

# 2006 IEEE International Conference on Acoustics, Speech, and Signal Processing



14-19 May 2006

Centre des Congrès Pierre Baudis

*Exhibitor Invitation*





# Exhibitor's Invitation

Toulouse will welcome the world's largest and most comprehensive technical conference focused on signal processing and its applications:

- Delegates from around the world will debate the main questions and perspectives in this domain.
- Attendees will enjoy a congenial atmosphere and opportunities to renew old partnerships and form new ones in order to advance future projects on the international stage.

We are delighted to invite you to participate in the 2006 IEEE International Conference on Acoustics, Speech, and Signal Processing, to be held at the Centre des Congrès Pierre Baudis, May 14-19, 2006. ICASSP 2006 will also present the 8th Annual Industrial Technology Tracks designed to promote industrial participation in which papers emphasizing industrial aspects and applications of signal processing will be featured. Some of the benefits enjoyed by exhibitors during ICASSP 2006 are:

- Industrial Technology Tracks featuring papers on industrial aspects of signal processing.
- Tutorials in multimedia and other emerging DSP application areas.
- Mailing list of participants in ICASSP 2006.
- Promotion available through ICASSP 2006 announcements and website.
- Press facilities to encourage coverage of new products and other announcements.
- Centrally located exhibition area.
- Special food services available in the exhibit area.

For companies interested in recruiting, ICASSP 2006 encourages the exchange of employment information. Traditionally, ICASSP attendees include over 200 graduate students nearing the end of their programs of study, providing recruiters a great opportunity to seek out new and highly qualified applicants.

**ICASSP 2006 Exhibits**  
**Conference Management Services, Inc.**  
Attn: Christopher Garza  
3833 South Texas Avenue, Suite 221  
Bryan, Texas 77802-4015 USA  
(979) 846-6800 (phone)  
(979) 846-6900 (fax)  
exhibits@icassp2006.org

**[www.icassp2006.org](http://www.icassp2006.org)**



# Exhibitor Prospectus

Organizations are invited to exhibit at the 2006 IEEE International Conference on Acoustics, Speech, and Signal Processing at the Centre des Congrès Pierre Baudis in Toulouse, France. It is expected that over 2,000 participants will join in the combined technical program and product exposition, as well as other special events. The exhibit area is strategically located with respect to the main traffic flow of the conference activities. It will accommodate 20 booths.

Conference Dates:  
May 14-19, 2006

Exhibition Dates (Tentative):  
May 16-18, 2006

Expected number of delegates:  
2,000 engineers, scientists, and professionals

Exhibition Location:  
Pierre Baudis Congress Centre  
11 Esplanade Compans Caffarelli  
31000 Toulouse, France

Exhibit Booth Equipment Provided:

- Grey aluminum profile and 2 honey wood melamine resin filing
- Flag sign
- Electricity: 1.5 kW
- 1 Table, 2 Chairs
- 1 Strip of 3 spotlights
- Carpet

Booth Pricing:

Registration (6sqm booth):  
\$2,000 US per booth **before** 3/31/06  
\$2,500 US per booth **after** 3/31/06  
Registration (12 sqm booth):  
\$3,500 US per booth **before** 3/31/06  
\$4,000 US per booth **before** 3/31/06  
Please inquire about multi-booth discounts.

Each exhibitor will be also be provided daily aisle cleaning, nightly security, and one complimentary copy of the CD-ROM proceedings.

General inquiries and exhibitor registration should be directed to:

**ICASSP 2006 Exhibits  
Conference Management Services, Inc.**  
Attn: Christopher Garza  
3833 South Texas Avenue, Suite 221  
Bryan, Texas 77802-4015 USA  
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exhibits@icassp2006.org

**[www.icassp2006.org](http://www.icassp2006.org)**

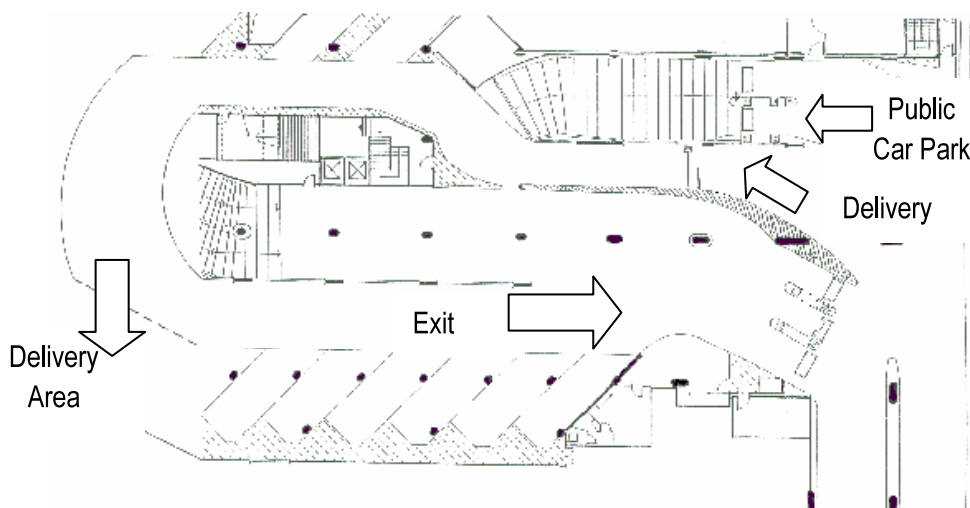
# Delivery and Storage

All the parcels must comprise the exact coordinates of the shipper, the heading and the dates of the conference. All the particular parcels (fragile, very cumbersome, etc.) must be announced before sending them to the Centre des Congrès Pierre Baudis to the attention of:

Sophie SANGAYRAC, Exhibition Manager  
Phone: +33 (0) 5.62.30.40.95  
E-mail: s.sangayrac@centre-congres-toulouse.fr

For the possible storage of box boards, the exhibitor is held to make contact on the spot with Sophie Sangayrac in order to determine a space where those will be stored. If necessary, all the packing will be removed and thrown at that time of final cleaning before the official opening of the exhibition.

## Access to the delivery surface of the Convention Center:



## Access to the delivery area of the Conference Center:

The delivery and unloading area can be reached via the public car parking << Compans Caffarelli >>. The entrance is located on Boulevard Lascrosses.

The size of the vehicles should not exceed:

height: 2,95 m  
length: 12 m  
maximum weight: 13 tons

The exhibitors (or drivers) whose vehicles exceed the above-mentioned dimensions have to park along the Boulevard Lascrosses (in front of Esplanade Compans Caffarelli) and load or unload with a (lift) truck (the distance is approximately 50 m).

Access to the Delivery Area will be available during the mounting and dismounting periods:

2:00 pm - 6:00 pm on Monday 15 April  
6:00 pm - 10:00 pm on Thursday 18 April

In order to reach the exhibition area, please use the elevator accessible from the Delivery Area.

**Parking is free of charge for the first half hour only.** The technical team of the Conference Center and the person in charge will be on the site during the mounting and dismounting phases, in order to see to all the details.



