

# GTC Southwest 2009

Celebrating 20 Years of Connection



Exhibitor Information  
[www.gtcsouthwest.com](http://www.gtcsouthwest.com)  
January 26-29, 2009

### Location

Austin Convention Center  
Exhibit Hall I  
500 East Cesar Chavez  
Austin, TX 78701

[www.austinconventioncenter.com](http://www.austinconventioncenter.com)

512.476.5461

### Exhibit Floor Hours

Wednesday, January 28  
10:00 am – 4:00 pm

Thursday, January 29  
10:00 am – 3:00 pm

Floor opens to exhibitors at 8:00 am

### Show Management Contact

Tricia Dugan, CMP  
100 Blue Ravine Road  
Folsom, CA 95630  
Phone: 916.932.1303  
Cell: 916.496.7839  
Fax: 916.932.0713  
Email: [tdugan@govtech.com](mailto:tdugan@govtech.com)

### **CDS Events and Expositions ([www.conventiondecorating.com](http://www.conventiondecorating.com))**

CDS is the official general service contractor for GTC SW 2009. CDS will email your password for the Web site by December 3, 2008. This manual contains the detailed information for move-in, move-out schedules and freight delivery etc.

### Key Dates

<u>Date</u>	<u>Action</u>	<u>Contact</u>	<u>Questions</u>
Dec. 1 (final date)	Company Profile	GTC	Crystal Gonzales <a href="mailto:cgonzales@erepublic.com">cgonzales@erepublic.com</a>
Dec. 22	Food Service	Aarmark Corporation	Ken Lamica 512.404.4141 512.404.4149/fax



## Key Dates (con't.)

Dec. 24- Jan. 22, 2009	Advance shipments to warehouse	CDS	see shipping info below
Jan. 6, 2009	Hotel reservations	see separate page	Hotel directly
Jan. 14	Work authorization request for outside contractors with certificate of insurance	CDS	CDS, Exhibit Services 210.581.9220 210.467.0048 fax
Jan. 14	All orders: carpet, furniture, booth cleaning, labor for installation and/or dismantling, signage, material handling	CDS	CDS, Exhibit Services 210.581.9220 210.467.0048 fax
Jan. 14	Plants/Foliage	Convention Foliage	Irene Konzal 210.637.7229 210.637.7243 fax
Jan. 14	Sign/banner hanging requests	CDS	CDS Exhibit Services 210.581.9220 210.467.0048 fax
Jan. 14	Internet Services	Austin Convention Ctr.	Michael Hall 512.404.4035 512.404.4416 fax
Jan. 14	Utility Services (Electrical/Phone orders)	Austin Convention Ctr.	Trevor Goodman 512.404.4233 512.404.4220 fax
Jan. 18	Audio visual/computer rentals	Freeman AV	Barbara Glaser 512.459.6094 512.371.0214 fax
Jan. 26 – Jan 29	Direct shipments	Austin Convention	see shipping info below



## **Shipping & Freight**

CDS is the official material handling/drayage contractor. Please note the following suggestions:

- Ship your freight to the CDS warehouse up to thirty days in advance of the conference.
- **Advance** shipments must arrive at the warehouse by 5:00 pm on Thursday, Jan. 22, 2009..
- **Direct** shipments to the Austin Convention Center may NOT arrive before Monday, Jan 26, 2009. (No freight can be received before that date by contract rules.)

## **Shipping Information**

Advance shipments to the CDS Warehouse (Dec. 24, 2008- Jan. 22, 2009)

### **Shipping label to read:**

GTC SW 2009, Company Name, Booth #  
c/o CDS Warehouse  
3400 East Cesar Chavez  
Austin, TX 78702  
512.366.4304

Shipments sent direct to the Austin Convention Center (**Jan. 26 - 29**)

### **Shipping label to read:**

GTC SW 2009, Company Name, Booth #  
C/o CDS Exhibit Hall 1  
Austin Convention Center  
500 East Cesar Chavez  
Austin, TX 78701  
512.476.5461

## **Exhibitor Booth Set-Up Schedule**

Exhibitor badges are mandatory for entrance to the exposition floor. Register all personnel who will staff the booth on-line < [http://www.govtech.com/events/southwest2009/sponsor\\_reg](http://www.govtech.com/events/southwest2009/sponsor_reg)>

Exhibitor Registration will be outside Exhibit Hall 1 at the Austin Convention Center on Monday, Jan. 28, 2009 for onsite registration and to pick up badges.

### **Exhibitor Move-In**

Tuesday, January 27, 2009	8:00 am - 6:00 pm
Wednesday, January 28, 2009	8:00 am - 9:30 am / minimal set-up only/Floors opens 10:00am

### **Show Schedule**

Wednesday, January 28, 2009	10:00 am - 4:00 pm
Thursday, January 29, 2009	10:00 am - 3:00 pm

### **Exhibitor Move-Out:**

Thursday, January 29, 2009	3:00 pm - 10:00 pm
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### **Driver Check-In:**

Thursday, January 29, 2009	8:00 pm
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### **Freight Re-Directed:**

Thursday, January 29, 2009	9:00 pm
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- Floor closes at **3:00 pm on Thursday, Jan. 29**, please do not tear down before closing time.
- Empties will be forwarded to your booth as soon as carpet is rolled and aisles are clear.

