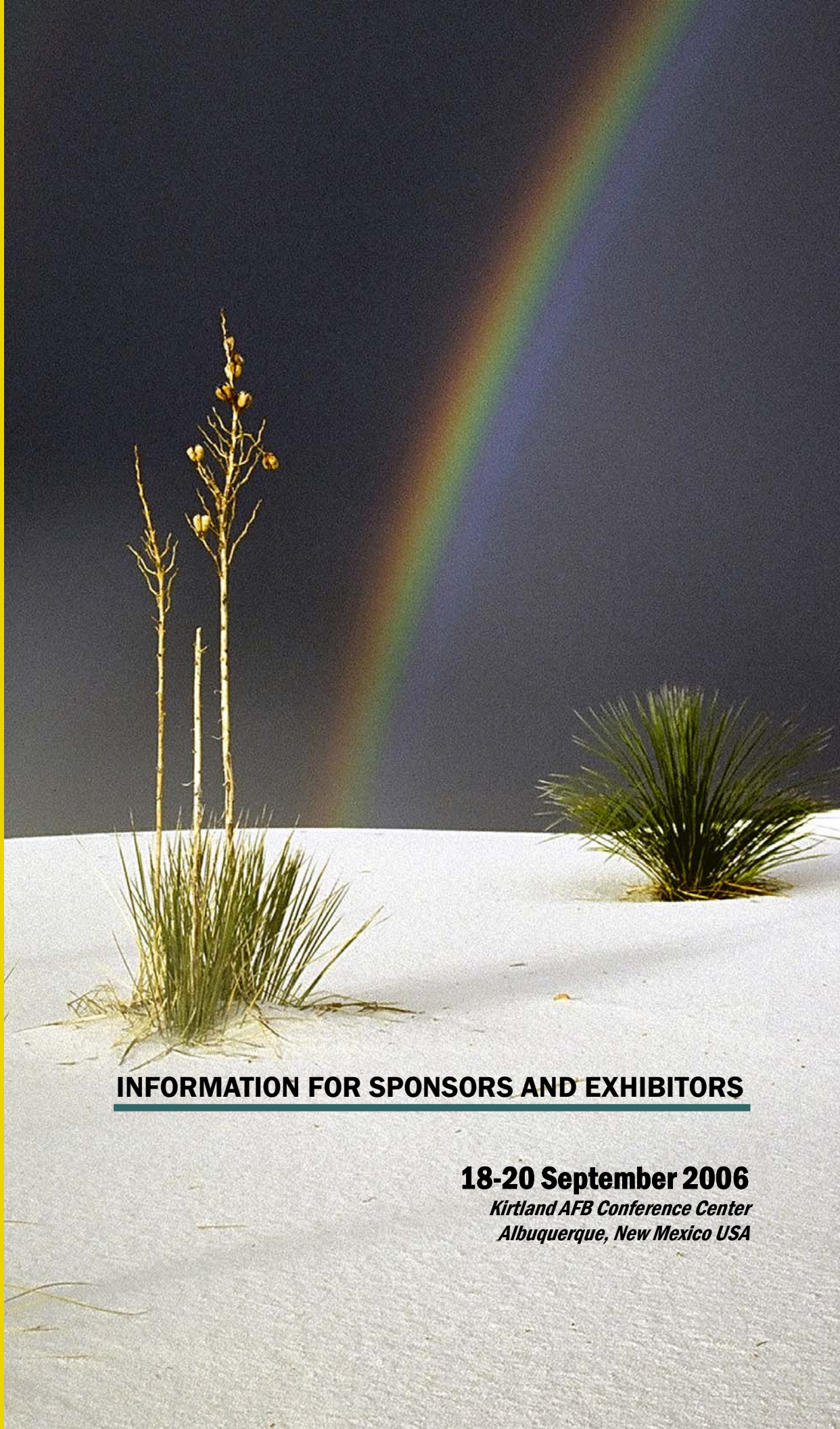


# MIRROR TECH DAYS CONFERENCE



**INFORMATION FOR SPONSORS AND EXHIBITORS**

**18-20 September 2006**  
*Kirtland AFB Conference Center*  
*Albuquerque, New Mexico USA*



nmoptics.com  
info@nmoptics.com

851 University Blvd SE  
Suite 203  
Albuquerque, NM 87106  
USA

15 July 2006

Tel 505 450 9947  
Fax 505 858 0404

Dear Potential Sponsor or Exhibitor,

The **Mirror Tech Days Conference** will be held 18-20 September 2006 at the Kirtland AFB Conference Center in Albuquerque, New Mexico. Sponsors and exhibitors are invited to participate in this important conference.