# Practical Information

## **DELIVERY**

No deliveries will be accepted before the first setting up. As the delivery area does not have an unloading bay, it is preferable for lorries (trucks) to be equipped with tailgates.

### **Equipment unloading time: 30 minutes**

Delivery on the set-up day. Any delivery made directly by a haulage contractor to the Centre des Congrès Pierre Baudis will only be accepted on the exhibitor's set-up day and in the presence of a person in charge of the stand. Delivery is carried out under the exhibitor's responsibility. Under no circumstances can the Toulouse Convention Center be held responsible.

### **Any equipment delivered to the Toulouse Convention Center should clearly indicate:**

CENTRE DE CONGRES PIERRE BAUDIS  
ICASSP 2006  
11, esplanade Compans Caffarelli  
BP 889 Toulouse Cedex 06

### **Your on-site contact is**

Sophie SANGAYRAC, Exhibitions Manager  
Centre des Congrès Pierre Baudis  
Phone: + 33 (0) 5.62.30.40.95  
E-mail: s.sangayrac@centre-congres-toulouse.fr

## **STORAGE**

For security reasons, any empty boxes must be removed from within the Centre des Congrès Pierre Baudis since there is no space set aside for this purpose. Any empty boxes or other packaging material found in the hall will be destroyed.

## **RETURN OF PACKAGES**

Any package or object left behind after the exhibition in the Centre des Congrès Pierre Baudis which has not been left in the storage area is not the responsibility of the exhibition organizers. The Convention Center is no way responsible for the disappearance or destruction of any such packages.

## **EARLY DELIVERY AND EMPTY CONTAINERS STORAGE**

Outside of the exhibition preparation period, please contact the following company:

Schenker  
6, allée Henri Potez  
31700 Blagnac  
Phone: +33 (0) 5.67.31.74.10 Fax: +33 (0) 5.67.31.74.01

For a fee, this company will store between delivery date and the day the booths are set up and will deliver your goods to the booth for set-up. The company can also store the empty containers during the exhibition.

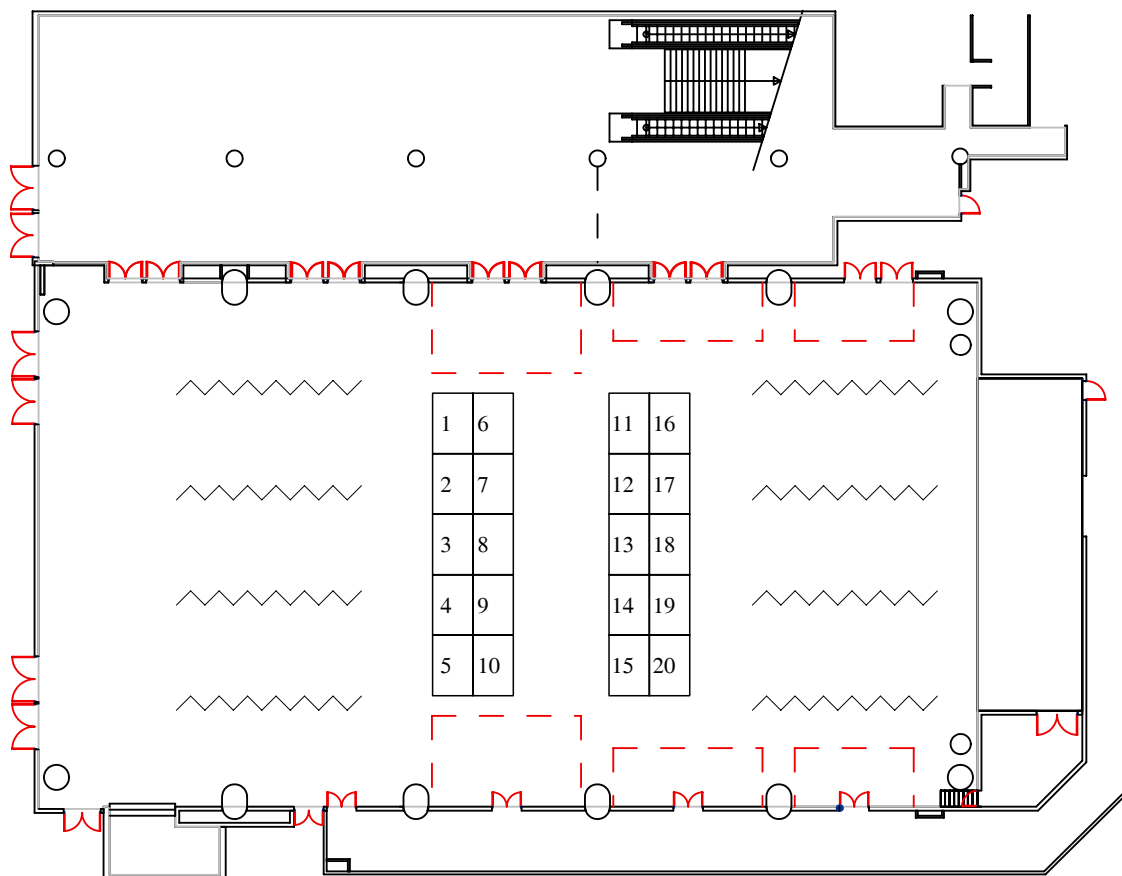
## **VAT REIMBURSEMENT FOR FOREIGN EXHIBITORS**

Foreign exhibitors can request reimbursement of the VAT on the invoices addressed by the Centre des Congrès Pierre Baudis by sending the original invoices to the tax authorities within a month following the event to the following address:

LA DIRECTION GENERALE DES IMPOTS  
Service de remboursement de la TVA  
9, rue d'Uzès  
75084 PARIS CEDEX 02  
FRANCE  
Tel: +33 (0) 1.44.76.18.00

or to a fiscal representative liable for tax set-up in France who undertakes to fulfill the obligations incumbent upon him/her. Easy tax society for more information: <http://www.easytax.fr>

# Exhibit Hall Floor Plan



## Exhibit Hours:

Tuesday, May 16, 2006

9:00 am - 6:30 pm

Wednesday, May 17, 2006

10:00 am - 6:30 pm

Thursday, May 18, 2006

10:00 am - 6:30 pm

## Move In:

Monday, May 15, 2006

2:00 pm - 6:30 pm

## Move Out:

Thursday, May 18, 2006

6:30 pm - 10:00 pm

May 14-19, 2006

**Pierre BAUDIS CONGRESS CENTRE****GENERAL ORDER FORM****PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE****Please return before April 21st, 2006****EXHIBITOR :** .....☐ Mr.   ☐ Mrs   ☐ Miss**Last Name :** ..... **First Name :** .....**Phone :** ..... **Fax :** .....**Email :** .....

