

**Exhibitor Handbook**

Thank you for supporting the UPCEA South Regional Conference in Savannah.  We are looking forward to an innovative event.  The following pages include helpful information about your experience as an exhibitor. If you have any questions or need further assistance please contact Patrick O’Rourke

porourke@upcea.edu or 202.400.2684.

Thanks,

Patrick O’Rourke

Associate Director, Membership and Corporate Engagement

UPCEA – Leaders in Professional, Continuing, and Online Education

**Location**

2015 UPCEA South Regional Conference will take place at:

Hyatt Regency Savannah

Two W Bay St

Savannah, GA 31401

UPCEA has secured a discounted rate of $179 per night for UPCEA attendees.

The cut-off for this discount is September 20, 2015; Reserve your room [click here](https://resweb.passkey.com/go/UPCESAV15).

 **Exhibit Space**

The exhibitor area for the 2015 UPCEA South Regional Conference will be in The Mezzanine outside of the education general and concurrent session rooms giving exhibitors opportunities to mingle with attendees.

Arrangement of Exhibits

UPCEA will provide one (1) 6 foot draped table and one chair, which will be supplied by the hotel.

Height Limitation for Displays

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction that extends the size of the table, 72” x 30”. Height is not to exceed more than 48 inches from the table top/8 feet from the floor. Free standing displays may be placed behind the tabletop ONLY and must pertain to the height restrictions.

Internet, Electric and Audio Visual Needs are ordered directly through the hotel and forms are attached.

**Exhibit Hall Hours**

**Please note the follow exhibit hall hours. For the complete** [**conference schedule**](http://conferences.upcea.edu/south/schedule.html)

**WEDNESDAY, October 14**

8:30 AM – 12:00 PM Exhibitor Setup

12:00 – 6:15 PM Exhibit Hall Open

**THURSDAY, October 15**

8:15 AM – 6:00 PM Exhibit Hall Open

**Important Deadlines**

**Company Logo**

* It is important to the regions to promote their supporters on the website, mobile app and program. Please submit your logo [via the wufoo form](https://upcea.wufoo.com/forms/south-2015-regional-conference-exhibit/) by **September 11, 2014**.

**Exhibit Booth Representative**

* If you have not already, please provide the names of your booth representative by **September 11, 2014**: [Click here to submit representative](https://upcea.wufoo.com/forms/south-2015-regional-conference-exhibit/)

Note: Tabletops include one full conference registration. Additional registrations can be purchased at the corporate member or non-member attendee registration rate [via the conference website](http://conferences.upcea.edu/south/registration.html).

**Shipments**

Exhibitors wanting to ship items in advance to the Hyatt Regency may do so by shipping to the hotel directly. To ensure that your package arrive in time please schedule your shipment to arrive 1 or 2 days before set up on **October 14, 2014**.

Hyatt Regency Savannah

Two W Bay St

Savannah, GA 31401

Attn: Guest name, arrival date & cell phone

**Pre & Post Attendee List**

Exhibitors should expect to receive a pre and posting list of all the conference attendee’s names and mailing addresses. You can expect the pre-conference attendee list on 18 September and the post-conference list 7 business days after the conference on 27 October.

Thank you for your support!

If you have any questions or need further assistance please contact Patrick O’Rourke

porourke@upcea.edu or 202.400.2684

ELECTRICAL SERVICE

Two West Bay Street

Savannah, GA 31401 USA

Ph:(912) 238-1234 Fax: (912) 721-4651

Email- dale.martinez@hyatt.com

ORDER FORM

**GENERAL INFORMATION Special Note:**

|  |  |  |
| --- | --- | --- |
| Current: All circuits include ground wire, 60 cycle (HZ), 120V, Single Phase. 208V Single, Double and Three Phase may be available. Contact Engineering for Information. |  | All exposed non-current carrying metal parts of fixed equipment, which may be energized, must be grounded. All exhibitor’s cords MUST be 3-wire grounded type. |
| **Conditions** |  | **Basic Rates** |
| Service includes source and distribution of a duplex outlet to booth, installation and removal at straight time of provided equipment. Rate for maximum 3-day period, and for 1 hour prior, during, and 1 hour following each show day. |  | Qty. Outlets Up To Advance Floor\_\_\_\_\_\_\_ 20 Amp or 2000 W $50.00 $62.00\_\_\_\_\_\_\_ Band Hook-Up $250.00 $300.00\_\_\_\_\_\_\_ Three Phase $2.00 per AMP (\_\_\_\_)$ \_\_\_\_ |
|  A separate outlet must be ordered for each electrical unit to be connected. Electricians are obligated to refuse connections where wiring or wiring methods constitute code violation. Dedicated service is available. Ask for details. |  | Above rates include 1 Duplex outlet. Quads and strips are available. If Exhibitor requires an additional Duplex, Quad, or Strip, the following rates are in addition to the above basic rate: |
| Floor Orders for outlets placed other than during 8:00 AM-4:30 PM, Monday- Friday, will be assessed additional regular labor rate. |  | \_\_\_\_\_\_\_ Duplex or Quad $25.00 $40.00\_\_\_\_\_\_\_ Strip (6 outlet) $50.00 $70.00\_\_\_\_\_\_ Ext. Cord $20.00 |
| Hyatt Regency Savannah is not responsible for voltage fluctuations or power failure to any service line. All hotel material and equipment furnished for connection is for rental only. Equipment provided to booth not retrieved at booth following close of show will be charged to Exhibitor are replacement rate. |  | **Labor**Electricians are available from 8:00 AM-4:30 PM, Monday-Friday, at regular time of $24.50 pmh: all other times are double time. Labor is hired on a per hour, 1 hour minimum rate.\_\_\_\_\_\_\_ Hr., Electrical/ST @$24.50 pmh\_\_\_\_\_\_\_ Hr., Electrical/DT @$49.00 pmh |
| Twenty-four (24) Hour Service is available at Double the regular rate. 100% payment must accompany Order to qualify for Advanced Rate, received by Hyatt at least 10 days prior to First Day of Show.Make sure adequate power is ordered at Basic Rate if ordering in advance. Additional power ordered or required at show will be billed at floor rate. |  | \_\_\_\_\_ Outlet Basic Rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_24 Hour Service $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Addition to Basic Rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subtotal $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Labor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sales Tax (7%) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **When Services are needed, please complete this section** |
| \_\_\_\_\_\_\_ Master Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Card No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visa/Mstrcard \_\_\_\_\_ Am.Express Other \_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date:\_\_\_\_\_\_\_\_\_\_Check (make payable to Hyatt Regency Savannah.)**Please no cash!** |  | Dates: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Customer Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Convention/Show:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exhibitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| By ordering this material, the Exhibitor agrees to honor all statements, and accept all responsibilities as outlined. | Return the order form via email, fax or by mail. Please use information notated at top of form. |

**Installed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_**

(Engineer)