



Seattle 2016 IAJGS Exhibitor Fact Sheet

Setup:	Sunday	August 7	7:30 AM – 1 PM
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Open to attendees:	Sunday	August 7	1:30 – 6 pm
	Monday	August 8	9 am – 6 pm
	Tuesday	August 9	9 am – 6 pm & 7 pm – 9 pm
	Wednesday	August 10	9 am – 6 pm & 7 pm – 9 pm
	Thursday	August 11	9 am – 4 pm

Breakdown:	Thursday	August 11	4 pm – 6 pm
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Exhibitor Charges:	<p>A. \$275 per 6' x 30" table (<i>\$25 discount per table if contract & payment received by March 17, 2016</i>).</p> <ul style="list-style-type: none"> • Each table includes 2 chairs, wastebasket, and table covering. • There is a maximum of 6 tables per exhibitor. • Additional chairs may be ordered at \$10 apiece. <p>B. Location Surcharges (as long as space is available):</p> <ul style="list-style-type: none"> • Corner booth: Add \$70.00 • 4+ Table Island: Add \$150.00 • Perimeter Walls: Add \$95.00 <p>C. Payments made after June 15, 2016 will incur a \$100 late fee.</p>
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Additional Information

- Exhibitors will receive a complimentary calling-card size advertisement in Conference material.
- Exhibitor's name and home page link will be listed on the Conference website.
- Exhibitors will be required to provide a list of all individuals who will staff their table(s).
- Exhibitors may not distribute, solicit, or sell items outside the Exhibitor Hall.
- Exhibitors are not permitted to hang or mount anything on the walls.
- Children under 16 are not allowed to work or sit at an Exhibitor table.
- Exhibitors must make their own arrangements with the hotel for electrical/Internet service.
- Exhibitors must make their own shipping arrangements with the hotel.
- The Conference will provide hotel contact information for arranging the additional services.
- We have limited Exhibitor space. Reserve and pay early to avoid being left out.
- There is a Fed-Ex facility in the hotel.

For questions or more information, please contact our Exhibitor Co-chairs: exhibitors@iajgs2016.