

ANITA BORG INSTITUTE  
**GRACE  
HOPPER**  
**CELEBRATION**  
OF WOMEN IN COMPUTING

**EXHIBITOR GUIDE**

October 19 – 21, 2016

[ghc.anitaborg.org](http://ghc.anitaborg.org)



Dear Grace Hopper Celebration Sponsor,

It is a pleasure to welcome you to the Grace Hopper Celebration of Women in Computing (GHC) in Houston, Texas October 19-21, 2016. This Exhibitor Guide is designed to help you plan for the event and ensure that your participation is successful. We ask that even if this is not your first year, you read this Exhibitor Guide carefully as some information has changed for 2016, including: badging, access to the show floor, show hours and forms.

This Guide will contain all the information you will need for your participation at GHC. After you have read the guide, please make sure to log into the sponsor portal where you will be able to submit your organization's assets, sign forms and access vendor information.

We strive to produce a professional and organized event, and we greatly appreciate your cooperation in following the Rules and Regulations to ensure a successful show for everyone. All exhibitors must sign an Acknowledgement of the Rules and Regulations before the event. Please take the time to review the FAQs, as the answers to many popular questions about exhibiting can be found there.

Hargrove Inc., the official general contractor, will provide the booth furnishings, services, and shipping info that you need for your booth. You can order directly through them or via their Exhibitor Service Manual. Hargrove will email the link to the Exhibitor Service Manual and their online forms to your organization's primary contact starting July 11.

Thank you for your support of the Grace Hopper Celebration of Women in Computing!

Sincerely,

Anita Borg Institute

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# GENERAL SHOW INFORMATION

## **LOCATION**

George R. Brown Convention Center (GRBCC)  
1001 Avenida De Las Americas  
Houston, TX 77010  
(713) 853-8000

## **EXHIBITOR MOVE-IN HOURS**

Sunday, October 16                    9 a.m. – 5 p.m. \*by appointment through Hargrove only  
Monday, October 17                   9 a.m. – 5 p.m.  
Tuesday, October 18                  9 a.m. – 5 p.m.  
Wednesday, October 19              7 a.m. – 11:30 a.m.

### **Please note:**

- 1) All aisles must be clear of exhibit materials and crates by 10:30 a.m. Wednesday, October 19.
- 2) All exhibits must be completed by 11:30 a.m. Wednesday, October 19.

## **EXHIBIT HALL HOURS**

Wednesday, October 19              12 p.m. – 6 p.m.  
Thursday, October 20                10 a.m. – 5:30 p.m.  
Friday, October 21                    10 a.m. – 2 p.m.

## **INTERVIEW HALL HOURS**

Wednesday, October 19              12 p.m. – 7 p.m.  
Thursday, October 20                8 a.m. – 6:30 p.m.  
Friday, October 21                    8 a.m. – 2 p.m.

## **EXHIBITOR MOVE-OUT HOURS**

Friday, October 21                    2:00 p.m. – 10 p.m.

### **Please note:**

- 1) No dismantling or packing permitted prior to the close of the show at 2:00 p.m. on Friday. Empty cartons will be returned to booths beginning at 2 p.m.
- 2) All exhibit materials must be removed from the show floor by 10 p.m.

# ACTION ITEMS

We want you to utilize the resources available to you to make sure that you can successfully plan for your exhibition at the Grace Hopper Celebration (GHC). This Exhibitor Guide, in addition to the Sponsor Portal, will provide you with the important information you need for your participation. Please see the action items below:

**SPONSOR PORTAL:** **New for 2016**, the sponsor portal will be your go-to resource for GHC planning. You will be able to register, upload your deliverables and download important forms.

**REGISTRATION:** Please make sure to review the badge types and register any staff and guests that will be present at the event.

**DELIVERABLES:** Review the checklist of important deadlines for your sponsorship and exhibition. Make sure to sign the forms required by show management, such as the Rules and Regulations. To upload your deliverables such as logo, support materials, etc. please log into the sponsor portal.

**THE EXHIBITOR GUIDE:** Make sure to review this entire Exhibitor Guide.

**VENDORS:** View our official show vendors and order services through Hargrove's website including labor, material handling, booth furnishings, internet, lead retrieval (badge scanning) and more.

**FLOORPLAN:** This year we are excited to announce that all of the GHC sponsors can select their booth space well in advance. You will receive an email sometime in April or May with instructions on how to select your space.

**SHIPPING:** We answer common shipping questions on the FAQs pages and in the Shipping Cheat Sheet. If you have additional questions, please reach out to Hargrove directly.

**HOUSING & TRAVEL:** We negotiated special rates at many hotels surrounding the GRBCC. Please visit the housing page for more information about how to book your rooms.

# IMPORTANT DATES

Please review the list of important dates for your exhibit. Details will be available at the links shown beside each deliverable before, on or after the date.

✓	Deliverable	Date	Action
<input type="checkbox"/>	Review the GHC Exhibitor Guide	ASAP	
<input type="checkbox"/>	Review floor plan & select booth space - You will be notified when it is your turn to select your booth.	Starting in May	Visit the floorplan page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Sponsor group housing reservations open  New 2016: Cancellation Policy: • 25% of the entire reservation stay exclusive of tax for each room released or canceled prior to June 1, 2016 • 50% of the entire reservation stay exclusive of tax for each room released or canceled between June 2, 2016 and August 8, 2016 • 100% of the entire reservation stay exclusive of tax for each room released or canceled on or after August 9, 2016	May 4	Visit the housing page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Hargrove's Exhibitor Services Manual (ESM) is available	July 11	Visit the vendors page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Exhibit vendor services available	July 11	Visit the vendors page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Attendee registration opens	July 13	For more information visit the <a href="#"><u>ATTEND</u></a> page
<input type="checkbox"/>	Childcare service reservations open	July 13	More information on <a href="#"><u>CONFERENCE SERVICES</u></a>
<input type="checkbox"/>	ADA service reservations open	July 13	More information on <a href="#"><u>CONFERENCE SERVICES</u></a>
<input type="checkbox"/>	Individual housing reservations open	July 13	Visit the housing page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Event Sponsorship (Corporate, Academic, Government, Nonprofit/Labs) sales close	July 20 or until space is sold out	More information on <a href="#"><u>EVENT SPONSORSHIPS</u></a>
<input type="checkbox"/>	Additional Sponsorships sales close	July 27	More information on <a href="#"><u>ADDITIONAL SPONSORSHIPS</u></a>
<input type="checkbox"/>	Sponsor housing rooming list due	August 1	Visit the housing page in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Sponsor branding and expo guide materials due: organization logo, organization profile, organization career website link and support material	August 3 & 17	Upload your deliverables in the <a href="#"><u>SPONSOR PORTAL</u></a>
<input type="checkbox"/>	Booth assignments published on GHC Website	By August 3	Visit the <a href="#"><u>GHC WEBSITE</u></a>

✓	<b>Deliverable</b>	<b>Date</b>	<b>Action</b>
<input type="checkbox"/>	Exhibit Hall booth plan and design submissions open	August 10	Visit the forms & materials page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Resume database access opens	August - September	Exact dates vary by sponsorship level, please view the Sponsorship benefits in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Forms due: Rules & Regulations, Exhibitor-Appointed Contractor (EAC) forms, Certificate of Insurances(COIs) and booth plan and design	September 14	Visit the forms & materials page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Shipping begins to Hargrove advance warehouse	September 14	Visit the shipping page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Housing conference rates ends	September 21	Visit the housing page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Advance order deadline for all exhibit services	September 27	Visit the vendors page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Exhibitor early move-in (on 10/16) request deadline	September 27	Visit the vendors page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Advance shipping to the Hargrove warehouse ends	October 12	Visit the vendors page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Early exhibitor move-in (by appointment only)	October 16	To view hours visit the exhibitor information page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Shipping direct to conference site begins	October 17	Visit the shipping page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Exhibitor move-in	October 17-18	To view hours visit the exhibitor information page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Grace Hopper Celebration	October 19-21	To view hours visit the exhibitor information page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Exhibitor move-out	October 21	To view hours visit the exhibitor information page in the <b><u>SPONSOR PORTAL</u></b>
<input type="checkbox"/>	Access to resume database ends	December 31	Visit the <b><u>RESUME DATABASE</u></b>

