

SIGAda 2002 EXHIBITOR KIT

These pages describe the logistics for the December 10-11 SIGAda 2002 exhibition at the Holiday Inn-NASA, Houston, TX, including all basic requirements and provisions (free) and instructions for special orders (at additional expense) if you desire.

The **Duncans room** at the hotel will be the exhibits area.

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: Dec. 9 (Mon.): 4-8pm.*** (Set up may also be done Tue., Dec. 10, 8-10am).
- ***Dec. 10 (Tue.): 1st Day of Exhibits: 10:30am (SHOW OPENS) – 4pm.***
- ***Dec. 11 (Wed.): 2nd Day of Exhibits: 10:30am – 2pm. SHOW CLOSES AT 2PM.***
- ***Tear Down – Dec. 11 (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 (not before Thursday, Dec. 5) at no charge. Your materials may be shipped earlier at a cost of \$20 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 Duncans room (being used for the exhibits area) before 4pm on Monday, Dec. 10.

Incoming Shipments to Hotel Should be Addressed to:

**YOUR COMPANY NAME
SIGAda 2002 CONFERENCE EXHIBITS
c/o Colleen Kofal (281.333.2500)
Holiday Inn NASA / Clear Lake
1300 NASA Road 1
Houston, TX 77058**

Please call Ms. Kofal (281.333.2500) or email her (Colleen@Kofal.com) at the time you ship and let her know how many pieces your company is shipping to the hotel to be held for you, so she can track receipt of shipments.

We suggest using a carrier that has tracking capabilities

Outgoing shipments must be packed during Dec. 11 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 2002 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 Duncans room is not a secure room. Do not leave equipment or other valuables when you are absent from the room.*

Rental Equipment:

The AV company the hotel uses is Audio Visual Center or AVC. Jon is their contact and his number is 281-996-7777.