## **Security**

Security is provided 24-hours a day Monday, Jan 26 – Thursday, Jan. 29.



## **Lead Retrieval Systems**

Every exhibitor receives one lead retrieval system. Pick up the system at registration.

## **Miscellaneous booth information**

### **Audio-Visual/Computer Rentals**

Audio-Visual equipment and computer rental is available from Freeman AV. Refer to the Exhibitor Service Manual for order forms.

### **Booth Construction**

Each booth is set with an 8-foot high background drape and 3-foot high side dividers. The booth is furnished with one 7-inch x 44-inch standard identification sign.

- Exhibit fixtures are permitted to a maximum height of 16' on peninsula and island booths.
- Exhibit fixtures are permitted to a maximum height of 8'3" on standard booths.

Please do not interfere with the line-of-sight for any of your neighbors.

Show colors – black, white, gold and tuxedo carpet.

### **Carpeting**

Carpeting within the booth area is NOT included in the base booth fees. Carpet may be ordered through CDS. Refer to your Exhibitor Service Manual for order forms.

### **Food Service and Caterer**

Concessions services are **exclusive** to the in-house food and beverage management company – Aramark Corporation. A 20% fee is assessed on food and beverage provided by any other entity other than Aramark Corp.. An outside caterer's agreement is required and the entity must comply with the terms therein. Contact Ken Lamica at 512.404.4141. **This includes popcorn machines and supplies.**

### **Internet Services**

Internet connectivity to your booth is available on a limited basis through the Austin Convention Center. Contact Michael Hall at 512.404.4035. Order forms are located in the Exhibitor Service Manual.

### **Utility Services (phone lines and electricity)**

Electricity is not included in the cost of your booth space. Please refer to the Exhibitor Service Manual for order forms. This service is provided by the Austin Convention Center.

## **MISCELLANEOUS**

### **Parking**

Two Convention Center Parking Garages

- 10-story, 1,000-space garage located 2 blocks west of facility, at Brazos and 210 East 2<sup>nd</sup> Street. Entrances on Brazos and San Jacinto streets;
- 5-story, 685-space garage located at northeast corner of facility at Red River and 4th Street. Entrances on Fifth Street.

### **Handicap Parking**

(14) spaces on Trinity at Cesar Chavez Street.



## Hotels

Visit our Web site at [www.gtcsw southwest.com](http://www.gtcsw southwest.com)

## Service Directory

### **Audio Visual/ Computer Rental**

FreemanAV  
*Barbara Glaser-Fryer*  
512.459.6094 ext. 218  
512.371.0214, fax  
[Barbara.glaser-fryer@freemanco.com](mailto:Barbara.glaser-fryer@freemanco.com)

### **Decorator/Drayage, General Service Contractor**

CDS Events and Expositions  
*Melissa Marlow*  
3559 Belgium Lane  
San Antonio, TX 78219  
210.581-9220 phone  
210.467.0048 fax  
[mmarlow@conventiondecorating.com](mailto:mmarlow@conventiondecorating.com)

### **Food Service/Caterer**

Aramark Corporation  
*Ken Lamica*  
Director of Sales  
Austin Convention Center  
512.404.4141 phone  
512.404.4149 fax  
[Ken.lamica@ci.austin.tx.us](mailto:Ken.lamica@ci.austin.tx.us)

### **Internet & ISDN Services**

Austin Convention Center  
*Michael Hall*  
512.404.4035  
512.404.4416, fax  
[Michael.Hall@ci.austin.tx.us](mailto:Michael.Hall@ci.austin.tx.us)

### **Plants/Foliage**

Convention Foliage Unlimited  
*Irene Konzal*  
1614 S. Broadway, Ste. 100  
Carrollton, TX 75006  
210.637.7229, phone  
210.637.7243, fax  
[info@conventionfoliage.com](mailto:info@conventionfoliage.com)

### **Utility Services (electrical, phones)**

Austin Convention Center  
**Trevor Goodman**  
Utility Coordinator  
512.404.4233 Phone  
512.404.4220 Main Fax  
[trevor.goodman@ci.austin.tx.us](mailto:trevor.goodman@ci.austin.tx.us)

[www.austinconventioncenter.com](http://www.austinconventioncenter.com)

## **Agreement Terms**

GTC follows the good neighbor policy and exhibit display guidelines as outlined in the International Association of Exposition Management (IAEM) "Guidelines for Display Rules and Regulations."

## **Indemnify and Limitation of Liability**

Liability insurance, as required, is carried by GTC to the specifications of the Austin Convention Center. GTC shall not be responsible for the security of Exhibitor's equipment or its proprietary software or hardware information, and Exhibitor shall have full responsibility for any theft or other loss, including any subrogation claims by its insurer. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability.