

THE SOCIETY'S 2008 NATIONAL CONFERENCE EXHIBIT HALL GENERAL INFORMATION

Fees:

The exhibitor fee is \$4400 and includes the booth space and conference registration fees for two, the principal exhibitor and one other person from the same company – both of whom will work in the booth. The fee is not reduced if only one person attends. Exhibitors will also receive a pre-conference attendees' list (name, company and mailing/street address) approximately two weeks before the event at no additional charge. (This list normally sells for \$200.)

Location and Hours:

The Exhibit Hall will be located in the Grand Ballroom (Salons F-J) of the Mizner Center of the Boca Raton Resort & Club.

Exhibit Hall hours are as follows:

Thursday, June 26 7:30 a.m. - 12:30 p.m. and 2:15 - 5:00 p.m.
Friday, June 27 7:30 a.m. - 6:30 p.m.

Continental breakfast and breaks on Thursday and Friday will be served in the Exhibit Hall. On Friday there will be an exhibitor sponsored buffet luncheon and an evening reception. These events are ideal times to meet the attendees and schedule demonstrations in your booths.

Cash incentive prizes will be raffled to increase floor traffic and will be awarded in the Exhibit Hall at specific times on Thursday and Friday.

Contract and Booth Assignment:

Exhibit space will be assigned on a first-come, first-served basis, according to the criteria and preferences expressed in the completed Space Application and Contract.

The Space Application and Contract will be available beginning Wednesday, April 16, 2008 at 12:00 pm Eastern time.

Please return your completed application and contract along with the appropriate fee as soon as possible before May 19. Booth assignments and other pertinent information will be sent to you approximately May 27. If you plan to exhibit with us, submit the Space Application and Contract in its entirety as soon as possible.

Booth Description:

All booths are 8'x10' and will include a booth identification sign, piping and draping, a 6' table that is skirted and draped, two chairs, a wastepaper basket and one electrical outlet (500 watt – 120 volt). If you require additional electrical services, you may order from your exhibitor kit from Show Management Convention Services (SMCS). Overnight security will be provided on Wednesday and Thursday evenings. Any additional signage or equipment rental can be arranged through SMCS whose information will be forwarded to you directly. For your information, the floor of the ballroom is carpeted.

Rules & Regulations

Please see separate document on Exhibitor Space Rules & Regulations.

Conference Registration:

A conference registration brochure, which contains information on the conference programs and activities, will be mailed to you as soon as it is available when we have your signed contract in hand. As noted earlier, the exhibit booth fee of \$4400 includes registration of two exhibit booth staff whose names should be listed in the appropriate space on the contract. All booth staff must be registered. Registration for more exhibit booth staff is available at an additional fee of \$895 each. The fee for exhibitor spouses or adult guests is \$200.

Once you have received the conference registration packet, each of the exhibitors for your company should complete the form in the brochure and return it to the Society along with any fees required (i.e. tours, spouse registration fees.) Exhibitors who are bringing a spouse (not working in the exhibit area), should register him/her for an additional \$200 to ensure their participation in conference activities, including receptions, luncheons, dinners, spouse programs and tours, and other special events.

Alternatively, when registration begins, you will be able to print out a registration form from www.governanceprofessionals.org, to complete and submit at your earliest convenience.

Exhibitors are invited and encouraged to attend all “open” conference programs and events, including the Annual Conference Luncheon, Thursday’s Caribbean Beach Night at the hotel and the closing night event.

Exhibit Set-up and Dismantling:

The exhibit set-up period is Wednesday, June 25th beginning at 12:00 p.m. and must be completed later that day by 6:00 p.m. Show Management Convention Services is the general service contractor and they will be on hand Wednesday during the set-up time to assist with any problems that may arise.

Dismantling and move-out may take place on Friday, June 27 between 6:30 – 8:00 p.m. AND/OR Saturday, after the final business session ends at approximately 1:00 p.m. and should be completed no later than 3:00 p.m. **These times will be strictly enforced.**

Products and Services Guide:

A guide to exhibitor services for the conference will be produced as in past years. Please submit a descriptive paragraph on the products/services you intend to demonstrate at your booth for inclusion in this brochure. Be sure to include the company address, telephone number and website for use by conference attendees. There is space to submit all this information in the contract or you are welcome to submit via e-mail. Deadline to submit is June 4.

Private Parties:

Please also note the separate document on the Society’s policy on holding private parties during the conference. For more information about private parties, please contact Suzanne Walker at 212-681-2008 or swalker@governanceprofessionals.org.

Hotel and Travel Information

We have reserved a block of rooms at the Boca Resort. Please visit the Society’s website for reservation information: <http://www.governanceprofessionals.org/natconf.shtml>

The Boca Resort may be reached at 888-491-2622 or 561-447-3000. (www.bocaresort.com)

Please visit www.governanceprofessionals.org for information on airline and car rental discounts obtained by the Society.