

EXHIBITOR KIT

These pages describe the October 1-3 (show open Oct.2-3) SIGAda 2001 exhibition logistics at the Thunderbird Hotel-Bloomington, Minnesota, including all basic requirements and provisions (free – included in basic exhibitor fee) and your options for special orders (at additional expense) if you desire. Please review this information carefully. It contains

- Shipping Instructions;
- Exhibit Hours;
- Summary of the Basic Exhibit Booth Set-Up Package we provide;
- Optional Audio Visual Equipment Rental;
- Optional Telephone Lines;
- Setup/Dismantle Hours;
- Company descriptions for Exhibits Guide;
- Other Misc. (Extra orders, etc.)

SHIPPING INSTRUCTIONS:

We have arranged with the hotel to receive your shipments up to one week ahead (not before Monday, Sep. 24) at no charge for materials handling. Or, you may ship up to one month ahead to our exhibition Official Service Contractor, Hubbell/Tyner, for regular materials handling fees (\$35 per hundredweight):

Incoming Shipments to Hotel: *MUST ARRIVE BETWEEN SEP.24 and OCT. 1*

SIGAda 2001 Conference: Vendor Name and Booth #

Thunderbird Hotel

RECEIVING: Attn: Tammy King

2201 East 67th Street

Bloomington, MN 55425-1228

(Hotel's phone # is 612/854-3411)

Incoming Shipments Arriving Any Time in September: *(Extra Charge)*

SIGAda 2001 Conference: Vendor Name and Booth #

Hubbell/Tyner

660 Kasota Avenue S.E.

Minneapolis, MN 55414

(Hubbell/Tyner's phone # is 612/331-3738)

We suggest using a carrier that has tracking capabilities. If the 2nd shipping option is chosen, the conference will invoice you for the shipping (@ \$35/hundredweight) after the conference.

Outgoing shipments must be packed during Oct.3 dismantle by exhibitors with specific shipment instruction forms filled out prior to show closing. Outgoing shipments are at the cost of the vendor/exhibitor (hotel-preferred shipper forms will be available onsite).

EXHIBITION HOURS:

- **Move In/Set-Up:** Mon., Oct. 1: 7-10pm; and Tues., Oct.2, 8-10am.
- **1st Day of Exhibits:** Tues. Oct. 2: 10:30am (*SHOW OPENS*) – 4pm; and
5:30pm-6:30pm (*during pre-dinner reception in exhibit hall*)
- **2nd Day of Exhibits:** Wed., Oct. 3: 10:30am – 4pm. (*SHOW CLOSES AT 4PM*)
- **Tear Down:** Wed., Oct. 3: 4pm-6pm

SIGAda 2001 EXHIBIT PACKAGE will include the following for each 10’x10’ booth (cost included in basic exhibitor fee):

- 8’ High Background Drape
- 3’ High Side Divider Drape
- 1 – 7” by 44” Company Sign
- 1 – 6’ x 30” Draped Table
- 2 – Chairs
- Wastebasket and cleaning services
- Booth Electrical (1 - 110V Outlet)
- Complete set-up and tear down of these exhibit materials (Pipe & Drape, Table, Garbage Pick-up).

(Table Top booths for small companies receive just the 6’ draped table, chairs, & company sign.)

The exhibit area in the Miami room is fully carpeted. The show color is Green.

Optional Audio Visual Equipment:

Audio Visual & Video Resources (AVVR) provides video equipment, sound equipment, computers and monitors, and overhead projectors at reasonable prices. All orders must be placed by Sep. 24 and guaranteed on a credit card. AAVVR rentals are rented on a daily basis and are subject to a one-time per-order \$50 delivery/set-up/strike charge and 7% sales tax. Contact AVVR at 651/456-9033 to receive order & selection forms.

Optional Telephone Lines:

The Thunderbird Hotel can install a limited number of phone lines to booths at your cost. Contact Tammy King or Michael Ambrose at the Thunderbird (612/854-3411) to inquire about cost and obtain an order form.

Company Descriptions for Exhibits Guide, & Vendor Presentations:

- An “Exhibits Guide” will be prepared and given to all attendees. For this we need from you a 150-word company description, your company’s website url, your preferred marketing contact (name, address, email address, phone #, fax #), and hi-res (at least 300 bpi) graphic of your company logo. These are due to Hal.Hart@ACM.ORG by SEPTEMBER 12. (*Ads from Corporate Sponsors for the Final Program are also due then, if not already submitted.*)
- A Vendor Presentation schedule will be prepared during AM/PM refreshment breaks and the mid-day break. Presentations will be 20 minutes long, and data projectors will be available. Approx. mid-September Hal.Hart@ACM.ORG will be contacting sponsors first and then all other exhibitors to pick timeslots.

OTHER: Extra Orders, Questions

Hubbell/Tyner offers (at your cost) extra and specialty furniture, accessory items, booth display unit components, and floral displays. Contact Hubbell/Tyner at [612/331-3738](tel:6123313738) to obtain discuss selections and obtain order forms. (Be sure to mention SIGAda 2001 Conference at the Thunderbird Oct. 1-3).

For other questions or situations that arise, contact Exhibits Chair **Hal Hart**:

Hal.Hart@ACM.ORG (preferred) or 310/764-6880.

This Exhibitor Kit is available at
<http://www.acm.org/sigada/conf/sigada2001/exhibitor-kit.pdf>

SIGAda 2001's website is at
<http://www.acm.org/sigada/conf/sigada2001>

SIGAda²⁰⁰¹
Sponsored by ACM SIGAda