



Exhibitor Logistics

Dayton, OH

October 12, 2010

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Dear Exhibitors,

Welcome! And thank you for being part of the upcoming Real-Time & Embedded Computing Conference (RTECC) in Dayton, situated right next to Wright Patterson Air Force Base. In this packet you will find important information to assist with your planning. Please forward this document to every member of your team who will participate in the pre-planning process, on-site execution or sales.

Feel free to contact us if you have questions that are not answered within this document:

RTECC / RTC GROUP CONTACTS

Event Logistics Manager	Cindy Hickson	cindyh@rtcgroup.com	706-208-9594
Event Marketing Manager	Sally Bixby	sallyb@rtcgroup.com	503-274-8005
Event Billing	Cindy Muir	cindym@rtcgroup.com	949-226-2021
Event Sales	Lauren Hammers (formally Rathfelder)	laurenr@rtcgroup.com	949-246-7055

GENERAL INFORMATION

Venue

Hope Hotel & Conference Center
Bldg. 823, Area A (just outside base)
Wright Patterson AFB, OH 45433-5000
Telephone: 937.879.2696



Sleeping Accommodations

A temporary room block with a special negotiated reduced rate has been placed for your convenience at the Hope Hotel and Conference Center:



Rate: **\$75.00 + tax**

Reservations: 937.879.2696

Room Block listed under: **'RTC'**

The cut-off date to make a reservation under this block at this rate is **October 1st**



Important Deadlines

Make Room Reservations by:	Friday – October 1st
Return Shipping form (page 7) by:	Tuesday, October 5th
Exhibitor Badge Registration completed by:	Tuesday, October 5th
Shipments will be accepted at the venue starting:	Friday, October 8th

[AGENDA]

Set-up -	7:30 am – 8:30 am
Exhibits Open to Public	8:30 am – 2:30 pm
Morning Technical Seminars	9:00 am – 12:15 pm
Keynote Address - TBA	12:40 pm – 1:15 pm
Lunch (complimentary)	12:15 pm – 1:30 pm
Afternoon Technical Seminars	1:30 pm – 2:15 pm
Drawing / Giveaway	2:25 pm
Tear Down	2:30 pm – 4:00 pm

Set-up operates on a first come, first served basis. All exhibition materials must be ready by 8:30 am on Tuesday morning. Please arrive at 7:30 am to choose your table.

Tear Down times are very strict, and early departures are not permitted. Please take this into consideration when making your travel arrangements -- do not plan to leave prior to 2:30pm.

[EXHIBITOR BADGE REGISTRATION]

Register all on-site event representatives: http://www.rtecc.com/exhibitor_registration

****VERY IMPORTANT** Register** as an exhibitor or speaker **NO** later than **Tuesday, October 5th**. For your entire team on-site, plastic pin-back badge holders will be provided (for a business card). A name badge must be worn by everyone who participates in the exhibit hall or lunchtime activities.

Badges can be retrieved at the RTECC registration desk during exhibitor set-up as long as you (or your team) pre-register using the link just above by Tuesday, October 5th.

[SEMINAR DETAILS]

Speaker Check-in

If you are speaking, please check-in at the registration desk upon arrival to confirm the time and find the location of your seminar. Proceed to your session room 10 minutes prior to the start of your session to connect your laptop and to welcome attendees.

Session Rooms

Unless otherwise arranged, session rooms will be “theater style” to accommodate the maximum number of guests; and will include the following equipment:

- Projection screen
- Projector on AV cart with power for your laptop
- Sign-in sheet (*speakers are responsible for collecting attendee names*)

Speakers will need to provide their own laptop, with their presentation ready to play. If additional or special AV equipment is needed, please contact Cindy Hickson (cindyh@rtcgroup.com) to receive a price quote.

[EXHIBIT SPACE]

Booth Specifications

RTECC exhibition is **Table-Top Only**. 10 ft booths are not allowed. Exhibitors who arrive with displays that do not comply with show requirements will be asked to remove their booth before the show begins. If you are having difficulty creating a display that fits within these parameters, please contact Cindy Hickson in advance to discuss a suitable solution.

Standard Table-top Exhibition Includes:

- **One 6' x 30" Table** of standard height with drape.
 - Exhibit materials must sit on top of the table surface only and not extend higher than 6 feet from the table-top. This includes pop-up banners.
 - Banners or Posters may not be tacked to the walls or hung from the ceiling.
 - No magazine racks or podiums shall be placed next to your booth or in the aisles.
- **One Power Outlet** with standard power & local voltage levels (4-5 amps).
 - Exhibitor may not exceed the maximum for the venue which is typically 500W. Should you require more than one power outlet/socket, please bring a power bar or contact us in advance for a quote on additional power.

Internet Access is *NOT* automatically included. Please contact Cindy Hickson (cindyh@rtcgroup.com) to receive a quote for Internet access in your booth.

[EVENT MARKETING]

Exhibitor Co-operative Promotion

Co-operative promotion is a requirement and essential for the success of this event. Please remember that your onsite and post show activities are directly affected by the efforts and quality of your pre-show marketing.

