



Exhibitor Information

Exhibit Guide Information

Once again, an Exhibit Guide will be distributed to all attendees at GOMACTech-15 Conference. Please review the attached sample page as a format guide and return your personalized insertion to me at awaldron@pcm411.com.

The deadline for submission is Thursday, February 26, 2015. Please be on time with your submissions. Don't forget to include the company contact and URL information.

Booth Materials Provided by the Conference

The Conference will provide each booth with an 8 ft. wide fireproof cloth background with 36 in. high side dividers and a 7 x 44 in. exhibitor identification sign.

Exhibitor Registration

Each exhibitor will receive one complimentary registration package for each paid 8 x 10 booth. Each package will include a badge for admission to the exhibit area and all technical sessions and a copy of the CD-ROM version of the GOMACTech Digest of Technical Papers, a value of more than **\$500**. All booth personnel must be U.S. citizens or resident aliens and must show proof of citizenship before receiving a badge. The exhibit area will be restricted to U.S. citizens and resident aliens only.

Cancellation Policy

If an exhibitor must cancel space already contracted for, the following cancellation fees will be assessed:

January 17, 2015	20%
January 31, 2015	50%
February 7, 2015	100%

Cancellation fees will be assessed whether or not the canceled space is reassigned to another company. Cancellation notices must be written and signed by the appropriate company official.

Exhibit Hours

Every effort is being made to assure attendees' participation in the Exhibition. An afternoon break on Tuesday and morning and afternoon breaks on Wednesday will be held in an area inside the Exhibit Hall. A Tuesday evening reception will take place inside the Exhibit Hall. Also lunches on Tuesday and Wednesday will take place inside the Exhibit Hall.

Exhibit hours will be as follows:

Tuesday, March 24, 2015	12:00 pm - 8:00 pm
Wednesday, March 25, 2015	9:00 am - 4:00 pm



Exhibitor Information

Security

Security will be provided by the Conference and hotel on a 24 hour basis; however, exhibitors are asked to insure all exhibit material against loss or damage. GOMACTech, North Charleston Convention Center and their officers, employees, agents and representatives **will not** assume or otherwise be responsible for any injury, loss or damage to the exhibitor, the exhibitor's officers, employees, agents or representatives, or their property, however caused.

Freight Movement

All freight sent to GES will be placed in exhibit booths by 12:00 pm on Monday, March 23. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.

Installation/Dismantling

Exhibitor move-in:

March 23, 2015 12:00 PM-5:00 PM

March 24, 2015 8:00 AM - 11:30 AM

Exhibitor move-out:

March 25, 2015 4:00 PM - 8:00 PM

Please note – this event moves out on overtime, all applicable GES surcharges will apply. Carriers must be checked in by 6:00 PM. All Exhibitor materials must be removed by 8:00 PM

Every effort will be made to meet the needs of our exhibitors. We welcome suggestions that will enhance both the technical program content and the impact of the exhibition of this and future GOMACTech Conferences. If you have any questions concerning the exhibit-reservation procedure, please do not hesitate to contact me at 212-460-8090 ext 216 or e-mail at awaldron@pcm411.com.

Sincerely,

Alicia Waldron
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