



SAGEEP 2019

Exhibitor Prospectus



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The cover image features a photograph of a suspension bridge at sunset. The bridge is blue and spans across a body of water. The sky is a mix of orange and yellow, with a few clouds. The bridge's structure is prominent, with its towers and cables clearly visible.

 **SAGEEP 2019**
PORTLAND | OREGON

 Symposium on the Application of Geophysics to Engineering and Environmental Problems

 Geohazards

 Shallow Marine/Coastal Geophysics

WWW.SAGEEP.ORG
March 17-20, 2019

EXHIBIT PROSPECTUS

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EXHIBIT PROSPECTUS

SAGEEP 2019

SAGEEP 2019 will be held at the Portland Marriott Downtown Waterfront hotel located on the scenic and popular Willamette River waterfront area in Portland, Oregon USA. Nearby are popular area attractions, restaurants and over 60 breweries. Environmentally conscious, Portland is frequently awarded the "Greenest City in America" and recognized as one of the most pedestrian and transit-friendly cities in the US. Noted for its stunning views of Mount Hood and the Willamette River, this hotel offers conveniently located sessions and exhibit hall, with special events and luncheons on the second floor with easy escalator and elevator access.

Who should exhibit?

Geophysical, shallow marine, geohazards and geo-engineering service companies; developers and distributors of geo-scientific software computer and hardware; college/universities; government agencies; manufacturers and sales representatives of geophysical and geo-scientific instruments, equipment, and related supplies; publishers of scientific books and journals; research institutes; and scientific associations and societies. EEGS retains the right to determine the eligibility of an exhibitor.

Attendance Profile

Approximately 400 professionals in the environmental and engineering geophysical community will attend this year's event. Attendance typically includes 60% private industry, 17% academic/research facilities, 14% government agencies, and 9% students. 81% of the attendees were from the United States, 11% from international countries, and 8% from Canada.

SAGEEP 2019 Opportunities for Visibility

There are several ways for companies to gain visibility at SAGEEP:

Exhibiting
Participating in the Outdoor Equipment Demonstrations
Sponsoring Events
Advertising in the Conference Program and special issues of *FastTIMES* (SAGEEP *FastTIMES*)
Including Your Marketing Flyer in the Conference Bag

Exhibit Booth

Corner Booth Premium:	\$ 50.00 US
Booth Rental (Package 1):	\$2,085.00 US
Booth Rental (Package 2):	\$2,110.00 US

Booth (Package 1) rental includes:

- One 8X10 Booth
- One 6' OR 4' draped table
- Two Chairs

Booth (Package 2) rental includes:

- One 8X10 Booth

- One Bistro Table
- Two Bistro Chairs

All Booth Packages Include:

- One 8' high back wall draping and 3' high side wall draping
- ID sign
- Booth Cleaning
- One Wastebasket
- One delegate badge
- Two exhibitor badges
- Company listing and description in Conference Program
- Company listing on SAGEEP website with link to your website & FT
- One electronic list of pre-registered attendees
- One electronic list of all attendees sent after the event
- Opportunity to purchase advertising in the Conference Program and special *FastTIMES* issue
- Opportunity to be a sponsor of special events
- Morning/afternoon refreshment breaks in the exhibit hall
- 5 **Complimentary** Guest Passes for Mon, Tues or Wed., March 18, 19 or 20, 2019.

Booth Space Reservations

Booth assignments are made upon receipt of application and payment. Refer to Section 4, Application and Assignment of Space in the Rules and Regulations section of this prospectus for complete information.

Registration Information

Exhibiting companies receive one complimentary conference registration and two complimentary exhibit personnel registrations for each paid 8' x 10' booth space occupied. Additional personnel registrations may be purchased at the \$65 exhibitor registration fee. Exhibitor registration fees include all printed program materials and admission to food and beverage events held in the exhibit hall.