The following activities are provided by The RTC Group to assist in your marketing efforts:

- **FREE Printed Invitations** – Sally Bixby will be contacting each exhibiting company directly to determine the number of printed invitations that will best suit your marketing efforts. A batch of invitations will then be sent to arrive at the address you specify. The invites need only to be addressed & have a single postage stamp added. Please take advantage of this valuable opportunity to highlight your participation in the RTECC event. Sally Bixby can be reached at sallyb@rtcgroup.com.
- **Electronic Invitation** – The RTC Group will provide a printable pdf invitation for your distribution and posting.
- **HTML Email** – Create your own HTML invitation for guests using our pre-designed shell. Easily highlight your company, your products and the RTECC show information, to get the most pre-show exposure and onsite visitors. Click on the following link to review our template: <http://www.rtecc.com/email/>
- **RTECC Logo** – Add the RTECC logo, show date, and link to your website: www.rtecc.com

If you are unable to fulfill your co-operative marketing obligations, please contact Lauren Hammers for a customized list of activities to increase your exposure at the RTECC.

Sales Leads

All sales leads will be sent directly to the primary contact via email no later than one week after the conclusion of the event. The only delay in receiving leads would be due to an open invoice.

SHIPPING

Inbound Shipping

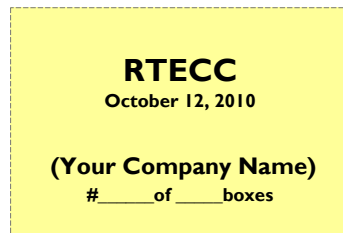
Please schedule show freight to arrive **no earlier than Friday, October 8th** or boxes may incur additional storage fees. You may also hand carry your materials into the exhibit hall the morning of the event.

Every box that is shipped into the RTECC by an independent carrier will require **2 LABELS**:

1. **Shipping Label** (provided by your carrier, i.e.: FedEx, UPS, Explore Airtrans). Below is the shipping information that you will need to supply to your carrier:

Hope Hotel & Conference Center
Attn: Sally Bixby / The RTC Group
c/o Real-Time & Embedded Computing Conference 10/12/10
Bldg. 823, Area A
Wright Patterson AFB, OH 45433-5000
(937) 879-2696

2. **Event Label** (provided on the final page of this packet). These labels will ensure that your boxes are sorted properly upon delivery to the venue, and delivered on time to the exhibit hall. **Boxes without an Event Label may be delayed or charged an additional drayage fee of \$10 per box.**
 - o Add your company name & the total number of boxes included in the shipment
 - o Print out the appropriate number of labels and affix one to each box



← **Example Event Label**
(see below for actual labels)

Outbound Shipping

All outbound shipments **MUST** be picked up on Tuesday, October 12th between the hours of 2:30pm & 4:00 pm.

Intershow Transfer - this service is available to those who are also exhibiting in Greenbelt, MD on 10/14/10 and is offered at no additional cost. The service is paid for by The RTC Group but managed by an outside company, Explore Airtrans Services. Intershow Transfer is not a requirement but makes shipping between the Tuesday and Thursday shows easy and stress free.

To ship via the Intershow Transfer, no prior arrangement is necessary. Near the conclusion of the event, an RTC representative will visit your exhibit table to leave Intershow Transfer labels. When the show concludes at 2:30 pm, your team will need to: 1) Pack & seal your boxes 2) Fill out one transport ticket per piece, which includes company name and the # of boxes being shipped 3) Tape a label to each box and leave the boxes in front of your exhibit table.

Independent Carriers – if you are not using Explore Airtrans Services, you are responsible for making your own Shipping Arrangements. You must provide the completed air bill/paperwork for your carrier, packing materials, and arrange for a pick-up by calling your carrier directly. **Pick-up location is the Flying Fortress B-17 Ballroom.** To prevent your freight from being misplaced or delayed to your next destination, coordinate outbound shipping in advance and **send the completed air bills with your onsite rep.**

Explore Airtrans • 877-888-3500 • genbox@exploreair.com • Dave Bradley or Lee Almeida
The RTC Group is not responsible for lost, delayed, or damaged items from any carrier at any time.

Shipping Labels

Please print these labels in color:

RTECC

October 12, 2010

(Dayton Hope Hotel / WPAFB)

Company

_____ of _____ boxes

RTECC

October 12, 2010

(Dayton Hope Hotel / WPAFB)

Company

_____ of _____ boxes

Shipping Form

Attention: Cindy Hickson



**Shipping to/from
Hope Hotel-Dayton, OH**

Every exhibitor, regardless of their carrier, is required to fill out & return the following Form. This information will be given to our contact at the venue so they can gather and deliver all the show freight to the exhibit hall in time for set-up on Tuesday morning. Tracking numbers are extremely helpful in locating missing freight the morning of the event.

Company Name: _____

Main Contact:
Telephone Number: _____

Onsite Contact: _____

Inbound Carrier to RTECC:

Explore Airtrans FedEx UPS Hand Carry Other :

Number of boxes: _____ Air bill / Tracking #: _____

=====

Outbound Carrier:

Intershow Transfer Explore Airtrans FedEx UPS Hand Carry Other

Number of boxes: _____ Air bill / Tracking #: _____
(if applicable)

Return this form by Tuesday, October 5th

Fax: 866-543-5237

Email: cindyh@rtcgroup.com

