

Booth Pricing and Cancellation Policy

What comes with the purchase price of your exhibit space?

Barnes Field House – Each 10’ x 10’ booth space receives the following:

- 8’ High back wall drape
- 3’ High side rail drape
- 1 – 500 Watt outlet
- 1 – 7”x44” Exhibitor identification sign bearing your company name
- A fifty word company description with contact information listed in the “Conference Program” *
- Badges for exhibitor personnel are included. **
- The exhibit hall is carpeted

Pavilion - Table Top only exhibition space available in the Pavilion:

- 1 – 8’ draped table
- 2 – Chairs
- 8’ High back wall drape
- 1 – 500 watt outlet
- A fifty word company description with contact information listed in the “Conference Program” *
- Badges for exhibitor personnel are included. **
- The exhibit hall is carpeted

* Your company description will need to be submitted no later than Friday, September 14, 2012 for inclusion in the “Conference Program”. You can submit your company description online through your company on-line access account.

** Exhibitor Personnel – There is no charge for your Exhibitor Personnel to staff your exhibit booth. Once you have been assigned a booth space you will be sent a username and password to re-access your account on line. Here you will be able to register your personnel for badges (All Exhibitor Personnel MUST have a badge. This will ensure access to exhibit hall prior and after show hours for set-up and tear-down admittance).

Please Note: If your personnel wish to attend any of the conference events they will need to register as a conference attendee. Please see our website to register as a conference participant if your personnel wish to attend any or all events.

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Location	Early Bird Rate	Booth Rate
Barnes Field House	Before July 27, 2012	July 28, 2012
10x10	\$1,500.00 per space	\$1,600.00 per space
10x20 End Caps	\$4,000.00 each	\$5,000.00 each
Pavilion		
8’ Table Top	\$1,000.00 each	\$1,100.00 each

Exhibition Hours – Setup & Tear down Information:

Tuesday – October 2, 2012	
0800 – 1700	Exhibitor Registration – Exhibit Hall Closed to the public.
0800 – 1700	Exhibitor Set-up Only – Exhibit Hall closed to the public.
1700	Security in place
Wednesday – October 3, 2012	
0800	Security released
0730 - 1600	Exhibitor Registration
0800 - 0900	VIP Walk Through – Open to Exhibitors Only
0900 – 1600	Exhibition Open to the Public
1700 - 0800	Security in place
Thursday – October 4, 2012	
0800	Security Released
0830 - 1400	Exhibitor Registration
0900 - 1400	Exhibition Open to the Public
1000	High School Visits
1400	Exhibition Closes / Exhibitor Move - out

Please Note:

Dismantling – The exhibitor agrees not to dismantle their booth or to do any packing before the final closing hour of the exhibition - 1400, October 4, 2012. All early dismantles must be received in writing prior to the conference. Failure to do so will result in possible loss of future exhibit space.

Security:

Security personnel will be provided on:

- ◆ Tuesday, October 2, 2012 from 1700 until 0800 on Wednesday, October 3, 2012
- ◆ Wednesday, October 3, 2012 from 1700 until 0800 on Thursday, October 4, 2012

The prudent exhibitor should not leave valuable articles unprotected. 'Handouts' or gifts given to prospective buyers/visitors should be placed out of sight after show hours or when booth is un-staffed.

Service Kit Information:

For information regarding additional items for your exhibition space, material handling and shipping information, please see our website under: Service Kit Information. US EXPO & convention services is the Official Show Contractor, and can be reached at - Office: (520) 573-3200 or vial email: csr@usxpo.com

Cancellation Policy:

Exhibitors/Sponsors who cancel on or before August 31, 2012 will receive a full refund, less a service charge of \$200.00 per space. No refunds are issued on or after September 1, 2012. All cancellation requests must be received in writing and sent to: Bullseye Conference Support Services on behalf of the Southern AZ Chapter of AFCEA, at the address listed below.

Questions, please contact for more information:

Joanna Crossan

Phone: 520-300-4222

email: Joanna@bullseyeconferencesupportservices.com