



ACRL 2017 Conference

Exhibit Dates: March 22 – 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

Exhibit Schedule:

2017 Exhibit Move-In		
Date:	Time:	Exhibit Hall
Tuesday, March 21	8:00 a.m. – 5:00 p.m.	
Wednesday, March 22	8:00 a.m. – 2:00 p.m.	

2017 Exhibit Hours		
Date:	Time:	Exhibit Hall
Wednesday, March 22	5:45 p.m. – 7:30 p.m.	Exhibit Opening reception
Thursday, March 23	9:00 a.m. – 4:30 p.m.	Exhibits Break 9:00 a.m. – 10:30 a.m.
		Exhibits Break 2:00 p.m. – 3:15 p.m.
Friday, March 24	9:30 a.m. – 4:00 p.m.	Exhibits Break 9:30 a.m. – 11:00 a.m.
		Exhibits Break 2:30 p.m. – 4:00 p.m.

2017 Exhibit Move-Out		
Date:	Time:	Exhibit Hall
Friday, March 24	4:00 p.m. – 8:30 p.m.	
Saturday, March 24	8:00 a.m. – 12:00 p.m.	

What Your Booth Includes:

For each 100 sq. ft., exhibiting companies will receive:

- 8' high back drape (blue & gold) and 3' side drape in blue
- Four (4) complimentary exhibitor badges
- One (1) 7" x 44" company ID sign
- One (1) conference program listing

The Exhibit Hall is NOT carpeted. The aisle carpet color will be Blue Jay. Exhibit booth carpet can be ordered from Global Experience Specialists (GES). A carpet rental form is included. **Cleaning of your exhibit space carpet is NOT included.** Additional services for cleaning of debris created during **Set-Up** and **Show Hours** must be ordered through Oregon Convention Center.

Tabletop Exhibit Package: (not applicable to 10 ft. x 10 ft. or larger exhibitors)

- One (1) 6 ft. skirted table
- One (1) 7" x 44" company ID sign
- See Tabletop Rules page

Sponsor	Exhibit Information	General Service Contractor
Association of College and Research Libraries 50 E. Huron St. Chicago, IL 60611 Phone: 312-280-2515 Fax: 312-280-2520 e-mail: acrl@ala.org Web: http://conference.acrl.org	Corcoran Expositions, Inc. 200 West Adams - Ste. 2600 Chicago, IL 60606 Phone: 312-541-0567 x640 Fax: 312-541-0573 Contact: Meagan Reichstein e-mail: meagan@corcexpo.com Web: www.corcexpo.com	Global Experience Specialists (GES) 7050 Lindell Road Las Vegas, NV 89119-4702 Phone: 800-475-2098 Fax: 866-329-1437 Contact: www.ges.com/chat Web: www.ges.com



ACRL 2017 Conference

Exhibit Dates: March 22 – 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

Exhibitor Move-In:

Global Experience Specialists (GES) is responsible for inbound and outbound handling of exhibitor displays, equipment, and materials. Exhibitors may begin installation of booths at 8:00 a.m. on Tuesday, March 21, 2017. All booths must be set by Wednesday, March 22 at 2:00 p.m. All freight shipped to the advance warehouse will be placed in exhibit booths prior to move-in.

Advance shipments may begin arriving at the **GES Advance Warehouse** on **Tuesday, February 14, 2017**. Direct shipments to the Baltimore Convention Center may begin on Tuesday, March 21, 2017. Please do not ship **any freight** directly to the Baltimore Convention Center prior to Tuesday, March 21, 2017. **The convention center cannot accommodate advance shipments.**

Exhibitor Move-Out:

Exhibitors may NOT begin dismantling until 4:00 p.m. on Friday, March 24, 2017. All exhibitors can move out on Friday, March 24 from 4:00 p.m. until 8:30 p.m. and on Saturday, March 25 from 8:00 a.m. until 12:00 p.m. Please plan travel accordingly.

Insurance:

You are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

The Association of College and Research Libraries (ACRL), Corcoran Expositions, Inc., Global Experience Specialists (GES), Baltimore Convention Center and the State of Maryland assume no responsibility for products left unattended at the end of the ACRL Conference.

