

Exhibits Information for the Northeastern Section Annual Meeting and Educational Exhibition

Geological Society of America Meeting March 22-24, 2009 The Holiday Inn by the Bay in Portland, Maine

Exhibits will be located in Casco Bay Hall and will be adjacent to the poster sessions area. The exhibits will be open at the following times:

Setup: Saturday, March 21st 12:00 noon - 5:00 p.m.

Exhibit Hall Hours:

 Sunday, March 22nd 9:00 a.m. - 5:00 p.m.

 Monday, March 23rd 9:00 a.m. - 5:00 p.m.

 Tuesday, March 24th 9:00 a.m. - 12:00 noon

Takedown: Tuesday, March 24th 12:00 noon - 5:00 p.m.

Fees

Non-Profit Organization booth fee: \$225.00

Regular booth fee: \$325.00 (for-profits)

A booth constitutes a 10' x 10' booth with 8' back drape and 3' sides. One table and 1 chair will be provided.

Internet connection is wireless and no charge.

Boxes: no charge for up to 5 boxes under 50lbs each, \$5.00 per box for over 5 boxes. Boxes are only allowed to arrive 3 business days before the convention due to limited space or a \$25.00 storage fee will be charged. Specific details for shipping will be available as exhibitors register.

Note: None of the charges above include tax.

For more information contact Irwin Novak novak@usm.maine.edu or Linda Pollock lpollock@maine.rr.com or visit: <http://www.geosociety.org>



**EXHIBITOR GUIDELINES – HOLIDAY INN BY THE BAY
2009 BSA NORTHEASTERN SECTION MEETING
MARCH 21-24, 2009**

1. Exhibits will be transported by handcarts with rubber wheels only. No electrical or motorized carts will be allowed. This applies to your contractor for pipe and draping also.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways, or ceilings will be the sole responsibility of the Exhibitor. Should any of the aforementioned occur, a bill for repairs will be forwarded to the exhibitor.
3. Exhibitors may set up starting **SATURDAY, MARCH 21, 2009 from NOON-5PM and** must be removed by **6:30PM ON TUESDAY, MARCH 24, 2009.**
4. Exhibitors will be responsible for supplying their own extension cords and multiple strip outlet boxes if Necessary. Any multiple electrical needs must be approved by our Chief Engineer. For a direct incoming phone line, or for faxes that are not going through the hotel switchboard, please call FAIRPOINT COMMUNICATIONS directly at 800-941-9900.
5. Meeting support services provided by the hotel will be at a charge. This includes Electrician, Laborers, A/V Technicians.
6. Conduct:
 - a) Items may not be nailed, staples, screwed, or otherwise affixed to the hotel walls, floors or any part of The building without permission from the hotel meeting/convention coordinator. No items can be taped Unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved by the General Manager.
 - b) Gasoline kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
 - c) The hotel requests that the contractee obtain and pay for bonded security personnel, when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn by the Bay is to be held non-labile in all paperwork sent out by the group to any exhibitors.
7. No deliveries of display will be accepted before **SEPTEMBER 8, 2008** unless approved by the Holiday Inn By the Bay.
8. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items **MUST BE PICKED UP by 7PM on FRIDAY, SEPTEMBER 12, 2008**
9. **LOADING IN/OUT**

CASCO BAY EXHIBIT HALL: Oversized vehicles will unload in back of the hotel on Pleasant Street facing High Street. Please schedule arrival of deliveries on your set up day to avoid long delays. This is a fifteen (15) minute parking area. All others will be directed by hotel security, at the main entrance on Spring Street, to either Level G-3 unloading or Pleasant Street. (This is subject to change due to weather and traffic conditions).

The Holiday Inn By The Bay will not supply labor to help with the unloading/loading or Setup / Teardown of any exhibit.



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10. The hotel is unable to provide water hook up of any kind.

11. Trash Removal:

During show set up and break down, large trash barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. Any items not marked for storage and placed in the aisles will be considered trash and thrown away.

EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.

These Exhibitor Guidelines MUST be given to all of your exhibitors.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to Holiday Inn By the Bay, 88 Spring Street, Portland, ME 04101 ATTN: Sales Department.

Accepted and Agreed to on the _____ day of _____, 20_____.

Customer _____ Company _____

Conference Name _____

Conference Date (s) _____

NOTE: THESE EXHIBITOR GUIDELINES ARE SUBJECT TO CHANGE WITH PRIOR NOTICE TO ACEC

***PLEASE PROVIDE A FULL DESCRIPTION OF THE ITEM OR ITEMS YOU ARE DISPLAYING BELOW:**