# SPONSORSHIP BENEFITS

## Corporate Sponsorship Levels

	<b>DIAMOND (\$110,000)</b>	<b>PLATINUM (\$55,000)</b>	<b>GOLD (\$30,000)</b>	<b>SILVER (\$10,000)</b>
<b>Exhibit Hall Booth</b>	Four 10×10 exhibit hall booths	One 10×10 exhibit hall booth	One 10×10 exhibit hall booth	One 5x10 exhibit hal booth
<b>Interview Booth(s)</b>	Two 10×10 adjacent interview booths	One 10×10 interview booth	One 10×10 interview booth	<i>Not available</i>
<b>Additional Exhibit Hall Booth(s) *</b>	Option to purchase 2, 4, 5, 8, 12 or 16 additional 10×10 adjacent booths in predetermined configurations	Option to purchase 1, 3, 5, 7, 8 or 11 additional 10×10 adjacent booths in predetermined configurations	Option to purchase one additional 10×10 adjacent booth	<i>Not available</i>
<b>Additional Interview Booth(s)</b>	Option to purchase additional 10×10 adjacent interview booths	Option to purchase additional 10×10 adjacent interview booths	Option to purchase one additional 10×10 adjacent interview booths	<i>Not available</i>
<b>Individual Registrations</b>	<ul style="list-style-type: none"> <li>– Eighteen Individual General Registrations</li> <li>– Two Individual General Registrations with invites to Senior Women's Program</li> </ul>	<ul style="list-style-type: none"> <li>– Eight Individual General Registrations</li> <li>– Two Individual General Registrations with invites to Senior Women's Program</li> </ul>	<ul style="list-style-type: none"> <li>– Four Individual General Registrations</li> <li>– One Individual General Registrations with invites to Senior Women's Program</li> </ul>	Two Individual General Registrations
<b>Scholarships</b>	<ul style="list-style-type: none"> <li>– Five domestic student scholarships</li> <li>– Three international student scholarships</li> </ul>	<ul style="list-style-type: none"> <li>– Three domestic student scholarships</li> <li>– One international student scholarships</li> </ul>	Two domestic student scholarships	One domestic student scholarship
<b>Resume Database Access</b>	August 29 – December 31, 2016	September 6 – December 31, 2016	September 12 – December 31, 2016	September 19 – December 31, 2016
<b>GHC Website</b>	Logo listed under Diamond patron	Logo listed under Platinum patron	Logo listed under Gold patron	Organization name listed under Silver patron
<b>General Session Credit Reel</b>	Logo listed under Diamond patron	Logo listed under Platinum patron	Logo listed under Gold patron	Organization name listed under Silver patron



<b>GHC Expo Guide</b>	<ul style="list-style-type: none"> <li>– Organization profile included</li> <li>– Logo listed under Diamond patron</li> <li>– One page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Organization profile included</li> <li>– Logo listed under Platinum patron</li> <li>– Half page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Organization profile included</li> <li>– Logo listed under Gold patron</li> <li>– Quarter page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Organization profile included</li> <li>– Organization name listed under Silver patron</li> </ul>
<b>Visibility in Press Releases</b>	Mentioned	Mentioned	<i>Not available</i>	<i>Not available</i>
<b>Conference Giveaways</b>	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth

\*For more information on Additional exhibit hall booths, please see the corresponding page in this Guide.

# SPONSORSHIP BENEFITS

## Academic Sponsorship Levels

	<b>GOLD (\$6,000)</b>	<b>SILVER (\$4,000)</b>	<b>BRONZE (\$2,000)</b>
<b>Exhibit Hall Booth</b>	One 10×10 exhibit hall booth	One 10×10 exhibit hall booth	One 5x10 exhibit hall booth
<b>Additional Exhibit Hall Booth(s)</b>	Option to purchase one additional 10×10 adjacent exhibit hall booth	<i>Not available</i>	<i>Not available</i>
<b>Individual Registrations</b>	– Three Individual Faculty Registrations ** – Five Individual Student Registrations	– Two Individual Faculty Registrations ** – Two Individual Student Registrations	One Individual Faculty Registration **
<b>Early Access to Student Conference Passes</b>	Option to purchase Individual Student Registrations before non-sponsors	Option to purchase Individual Student Registrations before non-sponsors	Option to purchase Individual Student Registrations before non-sponsors
<b>School Profile in GHC Expo Guide</b>	Included	Included	Included
<b>Resume Database Access</b>	September 6 – December 31, 2016	September 12 – December 31, 2016	September 19 – December 31, 2016
<b>GHC Website</b>	Logo listed under Gold sponsor	Logo listed under Silver sponsor	Organization name listed under Bronze sponsor
<b>General Session Credit Reel</b>	Logo listed under Gold sponsor	Logo listed under Silver sponsor	Organization name listed under Bronze sponsor
<b>GHC Expo Guide</b>	– Organization profile included – Logo listed under Gold sponsor	– Organization profile included – Logo listed under Silver sponsor	– Organization profile included – Organization name listed under Bronze sponsor
<b>GHC Additional Event Sponsorships</b>	Option to purchase additional sponsorships	Option to purchase additional sponsorships	Option to purchase additional sponsorships

\*\*Faculty is defined as professors of various ranks, lecturers and researchers who are based at an academic institution. It also includes acting presidents, deans, department chairs and other administrators who continue to serve as professors.

# SPONSORSHIP BENEFITS

## Government Sponsorship Levels

	<b>DIAMOND (\$99,000)</b>	<b>PLATINUM (\$49,500)</b>	<b>GOLD (\$27,000)</b>	<b>SILVER (\$9,000)</b>
<b>Exhibit Hall Booth</b>	Four 10×10 exhibit hall booth	One 10×10 exhibit hall booth	One 10×10 exhibit hall booth	One 5x10 exhibit hall booth
<b>Interview Booth</b>	Two 10×10 adjacent interview booths	One 10×10 interview booth	One 10×10 interview booth	<b>Not available</b>
<b>Additional Exhibit Hall Booth*</b>	Option to purchase 2, 4, 5, 8, 12 or 16 additional 10×10 adjacent booths in predetermined configurations	Option to purchase 1, 3, 5, 7, 8 or 11 additional 10×10 adjacent booths in predetermined configurations	Option to purchase one additional 10×10 adjacent booth	<b>Not available</b>
<b>Additional Interview Booth</b>	Option to purchase additional 10×10 adjacent interview booths	Option to purchase additional 10×10 adjacent interview booths	Option to purchase one additional 10×10 adjacent interview booths	<b>Not available</b>
<b>Individual Registrations</b>	Twenty Individual General Registrations	Ten Individual General Registrations	Five Individual General Registrations	Two Individual General Registrations
<b>Scholarships</b>	– Five domestic student scholarships – Three international student scholarships	– Three domestic student scholarships – One international student scholarships	Two domestic student scholarships	One domestic student scholarship
<b>Resume Database Access</b>	August 29 – December 31, 2016	September 6 – December 31, 2016	September 12 – December 31, 2016	September 19 – December 31, 2016
<b>GHC Website</b>	Logo listed under Diamond patron	Logo listed under Platinum patron	Logo listed under Gold patron	Organization name listed under Silver patron
<b>General Session Credit Reel</b>	Logo listed under Diamond patron	Logo listed under Platinum patron	Logo listed under Gold patron	Organization name listed under Silver patron
<b>GHC Expo Guide</b>	– Organization profile included	– Organization profile included	– Organization profile included	– Organization profile included

	<ul style="list-style-type: none"> <li>– Logo listed under Diamond patron</li> <li>– One page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Logo listed under Platinum patron</li> <li>– Half page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Logo listed under Gold patron</li> <li>– Quarter page of approved content</li> </ul>	<ul style="list-style-type: none"> <li>– Organization name listed under Silver patron</li> </ul>
<b>Visibility In Press Releases</b>	Mentioned	Mentioned	<b>Not available</b>	<b>Not available</b>
<b>Conference Giveaways</b>	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth	Unlimited items at exhibit hall booth

\*For more information on Additional Exhibit Hall booths, please see the corresponding page in this Guide.

