



Presented by:



## Exhibitor Checklist

**To ensure a smooth move-in and a successful event, the following is an Exhibitor Checklist to help you make final preparations for InnoTech.**

- ❑ **PAYMENT** Make sure that we have received the contract and full payment prior to the event. Participation will not be permitted unless account is paid in full. InnoTech accepts the following major credit cards: Visa, MasterCard, and American Express OR mail payments to arrive **NO LATER THAN** Friday, February 29, 2008 to:  
**Prospera Events, LLC P.O. Box 4068 Wilsonville, OR 97070**

- ❑ **EVENT HOURS Thursday, March 6, 2008**  
*Conferences* 9:00am-4:30pm  
*Exhibits* 8:30am-4:30pm

Exhibitors will be allowed in the exhibit hall on Thursday, March 6<sup>th</sup> at 7:00am for last minute details. All booth locations must be event ready by 8:15am on Thursday, March 6<sup>th</sup>.

- ❑ **SCHEDULED MOVE-IN TIME** Exhibitor move-in is scheduled for Wednesday, March 5<sup>th</sup>, from 12:00pm until 7:00pm, at the Norris Conference Center, 4522 Fredericksburg Road San Antonio, TX 78201-6521 (located at the Crossroads Mall, at IH-10 and IH-410), phone (210) 731-0645. For directions, visit the Norris Conference Center web site at <http://www.norriscenters.com/sanantonio.htm> . Move in must be completed by 7:00pm.

Exhibitor loading and unloading for trade show move in and move out takes place behind the Norris Conference Center and SuperTarget. Please refer to the map on the last page for specific directions.

During exhibitor move in & move out, exhibitors may park their vehicles at the dock for up to 30 minutes to unload their materials, and then are asked to remove their vehicles from the dock. Exhibitors are encouraged to bring rolling carts or rolling displays as the facility does not provide carts. Due to liability and safety issues, children are not allowed in the facility during move-in.

**There is ample FREE PARKING at the Norris Conference Center.**

- ❑ **SCHEDULED MOVE-OUT TIME** Exhibitor move-out begins at 4:30pm on Thursday, March 6<sup>th</sup>, after the close of the event. You may begin to dismantle your booths at 4:30pm and not before. Early dismantle may cause safety issues for attendees and other exhibitors. Move-out must be complete by 8pm that evening.
- ❑ **EXHIBITOR REGISTRATION** To make your registration experience quick and easy, it is strongly recommended that ALL exhibitors, speakers and sponsors pre-register their booth staff for the event at the official web site.

To register yourself and all of your booth staff:

- Visit <http://www.innotechsat.com>
- Click Register Now
- Select **Exhibitor** and complete the registration form (it takes about 30 seconds!)

A few important reminders about exhibitor registration:

- Exhibitors will NOT be allowed in the event area on the event day without an official badge.
- Badges will NOT be mailed in advance.
- All badges must be picked up in the on-site registration area (outside Ballroom D) at the following times:

**12:00pm to 7pm on Exhibitor Move-In Day**

**7:00am to 4:30pm on the Event Day**

- ❑ **PRE-EVENT MARKETING** All exhibitors and sponsors are eligible for a specific number of complimentary passes (available in hard copy and electronic form) to invite clients and/or prospects to InnoTech as a value add for participating. Standard admission price is \$25. Please contact us at [karenr@prosperaevents.com](mailto:karenr@prosperaevents.com) if you have not received your complimentary passes.
- ❑ **INNOTECH HAPPY 45-MINUTES** From 1:45pm – 2:30pm on March 6<sup>th</sup> all InnoTech attendees, exhibitors, speakers and sponsors are invited to enjoy complimentary beverages and networking inside the Exhibit Hall.
- ❑ **LEAD RETRIEVAL TECHNOLOGY** To enhance your event experience, we offer lead retrieval and information management services through Exgenex. Exgenex's portable, lead collection technology allows you to collect and qualify leads right in your booth and have a complete database of your contacts emailed to you shortly after the event. For more information on the Exgenex lead retrieval system, please review the order form located in your exhibitor service kit or to order online, visit [www.exgenex.com](http://www.exgenex.com)
- ❑ **DECORATING, ELECTRICAL, INTERNET AND TELECOMMUNICATION** These services are provided through the forms in the online Exhibitor Service kit from Freeman Decorating Company (FDC). Or visit [www.myfreemanonline.com](http://www.myfreemanonline.com) to access the service kit. If you have not yet received your access code to the online service kit, please contact your InnoTech representative.

