

# SIGAda 2003 EXHIBITOR KIT

These pages describe the logistics for the December 8-10 SIGAda 2003 exhibition at the Red Lion Hanalei Hotel, San Diego Ca, including all basic requirements and provisions (free) and instructions for special orders (at additional expense) if you desire.

Please review this information carefully. It contains

- Exhibit/Setup/Dismantle Hours;
- Shipping Instructions;
- Summary of the Basic Exhibit Booth Set-Up Package we provide;
- Misc. other

## HOURS:

- **Move In/Set-Up: Dec. 8 (Mon.): 4-8pm.** (Set up may also be done Tue., Dec. 9, 8-10am).
- **Dec. 9 (Tue.): 1<sup>st</sup> Day of Exhibits: 10:30am (SHOW OPENS) – 4pm.**
- **Dec. 10 (Wed.): 2nd Day of Exhibits: 10:30am – 2pm. SHOW CLOSES AT 2PM.**
- **Tear Down – Dec. 10 (Wed.): from 2pm-6pm – right after show closes.**

## SHIPPING INSTRUCTIONS:

We have arranged with the hotel to receive your shipments up to 3 days ahead (not before Thursday, Dec. 4) at no charge. Your materials may be shipped earlier but a fee may be charged per box or crate for storage. Please limit the weight per box to approx. 25 pounds, excepting medium-sized plastic crates with wheels. Materials shipped thusly will be placed in the Exhibits room (being used for the exhibits area) before 4pm on Monday, Dec. 8.

### **Incoming Shipments to Hotel Should be Addressed to:**

**YOUR COMPANY NAME  
SIGAda 2003 CONFERENCE EXHIBITS  
Red Lion Hanalei Hotel  
2270 Hotel Circle North  
San Diego, CA 92108  
Phone (619) 297-1101  
Fax (619) 297-6049**

We suggest using a carrier that has tracking capabilities

Outgoing shipments must be packed during Dec. 10 dismantle by exhibitors with specific shipment instruction forms filled out prior to show closing. Outgoing shipments are at the cost of the vendor/exhibitor. The hotel can assist with contacting UPS, FEDEX, etc. if necessary.

## Booth Package:

SIGAda 2003 will include the following for each exhibitor (cost included in basic exhibitor fee):

- 1 – 6' x 30" Draped Table
- 2 – Chairs
- Booth Electrical (1 - 110V Outlet)
- Wastebasket & cleaning
- *Company Sign only upon request*

***SECURITY:*** Please note that the exhibits area is not a secure room. Do not leave equipment or other valuables when you are absent from the room.

**Rental Equipment:**

Please contact the hotel directly for any AV or other rental equipment needs and a local supplier recommendation.