# SPONSORSHIP BENEFITS

## Nonprofit & Labs Sponsorship Levels

	<b>GOLD (\$8,000)</b>	<b>SILVER (\$6,000)</b>	<b>BRONZE (\$4,000)</b>
<b>Exhibit Hall Booth</b>	One 10×10 exhibit hall booth	One 10×10 exhibit hall booth	One 5x10 exhibit hall booth
<b>Interview Booth(s)</b>	One 10×10 interview booth	<i>Not available</i>	<i>Not available</i>
<b>Additional Exhibit Hall Booth(s)</b>	Option to purchase one additional 10×10 adjacent exhibit hall booth	<i>Not available</i>	<i>Not available</i>
<b>Additional Interview Booth(s)</b>	Option to purchase additional 10×10 adjacent booths	<i>Not available</i>	<i>Not available</i>
<b>Individual Registrations</b>	Three Individual General Registrations	Two Individual General Registrations	One Individual General Registrations
<b>Resume Database Access</b>	September 6 – December 31, 2016	September 12 – December 31, 2016	September 19 – December 31, 2016
<b>GHC Website</b>	Logo listed under Gold sponsor	Logo listed under Silver sponsor	Organization name listed under Bronze sponsor
<b>General Session Credit Reel</b>	Logo listed under Gold sponsor	Logo listed under Silver sponsor	Organization name listed under Bronze sponsor
<b>GHC Expo Guide</b>	– Organization profile included – Logo listed under Gold sponsor	– Organization profile included – Logo listed under Silver sponsor	– Organization profile included – Organization name listed under Bronze sponsor
<b>GHC Additional Event Sponsorships</b>	Option to purchase additional sponsorships	Option to purchase additional sponsorships	Option to purchase additional sponsorships

# SPONSORSHIP BENEFITS

## Additional Exhibit Hall Booths

For Corporate/Government Diamond, Platinum & Gold Sponsors and Academic/Nonprofit/Lab Gold Sponsors

<b>TOTAL CONFIGURATION</b>	<b>TOTAL BOOTHS</b>	<b>DIAMOND</b> (Package already includes 4 booths)	<b>PLATINUM</b> (Package already includes 1 booth)	<b>GOLD</b> (Package already includes 1 booth)
<b>10 x 10</b>	One	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>
<b>20 x 10</b>	Two	<i>Not applicable</i>	Additional Booth: 1 Price: \$4,500	Additional Booth: 1 Price: \$4,500
<b>20 x 20</b>	Four	<i>Not applicable</i>	Additional Booths: 3 Price: \$13,500	<i>Not available</i>
<b>30 x 20</b>	Six	Additional Booths: 2 Price: \$9,000	Additional Booths: 5 Price: \$22,500	<i>Not available</i>
<b>40 x 20</b>	Eight	Additional Booths: 4 Price: \$18,000	Additional Booths: 7 Price: \$31,500	<i>Not available</i>
<b>30 x 30</b>	Nine	Additional Booths: 5 Price: \$22,500	Additional Booths: 8 Price: \$36,00	<i>Not available</i>
<b>40 x 30</b>	Twelve	Additional Booths: 8 Price: \$36,000	Additional Booths: 11 Price: \$49,500	<i>Not available</i>
<b>40 x 40</b>	Sixteen	Additional Booths: 12 Price: \$54,000	<i>Not available</i>	<i>Not available</i>
<b>50 x 40</b>	Twenty	Additional Booths: 16 Price: \$72,000	<i>Not available</i>	<i>Not available</i>

# BOOTH PACKAGES

The following items are included with your booth space(s):

## Exhibit Hall Booth Packages:

### 10 x 10:

- 8' high pipe and drape (silver and orange)
- 3' high draped side rails (silver)
- 7" x 44" Standard Booth ID Sign (text only)
- Carpet (show color Blue Jay)
- (1) 6' x 30" Skirted Table (silver drape)
- (2) Standard Side Chairs
- Electricity – (1) 10 AMP outlet
- (1) Wastebasket
- Up to 100 lbs of material handling, per sponsor
- (1) Booth Staff Pass per 100 sq. ft. of booth space

### 5x10:

- 8' high pipe and drape (silver and orange)
- 3' high draped side rails (silver)
- (1) 7" x 44" Standard Booth ID Sign (text only)
- Carpet (show color Blue Jay)
- (1) 4' x 30" Skirted Table (silver drape)
- (2) Standard Side Chairs
- Electricity – (1) 10 AMP outlet
- Up to 100 lbs of material handling, per sponsor
- (1) Wastebasket
- (1) Booth Staff Pass

## Interview Booth Package 10 x 10:

- 8' High Perimeter Drape (blue drape will be on all four sides of the booth)
- 7" x 44" Standard Booth ID Sign (text only)
- (1) 6' Skirted Table (silver drape)
- (4) Standard Side Chairs
- (1) Wastebasket
- Note: Interview floor aisles will not be carpeted, nor will the booths. You may order through Hargrove.

# VENDORS

## Official Contractor

Hargrove is the official contractor and exhibit decorator for GHC 2016. Your sponsorship package comes with many services through Hargrove. Please see the booth packages page for more information on what items come with your booth. Through Hargrove you can order material handling, labor, furnishings, lighting and more. They also offer turnkey exhibit solutions. You will also find all of our other vendors forms in their Exhibitor Service Manual (ESM) which will be available starting July 11. If you have any questions about ordering exhibit services or shipping please contact them at the email below.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** to access the ESM and order services. GHC Sponsor Portal will have a link to the Hargrove portal.

### **Contact**

Email: [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)

Phone: (301) 306-4627

## Utilities

### **Smart City**

Smart City is the exclusive provider at the GRBCC for electrical, internet and telecommunications along with water, gas and air. Every exhibitor will receive one (1) 10 amp electrical outlet PER 100 sq. ft. of contracted space. Exhibitors with 50 sq. ft. of space will each have their own one (1) 10 amp outlet. For in-line booths, your outlet access will be centered in the back of your booth. For island booths please complete the electrical layout form, that can be found in the ESM. Please contact Smart City directly if you need to modify your electrical placement or order additional electricity.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** and order services.

### **Contact**

Email: [csr@smartcity.com](mailto:csr@smartcity.com)

Phone: (888) 446-6911

## Food & Beverage

### **Aramark**

Aramark is the exclusive caterer for the GRBCC. All food dispensed from booths, including bottled water, must be purchased through Aramark and may not be brought in from outside sources. Catering service is available and may be obtained for your exhibit booths. Please contact Aramark directly with all questions surrounding food and beverage.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** and order food & beverage.

### **Contact**

Chris Mihalow

Email: [Mihalow-Christina@aramark.com](mailto:Mihalow-Christina@aramark.com)

Phone: (713) 853-8182



## **Registration**

Please register all of your staff and attendees for the show. **Please note:** The badging criteria has changed for this year. For detailed information, please log into the Sponsor Portal.

Log into the **SPONSOR PORTAL** to register.

### **Contact**

Email: [ghc@anitaborg.org](mailto:ghc@anitaborg.org)

## **Audio/Visual**

### **PRG**

PRG will be providing any audio/visual services that you require on the show floor. You will be able to order services through Hargrove's ESM.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** and order services.

### **Contact**

Email: [tradeshows@prg.com](mailto:tradeshows@prg.com)

Phone: (404) 214-4800

## **Lead Retrieval (badge scanning)**

### **Validar**

Validar will be managing our on-site registration and lead retrieval. If you are interested in ordering a scanner to capture attendee data, you may order a lead retrieval device through them.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** and order services.

### **Contact**

Bridget McCarthy

[bmccarthy@validar.com](mailto:bmccarthy@validar.com)

Phone: (888) 784 2929 ext 4

## **Housing**

### **Orchid Event Solutions**

Please make sure to secure your hotel rooms. You will be receiving communications regarding housing opening and deadlines separately.

Log into the **SPONSOR PORTAL** for more information.

### **Contact**

Email: [ghchousing@orchideventsolutions.com](mailto:ghchousing@orchideventsolutions.com)

Phone: (888) 287-7454

## **Security**

### **Kay Resources**

If you need dedicated security for your booth, you may order services through our security company.

After July 11, you may log into the **HARGROVE EXHIBITOR PORTAL** and order services.

### **Contact**

Danny Kay

Email: [danny@kayresources.com](mailto:danny@kayresources.com)

Phone: (832) 913-8672

## **Additional Conference Services**

GHC offers complimentary child care for attendees along with other services to enhance your experience such as luggage check, shuttles and ADA assistance.

Please visit our **CONFERENCE SERVICES** page for more information.

# RULES & REGULATIONS

## USE OF EXHIBITS – OPERATION AND CONDUCT

Show Management reserves the right to restrict exhibits that, because of noise, method of operation, materials or any other reason, become objectionable. Show Management is the sole judge in this regard. Show Management may prohibit or remove any exhibit, which, in the opinion of Show Management, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purpose of the exhibition. If in doubt, please contact [ghclogistics@anitaborg.org](mailto:ghclogistics@anitaborg.org) in advance of the show to discuss your exhibit.

### Accessibility

Show Management will provide reasonable accommodations to individuals with disabilities who make their situation known to Show Management personnel. It is the responsibility of the exhibitor to be aware of, and comply with ADA guidelines. Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities. Additionally, raised flooring and platforms on booths can also present a hazard for tripping and injury and should be clearly marked for visibility with special caution tape or similar.

### Accessible Storage

Accessible Storage is available at the show site for exhibitors to easily access their product samples and literature during show days only. Arrangements for accessible storage may be made by contacting Hargrove in advance. There is an additional fee for this service, please contact Hargrove for pricing.

### Advertising

All signs and graphics must be professionally lettered and in keeping with the professional atmosphere of the event. **Signs are limited to the booth area only and may not extend into the aisle or other areas within the venue.** Signs placed without show management's permission are subject to removal.