Exhibitor-Appointed Contractors (EAC):

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using "Exhibitor Appointed and/or Independent Contractors" must provide a copy of an insurance certificate naming ACRL, Show Management and Global Experience Specialists (GES), Indianapolis Convention Center Authority and City of Indiana as additional insured and complete the Notice of Intent to Use Exhibitor-Appointed Contractor form. **The insurance certificate and the Notice of Intent to Use Exhibitor-Appointed Contractor form must be received no later than Tuesday, March 21, 2017.** Please fax to Global Experience Specialists (GES) at 866-329-1437.

Rules and Regulations:

Exhibitors should read and be familiar with the rules and regulations noted on the back of their Exhibit Space Application. It is the exhibitor's responsibility to ensure their personnel and agents are familiar with these rules. Exhibits will conform to the display guidelines established by IAEE, EDPA and ESCA.



ACRL 2017 Conference

Exhibit Dates: March 22 - 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates for the various vendors indicated below.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Tuesday, January 27	Early Bird Discount Lead Retrieval Order Form to Experient	_____
Tuesday, January 27	Pre-registered Attendee List Order Form to ACRL	_____
Wednesday, February 11	Final Discount Deadline Lead Retrieval Order Form to Experient	_____
Wednesday, February 15	Advance Freight may begin arriving at GES Warehouse	_____
Friday, Feb. 27	Exhibitor Badge Registration Due	_____
Tuesday, February 28	Notice of Intent to Use Exhibitor-Appointed Contractor to GES	_____
Tuesday, February 28	Payment and Credit Card Charge Authorization Form to GES	_____
Tuesday, February 28	Third Party Billing Request Form to GES	_____
Tuesday, February 28	Transportation Plus and Material Handling Order Form to GES	_____
Tuesday, February 28	Cartload Service Order Form to GES	_____
Tuesday, February 28	GES Logistics Material Handling and Shipping Form to GES	_____
Tuesday, February 28	Pre-Printed Outbound Material Handling Request Form to GES	_____
Tuesday, February 28	Carpet Order Forms to GES	_____
Tuesday, February 28	Furniture and Accessories Order Forms to GES	_____
Tuesday, February 28	Furniture Package Order Form to GES	_____
Tuesday, February 28	Specialty Furniture Order Forms to GES	_____
Tuesday, February 28	Standard Exhibit System Order Form to GES	_____
Tuesday, February 28	Graphics and Signage Order Form to GES	_____
Tuesday, February 28	Installation and Dismantling Order Form to GES	_____
Tuesday, February 28	In-Booth Forklift and Labor Order Form to GES	_____
Tuesday, February 28	Hanging Sign / Truss Labor Order Forms to GES	_____
Tuesday, February 28	Booth Cleaning Order Form to GES	_____
Wednesday, March 1	Audio Visual Form to Datasys	_____
Wednesday, March 1	Computer Rental Order Form to Datasys	_____
Wednesday, March 11	Catering form to Convention Center	_____
Monday, March 16	Floral order form to Urban Jungle	_____
Thursday, March 16	Last Day for Advance Freight to GES Warehouse	_____
Tuesday, March 24	First Day for Direct Shipments to Convention Center	_____



ACRL 2017 Conference

Exhibit Dates: March 22 - 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

Please use this quick reference guide to identify the proper contacts who will answer all of your questions regarding your participation in the **ACRL Conference**.