Order	Yes	No	€ Total (VAT incl.)	Cheque made out to EURL SECCPB  Payment with order n° .....  date : ...../...../.....  Bank : .....
Flag sign			xxxxxx	
② Catering service				
③ Floral Decoration				
④ Electricity				
⑤ Telephone-Internet				
⑥ Audiovisual Equipment				
⑦ Parking				
⑧ Furniture catalogue				
⑨ Furniture and extra fitting				
⑩ Stand lettering				
Administrative costs			51,43 €	
<b>Total (including VAT) €</b>				

☐ **Bank transfer to EURL SECCPB**

Bank account 10096 18100 00026997001 87

CIC Lyonnaise de banque

8 rue de la République

69201 LYON - FRANCE

For VAT Reimbursement  
information, please refer to  
Practical Information on page 4.**Credit Card**☐ Visa   ☐ Eurocard   ☐ American ExpressCard number   

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Expiration   

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Sophie SANGAYRAC  
Centre de Congres Pierre Baudis  
11 Esplanade Compans Caffarelli – 31000 TOULOUSE  
Tél. : 05 62 30 40 95 - Fax : 05 62 30 48 49  
E-mail : [s.sangayrac@centre-congres-toulouse.fr](mailto:s.sangayrac@centre-congres-toulouse.fr)

## ICASSP 2006

May 14-19, 2006

PIERRE BAUDIS CONGRESS CENTRE - TOULOUSE

### FLAG SIGN

PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE

Please return before April 21st, 2006

**Exhibitor :** .....

This sign will show the name of your company and your booth number.

It will be fixed on the separating partition or on a baluster, depending on the shape of booth.

You must return this page whatever your requirements.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

The characters are standardized and printed out in capitals

### POP UP

A stand umbrella is made up various folding panels brought by the exhibitor and transportable .

If it is the case please let us know.

☐ I wish to use a Pop up

☐ I do not wish to use a Pop up

Sophie SANGAYRAC

Centre de Congres Pierre Baudis

11 Esplanade Compans Caffarelli – 31000 TOULOUSE - FRANCE

Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49

E-mail : s.sangayrac@centre-congres-toulouse.fr



**May 14-19, 2006**

**Pierre BAUDIS CONGRESS CENTRE**

**CATERING SERVICE ②**

**ORDER FORM**

**PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE**

**Please return before April 21st, 2006**

**Exhibitor :** .....

Date.....

Hours.....

Please use one order form per day

DESCRIPTION	QUANTITY	UNIT PRICE €	Total price
Thermos flask coffee		6.36 €	
Thermos hot water		2.56 €	
Fruit of juice		3.00 €	
Can soda 33 cl		1.50 €	
Minéral water Evian		1.50 €	
Perrier		2.00 €	
Champagne		21.00 €	
Mini pastries (unit)		1.00 €	
Sweet Biscuit (unit)		0.72 €	
Stuffed rye bread 50 pieces		40.00 €	
Savoury Biscuits (400g)		10.00 €	
Tray of 57 assorted sweet nibbles		40.00 €	
Tray of settees confectioners (50)		40.00 €	
Tray of settees delicatessen (48)		32.00 €	
10 Clear plastic Champagne glasses		10.00 €	
Coffee Machine + dosettes : please contact us			
		TOTAL (excl. VAT) €	
		19,60 % VAT	
		<b>TOTAL(including VAT) €</b>	

Please put total on General Order Form on page 6.

DATE & SIGNATURE :

COMPANY STAMP :

**ICASSP 2006**

**May 14-19, 2006**

**Pierre BAUDIS CONGRESS CENTRE**

**FLOWER DECORATION ③**

**ORDER FORM**

**PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE**

**Please return before April 21st, 2006**

**Exhibitor :** .....

N°	DESCRIPTION	QUANTITY	UNIT PRICE €	Total price
1	Floral composition n°1 Diam. 20 cm		49,00 €	
2	Floral composition n°2 Diam. 20 cm		60,00 €	
3	Rectangular Composition 50 x 20 cm		75,00 €	
4	Rectangular Composition 100 x 20 cm		91,00 €	
5	Ficus H. 150 / 180 cm		77,00 €	
6	Rectangular Composition H. 150 – 80 x 35 cm		132,00 €	
7	Round or square composition 45 x 45 cm		115,00 €	
			<b>TOTAL (excl VAT) €</b>	
			<b>19,60 % VAT</b>	
			<b>TOTAL(including VAT) €</b>	

Please put total on General Order Form on page 6.

Sophie SANGAYRAC  
Centre de Congres Pierre Baudis  
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Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49  
E-mail : s.sangayrac@centre-congres-toulouse.fr

DATE & SIGNATURE :

COMPANY STAMP :

May 14-19, 2006

Pierre BAUDIS CONGRESS CENTRE

**ELECTRICITY ④**

**ORDER FORM**

**PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE**

**Please return before April 21st, 2006**

**Exhibitor :** .....

**1.5 Kw are already included in your booth**

DESCRIPTION	UNIT PRICE € Exc.VAT	QUANTITY	Total price
Additional 1,5 Kw Mono	126.90 €		
Additional 3 Kw Mono	209.80 €		
Additional 5 Kw Mono	253.90 €		
Additional 10 Kw Mono	303.50 €		
Additional tip of spots	67.30 €		
Multi-plug	5.40 €		
TOTAL (excl VAT) €			
19.60 % VAT			
<b>TOTAL( including VAT)€</b>			

Please put total on General Order Form on page 6.

Practical hints

DESIGNATION	POWER USED	For example :
3 spots	0,3 KW	2 spots : 2 x 0.1 kw = 0.2 kw
1 Halogen	0,3 KW	1 computer : 1 x 0.5 kw = 0.5 kw
1 Computer	0,5 KW	1 coffee machine : 1.5 kw = 1.5 kw
1 Coffee machine	0,8 to 4 KW	<b>You need : 3 kw</b>
1 Fridge	0,2 KW	

DATE & SIGNATURE :

COMPANY STAMP :

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Centre de Congres Pierre Baudis  
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Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49  
E-mail : s.sangayrac@centre-congres-toulouse.fr

May 14-19, 2006

**Pierre BAUDIS CONGRESS CENTRE****TELEPHONE-INTERNET ⑤****ORDER FORM****PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE****Please return before April 21st, 2006****Exhibitor :** .....

N°	DESCRIPTION	QUANTITY	UNIT PRICE € Excl. VAT	Total price
1	Digital line Phone only 150 impulses		120.30 €	
2	Additionnal Impulses		0,25 €	
3	Analog line for fax or internet access		126,90 €	
4	Fax Machine		50,00 €	
5	ISDN Line Internet Access 150 impulses		176,60 €	
6	ADSL line 1024K/256K Unlimited		480,00 €	
			<b>TOTAL€</b>	
			19,60 % VAT	
			<b>TOTAL ( including VAT) €</b>	

Please put total on General Order Form on page 6.