### After Hours Pass

Exhibitors working on their display in their booth after posted hours during move-in will need to obtain an "After Hours Pass" from the Security Office on-site. Exhibitors working past 10 p.m. will be required to hire security to be present in their booth from 10 p.m. to 8 a.m. There will be no "in and out" privileges granted after hours.

### Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles, or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels or footprints, are not allowed unless they are purchased as part of an official sponsorship.

### Alcohol

Alcohol is prohibited and may not be distributed during the show or during set-up or dismantle times.

### Badges

All exhibitors must wear a badge at all times on the show floor before, during, and after the event. You will receive (1) Booth Staff Badge, per 10 x 10 space. You will also receive a certain number of Attendee Badges with your sponsorship. It is important to note that none of the badges will grant you early access to the show floor during move-in and event dates. Only an Early Access Credential in addition to your badge will grant you this access. For more information about badges and access log-into the Sponsor Portal. Note: You do not need to register Exhibitor Appointed Contractors (EACs), however you will need to fill out the appropriate form found in the Portal if they will be assisting in either installation or dismantle. They may obtain a wristband from security upon arrival after presenting appropriate identification.

### **Booth Operations and Demonstrations including Sound**

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. This includes any roaming characters or models. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity within their specific booth space and during show hours only. If you have any type of interactive display you must maintain a three-foot clearance from the aisle(s) to allow for crowds. All demonstrations must maintain a professional presence. Any demonstration found to be in poor taste or not within the scope by Show Management is not permitted.

Exhibitors should be aware that music played in their booth, whether live or recorded may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Please take into consideration the placement of speakers and theater presentations when designing your booth properties and face the speakers to direct sound into your booth rather than the aisle. The maximum allowable level of sound emitted from an exhibit booth or display will be **90 decibels**. If an exhibitor exceeds this level, they will receive three warnings to comply with said policy, and upon receipt of your third warning, Show Management reserves the right to disconnect power for the remainder of the day. Power will be permanently disconnected if ongoing problems ensue.

### **Booth Set-Up**

All in-line booth spaces will come with pipe and drape already in place. Full time employees of the exhibiting companies may set and dismantle their own exhibits without assistance from Hargrove. Labor from Hargrove can be ordered by completing the labor form in the ESM or on show site at the Hargrove Service Desk. Exhibitors are not permitted to use power tools on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use. Please refer to the **Union Labor Rules** for more information.

### **Cancellation**

Exhibitors may not cancel or downsize their space once they have selected their space on the show floor. No refunds will be given and exhibit space is non-transferrable.

### **Carpet/Flooring**

Every sponsor booth and the aisles will be carpeted in Blue Jay. If you wish to order different carpeting or request no carpeting be placed, you will have to order through Hargrove, at your expense. You may provide your own floor covering; however, you must notify Hargrove and any flooring that is used in your booth should not create a different elevation that creates a tripping hazard or doesn't comply with accessibility guidelines.

### **Children**

The GHC does not allow children between the ages of six months and 17 years in the Exhibit Halls at any time, unless accompanied by parents, guardian or school chaperone. Infants under six months will be allowed in the Exhibit Hall during exhibit hours only. For reasons of insurance, liability and safety, infants must be held at all times, strollers and infant carriers will not be allowed. No children under 17 are allowed in the Exhibit Hall during move-in.

### **Cleaning**

**NEW for 2016:** Booth cleaning of exhibits and displays is not automatic. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times. Exhibitors may not dispose of trash, excess collateral materials, etc. in the waste bins on the show floor, which are for attendee trash only. Any exhibitor caught using trash bins on the show floor may be fined and charged the cost for booth cleaning services. Booth cleaning services may be ordered through the facility. You may the appropriate order form in Hargrove's Portal.

### **Early Access Credential**

**NEW for 2016:** Only an Early Access Credential will grant access to the exhibit floor during the hours of move-in and prior to the exhibit floor opening on event days. Each exhibitor will be allotted (3) Early Access Credentials per 100 sq. ft. of booth space or for each 5 x 10 booth. Please note that these are separate from badges for booth staff and other registrations. Each exhibitor will be allotted a certain number of credentials based on your booth size. These credentials may be picked up on-site at the Exhibitor Registration.

### **Exhibitor Appointed Contractor (EAC)**

An EAC is **any** contractor **NOT** listed in the Exhibitor Services Manual as an official GHC contracted vendor. Anyone other than those listed in the Sponsor Guide will need to have Hargrove's EAC Form completed and returned to Hargrove **30 days** prior to the event. A certificate of insurance for the EAC must also accompany the form. Exhibitors using any service of an EAC are responsible for ensuring that the EAC conforms to all show rules and regulations. EACs may obtain wristbands from security upon arrival after presenting appropriate identification.

### **Food & Beverage**

Aramark is the exclusive caterer at the GRBCC. All food dispensed from booths, including bottled water, must be purchased through Aramark and may not be brought in from outside sources. Catering service is available and may be obtained for your exhibit booths. You may find a copy of the Exhibitor Catering Menu in the ESM in Hargrove's Portal.

### **Freight Free Aisles**

Freight Free aisles have been designated in the Exhibit Hall. No crates, equipment, carpet or exhibit materials are allowed in these designated aisles at any time during set-up or dismantle.

### **Hand Carried Items**

POVs (personally owned vehicles) may utilize a separate lot behind the loading dock to unload their items with their own hand trucks or dollies to hand carry items. Any vehicles that access the loading dock ramp or any designated freight loading bays, Hargrove will be subject to force material handling charges.

### **Handouts/Literature Distribution**

Literature, samples, or other promotional materials may only be handed out within the confine of the contracted booth space or in a designated area approved by Show Management. Any unauthorized materials placed elsewhere will be discarded.

### **Insurance**

Show Management (The Anita Borg Institute), the Facility (George R. Brown Convention Center) and affiliates (vendors) do not provide any form of insurance to cover exhibitor activities and assumes no liability or responsibility for loss by any exhibitor from theft, fire, breakage or any other reason. The exhibitor agrees to carry appropriate insurance to cover these risks along with public liability insurance against injury to the person or property of others. Exhibitors shall provide evidence of such insurance to Show Management and the Facility upon request. You may submit your COI via the Sponsor Portal. COIs for EACs should accompany the EAC Form when submitted.

### **Intellectual Property**

Exhibitor warrants and represents that it owns all intellectual property being used in promotion or exhibition at the 2016 Grace Hopper Celebration of Women in Computing Conference. The exhibiting organization agrees to defend, at exhibitor's expense, and to indemnify ABI for any action brought against ABI directly arising out of any dispute over intellectual property.

### **Liability**

Exhibitor agrees to, at all times, protect and defend, save and hold forever harmless, and fully indemnify the Anita Borg Institute (ABI), their leadership, employees, and contractors from and against any and all claims, actions, losses, damages, costs (including reasonable attorney's fees), liability charges, or expenses directly arising out of or in conjunction with (1) any property or personal injury or other occurrence to any property or person(s), including the exhibitor, its agents, employees, and business invitees, which directly arises out of or in conjunction with the exhibitor's occupancy and use of the exhibition premises or any part thereof, and, further, (2) any alleged violations of any law or ordinance occasioned by the intentional or negligent actions of the exhibitor, its agents, employees, and business invitees. ABI expressly disclaims any possible liability for the safety of the exhibitor's property or exhibit against robbery, fire, water, accidents of any sort, or injury or damage from any other cause. Should any loss by theft occur, the exhibitor agrees to report it to the security person on duty, hired by the George R. Brown Convention Center, immediately.

### **Move-In**

Please plan on arriving to set-up your booth during the posted move-in hours. Please note the Early Access Credentials that are required to access the show floor during these times.

### **Move-Out**

All exhibitors must stay on the show floor until the close of the floor (2:00pm) on the last day. Early dismantling is not allowed. Any exhibitor who does not comply may not be allowed to exhibit at next year's Grace Hopper Conference.

### **Sponsor Hosted Events**

We do our best to support these sponsor events by making any additional conference rooms/spaces available in one of the GHC official conference venues.

GHC 2016 Conference Venues:

- The George R. Brown Convention Center
- The Hilton Americas-Houston
- The Hyatt Regency Downtown Houston

Diamond Sponsors will have the first opportunity to request meeting space in May. If possible, any remaining space will be made available to all other sponsors in late June. The form to request a sponsor hosted event will be located on the sponsor portal at that time.

This year, Anita Borg Institute has not secured space in hotels outside of the GHC venues. GHC policies restrict sponsoring organizations from holding these events during GHC conference hours at GHC venues; however, sponsors are encouraged to contact other Houston hotels directly for their event space needs.

