

Exhibiting at the Bioneers Conference 2011? October 14-16 WHAT DO I NEED TO KNOW?

WHAT ARE THE EXHIBIT HALL & TENT HOURS?

Exhibit Hall & Exhibitor Tent hours

(please take note that the exhibit hall will be open beginning at 8am, but you are not REQUIRED to be at your booth until the designated times, unless it is your wish to be there. The exhibit tent will not be open until 12:30pm)

Friday, October 14, 12:30 pm - 8 pm

Saturday, October 15, 12:30 pm - 8 pm

Dance in the Exhibit Hall

(all booths close down, we recommend you cover or secure your valuables) 8 PM - midnight

Sunday, October 16, 12:30 pm - 8 pm

When is Set Up & Breakdown?

Set up: Thursday, October 13, 1-6 pm

AND/OR Friday, Oct. 14, 7-9 am

Breakdown: Sunday October 16, 8-11 pm

Sunday evening is a busy time, as people are anxious to visit the exhibit hall for last-minute networking and purchases. Please plan to attend your booth until 8 p.m.

WHAT COMES WITH MY BOOTH?

ALL Exhibitor Spaces include...

- Access to thousands of national movers, shakers, and thought leaders
- Listing in the Bioneers conference program. This program reaches over 3000 people.
- Active Link on the Bioneers web site reaching over 300,000 people annually.
- Two theater-access conference passes for premium hall and premium walkway booths.
- Two closed circuit theater conference passes for tent aisle and tent standard booths
- An 8' x 10' booth space (outdoor premier walkway booths are 10' x 10' tents)
- An 8-foot table, two chairs and 110-volt electrical outlet
- Free wireless internet

Indoor Exhibitor Spaces also include:

- White or burgundy 8' high back curtain and 3' high pipe and draping on sides.

Please note:

- We do not provide tablecloths, so please order one with Ginger before 9/15, or plan to bring your own.
- We cannot enlarge the booth sizes, nor can we allow displays to spill into the aisles. So, please check your space requirements carefully.
- Banners may be hung from your tables and the booth pipe and drape, but you may not hang anything on the walls of the exhibit hall.
- Printed materials may be distributed from your booth only.

CONFERENCE PASS

Your booth fee includes two conference passes that allow you and your staff to attend any of the conference events. Many exhibitors bring more than two people to staff their booth, and this is fine! You are free to share the two passes among your staff and have as many persons staffing your booth throughout the weekend as you require.

Every premium booth exhibitor will receive two theater-access conference passes. The tent booth exhibitors will receive two closed circuit theater-access conference passes. These valuable conference passes provide you access to all 15 plenary speeches, any of the workshops, and all film screenings.

BOOTH ASSIGNMENTS

Every effort has been made to accommodate special requests concerning your booth location. We do, however, also retain the right to shift booth locations if special needs arise. No special consideration will be given to booths not paid in full at the time of registration. Booth assignments will not be announced until finalized in September.

IS THERE AN INTERNET CONNECTION?

Yes, there is free wireless internet throughout the exhibit hall, exhibitor tent, and conference grounds.

EXCLUSIVITY

Bioneers will not guarantee exclusivity of product line or specific brands to any exhibitor, yet we make an effort to avoid duplicate products. We take applications on a first-come (first paid), first-served basis.

HOW MANY PEOPLE CAN STAFF MY BOOTH?

As many people as you'd like! All Bioneers' attendees wear conference passes. However, your staff do not need a conference pass to be on the conference grounds or in any of our exhibiting areas.

BIONEERS ORGANIZATIONAL SUPPORTERS

If you are a current organizational supporter, be sure to get a sign at check-in to post at your booth recognizing your support of Bioneers.

MEALS

Lunch will be available from a la carte vendors on site. You may also bring your own lunch. I recommend staying at your booth during the assigned lunch period, as this is one of the busiest times for exhibitor shopping. No dinner arrangements will be available on site. There are a variety of restaurants in downtown San Rafael.

IMPORTANT INFORMATION TO KNOW!

ADDITIONAL SERVICES AVAILABLE:

- Order an additional table for \$25 before 9/15 with Ginger. Please indicate if you require a 6-foot table or, if you have a corner booth, an 8-foot table
- Burgundy tablecloths for \$25 each. Please note that any unreturned tablecloths will be charged to your account for a fee of \$75
- Temporarily installed phone line for credit card machine for \$125
- Pre-sent materials delivered directly to your booth for a fee. Please contact Ginger if you are interested in a dray-age service.
- Can't make it, but want a pamphlet displayed? A materials only service can be purchased for \$85. This fee includes one box of pre-approved materials to be displayed on our information tables at the conference.

HOW DO I SEND MY MATERIALS TO THE EXHIBIT HALL?

NOTE: There is a fee for this service, Contact Ginger as it is dependent on how much you are shipping and for how long it will be stored.

TRAVEL & LODGING

For up-to-date information visit: www.bioneers.org/conference or contact info@bioneers.org

WHAT IS THE CANCELLATION & REFUND POLICY?

We cannot offer refunds for cancellations received after August 1, 2011. Refunds before July 31st will be charged a \$100 cancellation fee.

REFUSAL

We reserve the right to refuse a booth for the sale of any products we feel are not aligned with the conference. Inappropriate products can be removed from the exhibit hall or exhibit tent at our discretion.

RESTRICTED PRODUCTS

- **Books:** Each year, Bioneers contracts with an independent bookseller to set up an on-site bookstore. This bookseller reserves the rights to all book sales at the conference. If books are a part of the product line you plan to display, you may list the titles at your booth, but arrangements must be made with Lafayette Books in advance of the conference to have your titles available for sale on-site. Please contact Angie Cozad by e-mail: bookgal72@hotmail.com or call Lafayette Bookstore at 925.284.1250.
- **Food:** Vending for on-site consumption is the sole right of the Marin County Caterer, but packaged teas and other foodstuffs may be sold. If you are interested in vending a food product through the caterer, please contact gridder@bioneers.org by August 1.
- **Sampling:** All food and beverage sampling must be approved by Bioneers and Marin County Environmental Health Services. If your exhibit display includes sampling, you will need to download an application for a temporary permit at www.bioneers.org/conference/exhibitor or Questions? Call EHS at 415.499.6907.