Exhibit Hours (Preliminary schedule will finalized early January, 2019)

Saturday, March 16	3:00 pm – 5:00 pm (<i>Move-in</i>)
Sunday, March 17	8:00 am – 3:00 pm (<i>Move-in</i>)
Sunday, March 17	5:30 pm – 8:00 pm
Monday, March 18	10:00 am – 4:00 pm
Tuesday, March 19	10:00 am – 4:00 pm
Wednesday, March 20	10:00 am – 3:00 pm
Wednesday, March 20	3:01 pm – 8:00 pm (<i>Move-out</i>)

Setup and Move-out

All exhibits must be set up by 3:00 pm on Sunday, March 17, 2019. The hall closes and exhibitors are asked to vacate their booths while final preparations are made by the Official Service Contractor. Exhibit move-out must be completed by 8:00 pm, Wednesday, March 20, 2019. **Move-out prior to 3:01 pm Wednesday is not permitted.**

Exhibitor Service Manual

Service manuals are e-mailed to exhibiting companies and available on the web site (www.eegs.org/SAGEEP 2019/Exhibiting-Sponsorship). The manual includes information about the Exhibit hall and equipment rental, etc.

To ensure proper setup on-site, please fill out and return the necessary forms by the deadline indicated on each.

Promotional Materials

Confirmed exhibitors are encouraged to promote the meeting through the following opportunities:

- Guest passes into the Exhibit Hall are available to exhibitors each day of the conference. **Note: On Monday, Tuesday or Wednesday, March 18-20, 2019, five guest passes will be available at no charge for visitors.** For passes numbering over 5, there is a \$20 fee each. Please distribute these to your customers to encourage them to visit your exhibit booth.
- An electronic mailing list (not including email address unless permission has been granted) of pre-registered attendees is available after the early registration deadline (TBD). Use this electronic list to mail your guest passes and your promotional materials.
- After the event, an electronic mailing list (not including email address) of all meeting registrants will be sent to participating exhibitors.

Support Opportunities

SAGEEP offers a unique opportunity for exhibitors to participate in its support beyond the exhibit hall.

Opportunities include:

Full Day Coffee Breaks in Exhibit Hall \$1,000.00

Ice Breaker in Exhibit Hall \$1,000.00

Half Day Coffee Breaks (AM/PM) \$ 500.00

SAGEEP Mobile Application Sponsor \$1,500.00

Printed Program Book Sponsor \$ 500.00

Technical Program Session Sponsor (per Session) \$ 500.00

Delegate Bag Sponsorship (SOLD OUT)

Advertising Opportunities

Increase the visibility of your company and its products and/or services by advertising in the official SAGEEP Conference Program (distributed to all meeting registrants) and special SAGEEP *FastTIMES* issue. This is a great way to make sure that your information is seen by all attendees. An advertising order form is included in this prospectus with complete details on pricing and submission formats. If you have questions, please contact Jackie Jacoby at the EEGS office phone: 303.531.7517.

Rules and Regulations

1. **Purpose of Exhibit.** The Symposium on the Application of Geophysics to Engineering and Environmental Problems is sponsored by the Environmental and Engineering Geophysical Society, a not-for-profit corporation (hereinafter called "Society"). The purpose of the exhibits is to complement the Society's educational and scientific sessions by enabling registrants to see, hear, examine, question, and

evaluate the latest developments in products, equipment, and services related to the interests and educational values of the Society.