### **Photography & Filming**

ABI reserves the right to use any photography from the event for marketing purposes. By entering the GRBCC you are acknowledging that your image and organization's booth property may be used in marketing and press materials. No exhibitors may take photographs or videotape during set up or dismantling. During show hours, photography and videotaping are permitted. An exhibitor who contracts with someone other than the Official Show Photographer must treat the photographer as he would any other Exhibitor Appointed Contractor, i.e., exhibitor must supply name and address of the supervisor in attendance and the names of personnel on site, as well as a certificate of insurance. A list of these photographers will be given to security, and they will be allowed only in the booth for which they were contracted. Exhibitors may not deny a reasonable request from an attendee to photograph or videotape an exhibit from the aisle. Exhibitors may not photograph or videotape another exhibitor's display without permission from the exhibitor.

### **Press**

All press conference and media events related to an exhibitor's participation at the GHC Annual Conference must be coordinated with the ABI Marketing office staff. Press conferences by exhibitors on the exhibit floor are prohibited. No press conference may be scheduled at hotels or other locations away from the GHC conference. Press kits may be placed in the Press Lounge.

### **Protection of the Exhibit Facility**

Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the convention hall exhibit area without permission of GHC and the proper building authority. Packing, unpacking, and assembling of exhibits shall be done only in designated areas and in conformity with directions of the exhibit manager, the convention hall manager or their assistants.

### **Security/Access Control**

Uniformed Security Guards and Badge Checkers will be stationed throughout the event and exhibit hall entrances on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made

to prevent losses. *The final responsibility, however, lies with the exhibitor.* It is advised that display materials of value and/or items such as laptops, small monitors, expensive products, etc. be removed with the exhibitor at the end of each day. You may also hire your own private booth security through our security company. Please see the form in Hargrove's ESM if you are interested. At the conclusion of the show, if you have any materials/items being shipped out, please remain in your booth until the decorator has picked up your boxes.

### **Sponsor Portal**

Using the sponsor portal GHC sponsors and exhibitors can view their sponsorship benefits, GHC registrations and GHC deadlines, submit deliverables, and access forms and information. Refer to your GHC sponsorship registration confirmation for login instructions and credentials.

### **Subleasing**

Participant may not share, sell, assign, sublease or charge admission for entry into any portion of their space (including to an affiliated company) without prior written consent from Show Management. Companies that have been granted permission to share space with an affiliate or partner must exhibit under one name only. Companies identifying as joint ventures may also request to exhibit next to one another. Please notify Show Management if you wish to co-exhibit in any form.

Initial: \_\_\_\_\_

## **BOOTH DISPLAY REGULATIONS**

### **Inline Booths**

One or more standard units in a straight line and have a neighbor on one or more sides or behind the space.

#### **Height**

Inline booth spaces come with 8' high pipe and drape and 3' high side rails, and have a **maximum height limit of 8'**. Any onsite alterations to an exhibit necessary to comply with these regulations will be at the sole expense of the exhibitor whose booth and or display is out of compliance.

Displays and ALL signage must be placed within the contracted booth space and must be designed so as not to obstruct the clear view of neighboring booths or interfere with the flow of traffic. All display fixtures taller than 3' must be placed at least 5' from the aisle line.

#### **Width**

The width of the booth space is defined by the side rails.

#### **Depth**

All inline booths will have 10' of depth.

#### **Signage**

Hanging Signs and/or Banners are NOT PERMITTED over inline booths. Maximum height of 8' for ground supported signage. Signage and displays over 3' tall must be placed at least 5' from the aisle line.

#### **IMPORTANT**

- Space dimensions shown on the floor plan are from center line of booth equipment, such as side rails and back drape.
- Storage behind the back of the booth is strictly prohibited.
- If you have any type of interactive display, you should have a 3' clearance from the aisle(s) to allow for attendee congregation.

### **Perimeter Wall Booths**

Inline booth located on the outer perimeter wall of the exhibit floor. Perimeter booths must adhere to the same guidelines at the inline booths above.

### **5' x 10' Booths**

These booths are 5' wide and 10' deep.

#### **Height**

Inline 5' x 10' booth spaces come with 8' high pipe and drape and 3' high side rails, and have a **maximum height limit of 8'**. Any onsite alterations to an exhibit necessary to comply with these regulations will be at the sole expense of the exhibitor whose booth and or display is out of compliance.

Displays and ALL signage must be placed within the contracted booth space and must be designed so as not to obstruct the clear view of neighboring booths or interfere with the flow of traffic. All display fixtures taller than 4' must be placed at least 5' from the aisle line.

#### **Width**

All 5' x 10' booths will be 5' wide delineated by the 3' high side rail.

#### **Depth**

All 5' x10' booths will be 10' deep.

#### **Signage**

Hanging Signs and/or Banners are NOT PERMITTED over 5x10 booths. Maximum height of 8' for ground supported signage. Signage and displays over 3' tall must be placed at least 5' from the aisle line.

#### **IMPORTANT**

- Space dimensions shown on the floor plan are from center line of booth equipment, such as side rails and back drape.
- Storage behind the back of the booth is strictly prohibited.
- If you have any type of interactive display, you should have a 3' clearance from the aisle(s) to allow for attendee congregation.

### **Island Booths**

Exhibits that are 400 sq. ft. or larger with aisles on all four sides.

#### **Height**

Island booths are those booth spaces with a minimum footprint of 20x20 that are open to aisles on all 4 sides and do not come with any pipe and drape. Island booths have a maximum height limit of 20' anywhere within the contracted booth space. **Note:** any multi-story structure must have engineering drawings submitted to Show Management at least 30 days before the event and will be submitted to the GRBCC for approval and issuance of a Building Permit.

Displays and ALL signage must be placed within the contracted booth space, and may not encroach into aisle spaces.

#### **Width & Depth**

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

#### **Structural Integrity**

All multistory exhibits, regardless of whether people will occupy the upper area or not, must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site. The drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance



with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

### **Signage**

**Maximum height from the hall floor to the top of the sign is 20'.**

Minimum clearance from hall floor to bottom of sign is 16'. Signs must be hung entirely within the booth boundaries. Hanging material anchor points must be pre-fabricated and ready for use. Hanging canopies, ceilings or closed-bottom signs may necessitate special fire protection measures in the exhibits beneath them. Hanging signs must meet all safety and fire regulations as outlined in the Exhibitor Service Manual.

### **Lighting Trusses**

Lighting trusses, hung from the ceiling, will be allowed for island booths provided the following regulations are met. Lighting trusses must be within the booth perimeter on all sides. The exhibitor must arrange the installation/dismantle of the truss with Hargrove. If there are any complaints from neighboring exhibitors regarding the lighting, you will be required to adjust or turn off the lights.

### **IMPORTANT**

- Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to ensure that their display meets the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems and so on.
- If you have any type of interactive display, you should have a 3' clearance from the aisle(s) to allow for attendee congregation.
- Walls may be installed in any portion of the booth; however, 30 percent of the perimeter of the booth should be left open. The entire cubic content of this booth may be used, up to the maximum allowable height. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.

Initial: \_\_\_\_\_

## **FIRE MARSHAL REGULATIONS**

### **Fire Protection**

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class I flame spread rating and UL between 0 and 25. This will be strictly enforced. Exhibitor must conform to all standard fire codes of the Facility. Combustible materials or explosives are not permitted in or around the exhibit areas. Exhibitor shall not allow its display to block the view of, or impede access to fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. Smoking is prohibited in the Facility. Please review the GRBCC Fire Rules on their website.

### **Fuel Sources**

Charcoal, propane and liquefied flammable gas are prohibited within the GRBCC. Fire Department special permits are required to operate any heater, barbeque, heat producing device, candles, lamps, lanterns, torches or other forms of ignition. Please review the Plumbing and Electrical forms in the ESM of additional details and contact show management with any questions. Please review the GRBCC Fire Rules and in the ESM.

### **Covered Structures/Multi-Story Exhibits**

**Note:** Any multi-story structure must have engineering drawings submitted to Show Management at least 30 days before the event and will be submitted to the GRBCC for approval and issuance of a Building Permit:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.

3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
  - a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
  - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
  - c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
  - a. Occupant load does not serve more than 3.
  - b. Clear width of stairs is not less than 26 inches.
  - c. Handrails shall be provided on both sides.
9. Guards shall:
  - a. Not be less than 42 inches high.
  - b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.
10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.

### **Utility Areas**

Per Fire Marshal regulations, utility areas are located behind every booth (except island configurations) and are to be kept completely free and clear at all times. Labels (empty stickers) to mark your boxes or cases for storage are available at the Exhibitor Service Desk in Exhibit Hall. Any items found in the utility area will be returned at the close of show at the exhibitor's expense. This will be strictly enforced.

