



California
Science Teachers
Association (CSTA)

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CALIFORNIA'S ADVOCATE FOR HIGH QUALITY SCIENCE EDUCATION

Dear 2016 California Science Education Conference Exhibitor:

On behalf of the members and board of directors of the California Science Teachers Association and the attendees of the 2016 California Science Education Conference, I thank you for your participation as an exhibitor at this year's conference.

Please find the online exhibitor service kit for the conference here:
<https://ordering.ges.com/025600747>

Enclosed in this exhibitor service kit you will find all of the information you will need in order to make your exhibit hall move-in, set-up, and tear-down as smooth a process as possible. I encourage you to read the kit carefully as it will inform you of union regulations, furniture rental pricing, the move-in schedule, and more. Not all trade shows are alike! Please read this information carefully so that you have the information you need prior to ordering your furniture and other services. Please also share this kit with all personnel staffing your exhibit during the conference. There are a few components of the kit that I would like to highlight here for you:

Show Information Page: This page offers you an at-a-glance reference of the schedule, shipping addresses, discount cut-off dates, and what is and is not included in your booth or table top rental fee.

Show Worksite Rules: Union labor will be used for this trade show. Please review the show worksite rules and familiarize yourself and your booth staff with the union regulations for GES and this event.

CSTA has worked with GES to provide you with options that will help you to save money on your exhibit. Here are a few of the money saving options you will find in the kit:

Cartload Service: Are you an exhibitor with less than 200 lbs of materials for your booth? Do you plan to bring your materials to the convention center in a small passenger vehicle? If you answered "Yes" to these questions, cartload service might be the best option for you. **For only \$77.25 each way**, a laborer with a push cart will take up to 8 pieces weighing a total of 200 lbs or less from your personal vehicle (no big trucks) to your exhibit booth. **Only one round of cartload service is available per exhibitor. If you have more than 200 lbs to move in or out, please review the other options available.** Order this service in advance and you will receive preferential service at the show site. Remember, you are not allowed to use your own cart for transporting materials into the exhibit hall. See the Shipping, Drayage, and Material Handling section for more information.

Furniture Packages: If you are a standard exhibitor (not a table top exhibitor), a furniture package may be right for you. GES offers two standard furniture packages that will save you 10% off the regular price if the items were rented separately. See the Booth Furnishing Rental Order Form for details.



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Discount Cut-Off Date: The discount cut-off date for freight, drayage, and furniture rental, labor, signs, and more is September 29, 2016. Do not wait to order on-site or after the cut-off date. By ordering before the cut-off date, you can save up to 30% or more!

CSTA encourages you to "Go Green" at the conference. Evaluate carefully the amount of materials you bring to the conference to avoid disposing of excessive leftover items. This is not only good for the environment, but also saves your company money in shipping and wasted product and materials. Other ways to help the environment is to print on post-consumer content recycled paper with vegetable or soy-based inks, print on both sides of the page, and recycle all cardboard boxes you may have used for transporting materials to the exhibit.

A few other items I would like to draw your attention to include:

Exhibit Hall Flooring: The Palm Springs Convention Center Exhibit Hall is carpeted. Therefore you will NOT need to order carpet and padding unless you would like to have padding, carpet, or a specific carpet color.

Move-In Schedule: The move-in schedule for the show will begin at 3:00 pm on Thursday, October 20. Move-in will be available until 7:00 pm and again on Friday morning, 7:00 am – 9:15 am.

Coordinated Door Prize Drawing: CSTA will hold a coordinated door prize drawing on Saturday, October 22 between 1:30pm and 3:00pm. If your company is interested in participating, please read the attached form for more information.

Thank you for your participation in the 2016 California Science Education Conference. I look forward to seeing you in Palm Springs in October.

Sincerely,

Gretel MacLeod
Exhibit Manager