DATE &amp; SIGNATURE :

COMPANY STAMP :

Sophie SANGAYRAC  
 Centre de Congres Pierre Baudis  
 11 Esplanade Compans Caffarelli – 31000 TOULOUSE - FRANCE  
 Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49  
 E-mail : s.sangayrac@centre-congres-toulouse.fr

**ICASSP 2006**

**May 14-19, 2006**

**Pierre BAUDIS CONGRESS CENTRE**

**AUDIOVISUAL ⑥**

**ORDER FORM**

**PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE**

**Please return before April 21st, 2006**

**Exhibitor :** .....

N°	DESCRIPTION	UNIT PRICE € Exc. VAT	QUANTITY	X COEFFICIENT	Total price
1	TV	140,00 €			
2	VCR VHS	150,00 €			
3	TV with built in VHS VCR	300,00 €			
4	Slide Projector	94,00 €			
5	Screen 180 cm x 180 cm	74,00 €			
6	Video projector	450,00 €			
7	Plasma screen with support	750,00 €			
8	Foot stand TV	80,00 €			
					TOTAL (excl VAT) €
					19,60 % VAT
					<b>TOTAL including VAT €</b>

Please put total on General Order Form on page 6.

Number of day	1	2	3
Coefficient	1	1.5	2

DATE & SIGNATURE :

COMPANY STAMP :

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Centre de Congres Pierre Baudis  
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## ICASSP 2006

May 14-19, 2006

Pierre BAUDIS CONGRESS CENTRE

### PARKING ⑦

PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE

Please return before April 21st, 2006

Exhibitor : .....

DESCRIPTION	UNIT PRICE € Exc. VAT	QUANTITY	Total price
Park ticket for 3 days	34,50 €		
Park ticket for 4 days	45,50 €		
		TOTAL( excl VAT) €	
		19,60 % VAT	
		<b>TOTAL ( including VAT)€</b>	

Please put total on General Order Form on page 6.

Parking spaces will be allocated subject to availability.

Parking Ticket : X entrances & X exit

**Parking ticket will be given to you at the time of your installation**

DATE & SIGNATURE :

COMPANY STAMP :

Sophie SANGAYRAC  
Centre de Congres Pierre Baudis  
11 Esplanade Compans Caffarelli – 31000 TOULOUSE - FRANCE  
Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49  
E-mail : s.sangayrac@centre-congres-toulouse.fr

ICASSP 2006

May 14-19, 2006

Pierre BAUDIS CONGRESS CENTRE

**FURNITURE RENTAL ⑧**

**ORDER FORM**

**PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE**

**Please return before April 21st, 2006**

**Exhibitor :** .....

DECRPTION	QUANTITY	UNIT PRICE € (Excl. VAT)	Total price
		TOTAL( excl. VAT) €	
		INSURANCE	
		19,60 % VAT	
		<b>TOTAL (including VAT) €</b>	

Please put total on General Order Form on page 6.

**COMPULSORY INSURANCE**

Total price of the hire (in €)	Insurance exc. VAT
0 to 38 €	9 €
39 to 76 €	12 €
77 to 152 €	17 €
153 to 229 €	24 €
230 to 381 €	33 €
382 to 762 €	49 €

**INSURANCE**

For public Events, insurance for the equipment is compulsory.  
Theft risk cover depends on the supply of a receipt of complaint  
lodged with the competent authorities. See rental terms and  
conditions overleaf.

DATE & SIGNATURE :

COMPANY STAMP :

**ICASSP 2006**

**May 14-19, 2006**

**Pierre BAUDIS CONGRESS CENTRE**

**FURNITURE AND EXTRA FITTING  
FOR YOUR STAND**

**ORDER FORM**

**RETURN TO THE CONVENTION CENTER**

**Pierre BAUDIS**

**Please return before April 21st, 2006**

**Exhibitor :** .....

N°	DESCRIPTION	QUANTITY	UNIT PRICE € Exc. VAT	Total price
1	1 Table + 3 chairs		29.30 €	
2	1 Table		17.60 €	
3	1 Chair		4.90 €	
4	Storage area 1 sq.m		184.40 €	
5	Storage area 2 sq.m		226.30 €	
6	Storage area 3 sq.m		269.40 €	
			TOTAL before VAT €	
			19,60 % VAT	
			<b>TOTAL including VAT €</b>	

Please put total on General Order Form on page 6.

**DATE & SIGNATURE :**

**COMPANY STAMP :**

Sophie SANGAYRAC  
Centre de Congres Pierre Baudis  
11 Esplanade Compans Caffarelli – 31000 TOULOUSE - FRANCE  
Tél. : +33 (0)5 62 30 40 95 - Fax : +33 (0)5 62 30 48 49  
E-mail : s.sangayrac@centre-congres-toulouse.fr



May 14-19, 2006

Pierre BAUDIS CONGRESS CENTRE

# STAND LETTERING ⑩

## ORDER FORM

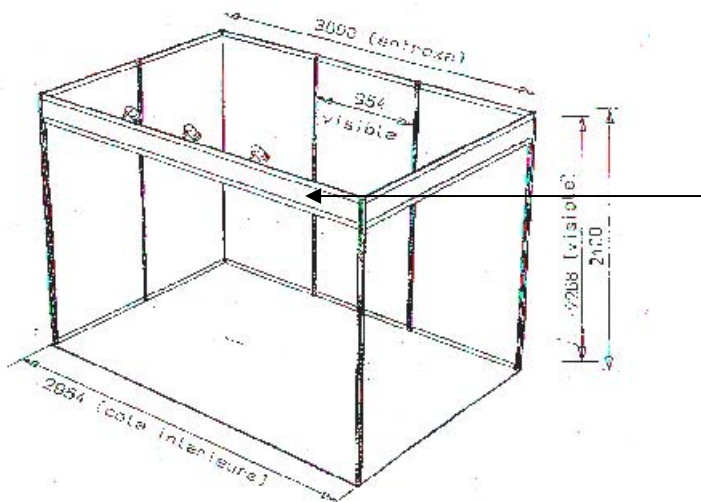
PLEASE RETURN TO THE Pierre BAUDIS  
CONGRESS CENTRE

Please return before April 21st, 2006

Exposant : .....

N°	DESCRIPTION	QUANTITY	UNIT PRICE € (Excl. VAT)	Total price
1	Booth lettering		43,00 €	
			TOTAL (Excl. VAT) €	
			19.60 % VAT	
			TOTAL ( including VAT)€	

Please put total on General Order Form on page 6.



Lettring Area  
15.8 cm Height

### Description:

height of letters : 12 cm

Colour : Black

Letters are standarized and printed in standard block capitals.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

19	20	21	22	23	24	25	26	27	28	29	30

DATE & SIGNATURE :

COMPANY STAMP :

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Centre de Congres Pierre Baudis  
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# FIRE SAFETY REGULATIONS

## 1. The obligations of the exhibitors

Exhibitors are obliged to strictly adhere to the provisions of the safety regulations and those specific to the event, detailed in the schedule of conditions given to them by the organiser.

The layout work must be complete at the time of the approval visit by the safety manager (in the case of a standard layout) or at the time of the visit from the Commission Départementale de Sécurité (in the case of a different layout). The exhibitor must take all measures to ensure that these layouts, fixtures and features can be examined in detail.

The exhibitor or his qualified representative must be present during this approval visit. He must make available to the safety manager and/or the members of the Commission Départementale de Sécurité all information concerning the installations and materials comprising the stand, except for those covered by a recognised quality mark.