The purpose of **Mirror Tech Days Conference (MTD)** is to publicly summarize work being done by Government vendors under contract or SBIR in the area of mirror technology development. Mirror Tech Days serves several functions.

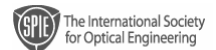
- **MTD** is a public peer review for vendors receiving public funds.
- **MTD** informs other governmental organizations and contractors of work that is being supported by the taxpayer, so that they might be able to take advantage of this work or avoid duplicate funding of similar activities.
- **MTD** provides a networking opportunity for vendors, contractors and government personnel.

In 2006, **MTD** is being jointly chaired by:

Dr. Brett de Blonk, U.S. Air Force Research Laboratory, Space Vehicles Directorate  
Lt. Katy Boehme, USN, National Reconnaissance Office  
Dr. David Content, NASA Goddard Space Flight Center  
Dr. Doug Deason, U.S. Army Space & Missile Defense Command  
Dr. Bianca E. N. Keeler, Sandia National Laboratory  
Dr. B. Martin Levine, Jet Propulsion Laboratory  
Dr. Larry Matson, U.S. Air Force Research Laboratory, Material Directorate  
Dr. H. Philip Stahl, NASA Marshall Space Flight Center



The **International Society for Optical Engineering (SPIE)**, as an organizer, is handling attendee registration. **New Mexico Optics Industry Association (NMOIA)** is the Managing Organizer for the conference. **NMOIA** is responsible for all Sponsor and Exhibitor arrangements and registrations, onsite support and welcoming reception.



As a Sponsor or Exhibitor, you will be able to attend this conference and interact with the participants. Exhibitors receive the added benefit of display space for your company's products and services.



Please contact our coordinator, Margaret Coombs, if you have any questions or need assistance.

We hope you will join us in September at **Mirror Tech Days!**



Jim McNally, Ph.D.  
TruTouch Technologies, Inc.  
Chair, NMOIA

Bill Goodman, Ph.D.  
Schafer Corporation  
Vice President, NMOIA

# Sponsor / Exhibitor Contract

Mirror Tech Days Conference  
Kirtland AFB Conference Center  
Albuquerque, New Mexico

The exhibiting company, or sponsor, agrees to the contracted exhibition space or sponsorships at the Mirror Tech Days – Albuquerque Conference to be held at the Kirtland AFB Conference Center, 18-20 September 2006; agree to make payments at the rates listed on this Contract for space and sponsorships chosen; and agree to abide by all the Policies governing the Conference.

**COMPLETE THIS SECTION AS IT SHOULD BE PUBLISHED** (Please type or print clearly)

Exhibitor Name \_\_\_\_\_

NMOIA Member?  Yes  No      Mirror Tech Days Presenter?  Yes  No

University     Company     Government     Publisher     Association     Other \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

General Tel \_\_\_\_\_ General Fax \_\_\_\_\_

General Email \_\_\_\_\_ Web Address \_\_\_\_\_

Parent Company or Publisher Name \_\_\_\_\_

Company's Main Product Line \_\_\_\_\_

Once your contract has been processed, NMOIA will send you directions on how to submit a brief Exhibitor Description and to select applicable Product Categories that will be used in online and printed promotions.

**CONTACT**

Exhibitor Contact \_\_\_\_\_ Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

**SHARED EXHIBIT SPACE**

Please list any companies or divisions that you will be sharing your exhibit space with:  
1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

A separate form will be sent requesting contact information for these companies/divisions.

**EXHIBITION SPACE (includes one conference badge)**

Exhibition space will be assigned according to the date contract and deposit/payment received, and size of contracted space. A limited number of spaces with access to electrical power are available for a \$75 surcharge. Space assignments will be completed by 10 September 2006. Presenter and NMOIA Member rates reflect a discount. Ask us about becoming an NMOIA member or visit nmoia.org. To purchase additional conference badges, please visit www.spie.org.

Space Type	Qty	Presenter Fee	NMOIA Member Fee	Non Member Fee	
8' Table	_____ x	\$300	\$400	\$650 .....	= _____
10'x10' Booth	_____ x	\$600	\$800	\$1,200 .....	= _____
				\$75 Electrical Power Surcharge	= _____
<b>Exhibition Space Subtotal ..\$</b>					<b>_____</b>

**SPONSORSHIPS**

**General Sponsorship**

<input type="checkbox"/> Diamond.....	\$3,000	Includes 3 conference badges, post banner, handouts in conference bags, logo display, recognition and display table
<input type="checkbox"/> Ruby.....	\$1,500	Includes 1 conference badge, post banner, handouts in conference bags, recognition an display table.
<input type="checkbox"/> Sapphire.....	\$ 750	Includes 1 conference badge, handouts in conference bags and recognition