2. **Eligibility.** Only those applicants whose exhibits serve the purpose set forth in Section 1 above will be considered eligible to apply for exhibit space. Society reserves the right to determine such eligibility of exhibit for inclusion in the program, either before or after proper execution of this contract.
3. **General.** Society shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the rules and regulations shall be subject to final judgment and decision of the Society. All decisions so made shall be binding on all parties affected by them as by the original regulations. Regulations may be amended at any time by the Society upon written notice by the Society to such exhibitors as may be affected by them.
4. **Application and Assignment of Space.** To apply for space, the application must be completed and returned to the Society. The Society will start space assignments upon completion of the floor plan. The Society will attempt to honor applicants' preferences for space to the extent allowed by the availability of the requested space, size requirements, and proximity to competing firms. The Society reserves the right to reassign space and/or modify the floor plan as necessary to enhance the exhibit. Actual dimensions and locations may vary from those described on the floor plan.
5. **Forfeiture of Space.** Space not claimed or occupied prior to 12:00 p.m. (noon) on Sunday, March 17, 2019 and for which no special arrangements have been made, may be resold or reassigned by the Society, without obligation on the part of the Society for any refund whatsoever. Special arrangements must be made in writing by March 4, 2019 and confirmed by the Society.
6. **Subletting of Space.** Exhibitors shall not assign or sublet any space allotted to them and shall not advertise or display goods other than those manufactured or sold by them in the regular course of their business. Only products and/or services that have been described in the application may be exhibited. No person, firm, or organization that has not contracted with the Society for occupancy of space will be permitted to display or demonstrate any products, processes or services, solicit orders, wear exhibitor identification badges, or distribute advertising or other materials at the exhibition. Any infringement of this regulation will result in prompt removal of the offending person(s). Character of the exhibits is subject to the approval of the Society. Society reserves the right to remove exhibits or parts of exhibits that reflect against the character of the meeting at any time before and/or during the exhibition. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc. Society does not in any manner endorse any of the products or services related to the exhibits which have been accepted for display during the meeting.
7. **Payment.** Exhibit fees are as listed elsewhere herein. Applications will not be processed nor space assigned without the required payment accompanying the Application. Exhibitors will not be allowed to occupy assigned space until all funds due the Society are paid in full. Credit card payments are accepted. Checks should be payable in U.S. funds (or drawn on US banks) to the Environmental and Engineering Geophysical Society. Wire transfer funds are accepted and will be assessed a fee to equal the charge by the EEGS bank for this service. Contact Micki Allen (mickiallen@marac.com) for bank information and approximate fee to be assessed.
8. **Refund for Cancellation.** Notice of cancellation of space, including space reduction, must be in writing. Where notice is received on or before January 4, 2019, the Society will retain

or be entitled to 50% of the total fee due. Where notice of cancellation is received after January 4, 2019, the Society will retain or be entitled to 100% of the total fee due.

9. **Registration and Badges.** Admission to the exhibit hall will be by official Society badge only, which must be worn at all times. Spouses, children over the age of six (6), and guests not registered for the meeting may register at the Exhibitor Registration Booth to receive an exhibit hall pass for admission. Parents or legal guardians shall be required to sign a release and waiver of claim for children between the ages of six (6) and eighteen (18) and must accompany them at all times while in the exhibit hall. Children under the age of six (6) are not allowed in the exhibit hall. Each exhibiting company will be entitled to three (3) complimentary registrations for each booth space occupied. The Society is not responsible for lost badges. Additional personnel must pay the exhibitor registration fee. False certification of individuals as exhibitor representatives, misuse of exhibitor badges, or any method or device used to assist unauthorized persons to gain admission to the exhibit floor will be cause for expelling the violators from the exhibit, banning them from further entrance to the exhibit floor, and removing the exhibit from the floor without obligation on the part of the Society whatsoever. Exhibits shall be staffed by qualified individuals who are bona fide employees or representatives of the exhibitor. (See Section 6, Subletting of Space.) An exhibitor directly responsible for the conduct and appearance of the exhibitor's employees or agents must be present in the exhibit during all open hours.
10. **Installation, Opening, and Dismantling of Exhibits.** The tentative hours designated for installation, exhibiting, and dismantling are as listed herein. Any changes to the schedule will be communicated to all confirmed exhibitors. All exhibits must be fully installed by 3:00 p.m., Sunday, March 17, 2019. Crated exhibit material in the booths not uncrated and set up by 12:00 p.m., Sunday, March 17, 2019, or for which prior setup arrangements have not been made, will be set up by the Official Service Contractor at the exhibitor's expense or removed from the hall. Prior late setup arrangements must be made in writing no later than March 1 to the Exhibit Manager. This same policy applies to dismantle after 8:00 p.m., Wednesday, March 20, 2019. (See Section 5 "Forfeiture of Space.") Exhibits must remain intact until 3:00 p.m., Wednesday, March 20, 2019. Dismantling prior to 3:00 p.m. will result in a penalty of 25% of the total booth fees and may result in a ban from future exhibit participation. Exhibits must be removed from the hall by 8:00 p.m., Wednesday, March 20, 2019. The exhibitor must surrender the space occupied in the same condition as it was in at the commencement of occupation, ordinary wear excepted.
11. **Booth Equipment/Carpeting/Construction and Arrangements.** Standard booth equipment consists of drape, color(s) to be determined by Society, assembled on aluminum stanchions and telescopic crossbars; back 8' high and side rail dividers 36" high, and fascia bearing exhibitor's name and booth number. All additional decoration or construction will be at the exhibitor's expense. No construction in a linear exhibit booth shall exceed 8' in height or 10' in height for perimeter wall booth. Construction that extends above the 36" side rail dividers shall not extend more than one half the distance from the back wall of the exhibit to the front of the exhibit space. Island configuration booths are exempt from the above height limitations; island exhibits may occupy 100% of the rental space, but must maintain a 50% see-through effect on that portion of the booth set up to 8' in height. A drawing of island booths must be submitted to the Society for design approval no later than February xx, 2019. If the drawing is not submitted and construction is determined to be in violation of the above restrictions, the Society has the