Initial: \_\_\_\_\_

### **FINAL AUTHORITY**

Show Operations is the sole and final authority as to the interpretation of these rules and their application. Show Operations may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. Show Operations may make modifications to a booth without specific permission of the exhibitor and at their own risk and expense, in order to satisfy the terms and intent of the Show Rules and/or the Fire Marshal. Furthermore, Show Management has the authority to establish penalties, including the removal from the current or future shows. Show Management's decision is final.

Initial: \_\_\_\_\_

# ACKNOWLEDGEMENT of the RULES & REGULATIONS

## Exhibitor Information

**Exhibiting Organization**

**Name:**

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**Booth number:**

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**Contact Person's Name:**

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**Contact Person's Email:**

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**Contact Person's Phone:**

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**Signature of Representative:**

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**Date:**

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*I certify that I have read the Rules & Regulations and will abide by all rules while participating at the Grace Hopper Celebration 2016. I understand that my organization is ultimately responsible for the actions of any participant in our employ including Exhibitor-Appointed Contractors at the Grace Hopper Celebration 2016.*

**Return by September 14, 2016 to [ghclogistics@anitaborg.org](mailto:ghclogistics@anitaborg.org).**

# INSURANCE REQUIREMENTS

## What Insurance is required?

All exhibitors and their Appointed Contractors at the Grace Hopper Celebration are **required** to carry **Commercial General Liability Insurance** with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. The Anita Borg Institute and the George R. Brown Convention Center shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, **October 15 – October 22, 2016**.

Exhibitor shall at their own expense maintain insurance in effect throughout the Event, including move-in and move-out days as outlined below.

Your certificate of insurance must show that there is in effect:

*Commercial General Liability insurance coverage of not less than \$1,000,000 single occurrence/\$2,000,000 aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and automobile liability insurance coverage of not less than \$1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators, in which The Anita Borg Institute and the George R. Brown Convention Center are named as additional insureds.*

Exhibitor also agrees to obtain and maintain in effect throughout the Event workers' compensation and employers' liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Exhibitor agrees to waive the right of subrogation of their insurance carrier against ABI and the Event Facility to recover loss sustained for real and personal property.

## What is the information for the Additional Insured?

The additional insured are:

Anita Borg Institute  
1501 Page Mill Road  
MS 1105  
Palo Alto, CA 94304

George R. Brown Convention Center  
1001 Avenida De Las Americas  
Houston, TX 77010

## How about Property Insurance?

The Anita Borg Institute, Show Management, and its contractors, and the George R. Brown Convention Center do not maintain insurance policies covering exhibitors' property. Show Management highly recommends that all exhibitors take appropriate steps to insure their products and all displays from the time they leave their place of business until their return after the event. This Property Insurance is different and separate from the required Commercial General Liability Insurance policy. Exhibitors should obtain adequate insurance coverage, at their own expense, for any property loss or damage.

## How do I obtain the required insurance?

Exhibitors may choose to either add riders to their existing insurance policies, or purchase new policies for either the required Liability Insurance or the recommended Property Insurance coverage.

## What if I don't have an insurance company?

There are many insurance carriers offering Exhibitor Liability and/or Exhibitor Property Insurance policies and a quick search on the internet is recommended to find one that best suits your needs. Some offer only Exhibitor Commercial General Liability insurance and others offer both the Commercial General Liability and Property insurance policies.

## Does Show Management have a recommended insurance provider?

No, Show Management does not endorse or recommend any specific insurance provider.

# UNION LABOR REQUIREMENTS

Texas is a right-to-work state. Therefore, there are no restrictions or requirements to use union labor for product or equipment installation or dismantling (I/D) provided exhibitors use full-time permanent employees. Spouses, children, friends and temporary help labor are not permitted in the I/D activities. Simply stated, it means exhibitor personnel can set-up their own products and equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order same and related operations from the Official Service Contractor – Hargrove, Inc. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

## **Material Handling**

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be confined to such items as assignment of dock space and loading or unloading of all materials and equipment. Hargrove personnel shall be used for:

- Material/product/equipment handling to and from the dock area and the exhibit space. Hargrove personnel will operate forklifts, cranes and all other equipment for the unloading of all display materials, machinery, product and equipment.
- Additionally, exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, un-skid, move, position, assemble, re-skid, and/or re-crate, etc. their equipment, products or displays.

## **In General**

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

## **A Note about Safety**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor through Hargrove. Please assist us in our efforts to provide a safe working environment for everyone.

## **A Note about Gratuities**

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale

# SECURITY INFORMATION

Please be aware all exhibitors are responsible for their own equipment, products and displays. It is expected that they have, or will purchase adequate insurance to protect against potential loss or damage.

## **SUGGESTED SECURITY PRECAUTIONS:**

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for each and every booth on the show floor and is not responsible for any theft or damage to exhibitor' products or displays. You may hire your own personal booth security from our security company by accessing their form in the ESM.

We highly recommend you take the following precautions:

- **OBTAIN PROPERTY INSURANCE** that includes a rider to your existing policy to protect your entire exhibit and products from the time they leave your place of business until they return.
- Avoid shipping valuables to the show in cartons or crates marked with their contents visible to the public.
- Do not store products in "EMPTY CARTONS".
- Prepare your product for shipping. All shipments should be packaged in a way that protects against damage during transport.
- Make a complete list of all products shipped, listing detailed descriptions whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., at all times. (Move-in/move-out is the most vulnerable time.)
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the Service Desk on-site.
- Inform the staff members working in your booth of the rules regarding removal of merchandise from the show.
- If desired, private booth security is available and can be ordered for your booth (at Exhibitor's expense).
- Please don't wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.

## **RESPONSIBILITY AND LIABILITY**

Each exhibiting organization must carry its own insurance. Please read and update your policies and consult with your insurance counsel to be sure of proper coverage. **It is not possible for the Anita Borg Institute, the general service contractor, or subcontractors to obtain a blanket insurance policy covering any potential losses to exhibitors.**

# BADGE INFORMATION

Everyone attending the conference and/or working in the Exhibit Hall and Interview booths are required to wear an official badge at all times. You will be allotted a specific number of conference badges and early access credentials based on your booth size and sponsorship. Detailed information can be found in the Sponsor Portal.

## Early Access Credentials for the Exhibit Hall

- **NEW for 2016**
- **(3) credentials per 100 sq. ft. of booth space or (3) per the 50 sq. ft. booths; ex: 400 sq. ft. = 12 credentials allotted**
- Separate credential, must be worn in addition to a Booth Staff or Attendee Badge, EACs do not need to wear the credential
- Must be worn during the below hours to access the show floor, **NO EXCEPTIONS**
- Will not be assigned a specific name, but numbered so they can be redistributed to your team members as needed
- Credentials will be picked up at On-Site Exhibitor Check-In

## **Early Access Hours:**

### **MOVE-IN**

Sunday, October 16	9 a.m. – 5 p.m. *By appointment with Hargrove only
Monday, October 17	9 a.m. – 5 p.m.
Tuesday, October 18	9 a.m. – 5 p.m.
Wednesday, October 19	7 a.m. – 12:00 p.m.

### **EVENT DAYS**

Wednesday, October 19	6 p.m. to 6:30 p.m.
Thursday, October 20	8 a.m. to 10 a.m., 5:30p.m. to 6 p.m.
Friday, October 21	8 a.m. to 10 a.m.

### **DISMANTLING**

Friday, October 21	2 p.m. – 10 p.m.
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## Manage Registrations

To register your booth staff and organization's attendees log into the Sponsor Portal. Detailed information about the types of badges and how many you are allotted will be available in the Sponsor Portal.

## Temporary Wristbands for Move-In and Move-Out

Temporary wristbands will be issued on a daily basis and used for booth builders/designers/EACs associated with your booth that are solely working during move-in and move-out. Temporary wristbands will be available at the Exhibitor Check-in Counter in the Pre-function foyer, level one at GRBCC. Company ID to be presented upon request for the issuance of a temporary wristband.

## Exhibitor Appointed Contractors

You do not need to register your Exhibitor Appointed Contractors (EACs) for a badge, however, you will have to notify Hargrove of their presence by filling out the EAC form found in the ESM. Upon arrival, they will have to provide their company ID for verification and will receive a wristband. Please view the EAC Form in the ESM for more information.

## On-Site Exhibitor Check-In

The Sponsor Portal will have more information about the location of exhibitor check-in counters and badge pick-up times.

# TRAVEL & SERVICES

## TRAVEL

### Housing

We have negotiated special rates at hotels in the area surrounding the GRBCC. For more information and to book your rooms log-into the Sponsor Portal. Please make sure to review the **Important Dates** for a list of housing deadlines.

### Conference Shuttles

Complimentary conference shuttle services will be provided to the GRBCC from any contracted hotel that is not walkable. Shuttles and Route information will be available in September. Below are the hotels that are within walking distance of the GRBCC.

