

# International SpaceWire Conference 2011

## Exhibit Information

### ITEMS INCLUDED IN EXHIBITOR FEE

- Conference registration for one person
- 8' x 10' Exhibit Booth Space (carpeted – no pipe and drape)
- Skirted Table
- Standard electricity
- Wireless Internet
- Two chairs
- Hotel handling/storage fees
- General maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation.

Additional Services are available upon exhibitor's request which may incur additional charges.

### ITEMS NOT INCLUDED IN EXHIBITOR FEE

- Drayage and placement of display equipment
- Decoration and related services
- Labor; for example, carpenters, electricians, and drapers
- Storage of any exhibit-related materials (except as noted in Deliveries Section)
- Gas or water supply
- A cleaning fee should anything beyond the norm be needed (i.e. After use of confetti/glitter)

## Exhibition Hours

### **Exhibitor Installation**

Monday, November 7, 2011 from 7:00 am – 6:00 pm

*All exhibits must be fully installed by 6:00 pm on Monday, November 7.*

Tuesday, November 8, 2011

TBD

Wednesday, November 9, 2011

TBD

Thursday, November 10, 2011

TBD

Note: All coffee breaks will be served in the Exhibit Area

### **Exhibition Dismantling**

Thursday, November 10, 2011

5:00 pm – 9:00 pm

**Everything must be removed from the property by 5:00 pm Friday, November 11<sup>th</sup>.**  
*Exhibitors must arrange for return shipment for all materials. International SpaceWire and/or Marriott Plaza will not be responsible for any material left behind.*

## Shipping, Storage & Handling

### Deliveries

Plaza San Antonio

To: Your Name/ Your Company

555 S. Alamo Street

San Antonio, TX 78205

Southwest Research Institute SpaceWire Conference 11/6-12/2011

Box \_\_\_\_ of \_\_\_\_

***No Shipment will be received before Friday, November 4, 2011***

All boxes must be marked as noted above with the name and date of Southwest Research Institute's function, as well as box number (i.e., Box 1 of 2; Box 2 of 2). Because the Hotel has limited storage space, no shipments will be accepted any earlier than two (2) days prior to Southwest Research Institute event.

### ***Return Shipments***

All boxes must be removed from Hotel by Friday, November 11<sup>th</sup> at 5:00 pm. All arrangements for shipping boxes to and from the Hotel will be the responsibility of the Exhibitor and at the Exhibitor's expense. Hotel does not accept any liability for boxes that arrive unmarked, damaged or fail to arrive at the Hotel.

### Contact Information

For questions or additional request, please contact Michelle Hernandez, [michelle.hernandez@swri.org](mailto:michelle.hernandez@swri.org) , 210-522-2260.

**Information for your booth location and floor plan is forthcoming.**