right to prohibit assembly of the booth. Island exhibits may extend to the ceiling of the exhibit hall. If there are concerns about the ceiling height, contact the Society. Signs, parts of exhibits or any other exhibit material are not to be suspended from or attached to the ceiling of the exhibit hall without the express written consent of the Society. Any portion of an exhibit that obstructs the view or interferes with privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable at the discretion of the Society, must immediately be modified or removed by the exhibitor. Exposed parts of the display must be finished so as to present an attractive appearance when viewed from the aisles or adjoining exhibits and not be objectionable to their exhibitors and/or the Society, or such will be draped by the Society and billed to the exhibitor. Each booth must be constructed or arranged in such a manner as to accommodate its viewing audience inside the booth, to discourage the formation of a standing crowd in the aisles. Exhibitors planning special displays are required to submit drawings in advance for approval by the Society no later than Feb. 15, 2019.

12. **Americans with Disabilities Act.** Exhibitor agrees to indemnify and hold the Society harmless from any and all liability, claims, fines, penalties, and reasonable attorneys' fees arising from any failure by exhibitor to comply with those requirements of the Americans with Disabilities Act, and any other federal, state, and local laws and regulations intended to provide equal access for persons with disabilities, applicable to the exhibitor's exhibit.
13. **Flammable Materials.** Combustible decorations such as crepe paper, tissue paper, cardboard, corrugated paper, etc., shall not be used. Helium balloons of any size and/or description are expressly forbidden. All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. Exhibitors must accept full responsibility for compliance with national, state, and local fire regulations.
14. **Contractor Services.** The Society will select an Official Service Contractor to provide all the services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installing and dismantling, furniture, cleaning, carpets, etc., will be included in the Exhibitors Service Manual, which will be emailed to exhibitors and also available on line after 1/14/19. An exhibitors' service desk will be maintained during the exhibition to facilitate additional services requested. Any exhibitor using the services of an outside contractor must provide the following information to the Exhibits Manager no later than February 4, 2019: name and address of contractor, name of supervisor in attendance, name(s) and/or number of regular employees in attendance, certificate of liability and workers compensation insurance, written statement that such contractor will comply with all rules and regulations of the show including observance of local labor rules and regulations and assurance that the non-official contractors will be responsible to the Society's Official Service Contractor regarding move-in and move-out scheduling. Labor other than permanent employees of the display firm and/or the exhibiting company must be furnished through the Official Service Contractor. Only material and equipment that the exhibiting company owns may be used in its exhibit space; other items used in the booth shall be provided by Society-approved contractors.
15. **Booth Activities.** Business activities, circulars, and advertising material of the exhibitor shall be conducted and/or distributed within the booth assigned to the exhibitor. Exhibitors shall be required to keep the assigned exhibit space in good order at all times. Exhibitors may not place anything in the aisles during the open hours. Side-show