- Hilton Americas-Houston
- Embassy Suites by Hilton Houston Downtown
- Four Seasons Hotel Houston
- Holiday Inn Express Houston-Downtown
- Hampton Inn/Homewood suites Downtown
- Westin Houston Downtown

### Local Information

For more information about downtown Houston please log into the Sponsor Portal.

## CONFERENCE SERVICES

### Child Care

GHC is proud to provide complimentary child care for all attendees for children aged 0-14 years. Information about booking child care will be available on the Sponsor Portal.

### ADA Assistance

We want everyone to be able to be a part of the Grace Hopper Celebration (GHC). We are happy to provide assistance to attendees with disabilities. Information about accessing special services will be available on the Sponsor Portal.

### Luggage Check

Luggage Check will be available for exhibitors and attendees. Information, location, and hours will be available on the Sponsor Portal.

### Business Center

The GRBCC has a FedEx printing and shipping facility located on the 2<sup>nd</sup> Floor.



# FAQs

## Welcome to the 2016 Grace Hopper Celebration!

Whether you are a first time exhibitor or a returning participant, there is a great deal of information that you will need to know to have a successful show. We have compiled a list of frequently asked questions, with some helpful tips and tricks to help you make the most of your sponsorship of GHC.

### GENERAL INFORMATION

#### Q: What are the dates and hours of the Exhibit Hall?

A: The dates of the Exhibit Hall are:

Wednesday, October 19	12 p.m. – 6 p.m.
Thursday, October 20	10 a.m. – 5:30 p.m.
Friday, October 21	10 a.m. – 2 p.m.

#### Q: What are the dates and hours of the Interview Hall?

A: The dates of the Interview Hall are:

Wednesday, October 19	12 p.m. – 7 p.m.
Thursday, October 20	8 a.m. – 6:30 p.m.
Friday, October 21	8 a.m. – 2 p.m.

#### Q: What are the hours for move-in?

A: Move-in times are below. If your organization will require additional time to set-up, you may request an early move-in time with Hargrove.

Sunday, October 16	9 a.m. – 5 p.m. (by appointment through Hargrove only)
Monday, October 17	9 a.m. – 5 p.m.
Tuesday, October 18	9 a.m. – 5 p.m.
Wednesday, October 19	7 a.m. – 11:30 a.m.

#### Q: When can I dismantle my booth?

A: No dismantling or packing permitted prior to the close of the show at 2:00pm on Friday. Empty cartons will be returned to booths beginning at 2 p.m.

Friday, October 21	2 p.m. – 10 p.m.
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#### Q: Do I need to register for the show?

A: Everyone who attends the Grace Hopper Celebration as either staff or attendee must be registered for a badge. You will be allotted a specific number of badges and credentials based on your booth size. You do not need to register any Exhibitor Appointed Contractors (EACs). They will be given wristbands to access the exhibit hall. **IMPORTANT:** The badges have changed for 2016, including the introduction of an Early Access Credential. Carefully read the information in the Sponsor Portal to ensure you and your team understand the badging process.

#### Q. What is the Early Access Credential?

A: **NEW for 2016**, the Early Access Credential is a separate credential that must be worn in addition to a Booth Staff or Attendee Badge to gain entry to the show floor during move-in, prior to the show floor opening on event days and during move-out. Each exhibitor will be allotted (3) Early Access Credentials per 100 sq. ft. of booth space or for each 5 x 10 booth. It must be worn during the below hours to access the show floor, **NO EXCEPTIONS**. The passes will not be assigned a specific name, but numbered so they can be redistributed to your team members as needed. Credentials will be picked up at Exhibitor Check-In. It is the organization's responsibility to manage and distribute the credentials.

#### Early Access Hours:

##### MOVE-IN

Sunday, October 16	9 a.m. – 5 p.m. (by appointment through Hargrove only)
Monday, October 17 <sup>th</sup>	9 a.m. – 5 p.m.
Tuesday, October 18 <sup>th</sup>	9 a.m. – 5 p.m.

Wednesday, October 19<sup>th</sup> 7 a.m. – 12:00 p.m.

#### **EVENT DAYS**

Wednesday, October 19 6 p.m. to 6:30 p.m.  
Thursday, October 20 8 a.m. to 10 a.m., 5:30 p.m. to 6 p.m.  
Friday, October 21 8 a.m. to 10 a.m.

#### **DISMANTLING**

Friday, October 21 2 p.m. – 10 p.m.

#### **Q. What is an EAC?**

A: An EAC is an Exhibitor Appointed Contractor. That is a company or contractors from a 3<sup>rd</sup> party company that is hired to help with the labor for booth installation and dismantle. If you will be using an EAC please fill out the form which can be found in your Hargrove Exhibitor Service Manual and send to them along with a COI for the company. Please view the EAC Form in Hargrove's Portal for more information.

#### **Q. Do I need to register my EACs?**

A: You do not need to register your Exhibitor Appointed Contractors (EACs) for a badge, they will receive a wristband to access the exhibit hall. However, you will have to notify Hargrove of their presence in advance by completing the EAC Form. Please view the EAC Form in Hargrove's Portal for more information.

#### **EXHIBIT SPACE**

##### **Q: What comes with my Exhibit Hall booth?**

A: Each 10 x 10 or 5 x 10 Exhibit Hall space you purchase includes a package of benefits.

##### **10 x 10:**

- 8' high pipe and drape (silver and orange)
- 3' high draped side rails (silver)
- 7" x 44" Standard Booth ID Sign (text only)
- Carpet (show color Blue Jay)
- (1) 6' x 30" Skirted Table (silver drape)
- (2) Standard Side Chairs
- Electricity – (1) 10 AMP outlet
- (1) Wastebasket
- Up to 100 lbs of material handling, per sponsor
- (1) Booth Staff Pass

##### **5x10:**

- 8' high pipe and drape (silver and orange)
- 3' high draped side rails (silver)
- (1) 7" x 44" Standard Booth ID Sign (text only)
- Carpet (show color Blue Jay)
- (1) 4' x 30" Skirted Table (silver drape)
- (2) Standard Side Chairs
- Electricity – (1) 10 AMP outlet
- Up to 100 lbs of material handling, per sponsor
- (1) Wastebasket
- (1) Booth Staff Pass

##### **Q: What comes with my Interview booth?**

A: Each 10 x 10 Interview Booth space you purchase includes a package of benefits.

- 8' High Perimeter Drape (blue drape will be on all four sides of the booth)
- 7" x 44" Standard Booth ID Sign (text only)
- (1) 6' Skirted Table (silver drape)
- (4) Standard Side Chairs
- (1) Wastebasket

- Note: Interview floor aisles will not be carpeted, nor will the booths. You may order through Hargrove.

**Q. Who is Hargrove?**

A: Hargrove is the official show contractor. They provide the booth set-up, material handling, furnishings, and more. They will be answer your questions about your exhibit space. Please visit Hargrove's website to view and order services through them.

**Q. Can I opt not to use the pipe and drape or add/subtract additional draping?**

A: Only island booths will not be set with pipe and drape. All inline booths will have silver and orange pipe and drape. In order to maintain the overall aesthetics of the show floor, the pipe and drape may not be modified.

**Q. Can I bring my own exhibit property if I have an inline booth?**

A: Yes, you may bring your own exhibit property if it adheres to the guidelines listed in the rules and regulations. All renderings must be submitted via the Portal to Show Management for approval.

**Q: I haven't selected my booth space yet, how do I secure my space?**

A: Starting in May, you will receive instructions from Show Management about how to select your booth space. A live floor plan will be available to view in the Portal.

**Q. What are the specs of the in-line booths in the Exhibit Hall?**

A: All in-line booths in the Exhibit Hall (Halls B-D) will come with 8' high silver and orange pipe and drape and 3' high side rails. All inline booths will be carpeted in Blue Jay. If you wish to order different carpet for your booth at your expense, please order through Hargrove.

**Q. What are the specs of the pipe and drape in the in-line booths in the Interview Hall?**

A: All in-line booths in the Interview Hall (Hall A) will come with 8' high blue drape on all four sides of each 10 x 10 space. There is no carpeting provided in the Interview booths or in the aisles. If you would like to order carpet, please contact Hargrove.

**Q: How tall is my booth? What are the height limits?**

A: All inline booths, have 8' tall draping. Inline booths have a display and signage height limit of 8'. Island booths have a height limit of 16'. Failure to comply will resort to alterations at the sponsor's expense. For more display information, please refer to the **Rules & Regulations**.

**Q: What about signage? Can I bring my own? Will any be provided?**

A: Every sponsor will receive a 7" x 44" ID sign that will be hung in both their Interview Booth and/or Exhibit Hall space. You are not required to use this sign and may use your own signage in accordance with the **Rules & Regulations**.

