



2009 National Conference on Volunteering & Service

June 22-24, 2009 • San Francisco



civic.energy.generation.

VolunteeringandService.org

Exhibitor Guidelines

Introduction

To ensure your exhibiting experience at the 2009 National Conference on Volunteering and Service is a complete success, please read the following rules and regulations carefully. By submitting an application for exhibit space, you agree to abide by these and any other rules and regulations set forth for this event.

Exhibit Location

The 2009 conference is being hosted in San Francisco, California. The conference headquarters and exhibit hall will be located at the Moscone West Conference Center. *The Cisco Energy Exchange*, our theme for this year's exhibit hall, will be displayed from the light and spacious 2nd and 3rd floor lobbies of the Moscone West. For further information about the facility, please visit <http://www.moscone.com/site/do/index>.

The Cisco Energy Exchange

A fundamental ingredient to this year's conference will be the exhibits of *The Cisco Energy Exchange*. *The Cisco Energy Exchange* is designed to harness attendees' excitement and energy from conference and direct it toward learning through interactive experiences, tools, resources and each other by interfacing with what is being presented at each exhibit. *The Cisco Energy Exchange*, inspired by its host city, will be environmentally friendly:

- Strategically located in a space full of natural light
- Environmentally-friendly booth pipe and drape
- Environmentally-friendly signage with low VOC (Volatile Organic Compound) paints and stains
- Exhibit space built with recycled material and natural gas powered machinery
- Biodegradable waste basket liners and table top covers

As exhibitors, we ask that you work with us to "green" our exhibit space and conference this year. Some tips to be more eco-friendly exhibitors and help reduce your carbon footprint are:

- Save costs on shipping materials by utilizing lead retrievals to gain information from and to send information to attendees electronically after conference.
- Utilize computers for presentations or to display your webpage at your booth instead of paper handouts.
- Donate your materials to the Moscone recycling program – this program focuses on charities.
- Don't print your exhibitor kits or order forms, instead upload them to your computer or mobile device.
- Consider only using paper products that are made from post consumer recycled content or biodegradable material.
Examples: copier and printer paper, file folders, envelopes, and writing pads
- Minimize the amount of printed materials and items you ship to the event. For those that do, please use recyclable packing materials.
- Please consider the environment when evaluating your organization's giveaways – we recommend that you only pass out eco-friendly, organic, biodegradable, or products that are recyclable. Otherwise we encourage you to not pass out anything at all.
- Feel free to educate our attendees through your own organization's green policies and tips for more green practices for everyday living.

If there are further questions or more information needed on ways to go green this year, please visit these sites:

<http://www.greenmeetings.info/WhyWeDoIt.html>

http://www.onlyinsanfrancisco.com/green/green_meeting_resources.asp

<http://www.exhibitoronline.com/exhibitormagazine/aug07/green.asp>

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600 Means Street NW • Suite 210 • Atlanta, Georgia 30318



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Exhibit Schedule

Sunday, June 21, 2009

Move-in: 8:00am-6:00pm (special requests for early load-in will be accommodated)

Monday, June 22, 2009

Exhibit Setup: 8:00am-12:00pm

Exhibit Hall Hours: 12:00-4:30pm

Exhibit Breakdown: 4:30-5:00pm

Tuesday, June 23, 2009

Exhibit Setup: 7:00am-7:30am

Exhibit Hall: 7:30am-5:00pm

Exhibit Breakdown: 5:00pm-5:30pm

Wednesday, June 24, 2009

Exhibit Setup: 7:00am-7:30am

Exhibit Hall Hours: 7:30am-3:30pm

Move-out: 3:30pm-11:00pm (*we MUST be out of the Moscone by 11pm - no exceptions.*)

**All booths should be staffed by knowledgeable representatives at all times. All booths must remain set up throughout the exhibit hours listed above.*

Exhibits Include

The basic 'green' packages include the following items:

BRONZE PACKAGE

One (1) 8' x 10' booth; that includes:

- 8' high back drape and 3' high side drape – muslin is an all-cotton drape
- 7" x 44" one-line ID sign made from recycled cardstock, then printed using water-eco friendly based ink. The ID signs are not laminated and hang from the back of the muslin via silver sign hooks.
- One (1) 6' draped table with biodegradable table top cover and skirting
- Two (2) black diamond side chairs
- One (1) wastebasket with biodegradable liner
- Listing of company name, booth location, and URL in the Final Program distributed on-site. (If purchased by May 13, 2009)
- Listing of company name, address, telephone, fax, e-mail, URL and 100-word (max) company description on conference website
- One electronic attendee list distributed to you after conference (excluding phone and e-mail).
- Two (2) discounted full registrations for the conference (a savings of 50%) and unlimited "Exhibit Hall" only badge(s).

Fees

Bronze Package† (described in our basic package)

†Pricing Begins at **\$600 USD**

Silver Package* includes everything in our bronze package, as well as:

- Lead Retrieval
- One (1) 500-watt electrical outlet

*Pricing Begins at **\$1500 USD**

Gold Package** includes everything in our bronze and silver package as well as:

- Wired internet connection in booth space for all three days
- 200-pounds of material handling, at no charge

Pricing Begins at **\$3000 USD

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Additional Expenses (Information)

Exhibitors are responsible for all costs incurred for transportation, hotel, meals, shipment of product to/from the convention site, and payment of sales tax.

Daily booth cleaning can be ordered onsite or in advance per the online exhibitor kit. Either vacuuming or porter service may be ordered and paid directly by the exhibitor.

Additional carpet may be ordered via the exhibitor kit, however as we continue to be more aware of our environment and make more green and eco-friendly choices, we strongly suggest that each exhibitor refrain from ordering custom carpet, as our exhibit space this year is already carpeted.

Hard Wired Internet Services – the exhibit hall space has WiFi access but limited to only a certain number of users and is not high speed, only 128kb. We are providing this WiFi service for free, with the understanding that its service may be interrupted if too many users log on. Uninterrupted internet service may be secured by ordering from the exhibitor kit and submitting payment directly from the exhibitor.

All booths are standard at 8'x10' and additional space requested will need to be approved by the Conference Management Team.

Informational Websites

- Exhibit Hall General Contractor, Freeman, Green Policy
http://www.freemanco.com/pdf/Freeman_Green%2010.15.08.pdf
- San Francisco Convention and Visitor Bureau
<http://www.onlyinsanfrancisco.com/>
- Moscone West Convention Center, Green Policy
<http://www.moscone.com/community/sustain.html>

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