***TO ORDER ONLINE YOU MUST BE A CONFIRMED EXHIBITOR IN THE EVENT.***

Each 10x10 booth space comes equipped with (1) 6' draped table, (2) chairs, and (1) 7" x 44" booth ID sign; however, should you need additional furnishings, material-handling services, rental display units, and much more, Freeman offers many additional (optional) services. Please contact Freeman at (210) 227-0341 or [FreemanSanAntonioES@totalshow.com](mailto:FreemanSanAntonioES@totalshow.com) with any decorating questions.

Note: Because each exhibitor has varying electrical service requirements, electrical service is not included. To place an electrical service, telephone or internet service order please use the forms in your Exhibitor Service kit or contact the Norris Conference Center at (210) 731-0645.

- ❑ **SHIPPING MATERIALS TO SHOW SITE** - Below is IMPORTANT information about shipping your event materials (display, brochures, etc.) directly to the event.

**Freeman will receive shipments at the exhibit facility starting: Wed, 3/5/08 at 8am**

Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

All shipments to the Norris Conference Center must be labeled as follows and be delivered no earlier than Wednesday, March 5, 2008:

Exhibiting Company Name / Booth # \_\_\_\_\_  
Show Site Shipping Address:  
**INNOTECH SAN ANTONIO**  
C/O FREEMAN  
Norris Conference Center  
4522 Fredericksburg Road  
San Antonio, TX 78201-6521

**❑ SHIPPING MATERIALS TO THE ADVANCED WAREHOUSE**

**Freeman will receive shipments at the advanced warehouse from 2/5/08 through 2/26/08:**

Shipments arriving after this date may be assessed an after deadline fee.

All shipments to the advanced warehouse must be labeled as follows and be delivered between 2/5/08 and 2/26/08:

Exhibiting Company Name / Booth # \_\_\_\_\_  
Show Site Shipping Address:  
**INNOTECH SAN ANTONIO**  
C/O FREEMAN  
3410 IH 10  
San Antonio, TX 78219

- ❑ HIGH SPEED INTERNET ACCESS** To order high speed Internet access through the Norris Conference Center, please call (210) 738-0040 or complete the order form found in the service kit and fax it to (210) 738-0042.
- ❑ EXHIBITOR FOOD & BEVERAGE** Exhibitors are permitted to bring their own sample sized snacks and beverages to distribute from their booths.
- ❑ INNOTECH HOST HOTEL**  
[Springhill Suites by Marriott San Antonio Medical Center/Crossroads](#)  
3636 NW Loop 410, San Antonio, TX 78201  
210-737-6086 phone 210-737-6170 fax

Conveniently located within the same parking lot as the Norris Center (site of the 2008 InnoTech San Antonio event), the Springhill Suites by Marriott is the perfect place to stay. Smartly designed studio suites offer separate areas for working, unwinding and sleeping. You'll find the comforts of home, like free Wi-Fi, a desk, a pantry with mini-fridge, coffee maker and microwave, comfortable, flexible seating and a pullout sofa bed. Each morning, help yourself to the free Suite Seasons hot and healthy breakfast.

To receive the **special InnoTech rate of \$113.00 + tax**, make your reservation at the **prior to February 19th**. After the 19th, rooms & rates are based on availability.

- ❑ AUTOMOBILE POLICY** The Norris Conference Center does not permit vehicles inside the facility. If you are planning on displaying a vehicle, please contact your InnoTech representative to discuss outdoor parking options.

We look forward to a successful event and encourage you to contact us with any questions at (503) 570-6295.