**Directed Sponsorship**

<input type="checkbox"/> Speaker.....	\$1,000	<input type="checkbox"/> Carry bags.....	\$600	<input type="checkbox"/> Morning Coffee .....	\$500
<input type="checkbox"/> Welcome Reception.....	\$ 600	<input type="checkbox"/> Afternoon Dessert.....	\$500	<input type="checkbox"/> Government Reception .....	\$500
<b>Sponsorship Subtotal ..\$</b>					<b>_____</b>

**RECEPTION TICKETS (Guests)**

A welcome reception will be held the evening of 18 September. All conference badge holders may attend the welcome reception for no additional charge. Guest tickets may be purchased for an additional charge.

# of Reception Tickets \_\_\_\_\_ x \$20 = .... \_\_\_\_\_

Exhibition Space Subtotal + Sponsorship Subtotal + Reception Ticket Total = **Contract Total \$** \_\_\_\_\_

*Continued on back.*

Please send original, signed contract and required payment to:

NMOIA  
851 University Blvd SE  
Suite 203  
Albuquerque NM 87106  
USA

Tel  
505 450 9947

Fax  
505 858 0404

Email  
margaret@nmoia.com

For Office Use Only

Date \_\_\_\_\_

Amt Rec'd \_\_\_\_\_

CC      Cash

Check    MO

Reg# \_\_\_\_\_

IDN# \_\_\_\_\_

**PAYMENT INFORMATION**

A deposit of 25% on Exhibition Space and Sponsorship **must** accompany contract. Deposit may be paid by check, money order, or credit card. **See rules and Regulations for policies regarding Exhibition Space and Sponsorship cancellations. Payment in full due on contracts received on or after 16 August 2006. Contract confirmation will be sent within 7 business days of receipt of your request.**  
 Please check one of the following options:

- Check/Money Order enclosed (payable to NMOIA) for **entire amount** in Contract Total \$ \_\_\_\_\_
- Check/Money Order enclosed (payable to NMOIA) for **25% deposit** (.25 x Contract Total) \$ \_\_\_\_\_
- Charge **entire amount** in Contract Total to credit card \$ \_\_\_\_\_
- Charge **deposit only** (.25 x Contract Total) to credit card \$ \_\_\_\_\_

VISA     MasterCard     American Express    Card No. \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Date (MM/YY) \_\_\_\_\_

**Exhibitor Terms & Conditions**

**1) LIABILITY:** Upon approval of this contract by an authorized Exhibitor representative, it is expressly understood that the Exhibitor has read and agrees to abide by the NMOIA liability policies outlined below. The New Mexico Optics Industry Association, hereinafter referred to as NMOIA, and all organizations and individuals who are employed by or associated with it, in connection with this Exhibition, will not assume responsibility and shall be held harmless by all Exhibitors for damage or loss resulting from fire, theft, terrorism or threat of terrorism, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The Exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of Exhibitor or its employees or agents.

**2) INSURANCE:** Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid collectible insurance of Exhibitor and shall be written on per occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph. Required Coverages: (A) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); (B) Worker's compensation insurance. Exhibitor shall name NMOIA as an additional insured on its general commercial liability insurance and provide NMOIA with evidence thereof in the form of a certificate of insurance from their carrier, 30 days prior to show dates. Exhibitor acknowledges that NMOIA has no obligations to maintain insurance on Exhibitor's behalf.

**3) PAYMENT SCHEDULE:** If submitted prior to 15 August 2006, a deposit of 25% of the total space rental fee must accompany a signed original of this contract. The remaining balance of the total fee is due 20 days prior to show start date, 29 August 2006. No space will be reserved or assigned unless both the deposit and signed contract are received at NMOIA headquarters at 851 University Blvd SE, Ste 203, Albuquerque, NM 87106. Full payment of the total space rental fee must accompany any signed contract received at NMOIA headquarters 16 August 2006 or later.

**4) LOCATION:** NMOIA reserves the right to determine the final placement of the Exhibitor.

**5) TRANSPORTATION/SETUP:** All transportation costs, and any other costs related to exhibit setup not explicitly offered above by NMOIA, are to be paid by the Exhibitor.

**6) LOSSES:** NMOIA is not responsible for damage to Exhibitor's property or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit materials, fixtures or equipment fails to arrive, Exhibitor is

nevertheless responsible for the exhibit space reserved as per this contract. Exhibitors are advised to insure against these risks.

