

# Huntsville Simulation Conference (HSC) Exhibitor Guide

Email: [hsc@scs.org](mailto:hsc@scs.org)

## Exhibit Booth Fixtures

For each 10 foot booth, the HSC will provide one 20 amp electrical outlet, a six foot, draped table, two chairs and a waste basket. Please bring your own extension cords and power strips as some of the power outlets are not within your 10' booth area and extension cords will be needed. 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 not allowed. Power is limited to wall outlets. Things like phone lines and internet connections must be pre-arranged with the hotel. 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 meeting rooms. 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 also in the pre-function area.

## Hours of Operation

Wednesday, 27 October 2010, 8:00am to 6:30pm

Thursday, 28 October 2010, 8:00am to 2:00pm

## Shipping

Shipments to the Marriott should not arrive earlier than Saturday, 23 October 2010: Especially large items cannot arrive before Tuesday, 26 October 2010. Storage space for exhibit material is limited. A \$25.00 per day storage fee will be added for each package delivered before the 23<sup>rd</sup>.

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. We do not have shipping labels on site, so please be sure to bring your own labels for your shipper. 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. Shipments must be picked up by Friday, 29 October 2010 or the exhibitor will be responsible for any storage fees to the Marriott hotel.

## Set up

Tuesday, 26 Oct 2010 from 3:00pm

Must be completed by 8:00am, Wednesday, 28 Oct 2010

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, 28 October 2010, no sooner than 2:00pm.

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.