



EXHIBITOR LOGISTICS

Denver, CO

March 9, 2004

www.rtecc.com/denver

- Event Date:** **Tuesday, March 9, 2004**
- Venue:** **Marriott Denver Tech Center Hotel**
4900 South Syracuse
Denver, CO 80237
Phone / 303-779-1100 FAX / 303-740-2523
www.marriott.com
- Set Up:** Tuesday, March 9th at **6:30 am**
- Take Down:** Tuesday, March 9th at **3:00 pm** (*plan travel accordingly please*)
- Event Hours / Open to the Public:** **8:00 am to 3:00 pm**
- Promotional Mailers provided by RTC FREE to Exhibitors:** Email sallyb@rtcgroup.com for your event invitations specify your quantity (25-1000) and the 'ship to' address'
No later than February 13th
- A pdf of the direct mailer will be sent for your electronic distribution
 - RTECC logo is attached for your website – please link to URL above for guests
- Sleeping Rooms:** \$99.00 + tax/per night (“RTC Group – RTC Trade Show” rate reference)
Reservations at (800) 228-9290 or at (303) 779-1100
Deadline for \$99 rate is February 16th
- Exhibitor Badges:** Do Not Register on-line or you will be on the leads list
- Badge holders for your business cards are provided on-site
 - *Pre-printed* exhibitor badges are not available
- Shipping Inbound:** Ship to Venue Address **plus...**
“Attn: Ruth LaFrance / RTC Real-Time & Emb. Computing Conf. 3/9”
- Ship to arrive NO sooner than Monday, March 8th *
 - If your shipment arrives sooner, your company will incur a \$20 per box/per day storage charge
- Note: The RTC Group is not responsible for lost, delayed or damaged items from any carrier
- Shipping Outbound:** Pre-arrange your outbound shipping service, unless...
1. You are going on to the next RTECC and want to use the Intershow Transport Service
 - If you are using the Intershow Transport Service ---
 - a. There is No Charge to use this service for Exhibitors at all
 - b. Labels for this service are provided on-site at about 2:30pm
 - c. Insurance is limited (\$.50/lb) – i.e. fragile/expensive items should be transported by rep
 2. You are using Air Cargo Freight services anyway (800-331-3997) www.aircargopdx.com
- Speakers:** Check in with the RTC person at the registration desk to confirm your arrival
- **Go to your breakout room and set-up at least 10 mins. in advance**
- Event Leads:** Sent to your primary contact no later than March 24th
- Emailed in an Excel spreadsheet with full information as provided by attendee
- RTC Contacts:**
- | | | |
|--------------------------------|--|--------------|
| Event Production - Sally Bixby | sallyb@rtcgroup.com | 949-226-2027 |
| Event Sales – Jessica Grindle | jessicag@rtcgroup.com | 949-226-2012 |
| Event Billing – Cindy Muir | cindym@rtcgroup.com | 949-226-2021 |
- Denver On-Site Event Manager – Anna Brown
Denver On-Site Event Asst. – Stacy Gandre