The exhibitor must submit any special authorisation requests or special declarations to the safety manager or to the Prefect within the deadlines mentioned in paragraphs 1.1 to 1.1.3.

### 1.1 Stand layout

#### 1.1.1 Protecting the structure

The access routes, circulation walkways and areas used for the transportation of equipment from the unloading point to the event site must be protected:

- ° Use of forklifts or other handling equipment with rubberised treads
  - ° Use of weight distribution boards
  - ° Carpets must be protected by a highly resistant covering in order to avoid puncturing
- No means of attachment that risks damaging the room surfaces (floors, walls, posts or ceilings) will be allowed.

#### 1.1.2 Frames and partitions

All materials with a M0, M1, M2 and M3 rating are authorised for the construction of the frameworks and partitioning on stands.

In accordance with the decree dated 30 June 1983, the formal classification of wood-based materials states that the following are considered to meet to the characteristics of materials classification M3:

- ° Solid, non-resinous wood with a thickness in excess of or equal to 14 mm
- ° Solid resinous wood, with a thickness in excess of or equal to 18 mm.
- ° Wood-based panels (chipboard, plywood, etc) with a thickness in excess of or equal to 18 mm

#### 1.1.3 Extending, sliding or removable partitions

Extending, sliding or removable partitions must have an M3 rating

#### 1.1.4 Wall coverings

Coverings (natural or plastic textiles) with a M0, M1, M2 rating may be used. These must be taut and should be secured using staples.

Miscellaneous coverings (fabrics, paper, plastic film, etc) which are slightly or easily flammable, and which are thin (maximum 1 mm), must be glued onto solid M0, M1, M2 or M3 surfaces.

In all cases, the following are forbidden within the Congress Center :

- ° Soft cellulosic chipboard
- ° Boards, panels or sheets of expanded plastic materials which do not have at least an M2 rating.
- ° Coverings which are not rated at least M2

#### 1.1.5 Floor coverings

Floor coverings must be produced from materials with a rating of at least M4 and solidly attached. However, for those coverings (horizontal and vertical) with a total surface area in excess of 20 m<sup>2</sup>, and for podiums, platforms and tiered terraces with a height in excess of 0.30 m, these must be at least category M3.

#### 1.1.6 Curtains, drapes and veils

Curtains, drapes and veils may be "flowing" if they have a classification of M0, M1 or M2. They are however forbidden for all entrance doors to stands, but are allowed on the doors of booths.

The materials exhibited may be shown without any fire reaction requirements, except if they are used to decorate partitions or false ceilings, and if their total surface area exceeds 20% of the total surface area of these structures.

In this case, they must observe the requirements detailed in the paragraphs above for partitions, and of the paragraph below for canopies, ceilings and false ceilings.

However, these provisions do not apply to shows and stands specific to interior decoration in which textiles and wall coverings are present.

#### 1.1.7 Canopies, ceilings and false ceilings

Canopies must be produced from materials rated M0 or M1. They must moreover be supported by a wire mesh structure, with squares of a maximum of 1 m x 1 m.

Ceilings and false ceilings must be produced from M0 or M1 rated materials.

These features must not hinder the correct operation of the fire detection and smoke removal installations.

#### 1.1.8 Floral decorations

Floral decorations produced from synthetic materials must be kept to a minimum. Otherwise, the decorations must be produced from category M2 materials

These provisions do not apply to shows and stands specialising in floral activities.

#### 1.1.9 "Flowing" decorative features

"Flowing" decorative features or coverings (advertising material with a surface area in excess of 0.50m<sup>2</sup>, garlands, bunting, lightweight decorative items, etc) must be produced from M0 or M1 rated materials or made as such through fireproofing.

The use of signs or advertising panels involving white letters on a green background is strictly forbidden. These colours are exclusively reserved for the signposting of "exits" and of "emergency exits".

#### 1.1.10 Furniture

There are no special requirements for normal furniture (tables, chairs, desks etc).

#### 1.1.11 Fire reaction certificates

All materials used should be covered by a fire reaction certificate issued by an approved French laboratory, and dating from at least during the last five years.

So-called "traditional" materials and materials covered by a quality mark from a certification issuing body (NF, etc) are excluded from this obligation.

Where fireproofing is concerned, this can only be carried out on wooden panels, natural fabrics or fabrics including a high proportion of natural fibres. It cannot be carried out on plastic or synthetic materials. The fireproofing certificate is supplied by the company or organisation applying the treatment, stipulating the authorisation granted to it to issue such a document.

#### 1.1.12 The presence of a marquee, a tent or other removable structures.

If, during an event, it is planned to use a marquee, a tent or similar structure on a stand, the organiser must ensure that the exhibitor observes the safety provisions detailed in CTS 1 to CTS 37 (excluding CTS 5).

Under no circumstances should this temporary structure hinder the effectiveness of the technical facilities of the establishment, with respect to the safety of the staff and the public.

#### 1.1.13 Enclosed stands

In the case of enclosed stands, the latter must have direct outlets onto the walkways. Their number and width vary according to the surface area of the stand, and as a minimum the following requirements should be observed:

- ° less than 20 m<sup>2</sup> : 1 exit of 0.90 m
- ° from 20 to 50 m<sup>2</sup> : 2 exits : one of 0.90 m, the other of 0.60 m.
- ° from 50 to 100 m<sup>2</sup> : either 2 exits of 0.90 m  
or 2 exits, one of 1.40 m, the other of 0.60 m
- ° from 100 to 200 m<sup>2</sup> : either 2 exits, one of 1.40 m, the other of 0.90 m or 3 exits of 0.90 m.
- ° from 200 to 300 m<sup>2</sup> : 2 exits of 1.40 m
- ° from 300 to 400 m<sup>2</sup> : 2 exits, one of 1.40 m, the other 1.80 m

The exits must be carefully located and if possible opposite (facing) one another.

Each of these must be signposted with the wording "SORTIE" (In English = EXIT) in white letters on a green background.

If the stand is enclosed by doors, these must open in the direction of the exit, with no means of locking them, and without opening on the public walkway.

If the stand is covered, the provisions of article

1.1.14 here after must be observed.

#### 1.1.14 Covered stands/ Raised stands

Those stands possessing a ceiling, false ceiling or solid canopy, as well as raised stands, must:

- ° have a surface area below 300 m<sup>2</sup>
- ° have a distance between them equal to or in excess of 4 m
- ° Have a total size for the ceiling and false ceiling (including those of the upper levels) equal to a maximum of 10% of the surface area of the level concerned.

Each stand may have only one raised level.

If the surface area of the stand is in excess of 50 m<sup>2</sup>, it must:

- ° feature signposting with standalone emergency lighting indicating the exits,
- ° be equipped with the appropriate means of extinction, permanently manned by at least one safety officer during the presence of the public in the establishment
- ° have floodlighting if the surface area is in excess of 100 m<sup>2</sup>

## 1.2 Electrical installations

### 1.2.1 Limits of liability

Electrical installations include:

- ° Fixed and semi-permanent installations, for which the installation, operation and maintenance are carried out by the agent, at his liability.

