

SIGAda 2000 EXHIBITORS KIT

September 29, 2000

Dear SIGAda 2000 Exhibitor,

We are pleased to present this package of **finalized logistical arrangements for the November 14-15 exhibit hall at the SIGAda 2000 conference** venue, the Applied Physics Laboratory of Johns Hopkins University in Laurel, MD.

Please review this information carefully. This package contains:

1. Setup/dismantle and exhibits hours,
2. Shipping instructions (To arrive not before Nov. 10.)
3. Basic furnishings we will provide for each booth
4. Further information about the availability of phone and internet connections in the exhibit hall (Form due Oct. 27.)
5. A request for finalized company descriptions for the Exhibitors Guide given to all attendees (Due to DHARRISON@logicon.com ASAP)
6. Points of contact in case you want to order a monitor or other AV equipment to use in your booth. (You arrange this yourself, not through us conference organizers.)

1. Setup/Exhibit/Dismantle Hours

- Move In - Monday, November 13, 1pm – 7pm
- Exhibits Hours - Tuesday, November 14, 10:30am – 4pm; 7-8pm (Reception in Exhibit Hall)
- Exhibits Hours - Wednesday, November 15, 10:15am – 4:15pm
- Tear Down - Wednesday, November 15, 4:15pm-10:00pm
- Last time for scheduled pickup of outbound shipping - Thursday, November 16, 10am-4pm

2. Incoming Shipments:

Shipments should be labeled to:

Your Vendor Name & Booth #

SIGAda 2000 Conference

APL Kossiakoff Center

Attn: Mr. J. O. Kave

11100 Johns Hopkins Road

Laurel, MD 20723-6099

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We suggest using a carrier that has tracking capabilities. Of course, companies local to the DC area may drive their booth components to APL themselves at the time of Move In on Nov. 13.

Shipments may be received no earlier than Friday, November 10, 2000. In other words, you must carefully time your shipments to arrive the Friday before (Nov.10) or the Monday of exhibits setup (Nov. 13) because of absence of longer-term storage in the Kossiakoff center. Shipments received before November 10 are subject to commercial storage charges at, and transport charges to/from, a nearby commercial storage facility.

Outgoing shipments must be packed by exhibitors with specific shipment instruction forms indicating outbound shipping method, filled out prior to show closing; these forms will be provided at exhibitor check-in. Outgoing shipments are at the vendor/exhibitor's cost. Exhibiting companies must arrange for a pickup by a shipping company (or your own personnel) late Wednesday, November 15 (after packing is completed), or between 10am and 4pm on Thursday, November 16. Shipping companies customarily serving APL include UPS, Federal Express, Airborne Express or any other shipper.

3. SIGAda 2000 Booth Facilitation Exhibit Package will include the following:

- 8' (height) x 10' (width) back Pipe & Drape Booth, 30" side piping/draping
- 1 six foot table with (2) Chairs and a Wastebasket
- Storage of shipments up to 500 lbs. from November 10, 2000, and delivery to designated booth by 1pm setup start on Monday, Nov.13
- Booth Electrical (1 - 110V Outlet)
- Complete set-up and tear down of exhibit Pipe & Drape, Table, and Garbage Pick-up (Extra labor provided \$25.00 per hour, for example to assist in setup/dismantle of booth display unit; four hour minimum).

Extra tables and chairs will be provided at no cost if pre-ordered. On-site orders will be at a cost of \$10.00 per piece.

APL provides telephone lines and Internet drops at no expense. See next section if interested.

4. Telephone Lines and Internet Drops

Several exhibitors indicated on their applications that they would accept the conference's offer of free telephone and/or Internet connections in the exhibit hall. (Long distance phone charges are at the exhibitor's expense.) Included here is a form (page 4 of this Exhibitors Kit) to fax directly to the SIGAda 2000 Local Arrangements Chair, Rush Kester, at APL to confirm your desire for a telephone and/or Internet connection. If you desire a telephone line or Internet drop, the order form must be filled out and returned on or before October 27, 2000.

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5. Exhibitor Guide Description of Company

Please email to SIGAda 2000 Publicity Chair, David Harrison (DHARRISON@logicon.com), a description up to 150 words you would like published in the Exhibitor Guide given to all attendees. Also include your company address, point of contact, email contact, and your website's URL. (Apologies for some redundancy with the Exhibits Application; we prefer to receive this information electronically to avoid error in transcription.)

6. Additional Equipment Rental:

Extra tables and chairs will be provided at no cost if pre-ordered; contact Rush Kester, Local Arrangements Chair (see below). On-site orders will be at a cost of \$10.00 per piece.

Audio Visual Equipment:

If you need to order extra equipment such as a monitor or other AV, you may contact either of the following firms that have done business at APL in the past:

- Presentation Media Corp., www.presmedia.com, Price list <http://www.presmedia.com/Components/fall2k.pdf>
- Total Audio-Visual Systems, Inc., www.total-av.com, whose Website provides email & telephone contact info but no prices. They will fax a products and price list upon request.

These firms will discuss with you the necessary authorization/order forms and credit card or other payment options.

If you need any further assistance leading up to SIGAda 2000 or during the event, you may contact Local Arrangements Chair **Rush Kester**, who works at APL and is our liaison to APL: +1 (240) 228-3030 or Rush.Kester@jhuapl.edu. I am also available to help and answer questions.

Hal Hart
SIGAda 2000 Exhibits Chair & Treasurer
Hal.Hart@ACM.ORG
(310)764-6880

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SIGAda 2000 REQUEST FOR TELEPHONE/INTERNET CONNECTIONS

COMPANY NAME: _____

BOOTH #: _____

COMPANY POINT OF CONTACT: _____

Telephone: _____

FAX #: _____

Email: _____

Telephone Line Requested (Long-distance charges are at exhibitor's expense)

Internet Drop Requested

**OTHER THAN LONG-DISTANCE PHONE CHARGES,
APL PROVIDES THESE SERVICES FREE FOR EXHIBITORS**

IF EITHER OF THESE SERVICES IS REQUESTED,
PLEASE FAX COMPLETED FORM TO
Mr. Rush Kester at APL, Fax # 240-228-6779,
by OCTOBER 27