



February 24-25, 2016  
Westin Boston Waterfront • Boston, MA



## IMPORTANT EXHIBITOR REMINDERS

**\*\*PLEASE SHARE THESE REMINDERS WITH ALL STAFF WHO WILL BE MANNING YOUR EXHIBIT SPACE\*\***

- 1. ALL EXHIBITS MUST BE FULLY SET BY 5:00 PM ON Tuesday, February 23, 2016..** After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the show. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please contact Show Management at 703.738.9460 or email [wsutler@sets.solar](mailto:wsutler@sets.solar) to request a variance.
- 2. BOOTH GUIDELINES** – All exhibitors must adhere to and comply with booth guidelines set for their exhibit space type.
- 3. LABOR RULES** – If you require labor to set up your booth, please contact the Official Decorator, GES Exposition Services customer service contact Nina Williams at (301) 302-2749 or [nwilliams@ges.com](mailto:nwilliams@ges.com). **REMEMBER THAT UNION RULES VARY FROM CITY TO CITY.**
- 4. EXHIBIT HALL ACCESS** – Exhibitors will have access into the exhibit hall (for their booth only) at 8:00 am on show days (February 24-25, 2016). Show Management approval is required for access into the exhibit hall for hours prior to what is posted above.
- 5. NO EXHIBIT MAY BE DISMANTLED PRIOR TO 2:00 PM on February 25.** Exhibitors may lose their right to exhibit at Solar Power PV Conference & Expo 2017 if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until the close of the show.