

Huntsville Simulation Conference (HSC) Exhibitor Guide

Exhibits Chair: Jeanette Wilson, Trideum Corporation

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Exhibit booth fixtures

For each 10 foot booth, the HSC will provide one 20 amp electrical outlet (bring your own power strips), a six foot, draped table, two chairs and a waste basket. Exhibits drawing more than 20 amps will be asked to unplug power-hungry equipment.

The Venue

The Marriott is not set up as an exhibition hall. The floors are carpet, not concrete. It will not be possible to move heavy equipment without damaging the carpet. Pallet jacks and fork lifts are out of the question. Power is limited to wall outlets. Things like phone lines and internet connections must be pre-arranged. Please contact the Exhibits Chair by Oct 1 to make any special arrangements.

Exhibits will be set up in a pre-function area, outside the ballroom. Conference attendees will move through this area to get from session to session. Attendees will congregate in this area because the refreshment stations are here. The social event on the first evening of the conference is held here. The conference registration desk is here.

Hours of Operation

Wednesday, 31 October 2007, 8:00am to 6:30pm

Thursday, 1 November 2007, 8:00am to 5:00pm

Shipping

You may ship booth material to the Marriott to arrive no earlier than Saturday, 27 October 2007: Especially large items cannot arrive before Tuesday, 30 October 2007. Storage space for exhibit material is limited.

Marriott Huntsville
Attn: HSC (*your company name*)
Huntsville Simulation Conference
5 Tranquility Base
Huntsville, Alabama 35805

Exhibitors will be responsible for arrangements to ship material from the Marriott after the exhibition. The Marriott can be designated as the pick-up point, but the exhibitor is responsible for the paperwork, payments and calling the carrier for pick-up.

Set up

Tuesday, 30 Oct 2007 from 5:00pm

Must be completed by 8:00am, Wednesday, 31 Oct 2007

The exhibits are in a high traffic area outside of the meeting rooms. This is ideal for exhibiting but booth assembly will not be permitted while the conference is in session as it will disrupt traffic flow. The exhibit area is carpeted, so it will not be possible to move heavy equipment into this area on pallet jacks, fork lifts, etc. since the wheels will likely damage the carpet.

Tear down

Thursday, 1 November 2006, no sooner than 5:00pm.

The exhibits are in a high traffic area outside of the meeting rooms. This is ideal for exhibiting but booth disassembly will not be permitted while the conference is in session as it will disrupt traffic flow.