° Installations fitted in the stands for the use of the exhibitors and installed by them, or on their behalf, and at their liability.

The dividing line between these two installations is considered to be at the service box1 for each stand.

In conformity with article T35 of the decree dated 18 November 1987, supplementing the decree dated 25 June 1980 (modified). Semi-permanent installations must terminate in each stand at a panel or service box1 which includes the switchgear to provide the control and protection functions defined in this article.

Therefore, this formally excludes the possibility of connecting several stands from a single box or from a single panel

#### 1.2.2 Special stand installations

The special installations of the stands must be produced by personnel particularly aware of the special risks inherent to the event, and possessing sufficient knowledge to enable them to design and carry out the work in conformity with the present regulations.

The electrical installation for each stand must be protected at its source against overloads and against earth faults.

All metal grounds must be interconnected and linked to the earth wire of the electrical service box1 on the stand.

Electrical connections must be located inside the branch boxes

Electrical cut-off features included in the service box1 must be permanently accessible to the stand personnel.

#### 1.2.3 Electrical equipment

All electrical equipment must conform to French or European standards.

#### 1.2.4 Electrical cabling

Electrical cables must be insulated for a minimum nominal voltage of 500 volts, which rules out among others H 03 VHH cable (Scindex).

The cable used must obligatorily be that for which each conductor features its own protective sheath, with all of the conductors being contained in a joint protective sheath.

Conductors with a gauge below 1.5 mm<sup>2</sup> are forbidden

All cabling must include a protective conductor connected to the terminal of the service box connected to the general earth network.

#### 1.2.5 Switchgear and controlgear

Class O devices should be protected by nominal differential current devices equal to a maximum of 30mA.

Class 1 devices must be connected to the protective conductor of the cable feeding them.

The use of individual protective earth connections is forbidden.

High voltage discharge lamps must be installed in conformity with the rules of standard NF C 15.150. If they are enclosed in insulating jackets, these jackets must be comprised of category M3 materials

The switch detailed in article 5 of NF C 15.150 can be attached to the control device mentioned in article T 35 (§3) for the corresponding stand.

Plug sockets must be connected to circuits including devices for the protection of rated current overloads equal to a maximum of 16A.

Notwithstanding the provisions of article EL 6 (§5), the use of a multiple adapter or a multiple housing fed from a fixed socket is authorised (with current taps being forbidden).

#### 1.2.6 Illuminated signs

Class 2 spotlights (NF standard C 20.030) are the only ones permitted.

High voltage illuminated signs located within reach of the public or of personnel working on the stand must be protected, in particular the electrodes, by a screen made from at least M2 grade material.

The emergency cutout control must be clearly signposted and the transformers located in an area which presents no danger to the public or to staff. If necessary, indicate their presence with a sign marked "DANGER HAUTE TENSION" (DANGER HIGH VOLTAGE)

#### 1.3 Flammable liquids and gases

##### 1.3.1 Authorized liquids

The use of particularly flammable liquids (diethyl ether, carbon disulphide, etc.), is forbidden, and only the use of category 1 flammable liquids (up to a maximum limit of 5 litres per stand) is authorised, in addition to those of category 2, limited to 10 litres/10 m<sup>2</sup> (with a maximum of 80 litres).

For information, petrol falls under category 1, heating oil and alcohol substances between 40° and 60° GL are in category 2.

The following precautions should be taken:

° Fire extinguishers should be kept nearby (with 9 kg of powder)

° Underneath the tanks, a watertight receptacle should be placed which is able to contain if necessary all of the combustible liquid in the event of a leak.

° The device containing liquid should be refilled well away from the public.

##### 1.3.2 Showing flammable products

All recipients of flammable liquids present on the stands must be empty (paint tins, varnish tins, bottles, sprays, etc) with the exception of a few samples in limited quantities.

##### 1.3.3 Compressed gases and liquefied hydrocarbons

The use of these products is only allowed for the special requirements of those demonstrations carried out within the framework and theme of a special event.

Bottles of air, nitrogen and CO<sup>2</sup> gas are allowed without restrictions.

Compressed gases and liquefied hydrocarbons may be allowed (bottle of 13 kg maximum)

Bottles without pressure regulators which are not used for demonstration purposes are forbidden.

Bottles in the process of being used should always be placed well away from the public and should be protected against impacts.

These must be:

° either separated from one another by a rigid and fireproof screen, and dispersed at a density of one bottle per 10 m<sup>2</sup> (at least), with a maximum of six per stand.

° or be at least 5 m away from one other, with a maximum of six per stand.

No bottle (empty or full) which is not connected may be stored inside the establishment.

The bottles must be either upright or laid down on the ground taking care to rest the head on a support of some kind to ensure that it is slightly tilting, with the tap uppermost.

Bottles of oxygen, hydrogen or acetylene are forbidden, except in the event of a special dispensation being granted by the manager of the Palais des Congrès.

##### 1.3.4 Fireworks and similar devices

All fireworks and similar effects generating audible detonations, sparks, flames or smoke are strictly forbidden.

The use of carbon dioxide (CO<sub>2</sub>) to create smoke effects must be the subject of a special request to the manager of the Palais des Congrès.

#### 1.4 Machines and devices in operation

If machines are to be shown running, a protected area must keep the public at least 1 m from these machines. This distance may be increased if the safety manager considers this necessary, according to the risk noted.

Moving parts, hot surfaces, and/or sharp or cutting protrusions must be protected by a rigid screen, or placed at least 1 m back from walkways or areas accessible to the public.

Hydraulic safety devices for machines shown in the upright static position must be supplemented by a mechanical device to prevent sudden telescoping.

All equipment exhibited must be correctly secured in order to avoid any risk of it toppling.

##### 1.4.1 Machines with heat or combustion engines, and motor vehicles

Exhaust gases must be carried outdoors in accordance with the provisions approved by the agent.

These machines must be turned off at the end of demonstrations.

Within the Centre de Congrès Pierre Baudis, the fuel tanks for petrol operated vehicles must be empty. If these are not equipped with an anti theft cap, an adhesive tape strip must be fitted to prevent opening.

Alarm systems must be turned off.

Batteries must be disconnected and their lugs made inaccessible.

The floors must be protected

##### 1.4.2 Radioactive substances / x-rays

When showing machines or equipment using radioactive substances or generating x-rays, a special authorisation request must be submitted by the exhibitor to the competent administration.

The stipulations of article T43 of the safety regulations must be observed.

The stands on which radioactive substances are present must be built and decorated using category M1 materials.

Authorisation to present devices emitting x-rays on the stands can only be granted if these are fully compliant with the rules and appurtenances established by standard NF C 74.100.

##### 1.4.3 Forbidden equipment, chemicals and gases

The following are forbidden within the Centre de congrès Pierre Baudis :

° the distribution of samples or products containing a flammable gas.

° balloons inflated with a flammable or toxic gas.

° celluloid items

° fireworks and explosives

° the presence of diethyl ether, carbon disulphide, sulphuric ether and acetone.

