

Atlanta 2010



SEPTEMBER 20–22, 2010  
HYATT REGENCY HOTEL  
ATLANTA, GA

## Booth Information

### Reserving Your Booth

Total booth fees must accompany the Exhibit Space Contract and be returned prior to Friday, July 1, 2010. Exhibit Space Contracts received after this date will not be considered.

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 50 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 brochure
- 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

**New this year!** 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.

### 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
Sunday, September 19	Noon to 5:00pm	Exhibitor Set-up
Monday, September 20	8:00am to 5:00pm	Exhibits Open
	10:00am to 10:30am	Coffee Break in Exhibit Hall
	Noon to 1:30pm	Lunch
	3:00pm to 3:30pm	Coffee Break in Exhibit Hall
Tuesday, September 21	8:00am to 5:00pm	Exhibits Open
	10:00am to 10:30am	Coffee Break in Exhibit Hall
	Noon to 1:30pm	Lunch
	3:00pm to 3:30pm	Coffee Break in Exhibit Hall
Wednesday, September 22	8:00am to Noon	Exhibits Open
	10:00am to 10:30am	Coffee Break in Exhibit Hall
	Noon to 4:30pm	Exhibitor Tear-down

The vendor expo will take place in the Grand Hall West, Exhibit Level of the Atlanta Conference Center — part of the Hyatt Regency Hotel. Registration for exhibitors and attendees will be located in the foyer of the Grand Hall West. 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 Hyatt Regency Hotel will not accept any booth materials shipped directly to them.**

continued on next page

### CONFERENCE CONTACT

CAROL HUTCHINGS

916-408-1751

CAROL@HTCIA.ORG

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## Booth Information page 2

### ***Electrical***

Electrical fee includes standard 110v plug at the back of your booth. Power bars, extension cords, audio visual equipment, network cables, furniture, additional booth fixtures, and Internet access are not included in the price of your booth space.

### ***Internet Access***

Internet access is available through the hotel at a reduced rate. Please contact Carol Hutchings, Conference Planner at [carol@htcia.org](mailto:carol@htcia.org) for fees and specifics if you require either wired or wireless access to the Internet.

### ***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 2010 HTCIA Trade Show, refunds will be made as follows: if cancellation is made prior to July 1, 2010, a full refund, minus \$100 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.

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CAROL HUTCHINGS

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