



SEPTEMBER 16–19, 2012

HERSHEY LODGE

HERSHEY, PA

## Booth Information

### **Reserving Your Booth**

Total booth fees must accompany the Exhibit Space Contract.

Booth reservations and location on a first-come, first-served basis. Exhibit Space Contracts will not be processed without full payment. Purchase Orders are acceptable, but paperwork will not be processed until full payment is received. Your booth space(s) can be selected from our website – [www.htciaconference.org](http://www.htciaconference.org).

- Faxed Exhibit Space Contracts are acceptable, but must be accompanied by credit card information. Booth locations will be indicated on the Exhibit Space Contract which will be signed by the Conference Planner and a copy returned to you for your records.

You may also mail your Exhibit Space Contract along with your check to:

HTCIA • C/O Carol Hutchings,  
Conference Planner  
3288 Goldstone Drive • Roseville, CA 95747

### **Exhibit Booth Space**

Approximately 61 exhibit booths are available. Each booth rental includes

- 10' x 10' space with draped 8' high back wall and 3' high side rails and carpet
- Professional one or two line company name sign
- Security from move-in through move-out
- Listing of company name, address, phone number and website in the on-site Conference program
- Company name and booth number on the Conference website ([www.htciaconference.org](http://www.htciaconference.org)) virtual floor plan
- Booth location(s) will be indicated on the Exhibit Space Contract which will be signed by Conference Planner and a copy returned to you for your records.

### **Virtual Tradeshow**

Your company name will appear FOR FREE on our Virtual Tradeshow link on the [www.htciaconference.org](http://www.htciaconference.org) website. For an additional fee of only \$50, we will add a link to your company's website so attendees can find information about your company with just a click of a mouse. To take advantage of this opportunity, please indicate this feature on the Exhibit Space Contract.

### **Electrical**

One electrical drop will be provided for each exhibiting company courtesy of HTCIA. Power bars, extension cords, audio visual equipment, network cables, furniture, additional booth fixtures **are not** included in the price of your booth space.

### **Internet Access**

Complimentary wireless internet is provided to exhibitors and conference attendees courtesy of HTCIA.

### **Exhibit Booth Fees**

Please see Exhibit Space Contract

### **Cancellation or Termination of Exhibits**

In the event an exhibitor finds it necessary to cancel participation in the 2012 HTCIA Trade Show, refunds will be made as follows: if cancellation is made prior to July 1, 2012, a full refund, minus \$50 processing fee will be issued. After July 1, no refund will be issued. If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, HTCIA shall determine that the International Training Conference and Expo or any part may not be held. HTCIA shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by HTCIA.

### **CONFERENCE CONTACT**

CAROL HUTCHINGS

PH 916-408-1751

FX 916-408-7543

CAROL@HTCIA.ORG

WWW.HTCIACONFERENCE.ORG

continued on next page



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## Booth Information page 2

### *Exhibitor Schedule*

Please note the exhibitor schedule below. If you need to make special arrangements outside of the timing below please contact the Conference Planner.

Date	Time	Activity
<b>Sunday, September 16</b>	11:00am to 5:30pm	Registration desk hours
	12:00pm to 5:00pm	GES service desk hours
	12:00pm to 5:00pm	Exhibitor move in
	5:30pm to 7:30pm	Exhibitor reception
<b>Monday, September 17</b>	7:30am to 5:00pm	Registration desk hours
	8:00am to 4:00pm	GES service desk hours
	7:30am to 4:00pm	Exhibits open
	10:00am to 10:30am	Coffee break
	11:00am to 12:00pm	Exhibitor lunch
	3:00pm to 3:30pm	Coffee break
<b>Tuesday, September 18</b>	7:30am to 5:00pm	Registration desk hours
	8:00am to 4:00pm	GES service desk hours
	7:30am to 4:00pm	Exhibits open
	10:00am to 10:30am	Coffee break
	11:00am to 12:00pm	Exhibitor lunch
	3:00pm to 3:30pm	Coffee break
<b>Wednesday, September 19</b>	7:30am to 5:00pm	Registration desk hours
	8:00am to 4:00pm	GES service desk hours
	7:30am to 1:30pm	Exhibits Hall hours
	11:00am to 12:00pm	Exhibitor lunch
	1:30pm to 4:00pm	Exhibitor move out

The vendor expo will take place in the white/blue rooms of the Hershey Lodge. Registration for exhibitors and attendees will be located in the foyer. Although HTCIA will provide security inside the exhibit hall, we suggest that any small electronics be taken with you after show hours.

GES Exposition Services is the official decorator for this event. Upon receiving your Exhibit Space Contract and full payment, you will receive a service kit to assist you in placing orders for furniture and equipment for your booth, as well as provide shipping information. All vendors are required to use GES Exposition Services for this event. Direct shipments of booth material should be made to GES per service kit instructions. **The Hershey Lodge will not accept any booth materials shipped directly to them.**

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