- tactics considered to be objectionable and not in the best interest of the Society and its purpose of education will be expressly prohibited. Audio-visual and other sound and attention-getting devices are permitted only in such intensity as, in the opinion of the Society, does not interfere with the activities of other exhibitors. Films purely for entertainment, without educational or informational value, will not be permitted. Exhibitor will obtain any and all licenses or grants of authority required of exhibitors under the copyright laws, including but not limited to, those relating to the performance of music, and present the Society with a copy of such license or grant no less than thirty (30) days prior to the start of the exhibit.
16. **Selling Restrictions.** Neither the exhibitor nor its agents, employees, contractors, or anyone connected with or authorized by the exhibitor, shall conduct or permit any sales in the exhibit area involving delivery on the floor.
 17. **Canvassing by Non-exhibitors.** The exhibit is limited to registered attendees of the Society, representatives of business firms, manufacturers, professional organizations, and dealers who have contracted or paid for space assignments. No other person or concern will be permitted to demonstrate their products or distribute advertising materials in the exhibit hall.
 18. **Liability.** Exhibitor agrees to protect and hold the Society and hotel forever harmless from damages or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the exhibit hall and the Society regarding the exhibit premises as disclosed to exhibitors by Society. Further, the exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Society, the Official Service Contractor, and the hotel and the Hotel's owner, and their respective owners, managers, subsidiaries, affiliates, agents and employees from and against any claims or expenses arising out of the use of the exhibition premises.
 19. **Insurance.** Property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the meeting facility. The Society does not maintain insurance covering exhibitor's property. Exhibitors shall carry comprehensive liability coverage, including premises operations and contractual liability coverage of at least \$1,000,000 for personal injury liability, \$1,000,000 for property damage liability, and statutory workers compensation with employer's liability with a limit of at least \$100,000. Exhibitors will furnish certificates of insurance if requested by the Society.
 20. **Security.** Although security personnel will be provided by the Society to provide protection of the overall exhibit area, the Society, Official Service Contractor, and the convention center shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests. (See Section 19, Insurance.)
 21. **Change of Location or Cancellation of Exhibition.** If, for any reason, the selected location is not available or should other contingencies prevail, which, in the opinion of the Society, would prohibit or greatly limit attendance, the Society, at its discretion, has the right to cancel the exhibition or move it to another facility or city. In the event that the exhibit premises shall be destroyed or damaged or if the exhibition fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency, or by the Society for any other reason beyond the Society's control, this contract may be terminated by the Society. In the event of such termination, the exhibitor waives all damages and claims for damages and agrees that the sole liability of the Society will be to return to exhibitors their space payment less a pro rata share of costs and expenses incurred and committed by the Society Meeting.
 22. **Society Logo.** The Society logo is the exclusive property of the Society, and may not be used in any way, i.e., promotion, literature, giveaways, etc., by anyone for any purpose without specific written Society approval. However, exhibitors are encouraged to promote SAGEEP by using the logo in various marketing efforts – help us gain even greater visibility for SAGEEP exhibitors, registrants and guests – request official logos for your marketing materials by contacting Micki Allen (mickiallen@marac.com).
 23. **Meetings.** No exhibitor shall hold any formal meetings or hospitality events that conflict with the Society's Meeting.
 24. **Interpretation and Enforcement.** These rules and regulations become part of the contract between the Exhibitor and the Society upon signing of the application. The Society has full powers of interpretation and enforcement and may amend these rules and regulations at any time. All matters in question not covered herein are subject to the decision of the Society and all decisions made shall be binding on all parties affected by them as by the original rules and regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of the Society, conduct themselves in an unethical manner may be immediately dismissed from the exhibit area without refund or appeal.
 25. **Laws Applicable.** This contract shall be governed by the laws of the State of Colorado. Exhibitors agree to abide by the rules and regulations of the venue and any applicable unions.
 26. **Default.** Exhibitors will not be permitted to set up their exhibits, or will be subject to eviction without refund, if this contract is violated.
 27. **Severance of any Provision.** Should any part of this contract be found by a court of law or equity to be void, unconstitutional, or unenforceable, the remaining provisions of this contract shall remain in effect and enforceable.
 28. **Communications.** Direct all communications pertaining to exhibits to:
 Attn: Micki Allen, Exhibits Manager
 Marac Enterprises
 146 Sparks Avenue
 Toronto, Ontario, M2H 2S4, Canada
 Tel: 1.905.474.9118 Fax: 1.905.474.1968
 Email: mickiallen@marac.com
 29. **Exhibitor Housing.** Exhibitors can make online or telephone reservations (1-877-901-6632. Please refer to the SAGEEP Symposium at the Portland Downtown Waterfront Marriott on 3/15/19), on a first come, first served basis at the host hotel by the cutoff date, Feb. 21, 2019. Access the SAGEEP web site <https://www.sageep.org/venuehotel> for the online reservation link and reservations phone number). Hotel Reservations should be made as early as possible.