**7) ALCOHOL SERVING AND CONSUMPTION:** Exhibitors are not permitted to serve alcohol from and/or within the confines of their booth space nor within the exhibition hall.

**8) SECURITY:** NMOIA will provide general security service on a 24-hour basis to the Exhibition area from the beginning of setup hours through the conclusion of the Exhibition. However, NMOIA is not responsible for loss or damage to Exhibitor's property. Exhibitors are advised to insure against these risks.

**9) NMOIA MEMBERSHIP:** NMOIA membership pricing is valid only if the membership is in good standing and 2006/2007 dues are fully paid prior to the contracted exhibition. If the 2006/2007 membership dues are not fully paid at the time of the contracted exhibition, the exhibitor pricing reverts to the non-member rates and the contracted exhibitor will be liable for the balance due NMOIA.

**10) MUSIC LICENSING:** No copyrighted music may be played in the exhibition area in any fashion (including, but not limited to: background music on video or audio tape presentations) without appropriate documented permissions and/or licensing. The Exhibitor is solely responsible for obtaining such permissions and/or licenses or music originating in the Exhibitor's booth/display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these requirements.

**11) CANCELLATION/SPACE REDUCTION:** Any cancellation, space reduction requests or requests for changes of this contract must be made in writing and forwarded to NMOIA headquarters at 851 University Blvd SE, Ste 203, Albuquerque, NM 87106. Cancellations or space reductions will be subject to charges according to the following schedule:

- More than 20 days before show start date, 29 August 2006 – Deposit forfeited; excess of deposit will be refunded in full.
- Twenty days and less before show start date, after 29 August 2006 – Full amount of fee is due.

In the event of a cancellation or reduction of contracted space, and subject to the above cancellation charges schedule, NMOIA shall retain the right to resell cancelled space without rebate or allowance to the Exhibitor.

**12) TERMINATION OF EXHIBITION:** In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of NMOIA, unfit for occupancy, or in the event the holding of the Exhibition or the performance of NMOIA under the Exhibit Reservation contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of

NMOIA, said Contract and/or the Exhibition (or any part thereof) may be terminated by NMOIA. NMOIA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NMOIA. If NMOIA terminates said contract and/or the Exhibition (or any part thereof) as aforesaid, then NMOIA shall not be liable to the Exhibitor other than for a prorated refund of such Exhibitor's space price payment determined on the basis of the number Exhibition days remaining. For purposes hereof, the phrase, "cause or causes not reasonably within the control of NMOIA" shall include, but not by way of limitation: fire, casualty, flood, epidemic or accident; blockade or embargo, governmental restraints; restraints or orders of civil defense or military authorities; terrorism or threat of terrorism, act of public enemy riot, or civil disturbance; strike, lockout, boycott, or other labor disturbance; inability to secure sufficient labor, technical, or other personnel; failure, impairment, or lack of adequate transportation facilities; inability to obtain, or condemnation, requisition or commandeering of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order decree, or regulation, whether legislation, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.

**Sponsorship Terms & Conditions**

**1) A 25% deposit** is required with receipt of this form. No sponsorship will be reserved or assigned without a signed form and the 25% deposit. Payment in full is due 19 August 2006. Contracts submitted after 19 August 2006 must be paid in full. Any cancellation or request for changes of this contract must be made in writing and forwarded to the NMOIA Headquarters at 301 University Blvd SE, Ste 203, Albuquerque, NM 87106.

**2) Cancellations** will be subject to charges according to the following schedule:

- More than 30 days before show start date, 19 August 2006 – Deposit forfeited; excess of deposit will be refunded in full.
- Thirty days and less before show start date, after 19 August 2006 – Full amount of fee is due.

**Exhibition Space Specifications**

**Open-space Tables** are 2'x8'x30" high, or the equivalent floorspace. Maximum height of the display from the table surface is 4' and depth cannot exceed 5'. No floor-standing backdrops. Space includes draped table, 2 chairs, carpeting, wastebasket and company ID signs. UTILITIES ARE NOT INCLUDED.

**Booth Areas** include 10'x10' display space defined by 8' pipe and drape back and 3' side-walls and company ID sign. Height restrictions of 8'. UTILITIES AND BOOTH FURNISHINGS ARE NOT INCLUDED.

**AGREEMENT:** The signer(s) of this contract warrants they are authorized to sign on behalf of the contracted company and hereby authorizes NMOIA to reserve exhibition space or sponsorships for use by this company during the 2006 Mirror Tech Days Conference. The undersigned acknowledges receipt of and agrees to abide by all terms, policies, and other provisions of this contract.

Exhibitor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Exhibitor Name \_\_\_\_\_