GENERAL EXHIBIT INFORMATION / RULES AND REGULATIONS

Corcoran Expositions, Inc – Meagan Reichstein
meagan@corcexpo.com

Phone: 312-265-9640
Fax: 312-541-0573

SHOW CONTRACTOR

Global Experience Specialists (GES)
www.ges.com

Phone: 800-475-2098
Fax: 866-329-1437

EXHIBITOR REGISTRATION

Experient, Inc.
acrlexh@experient-inc.com

Phone: 847-996-5478
Fax: 800-521-6017
International Fax: 847-996-5401

HOTEL RESERVATIONS

Experient, Inc.
acrlexh@experient-inc.com

Phone: 847-996-5494
Fax: 800-521-6017
International Fax: 847-996-5401

SPONSORSHIPS

ACRL - Margot Conahan
mconahan@ala.org

Phone: 312-280-2522

ATTENDEE MAILING LISTS

ACRL – Chase Ollis
collis@ala.org

Phone: 312-280-2521

ELECTRICAL

Elden Electrical
<https://ordering.edlen.com>
Baltimore@elden.com

Phone: 410-649-7321

INTERNET SERVICE

Baltimore Convention Center
<https://bcc.mcdean.com/bcc/pub/login.oss?>
Martin.husbands@mcdean.com

Phone: 410-649-7097

Computer Rental/ AUDIO VISUAL

Datasis
tradeshows@datasis.com

Phone: 847-427-0909

LEAD RETRIEVAL

Experient, Inc. – Michelle Willever
Michelle.willever@experient-inc.com

Phone: 888-266-6802
Fax: 301-694-3286

EXHIBITOR CATERING / HOSPITALITY

Marsha.pratt@centerplate.com

Phone: 410-649-7009

FLORAL

Urban Jungle
info@urbanjungleinc.com

Phone: 703-241-8545



ACRL 2017 Conference

Exhibit Dates: March 22 - 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

SECURITY should be a prime concern of the exhibitor, from the time the exhibit is prepared for shipment to the show, until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each company exhibiting to provide adequate insurance coverage. The Association of College & Research Libraries, Corcoran Expositions, Inc., Global Experience Specialists (GES), and the Baltimore Convention Center and their agents will not be responsible or liable for any losses incurred or theft. (*Please refer to the Exhibit Rules and Regulations*).

In addition to adequate insurance coverage, following are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the drayage contractor, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (*Individual booth security can also be ordered.*)
- Do not put any articles of value or products you will need during the show in a container marked "Empty Storage." Empties will be removed from the show floor and will not be accessible until the break of the show.
- **Do not leave personal items such as handbags, wallets, briefcases, beepers, laptop computers, cameras, or cellular phones under skirted tables, exposed or unguarded in the booth at any time during the show.**
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out, and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to details, you can insure your company's successful participation at the ACRL Conference.



ACRL 2017 Conference

Exhibit Dates: March 22 - 24

Conference Dates: March 22 - 25

Baltimore Convention Center • Baltimore, MD

Tabletop Additional Rules & Regulations:

The following Tabletop rules and regulations are in addition to the rules and regulations on the back of the ACRL exhibit space application.

1. Tabletop exhibits are for the purposes of non-profits and small companies /small presses only.
2. Tabletop exhibitors may only utilize the space on top of their 6 ft. table to display products/services.
3. One (1) small banner may be hung behind the table on the drape secured by hooks, but the banner cannot exceed the 6' width of the table and may not infringe on neighboring table exhibits.
4. All displays must fit on the surface of the 6 ft. x 3 ft. tabletop. No easels, shelving or other containers or display aids may be used behind the table or on the floor next to the table area.
5. Tabletop exhibitors may store items under their table (hidden by the table skirting), but may not store anything behind the 8 ft. back drape due to fire marshal regulations.
6. No additional furniture can be ordered for your tabletop exhibit, except up to two (2) chairs.
Chairs are NOT included with the tabletop exhibit, but can be ordered from GES.
7. Tabletop exhibitors are limited to reserving one (1) table per organization.
8. Violation of these rules may jeopardize your standing as an ACRL Exhibitor.

Island Booth Hanging Sign/Banner Guidelines:

1. Island booths only may hang signs or banners above their booth space. The top of the sign or banner as well as the booth structure itself must **not** exceed 20.0 feet without exception.
2. See the back page of the "Exhibit Construction Guidelines" sheet in the kit for more Island Booth regulations and guidelines. General Rules & Regulations can be found in the exhibitor kit and on the back of the exhibit space application.

Note: Lighting

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

If lighting also includes graphics, signs, logos of any type, it will be considered a hanging sign and is subject to the above guidelines.