

SIGAda 2008 EXHIBITOR KIT

These pages describe the logistics for the October 27-29 SIGAda 2008 exhibition at the University Place Hotel & Conference Center, Portland Oregon, including all basic requirements and provisions (free) and instructions for special orders (at additional expense) if you desire.

Please review this information carefully. It contains

- Exhibit/Setup/Dismantle Hours;
- Shipping Instructions;
- Summary of the Basic Exhibit Booth Set-Up Package we provide;
- Misc. other

HOURS:

- *Move In/Set-Up: Oct. 27 (Mon.): noon-8pm.*
(Set up may also be done Tue, Nov. 14, 8-10am).
- **Oct. 28 (Tue.):** 1st Day of Exhibits: 10:30am (SHOW OPENS) – 4pm.
- **Oct. 29 (Wed.):** 2nd Day of Exhibits: 10:30am – 2pm. SHOW CLOSES AT 2PM.
- *Tear Down – Oct. 29 (Wed.):* from 2pm-6pm – *right after show closes.*

SHIPPING INSTRUCTIONS:

We have arranged with the hotel to receive your shipments up to 3 days ahead. They prefer not to have shipments arrive before 23 October. Your materials may be shipped earlier but a fee may be charged per box or crate for storage. Please limit the weight per box to approx. 25 pounds, excepting medium-sized plastic crates with wheels. Materials shipped thusly will be placed in the Exhibits room (being used for the exhibits area) before noon on Monday, Oct.27.

Incoming Shipments to the hotel should be addressed to:

YOUR COMPANY NAME

The name of the person who will pick up the package(s)

HOLD FOR ACM/SIGAda Conference

October 26-30, 2008

University Place Conference Center and Hotel

**310 SW Lincoln Street
Portland, Oregon USA 97201**

Phone: +1 866.845.4647 (US and Canada) or +1.503.221.0140

<http://cegs.pdx.edu/stay/upl/>

It is very important to have the name of the conference (not SIGAda, but ACM - and spelled out) and dates visible.

We suggest using a carrier that has tracking capabilities

Outgoing shipments must be packed during Oct. 29 dismantle by exhibitors with specific shipment instruction forms filled out prior to show closing. Outgoing shipments are at the cost of the vendor/exhibitor. The hotel can assist with contacting UPS, FEDEX, etc. if necessary.

Booth Package:

SIGAda 2008 will include the following for each exhibitor (cost included in basic exhibitor fee):

- 1 – 6' x 30" Draped Table
- 2 – Chairs
- Booth Electrical (1 - 110V Outlet)
- Wastebasket & cleaning
- *Company Sign only upon request*

***SECURITY:** Please note that the exhibits area is not a secure room. Do not leave equipment or other valuables when you are absent from the room.*

Rental Equipment:

Please contact the hotel directly for any AV or other rental equipment needs and a local supplier recommendation.

Badges for Exhibit Staff:

Exhibit Staff Members are required to register On-Line via the SIGAda 2008 Conference Web Site not later than Midnight, Wednesday, 22 October 2008. Badges will be available prior to the opening of the Exhibit Hall for those who meet this deadline. Badges will be produced on a time available basis for those who register later. Instructions and codes for on-line registration will be provided by e-mail to Exhibitor Company contacts by mid-October, or within days after their contracts are accepted, whichever is later. These instructions will provide the specific information needed to register Exhibit Staff personnel.