

Installation and Dismantling Procedures for Exhibitors

General

The exhibition will be held in Grand Ballroom, Room 1. (Please see the floor plan below.) By the time you arrive, your booth location will be marked. To streamline the attendee flow in the exhibition hall, demonstration chairs will allocate booth locations.

[FLOORPLAN TBD]

Please ship your items to the following address:

[SHIPPING ADDRESS TBD]

If your items are shipped early in advance, all the material will be at your booth location by the time you arrive for installation. Items should not arrive before 17 October 2003.

The Vis03 conference will provide 24-hour security for the demonstration room.

Gold-level Supporters wishing to exhibit will get two 8-ft. tables; all other exhibitors will get one 8-ft. table. Power for all the booths will be provided free of charge by the conference. Please specify special power requirements on the attached form. You can bring your own display backdrop but not a full size booth due to space limitations. If requested, corkboards for hanging poster(s) (one or two depending on number of tables) will be provided by the conference. Other materials for hanging posters and displays must be provided by the Exhibitors.

In addition, Gold-level Supporters will receive two complimentary registrations for the conference, and Supporters will receive one complimentary registration for the conference. Each complimentary registration includes conference admission and a single copy of the conference proceedings. Please fill the attached registration form at your earliest convenience. The deadline for registration is October 10. Please make every effort to meet the registration deadline with your list. As done in the past, IEEE will provide insurance coverage all the hardware brought in by exhibitors. Please take advantage of this free coverage by filling out the attached form with detailed information about your specific hardware. These forms must be provided by 10 October 2003.

All the exhibitors will be able to attend the Conference Reception on Wednesday night.

Security personnel will ask every person removing material from the exhibit hall to show a "Property Removal Pass". Blank Property Removal Passes can be obtained from the Registration Desk.

Installation

Vis 2003 Exhibitors may begin installation on Monday, 20 October 2003 at 8AM.

Installation continues until Tuesday, 21 October 2003 at NOON.

Normal installation hours are from 8AM – 6PM.

During normal installation hours, badges and ribbons (for those who registered early) will be available to all exhibitors to gain access to the exhibit hall.

Exhibitors may pick up badges and ribbons at the registration desk.

Badges must be worn at all times during the installation.

Exhibitors may work after hours by making arrangements in advance with the Exhibition Chair or Local Arrangement Chairs.

A storage room will be available to store all the empty boxes and other items. Please have labels available to mark your empty boxes.

Exhibiting Hours

The tentative hours that the Exhibition will be open are as follows:

Tuesday, 21 October 2003 from 12:00 to 6:00PM

Wednesday, 22 October from 10:30AM to 6:00PM

Thursday, 23 October from 8:30AM to 1:00PM

Dismantling

Dismantle begins at close of exhibition on Thursday, 23 October at 1PM. No displays can be removed prior to 1PM. All exhibits must be removed by 10PM. Student volunteers are available throughout the demonstration time to provide any assistance. If you need any help, please contact either Matt Ward or Kristine Weiland.

For further information, please contact the Exhibition chair:

Matt Ward
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