**Q: What is the sightline/visibility rule for my display?**

A: For inline booths, displays and ALL signage must be placed within the contracted booth space and must be designed so as not to obstruct the clear view of neighboring booths or interfere with the flow of traffic. Displays may be up to 8' tall in the back of the booth as defined by the pipe and drape. Note: In the front half of the booth space displays are limited to 3' in height, so as to maintain visibility for neighboring exhibits. For island booths you may utilize the full footprint of your space, displays and signage must not exceed 16' in height.

**Q: What about furnishing my booth? Do I have to rent furniture and/or carpet from the General Contractor or can I bring in my own?**

A: Each 10 x 10 will come with (1) 6' silver draped table and (2) chairs. Each 5 x 10 booth will come with (1) 4' silver draped table and (2) chairs. You can either bring your own furnishings and floor covering, or order from the official show contractor. Please note that the aisle and booth carpeting will be Blue Jay. Order forms and pricing are available through Hargrove.

**Q: Are utilities included in my booth package?**

A: All sponsors will receive electricity in their booth package. One (1) 10 amp electrical outlet will be provided for every 100 sq. ft. of space that comes with your booth package in addition to any extra booth space that you purchase. Each 5 x 10 booth will also receive one (1) 10 amp. Additional utilities such as internet or plumbing, are not included with your booth package. If you need dedicated internet access, require additional electrical service, or any other utilities, you will need to order those services separately, you may find order forms in the ESM.

Tip: A single 10 amp outlet is adequate for operating a laptop or a couple of lights. If you have questions as to the amount of power you need, please contact Hargrove.

**Q: What about Booth Cleaning?**

A: Booth cleaning and porter service (trash can emptying during show hours) is available from the facility. Please see the specific form on Hargrove's Portal. **NOTE: It is against the Rules & Regulations to dispose of your trash or materials in the trash receptacles on the show floor, which are for attendees only.**

**Q: Where can I store items?**

A: You can store items/additional product in your booth space. During set-up, labels will be provided by Hargrove for your empty crates and boxes to be removed, saved, and returned to you during move out. No items may be stored behind your booth space or in the aisle ways. If you require additional space, please contact Hargrove about pricing and options for accessible storage during the show.

**Q: Is there Wi-Fi on the show floor?**

A: Yes, there will be complimentary Wi-Fi available throughout the GRBCC. However, this service is provided as an amenity for the attendees and is not for exhibition use. If you require Wi-Fi to stream video in your booth or other operations that require higher bandwidth, please order your dedicated internet connection through Smart City.

**SHIPPING**

**Q: Can I drive my own truck or vehicle to the show?**

A: Yes, you can drive your own truck to the show. POVs (personally owned vehicles) may utilize a separate lot behind the loading dock to unload their items with their own hand trucks or dollies to hand carry items. Any vehicles that access the loading dock ramp or any designated freight loading bays, Hargrove will be subject to force material handling charges.

**Q: Can I ship my things ahead of time to the Advance Warehouse?**

A: In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. Once your shipment arrives at the advanced warehouse, you will be sent an email confirming its receipt within 24 hours. If you don't receive an email confirming the receipt of your shipment, please contact Hargrove Exhibitor Services so that any problems can be solved prior to the show. All shipments, if it is possible, should be received at our advance warehouse prior to the published deadline date. Shipments received at our advance warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. When shipping direct to show site, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site. You will find more shipping information, labels, etc. on Hargrove's website.

**Q: What do I do with my empty crates and boxes during the show?**

A: Once your crates, boxes, or pallets are empty, you can mark them with EMPTY labels (available at the Hargrove Exhibitor Service Desk). The labeled boxes will be removed and stored during the show. At the close of the show, they will be returned to your booth for you to re-pack your materials. The cost of this service is included in the overall material handling charge.

**Q: What about moving out after the show is over?**

A: Contact your carrier to arrange pick-up of your freight. We recommend arranging your inbound and outbound shipping at the same time, well before the show. If you are shipping out with your own carrier, you

must schedule the pick-up and give them the move out time and the driver check-in times, provided on the General Information page of the ESM. On the morning the show closes, you will receive a packet including the Move-Out Letter with shipping instructions, a Small Package Shipping Advisory Form, and a Material Handling Agreement with complete instructions on how to fill it out. Please make sure you fill this out, listing your carrier of choice. After the show has closed and your freight is packed, labeled and ready to leave the floor, you must bring in the Material Handling Agreement to the Hargrove Exhibitor Service Desk, leaving your freight to your carrier as well as notifies them that your freight is ready to be unloaded. This **must** be turned in, as it tells us who to release your freight to and that it is ready to be loaded. Once the carrier arrives, we retrieve the freight and load the carrier. If your carrier does not show, the freight will be rerouted through Hargrove at the exhibitor's expense. For additional assistance and to discuss cost-saving options, contact Hargrove Shipping at [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com).

## **MATERIAL HANDLING**

### **Q: What is Material Handling/Drayage?**

A: This is the term used to describe the round trip process of moving your materials at the show. It is a separate cost from shipping your materials to the site. It includes union labor unloading your items from your carrier or personal vehicle upon arrival at the loading dock, delivering them to your booth, storing your empty crates and/or boxes during the show, returning them to your booth at the close of the show, and finally, loading your packed up materials onto your outbound carrier or personal vehicle.

### **Q: How do I get my products and display materials into the Convention Center?**

A: You can have your materials delivered to the Convention Center by your carrier of choice, or you can bring them yourself in your POV (personally owned vehicle) during the published move-in hours. POVs (personally owned vehicles) may utilize a separate lot behind the loading dock to unload their items with their own hand trucks or dollies to hand carry items. Any vehicles that access the loading dock ramp or any designated freight loading bays, Hargrove will be subject to force material handling charges.

### **Q: Am I required to use Material Handling Services or can I unload and bring in my products myself?**

A: All freight handling on the loading dock must be provided by union labor. Hand carrying is not allowed at any time for materials delivered to the loading dock. If you are unloading a POV from the parking lot behind the loading dock, you may use hand trucks or dollies. Any vehicles that access the loading dock ramp or any designated freight loading bays, Hargrove will be subject to force material handling charges.

### **Q: How much does Material Handling Service Cost?**

A: Material Handling fees are based on the weight of your shipment, how it is packed (crated, loose items, pad wrapped, etc.), and whether it arrives or leaves during straight time or overtime. Rates are calculated per hundred pounds (CWT) with a 100lb minimum charge for every shipment. Please check Hargrove's Material Handling form for exact pricing. All carriers must provide a certified weight ticket. If the ticket does not come with the shipment, additional surcharges for reweighing may be applied.

Tip: When shipping your items, try to condense materials into the minimum number of containers, as well as send them in as few shipments as possible. Remember, you are being charged per hundred weight (CWT) for each delivery over 30lbs. Deliveries coming through carriers such as UPS and FedEx will incur a separate small package fee. Exact costs can be found in the Exhibitor Service Manual.

## **SET-UP/TEAR DOWN**

### **Q: Can I set up my own booth?**

A: All inline booth spaces will come with pipe and drape already in place. Full time employees of the exhibiting companies may set and dismantle their own exhibitors within the confines of their booth space without assistance from Hargrove. If assistance is needed, labor can be ordered by completing the labor form in the ESM or on show site at the Hargrove Exhibitor Service Desk. Exhibitors are not permitted to use power tools on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. may be used, but cannot be borrowed from Hargrove.

### **Q: How do I know if I have to use union labor?**

A: Please review the **Union Labor Requirements** page, which will help clarify the local rules regarding union labor.

**Q: How much does union labor cost?**

A: Labor rates are calculated on a per hour basis. Prices per hour vary depending on when the labor is needed. Straight time is between 8 a.m. and 4:30 p.m. from Monday through Friday. Overtime rates are in effect between 4:31pm and 7:59am from Monday through Friday, as well as all day Saturday and Sunday. Current labor pricing can be found in the ESM. Tip: If you know you will be requiring labor to assist with booth assembly and/or dismantle, we strongly suggest placing your order for labor ahead of time through Hargrove Exhibitor Services.

**Q: How much time do I have to set up my booth?**

A: You may work on your booth from 9am until 5pm on Monday & Tuesday. On Wednesday you may set-up from 7am to 11:30 a.m. for the Exhibit Hall opening at noon. All aisles must be free and clear by Wednesday at 10:30am.

**Q: What time can I break down my display and pack my materials?**

A: You may break down your display after the show closes on Friday at 2:00pm until 10pm. NOTE: Any items left in the hall after 12 p.m. on Saturday will be disposed of at the exhibitor's expense.

This document is not intended to be a substitute for the Exhibitor Guide and you are still responsible for reading and understanding the Exhibitor Guide in its entirety. We want your GHC experience to be a success, and are happy to answer any further questions you may have after reviewing this Guide and the ESM. Please direct additional questions to [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).