



## Detailed Exhibitor Information

### Exhibitor Rental Packages

#### Rental of a 10' x10' booth includes:

- 8' high background with a 3' high side-rail divider and drapery
- 1 - 6' x 24" x 30"h draped table, topped and skirted on three sides
- 2 – side chairs
- 1 – waste basket with liner
- 1 - 7" x 44" two-line, black on white identification sign depicting company name, city, state and booth number
- Complimentary listing in the NCER 2009 program and abstract book if space is contracted and paid for by June 12, 200.
- Complimentary listing with links on the NCER 2009 website

#### Table-Top Rental Package includes:

Table-top Displays are available for non-profit educational displays only. The price per Table-Top Display is \$500 USD. The Table-Top Package includes one 6' table draped with a table cloth and skirted

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### Exhibitor Registration

All booth representatives must pay the conference registration fee. As a conference attendee exhibitors are invited to participate in all conference meetings and networking functions. It is not mandatory to have a representative at your display at all times.

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### How Do I Register For Display Space?

All exhibitors must first register for the conference via the online conference registration form. While completing this form, simply indicate you also wish to reserve display space, complete the requested exhibitor information section and provide appropriate payment information. Conference registration and exhibitor reservations are combined on one online form. Applications will be accepted on a first-come, first-served basis up until June 12, or, until all display space is sold. While you will be asked for your preferred booth location, final booth locations will be assigned by the organizers. Table-top display locations will also be assigned by the organizers.

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### Confirming Exhibit Space Reservation

Full payment must be received to confirm booth or table top display space. Acceptable forms of payment are credit card, check or wire transfer. Wire transfer information is available on request. Make checks payable to UFLEF – (University of Florida Leadership & Education Foundation, Inc.) A reservation for display space is not considered confirmed until payment is received.

## **Exhibit Cancellation & Refund Policy**

Cancellation of display space (booths or tabletops) must be made in writing to the Office of Conferences at the University of Florida, and will result in the following refund policy: A 50% refund will be made for cancellations made by June 12, 2009. No refunds will be issued for cancellations after June 12, 2009 unless space is resold, in which case a 50 percent processing fee will be deducted.

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## **Exhibitor Move In**

**Monday, July 20, 2009: 7:30am – 12:30pm**

The exhibit hall is scheduled to open to conference attendees at 1:00pm on Monday, July 20. We ask that your exhibit space be set by 12:30pm in order for the exhibit hall to be cleaned prior to the opening. It is the responsibility of the exhibitors to have their displays in place before the opening of the exhibit hall. Children under the age of 18 are NOT allowed in the exhibit hall during move in and move out.

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## **Exhibitor Move Out**

**Friday, July 24, 2009: 11:00am – 2:00pm**

All exhibits must be dismantled and removed prior to 2:00pm on Friday, July 24, 2009. No packing of equipment, literature, etc. will be permitted until after 10:30am on Friday, July 24. The Freeman Decorating Co. will deliver shipping crates beginning at 11:00am.

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## **Show Schedule**

The exhibit hall is open to conference attendees from 1:00pm on Monday through 12noon on Friday, generating a full week of exposure for your company. Please refer to the detailed program agenda posted on the conference web site for a full schedule of meeting and networking activities. The Exhibit Hall will be the primary gathering place for attendees where morning, mid-day and afternoon refreshments and daily lunches are served. The agenda also features two Poster Session & Networking Receptions which are heavily attended and provide interaction during evening hours on Tuesday and Thursday.

**PLEASE NOTE: The Exhibit Hall will be closed and locked starting at 1:00pm on Wednesday, July 22 due to FIELD TRIPS. It will re-open Thursday, July 23 for the morning continental breakfast.**

<b>Move-In:</b>	Monday, July 20, 2009 7:30AM – 12:30PM
<b>Show Days:</b>	July 21-24, 2009 (M-F; closed Wed at 1pm during field trips)
<b>Move-Out:</b>	Friday, July 24, 2009 11:00AM – 2:00PM

**NOTE:** It is not mandatory to have a display representative present at all times. As a conference attendee, exhibitors are invited to participate in all conference meetings and networking functions. There will be daily mid-morning and afternoon refreshment breaks served to attendees in the Exhibit Hall. Refer to the detailed program agenda for a full schedule of conference activities.

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## Official Exhibit Services Contractor Status

Freeman Solutions Expo Services

### Primary Account Executive:

Steve Hodges, Account Executive

PHONE: 714 920 1210

Email: [Steve.Hodges@freemanco.com](mailto:Steve.Hodges@freemanco.com)

Diana King, Sales Assistant

PHONE: 714-254-3470

Email: [diana.king@freemanco.com](mailto:diana.king@freemanco.com)

Freeman Solutions is the official exhibit services company. Freeman will assist you with all your shipping, freight, equipment and decorations requirements. Freeman will email you an exhibitor services kit containing order forms to make final booth arrangements, including orders for shipping of display units, electricity requirements, internet access, and orders for booth décor such as carpeting, plants, furniture or any other items you would like to rent for your booth. Freeman will also receive and hold display shipments, and assure they are placed in your booth and ready for your arrival at the conference. Upon conclusion of the conference, they will handle return shipping your display materials to the designated location. All questions regarding decorating, booth equipment, freight/material handling, furniture, carpeting, electricity, etc. should be directed to Steve Hodges at Freeman.