**CENTRE DE CONGRES PIERRE BAUDIS**

**11, esplanade Compans-Caffarelli**

**31000 TOULOUSE**

**Tél. : 05 62 30 40 95-Fax : 05 62 30 48 49**



# Support Opportunities

ICASSP 2006 in Toulouse promises to be one of the most exciting and well-attended conferences in the series. In addition to innovations in the conference and exhibit hall, we are offering new conference support opportunities for companies. The individual events or support items are listed below.

## **Platinum Conference Support - \$35,000 US**

Benefits include: 4 booths in the exhibit hall; recognition at all of the events and functions listed below; recognition on the website and at the conference.

## **Gold Conference Support - \$25,000**

Benefits include: 3 booths in the exhibit hall; recognition at all of the events and functions listed below; recognition on the website and at the conference.

## **Silver Conference Support - \$15,000**

Benefits include: 2 booths in the exhibit hall; recognition at all of the events and functions listed below; recognition on the website and at the conference.

## **Internet Café / Wireless Access - \$11,000**

Benefits include: 1 booth in the exhibit hall; recognition on the website, in the café and at the conference.

## **Ice Breaker (Reception) - \$10,000 (multiple companies may support the reception)**

Benefits include: 1 booth in the exhibit hall; recognition on the website, at the reception and at the conference.

## **Banquet at Médiathèque - \$10,000 (multiple companies may support the banquet)**

Benefits include: 1 booth in the exhibit hall; recognition on the website and at the conference.

## **Conference Audio/Visual Support - \$10,000 (multiple companies may support the A/V)**

Benefits include: 1 booth in the exhibit hall; recognition on the website and at the conference.

## **Speaker's Breakfast - \$6,000**

Benefits include: 1 booth in the exhibit hall; recognition on the website, at the supported breakfast and at the conference.

## **Conference Breaks - \$5,000**

Benefits include: recognition on the website, at the supported break and at the conference.

## **Student Paper Competition - \$1,000 (multiple companies may support the competition)**

Benefits include: recognition on the website and at the conference.

Recognition at the conference will take the form of a listing and company name or logo in the conference program and on conference signage. Recognition on the website will take the form of the company name or logo and a link to the company website. Recognition at specific events and functions will take the form of an announcement at the event, as well as a listing and company name or logo in the conference program and on the conference signage.



# Support Agreement

The full payment of the conference support accompanies this application. We understand that, if accepted by ICASSP 2006 a written confirmation of this application will be returned to us. In the event the application is denied, ICASSP 2006 will promptly advise us and return the deposit.

Company Name \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code/Country \_\_\_\_\_

Phone/Fax/Email \_\_\_\_\_

CONFERENCE SUPPORT REQUESTED \_\_\_\_\_ Cost \$USD

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Support Cost \$ \_\_\_\_\_

Checks should be made payable to IEEE / ICASSP 2006, Federal Tax ID Number 13-1656633. If you wish to pay by credit card, please fill in the information below.

Credit Card Number for Support Fees (Visa / MasterCard / AmericanExpress)

\_\_\_\_\_ Exp MM / YY \_\_\_\_\_

Amount to Charge \$USD \_\_\_\_\_ Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

In acceptance of this agreement, the parties thereto affix their signature:

Company Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

ICASSP 2006 Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## Send Agreement to:

**ICASSP 2006 Exhibits  
Conference Management Services, Inc.**  
3833 South Texas Avenue, Suite 221  
Bryan, Texas 77802-4015 USA  
(979) 846-6800 (phone)  
(979) 846-6900 (fax)  
exhibits@icassp2006.org



# Exhibitor Information

Below, please fill in the contact information you would like published on the ICASSP 2006 website and in the conference program.

Contact Name & Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Company Information / Product Description:

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Please indicate here that ICASSP 2006 has permission to place your company's logo on the ICASSP 2006 website in conjunction with your company name and other information.

☐ Yes, you may place the company logo on the ICASSP 2006 website.

☐ No, you may not place the company logo on the ICASSP 2006 website.

Please return form to:

**ICASSP 2006 Exhibits**  
**Conference Management Services, Inc.**  
Attn: Christopher Garza  
3833 South Texas Avenue, Suite 221  
Bryan, Texas 77802-4015 USA  
(979) 846-6800 (phone)  
(979) 846-6900 (fax)  
exhibits@icassp2006.org



# Exhibitor Badges

Please list below the names and titles of the individuals who will be working in your booth. Please provide this information with your application, if possible.

Company Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Please return this form to:

**ICASSP 2006 Exhibits**  
**Conference Management Services, Inc.**  
3833 South Texas Avenue, Suite 221  
Bryan, Texas 77802-4015 USA  
(979) 846-6800 (phone)  
(979) 846-6900 (fax)  
exhibits@icassp2006.org





# Exhibit Space Agreement

We hereby apply for exhibit space at ICASSP 2006. In making an application, we agree to exhibit under and comply with the accompanying Rules and Regulations printed under this agreement and with the Rules and Regulations in any subsequent Exhibitor Bulletin, which are hereby made a part of this contract.

Each company participating in the exhibit must return this agreement, properly executed by an authorized company representative. Priority and booth selection space will be made according to application date, exhibit payment, individual applicant requirements and available space. Exhibit Management reserves the right to rearrange the floor plan and/or relocate exhibitors in the best interests of the total exhibit.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please address further correspondence to \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

We will exhibit the following kinds of products \_\_\_\_\_

Please reserve \_\_\_\_ booths. Booth numbers requested (in order of preference): \_\_\_\_\_

Checks should be made payable to IEEE / ICASSP 2006, Federal Tax ID Number 13-1656633. **NOTE:** Any booth application received without payment is subject to reposition in the Seniority Assignment listing maintained by Exhibit Management.

The Exhibitor indemnifies and agrees to hold harmless the IEEE (ICASSP 2006) Conference and the Centre des Congrès Pierre Baudis and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses, including legal fees, arising from any damage to property or bodily injury to exhibitor, exhibitor's agents, representatives, employees or contractors by reason of the exhibitor's occupancy or use of the exhibit facilities.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

ICASSP 2006 Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Number for Booth Fees (Visa / MasterCard / AmericanExpress) \_\_\_\_\_

Exp MM / YY \_\_\_\_\_

Amount to Charge \$USD \_\_\_\_\_ Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Return this application with payment to:

**ICASSP 2006 Exhibits**  
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3833 South Texas Avenue, Suite 221  
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(979) 846-6800 (phone)  
(979) 846-6900 (fax)  
exhibits@icassp2006.org



## EXHIBITOR BASIC TERMS & CONDITIONS

1. Display space will be assigned by the Conference in accordance with the conditions outlined in the DISPLAY SPACE ASSIGNMENT which forms part of this agreement. In the event of a duplicate application for the same space, the assignment priorities stated in the EXHIBIT RULES shall be used.
2. The Exhibitor shall remit with this agreement 100% of the total booth rental, as determined elsewhere in this agreement.
3. In the event of cancellation of this agreement by the Exhibitor prior to the date of the conference, the Conference will assess a cancellation charge according to the following schedule:

Cancellation after March 31, 2006	100% of booth rental
Cancellation on or before March 31, 2006	50% of booth rental