SAGEEP 2019 Preliminary Exhibitor List (as of 1.8.19)

Aarhus GeoSoftware
Abitibi Geophysique
Advanced Geosciences, Inc.
Applied Acoustic Engineering, Ltd.
DMT GmbH & Co. KG
European Association of Geoscientists and Engineers (EAGE)
Exploration Instruments, LLC
Foerster Instruments, Inc.
Geodevice, LLC
Geogiga Technology Corporation
Geomatrix Earth Science Ltd.
Geometrics, Inc.
Geonics Limited
Geophysical Survey Systems, Inc. (GSSI)
Geosoft
GF Instruments
GISCO
Guideline Geo USA
I*GIS
Impulse Radar
IRIS Instruments
LIM Logging
Meter Group, Inc.
Mount Sopris Instrument Company, Inc.
Multiphase Technologies, LLC
RadExPro
Robertson Geologging (USA) Inc.
The R.T. Clark Companies, Inc.
Seismic Source Company
Society of Exploration Geophysicists (SEG)
Sensors & Software, Inc.
Subsea Technologies, Inc.
Terraplus Inc.
Vista Clara Inc.

SAGEEP 2019 EXHIBIT PROSPECTUS

SUMMARY PAGE

Exhibit Booth

Booth Package 1 (Standard) Rental:	\$2,085.00 US
Booth Package 2 (Upgrade) Rental:	\$2,110.00 US
Corner Booth Premium:	\$ 50.00 US

Exhibit Hours (Preliminary)

Saturday, March 16	3:00 pm – 5:00 pm (<i>Move in</i>)
Sunday, March 17	8:00 am – 3:00 pm (<i>Move in</i>)
Sunday, March 17	5:30 pm – 7:30 pm
Monday, March 18	10:00 am – 5:00 pm
Tuesday, March 19	10:00 am – 4:00 pm
Wednesday, March 20	10:00 am – 3:00 pm
Wednesday, March 20	3:01 pm – 8:00 pm (<i>Move out</i>)

Support/Sponsorship Opportunities

Full Day Coffee Breaks in Exhibit Hall	\$1,000.00
Ice Breaker in Exhibit Hall	\$1,000.00
Half Day Coffee Breaks (AM/PM)	\$ 500.00
SAGEEP Mobile Application Sponsor	\$1,500.00
Printed Program Book Sponsor	\$ 500.00
Technical Program Session Sponsor (per Session)	\$ 500.00
Delegate Bag (Sold Out)	

Promotional Materials

Exhibitors' Directory Listing – 50 Words or Less (appearing in Program, signage, etc.)

Guest Passes: 5 are complimentary for each of the 3 days. Passes numbering 6 and above for Monday, Tuesday and Wednesday are available for order at \$20 each

Distributing Your Marketing Flyer in Conference Bags
Mail to: EEGS
1720 S. Bellaire St.; Ste. 110
Denver, CO 80222

Advertisement in Conference Program

Advertisement in FastTIMES Vols. 1 and 2

Refund for Cancellation. Notice of cancellation of space, including space reduction, must be in writing. Where notice is received on or before January 4, 2019, the Society will retain or be entitled to 50% of the total fee due. Where notice of cancellation is received after January 4, 2019, the Society will retain or be entitled to 100% of the total fee due.

Set up/Move-out Deadlines: All exhibits must be set up by 3:00 pm on Sunday, March 17, 2019. The hall closes and exhibitors are asked to vacate their booths while final preparations are made by the Official Service Contractor. Exhibit move-out must be completed by 8:00 pm, Wednesday, March 20, 2019. Move-out prior to 3:01 pm Wednesday is not permitted.

Sponsorship Application Deadline: February 15, 2019

Directory Listing Deadline: Jan. 30, 2019

Exhibitor Passes Order Deadline: March 1, 2019

Conference Bag Flyer Deadline: February 25, 2019

Conference Program Ad Deadline: February 15, 2019

FastTIMES Ads Due: Jan. 16 (V.1) and Mar. 27 (V.2)