

SIGAda 2005 EXHIBITOR KIT

These pages describe the logistics for the November 15-16 SIGAda 2005 exhibition at the DoubleTree Hotel Atlanta-Buckhead, in Atlanta Georgia, 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: Nov. 14 (Mon.): 4-8pm.** (Set up may also be done Tue, Nov. 15, 8-10am).
- **Nov. 15 (Tue.): 1st Day of Exhibits: 10:30am (SHOW OPENS) – 4pm.**
- **Nov. 16 (Wed.): 2nd Day of Exhibits: 10:30am – 2pm. SHOW CLOSES AT 2PM.**
- **Tear Down – Nov. 16 (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 Monday, Nov. 7) at no charge. 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 4pm on Monday, Nov.14.

Incoming Shipments to Hotel Should be Addressed to:

**YOUR COMPANY NAME
SIGAda 2005 CONFERENCE EXHIBITS**

DoubleTree Hotel Atlanta-Buckhead

3342 Peachtree Road NE

Atlanta, GA 30326

US Toll-Free Number: +1 (800) 222-TREE

[+1 (800) 222-8733]

Phone: +1 (404) 231-1234

Fax: +1 (404) 231-3112

We suggest using a carrier that has tracking capabilities

Outgoing shipments must be packed during Nov. 16 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 2005 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. Each exhibitor is responsible for their own artifacts.

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 2005 Conference Web Site not later than Midnight, Wednesday, 9 November 2005. 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. Priority will be given On-Site to registration and badging of paying conference walk-in attendees to facilitate their entry into the technical sessions and the exhibit hall. 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. Please do not register for the conference until these instructions are received.