



**Fall 2013 Convention & EXPO**  
 Gaylord Palms Resort  
 Kissimmee, Florida  
 Conference: September 23-26, 2013  
**EXPO: September 23-25, 2013**

**Exhibit Schedule:**

2013 Exhibit Move-In		
Date:	Time:	Exhibit Hall:
Sunday, September 22	12:00 p.m. – 6:00 p.m.	Hall E-F
Monday, September 23	8:00 a.m. – 2:30 p.m.	

2013 Exhibit Hours*		
Date:	Time:	Events in Exhibit Hall
Monday, September 23	4:30 p.m. – 7:00 p.m.	Opening Reception
Tuesday, September 24	11:30 a.m. – 5:00 p.m.	
Wednesday, September 25	11:30 a.m. – 4:30 p.m.	

2013 Exhibit Move-Out		
Date:	Time:	
Wednesday, September 25	4:30 p.m. – 8:00 p.m.	

\* Please note that exhibit hours are subject to change. COMPTTEL PLUS utilizes food and beverage as a marketing hook to draw attendees into the exhibit area. We encourage you to do pre-show promotions (guest passes, post cards, show specials, etc.).

**Your Booth Includes:**

- 8' high blue back drape and 3' blue side drape
- Three (3) exhibitor booth personnel badges per 10' x 10' booth (includes full conference admission). For exhibitor registration assistance, please contact Rick Ardalan at 202-296-6650 or [ardalan@comptel.org](mailto:ardalan@comptel.org)  
 Guest pass registration is available <https://comptel.expotracker.net/guests>
- Exhibit staff registration is available at <https://comptel.expotracker.net/index.aspx>
- 11" x 17" sign identifying your company and booth number
- Listing in the Show Guide distributed to attendees onsite
- Pre- and Post-Conference Attendee Lists (list contains individual name, job title and company, city and state). Lists are available once a company representative has logged in to the COMPTTEL Plus Deal Center.
- Listing on the COMPTTEL PLUS web site

**Please note:** Aisle carpeting will be grey. **All exhibitors must purchase booth carpeting from GES to comply with the professional look of the show.** Cleaning of your exhibit space is **NOT** included. Additional services for cleaning of debris created during **Set-Up** and **Show Hours** must be ordered through GES. A form for cleaning services has been included.

We strongly recommend that you ship your freight in advance of the show to GES. All freight shipped in advance will be placed in the exhibit booths before the beginning of exhibitor move-in. Dismantling of booths will not be permitted until 4:30 p.m., Wednesday, September 25.

**Attendee Mailing List:**

To gain a competitive edge before and after the show mail a marketing piece to COMPTTEL PLUS attendees. For more information on how to utilize the pre-show and post-show attendee registration list contact Rick Ardalan at [ardalan@comptel.org](mailto:ardalan@comptel.org). Arrangements should be made approximately six weeks prior to the show and all mailings must be pre-approved by COMPTTEL. COMPTTEL utilizes Hensley Mailing Services as a third-party mailhouse.

Show Sponsor	Exhibit Management Company	General Service Contractor
COMPTTEL 900 17 <sup>th</sup> Street, NW, Suite 400 Washington, DC 20006 Phone: 202-296-6650 Fax: 202-296-7585 e-mail: <a href="mailto:asmith@comptel.org">asmith@comptel.org</a> Contact: Amy Smith	Corcoran Expositions, Inc. 200 W. Adams, Suite 2600 Chicago, IL 60606 Phone: 312-541-0567, ext. 664 Fax: 312-541-0573 e-mail: <a href="mailto:david@corcexpo.com">david@corcexpo.com</a> Contact: David Gerhardt	Global Experience Specialists (GES) 7050 Lindell Road Las Vegas, NV 89118-4702 Phone: 800-475-2098 Fax: 866-329-1437 <a href="http://www.ges.com/contact">www.ges.com/contact</a> Contact: Exhibitor Services