The Conference reserves the right to reassign space, withstanding the cancellation fee.
4. In the event the Conference does not accept this agreement, the Exhibitor will be promptly notified, and the fees returned.
5. The Exhibitor agrees to accept from the Conference, billing for any charges rendered during the conference in conjunction with services performed or administered by the Conference and requested by the Exhibitor. These charges may include, but are not limited to, surcharges for materials or services requested by the Exhibitor through the Conference. All such charges are due and payable in full within thirty (30) days of receipt of an invoice from the Conference.
6. The Exhibitor agrees that the Conference or its sponsor(s) shall not be liable for any damages, whether to person or property, for any reason whatsoever by reason of use, occupation, or enjoyment of the space by the Exhibitor or any person therein with the consent of the Exhibitor, and that the Exhibitor shall indemnify and keep harmless the Conference and its sponsor(s) from all liability on account of such damage or injury, regardless of cause, by the Exhibitor, its representatives, agents, or contractors.
7. In the event the site of the conference shall, in the sole discretion of the Conference, be unfit for occupancy or substantially interfered with by reason of any cause(s) not within the control of the Conference, this agreement may be terminated by the Conference. "Cause" or "causes" may include, but shall not be limited to: fire, flood, epidemic, earthquake, explosion, accident, blockage, embargo, weather, governmental restraint or orders of restraint from local or national civil or military authorities, act of public enemy, riot or civil disturbance, inability to secure appropriate labor, impairment of transportation or facilities, or inability to obtain, for whatever reason, necessary supplies, equipment, or clearances, or by rule of federal or local law, or any circumstances deemed as act of God. Should the Conference terminate this agreement pursuant to the provisions of this section, the Exhibitor waives any and all claims for damage arising therefrom. The Exhibitor further agrees that the Conference liability is limited to a refund of monies paid prior to the termination. Should the conference be underway, the Exhibitor shall expect the Conference to adjust the refund to reflect a pro rata adjustment based on the number of hours the conference shall have been in operation prior to the termination. This provision shall not relieve the Exhibitor of any liability arising from the provisions of Section 6 above, and all monies due to the Conference in regard shall be paid notwithstanding.

## EXHIBIT RULES

- These rules and regulations are supplemental to the EXHIBITOR BASIC TERMS AND AGREEMENTS, and they have been established for the protection of everyone. (The word "management" as used herein shall mean officers, committee members, or employees acting with authority from ICASSP 2006).
1. **BOOTH IDENTIFICATION**

Absolutely NO company identification may be placed outside the area of the booth. No identification may be placed on posts or pillars adjacent to booths occupied by exhibitors, or on carpeted areas of the aisles beyond the standard booth limits.
  2. **DISTRIBUTION OF SOUVENIRS AND SAMPLES**

To achieve greater exposure and attention exhibitors may donate items to be given away in a daily door prize drawing if one is established by the conference management. Souvenirs or samples which have no resale or negotiable value may also be given away. Any distribution must be conducted within the exhibitor's designated booth space. In all cases, exhibitors planning giveaways of any nature should make arrangement well in advance with the show management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not in keeping with the character of the conference.
  3. **DISPLAY REQUIREMENTS AND RESTRICTIONS**

All displays or exhibited materials must be fireproof to conform to local fire regulations. Displays must be self-supporting and nails or screw are not permitted in building floors or walls. Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exits or other exhibits.

ALL WIRING ON BOOTHS OR DISPLAY FIXTURES MUST CONFORM TO LOCAL ELECTRICAL AND LOCAL FIRE DEPARTMENT REGULATIONS.

The side of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth, must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display.

No exhibit may exceed eight feet high and that only within the area extending three feet from the back wall. Maximum height of the displays in the balance of the area is four feet, except that products to stand on the floor may extend higher than this limit, but must be positioned as close to the back wall as possible, to avoid blocking the view of adjoining exhibitors.

NOTE PARTICULARLY THAT NO PART OF A SIGN OR SOLID DISPLAY MAY EXTEND HIGHER THAN EIGHT FEET ABOVE THE FLOOR.

NOTE: ANY DISPLAYS NOT CONFORMING TO THE EXHIBIT SPECIFICATIONS OUTLINED IN THESE RULES MUST BE APPROVED BY THE CONFERENCE MANAGEMENT IN WRITING PRIOR TO THE MOVE-IN DATE.
  4. **BOOTH PERSONNEL & ACTIVITIES**

With the exception of convenience help, such as secretaries or professional product demonstrators, all booth personnel must be REGULAR EMPLOYEES of the company, or its representatives, who are fully capable of explaining the technical aspects of products or processes on display on an appropriate level at the conference.

No exhibitor may advertise or promote any outside activity, such as an open house or separate exhibits wherever located, occurring during the hours ICASSP 2006 exhibits are open, or which detracts from the exhibit or convention operations.

Only registered exhibitors may publicly advertise hospitality rooms and only on those bulletin boards provided in the exhibit area.
  5. **LIABILITY AND THEFT**

Show and hotel management will not be responsible nor liable for injury to the person or property, nor loss of property of exhibitors, their guests, invitees, employees, or agents. Furthermore, the exhibitor agrees to defend or hold harmless the conference, its directors, employees, and agents from any liability of personal injury and loss or damage to property. EXHIBITORS SHOULD INSURE AGAINST SUCH CONTINGENCIES. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for the booth rental.

Exhibitors should be on hand to supervise during set-up and dismantling of products, projection equipment and other items of high value. At least one person should remain with the exhibit until visitors have left the premises at the closing hour each day.

At move-out, specific arrangement should be made to package or place under lock any items of extremely high value and especially items of general interest such as small instruments, walkie-talkies, high fidelity equipment, projectors, etc.
  6. **SUB-LETTING EXHIBIT SPACE**

No exhibitor may assign, sublet or apportion any of the space contracted for by him/her or their company.
  7. **MATERIALS HANDLING**

The handling of exhibitor's material into and out of and within the exhibit buildings shall be at exhibitor's expense. Exhibitor's empty crates, boxes and cartons will be removed from the show area before the opening.
  8. A security guard, supplied by the conference, will prevent entry to exhibit areas by anyone not authorized by ICASSP 2006 management, or not wearing proper badge for admission to such areas. A WATCHMAN SERVICE DOES NOT GUARANTEE EXHIBITORS AGAINST LOSS: NEITHER DOES IT IMPLY AN ASSUMPTION OF LIABILITY FOR EXHIBITOR'S PROPERTY BY THE CONFERENCE.
  - Any equipment to be removed from the exhibit area during the conference must be authorized by the Exhibit Manager in conjunction with the specific exhibitor.
  9. **INTERPRETATION OF RULES**

Conference management shall have final authority as to the interpretation of these rules and their applications and shall have the authority to establish penalties in the event of violations.
  10. **AMENDMENTS TO RULES AND REGULATIONS**

Conference management reserves the right to amend these rules and regulations or to make additions thereto.
  11. **BOOTH ASSIGNMENT PRIORITY**

In the event of duplicate application for the same space, priorities will be based on the application postmark date.