

ASA-CSSA-SSSA International Annual Meetings

November 3-6, 2013 ♦ Tampa, Florida

Exhibitor Check List

Travel Itinerary

Exhibit Set-Up is on Sunday, November 3, 8am-5pm. **New!** Exhibit Teardown has been expanded to reduce your bottom line. Teardown is now Wednesday, Nov. 6, 4:30pm-8pm and Thursday, Nov, 7, 8am-11am. Avoid overtime material handling rates by packing up on Wednesday and scheduling your freight to be shipped on Thursday. Keep in mind, booth teardown prior to 4:30pm on Wednesday will affect your booth location at the 2014 Annual Meetings. Please plan your travel accordingly.

Housing Reservations

Opens May 14, 2013

The ASA-CSSA-SSSA has negotiated discounted room rates at several hotels located close to the Tampa Convention Center. In order to obtain these rates, book your rooms through the ASA, CSSA and SSSA Housing Bureau.

Final Booth Payment

July 26, 2013

Full payment is due by Friday, July 26, 2013. Booth space may be reassigned if payment is not received by the deadline. You will receive an email in early July to remind you of your balance due.

Company Listing/Exhibit Description

Sept. 13, 2013

A company listing and exhibit description of less than 100 words will be printed in program book if submitted by September 13, 2013. The submission form is available at www.acsmeetings.org/exhibit.

Advertising in Program Book and App

Aug. 30, 2013

Attendees will reference the program book and app dozens of times prior to, throughout and after the meeting, creating multiple exposure opportunities. Be sure to reserve your ad space by Aug. 2. Artwork is due Aug. 30. Contact Alexander Barton at abarton@sciencesocieties.org for more information.

Service Kit

mid- late August, 2013

A service kit, containing ordering forms for supplies and services (furniture, carpet, electricity, etc.) will be emailed to you in August by GES Exposition Services. (Discount Deadline is October 14, 2013)

Representative Name Badges

September 27, 2013

Two exhibitor name badges are provided per 10' x 10' booth rented for the purpose of staffing the booth. Representatives are able to attend technical sessions during exhibit hours as long as there is an alternate staff person in their booth. Representatives DO NOT register for the annual meetings, but submit their names through an online form at www.acsmeeting/exhibit by September 27, 2013. Name badge submissions or changes after this date are subject to a \$25 fee.

Ticketed Events

September 27, 2013

If you are interested in attending any of the ticketed events (workshops, tours, breakfasts or lunches) please contact Stacey Phelps at sphelps@sciencesocieties.org by September 27, 2013.

Attendee Mailing List

October, 2013

A pre-conference or post-conference attendee mailing list is available complimentary to exhibitors wanting to send a promotional piece to attendees. Email addresses are not available. Please complete the [List Rental Contract](#) and send a copy of the promotional piece to sphelps@sciencesocieties.org. The mailing list is updated every Friday in October.

Order Booth Supplies & Labor by Discount Deadline

October 11, 2013

One 6' skirted table and two contour chairs per exhibiting company will be provided complimentary. Please be sure to order any additional supplies needed (furniture, carpet, labor, electricity, internet, etc.) before October 11. Fees for such supplies and services increase considerably if ordered after the discount date. Order forms are in the service kit.

Draw Attendees to your Booth

October 14, 2013

Draw attendees to your booth during the Welcome Reception (Sunday, 7-9pm) with complimentary food and beverage and with a sponsorship of the official Passport Game. A menu is in the Service Kit and online at www.acsmeetings.org/exhibit. (available in mid-late August)