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### Exhibitor Regulations

1. Exhibit materials placed along the side rails in the front 6 feet of the booth may not exceed 4 feet in height.
  2. All demonstrations, advertising, sales, or promotional activities of an exhibitor must be confined to the limits of the assigned exhibit space.
  3. Display material not conforming to the above must be requested in writing with a detailed sketch and receive written approval.
  4. Exhibitors are requested to take every reasonable precaution to minimize the noise of operating exhibits so as not to disturb adjoining exhibitors or attendees in adjacent meeting activities.
  5. Due to licensing requirements, no music will be allowed in the hall.
  6. Any banners hung within the booth must not extend beyond the 10'x10' booth dimensions.
  7. Subletting or licensing of space by the exhibitor is prohibited.
  8. Only registered exhibitors may transact sales, and all sales on the exhibit floor must be transacted within the exhibit booth. Exhibitors are responsible for complying with all local, state, and federal tax laws.
  9. Freeman will receive and store all exhibit materials up to 30 days prior to the show, deliver the materials directly to the exhibit area, remove and store empty crates, return the empty crates to the booth upon closing of the show, remove repacked material and ship directly to the return destination. A Service Kit containing detailed information and order forms of the products and services available will be posted on the web site by May 18.
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### Freight Management/Drayage

Exhibitors are responsible for the shipment of their exhibit materials to and from NCER 2009. All exhibit materials, other than those in exhibitor-owned vehicles, will be handled by Freeman Solutions. Exhibitors may handle their own materials which can be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. Advanced shipments are handled at published prevailing rates.

Please contact the representative from the Freeman Solutions for assistance in shipping freight. For Exhibitors who choose not to ship in advance to the Freeman warehouse and prefer to consign their shipment to the show, shipments will be handled at published prevailing rates to accommodate unloading and reloading at the show site. If a carrier other than a Freeman preferred carrier is used, it is the responsibility of the exhibitor to contact the carrier and inform them of check-in deadlines. To facilitate freight movement in and out of the exhibit hall and to ensure proper delivery, all freight and truck shipments must be cleared, arranged, and scheduled by Freeman. Any anticipated use of the dock must also be cleared by Freeman. Please review the Material Handling and Shipping Information form included in the exhibitor service kit.

## **Hall Regulations**

The Westin Bonaventure will not receive advance deliveries of exhibits, materials, or C.O.D. sidewalk deliveries nor store empty cases. All exhibits and materials must meet with the same electrical and fire requirements and regulations under which the Convention Center operates. Nothing can be taped, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Electricity, water, air, and gas are available in the exhibit hall; appropriate forms will be in the exhibitor service kit.

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## **Liability**

Through applying for exhibit space, the exhibiting company, its agents and representatives release the University of Florida, Freeman Solutions and the Westin Bonaventure and any of their officers, staff members, agents or employees from all liability regarding any injury, loss or damage that may occur to the exhibiting company, their agents, directors, officers or employees or to the exhibitor's property prior to, during or after the conference.

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## **Security**

The exhibit hall will be secured during all hours that the exposition is closed. The main entry doors will be locked and the exhibit hall will be patrolled by security personnel. Exhibitors are cautioned that small portable items of value and personal items should be properly secured or removed from exhibit hall. Each exhibitor is responsible for providing insurance for their own exhibit material. The University of Florida, Freeman Solutions and the Westin Bonaventure shall not be responsible for loss of any kind.

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## **Accessibility**

Each exhibitor shall be responsible for making its exhibit space accessible to persons with disabilities and shall hold the University of Florida, Freeman Solutions and the Westin Bonaventure harmless from any consequences if the exhibiting company should fail in this regard.

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## **Use of NCER Logos**

Use of the NCER logo in any form is forbidden. Reference NCER in any form of advertisement must be approved in advance by conference and exhibit management.

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## **Cancellation or Postponement of the Conference**

In the event of fire, strikes, riots, civil commotion, acts of God, war, terrorism, epidemics, and other unavoidable circumstances rendering it impossible or impractical for any reason for the University of Florida to perform such a contract, the University of Florida shall be released from contract. In such events, all deposits and payments made by the exhibitor for exhibit space shall be returned minus any expenses incurred by the University of Florida on behalf of the exhibitor.

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## **Questions?**

Contact: *Ms. Beth Miller-Tipton*, Conference Coordinator  
UF/IFAS Office of Conferences and Institutes (OCI)  
PO Box 110750 Building 639, Mowry Road  
Gainesville, FL 32611-0750  
PHONE: 352-392-5930; FAX: 352-392-9734  
EMAIL: [bmt@ufl.edu](mailto:bmt@ufl.edu)