

Exhibitor Guidelines

Joint Conference of Harbor Safety Committees and Area Maritime Security Committees

Hilton Americas, Houston, Texas

Exhibit Dates: June 7-8, 2011

Meeting Dates: June 7-9, 2011

An important component of the HSC / AMSC Conference are exhibits and poster displays that highlight a project, strategy, technology, program, or initiative that is related to a conference topic. Your agency/organization has been selected to offer an exhibit at the 2011 conference. Space is limited and will be assigned on a first-come, first-served basis. Please keep the following guidelines in mind as you plan your exhibit. Thank you.

Exhibit Hours

Day	Hours	Events in Exhibit Hall
Tuesday, June 7	10:30 a.m. – 7:30 p.m.	A.M. Break; P.M. Break; Welcome Reception
Wednesday*, June 8	7:30 a.m. – 12:30 p.m. 1:45 p.m. – 5:30 p.m.	Continental Breakfast; A.M. Break; P.M. Break

*Exhibits will be closed during lunch. however, you are welcome to participate & network.

Installation

- Exhibit set-up is from 7:00 a.m. – 10:00 a.m. on Tuesday, June 7, in the exhibit area of the Hilton Americas, Houston
- Exhibits should be ready for viewing no later than 10:00 a.m. on Tuesday, June 7—exhibits will open during the A.M. break

Dismantle

- **All exhibits may remain in place until 4:30 p.m. on Wednesday, June 8.**
- You are responsible for removing all materials from the exhibit area by Wednesday, June 8, 2011 at 5:30 p.m.

Staffing

- Exhibits should be staffed throughout the conference with an individual who can respond to queries from attendees and invited guests.

Security

- Exhibits are located in a public function space.
- Neither the hotel nor the conference hosts are responsible for any items in the exhibit area.
- **Please remove any valuables (laptops, etc.) from your exhibit when no representative of your organization person is present.**

Shipping

- **Display materials must be shipped ahead of time OR brought to the conference site in time to meet the installation deadline.**
- If you are shipping exhibit materials they must arrive to the Hilton Americas, Houston by **COB Friday, June 3.**
- **You are responsible for the packing and return shipment of exhibit materials.**
- Arrange in advance for the pickup of all materials, by Wednesday, June 8, at 5:30 p.m. The exhibit area must be cleared by 5:30 p.m.
- More information regarding shipping will be provided after you have been selected to exhibit.

Hotel Services

- Table and chairs will be provided
- **Other services, such as: electric, wireless, or telephone are NOT included—you are responsible for making arrangements related to set up and billing, by contacting the hotel directly. (It is highly recommended to order services in advance. You will receive more information regarding the Hilton Americas, Houston Exhibitor Policies and Procedures after you have been selected to exhibit at the 2011 conference.)**

*If you have questions please contact Julie Miller, TRB (jmiller@nas.edu or 202.334.2362).