



## EXHIBITOR OPERATING SCHEDULE



### MOVE - IN

Sunday, November 5th  
Noon – 5:00pm

Monday, November 6th  
8:00am – 5:00pm

**ALL EXHIBITS MUST BE SET BY 5PM ON MONDAY, NOVEMBER 6TH.** After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, please contact Judy Spargo, Exposition Manager, at 703-631-6200 or email [judy.spargo@jspargo.com](mailto:judy.spargo@jspargo.com) by 5:00pm (EST) on Friday, October 27, 2006.

### SHOW HOURS

Please note the following hours that your booth must be staffed:

Tuesday, November 7th  
9:15am – 5:00pm

Wednesday, November 8th  
9:15am – 5:00pm

Thursday, November 9th  
9:15am – 3:00pm

### MOVE - OUT

No booth should be dismantled before 3:00pm on Thursday

Thursday, November 8th  
3:00pm – 8:00pm

### EXHIBITOR SERVICE DESK HOURS

In addition to operating an on-site Exhibitor Service Desk, Brede Exposition Services/ATTCO will also have qualified personnel walking the show floor for your assistance.



## DEADLINE CHECKLIST



- October 2, 2006 Expo Portal  
(Company Information to be included in Show Program)
- October 3, 2006 Hotel Reservations  
(For conference rates)
- October 6, 2006 Lead Retrieval Advance Order
- October 6, 2006 Advance Freight may begin  
to arrive at warehouse
- October 6, 2006 Non-Official I&D Contractor Form
- October 20, 2006 Official Show Contractor  
Brede Exposition Services Order Forms Discount Deadline
- October 27, 2006 Advance Freight at warehouse cut-off
- November 1, 2006 Advance Registration Form
- November 1, 2006 Lead Retrieval Final Order  
(May be ordered on-site on availability basis after this date)
- November 6, 2006 Exhibits MUST be set by 5pm

PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS LOCATED IN THE SERVICE ORDER FORMS SECTION OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY. FOR A LIST OF KEY CONTACTS KEEP SCROLLING DOWN IN THIS DOCUMENT.



## Items Included in Booth Space Charge



- 
- Display Space
  - Company Identification sign (7"x44") for booth
  - Standard booth equipment – consisting of flameproof 8' high draped back wall and 36" high draped side rails for linear booths.  
**Drape Colors:** Blue, White and Yellow
  - The ballroom and foyer are carpeted; however, if you wish to cover the hotel carpeting, please refer to the Brede Carpet Order Form.
  - Complimentary exhibitor registration for booth personnel
  - General exhibit hall lighting and heating/air conditioning
  - General exhibit hall security service
  - Company listing on web site and in final program (limit: 30 words, see EXPOPORTAL™ page for more information)
  - Complimentary admission to **sessions** (food functions will require the purchase of a ticket)



## Items Included in Space Charge for Table Top Exhibits



- 
- Table Top Display Space (this is *not* floor space) You may put a tabletop pop up on your table but there is not an area for a floor display
  - One 6' blue draped table per table top space
  - Two chairs per table top space
  - Company Identification sign for table - 7"x44"
  - Pre-carpeted floor
  - Complimentary exhibitor registrations for booth personnel
  - General exhibit hall lighting and heating/air conditioning
  - General exhibit hall security service
  - Company listing on web site and in final program (limit: 30 words, see EXPOPORTAL™ section for more information)
  - Complimentary admissions to **sessions** (food functions will require the purchase of a ticket)



## KEY CONTACTS

<p><b>EXPOSITION MANAGEMENT</b> J. Spargo &amp; Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030 <u>Contact:</u> Judy Spargo <u>Telephone:</u> 703-631-6200 <u>Fax:</u> 703-654-6931 <u>E-Mail:</u> judy.spargo@jspargo.com</p>	<p><b>OFFICAL FREIGHT CARRIER</b> Convention Freight Services, Inc. P.O. Box 4806 Arlington, VA 22303  <u>Telephone:</u> 703-518-4720 <u>Fax:</u> 703-518-4729  <u>Web:</u> conventionfrieghtservices.com</p>
<p><b>OFFICIAL EXPOSITION CONTRACTOR</b> Brede Exposition Services 6801 Mid Cities Avenue Beltsville, MD 20705  <u>Telephone:</u> 301-937-8600 <u>Fax:</u> 301-937-6513 <u>E-Mail:</u> cswashington@brede.com</p>	<p><b>ELECTRICAL</b> ATTCO INC. 2855 Koapaka St Honolulu, HI 96819  <u>Telephone:</u> 808-836-1191 <u>Fax:</u> 808-834-1046 <u>Web:</u> www.attcoinc.com</p>
<p><b>REGISTRATION</b> J. Spargo &amp; Associates 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 703-449-6418 <u>Fax:</u> 703-631-7258 <u>E-Mail:</u> hawaiiregistration@jspargo.com</p>	<p><b>TELEPHONE</b>  Sheraton-hawaii.com/telecom/sw</p>
<p><b>LEAD RETRIEVAL</b> J. Spargo &amp; Associates 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 800.564.4220 <u>Fax:</u> 703.818.9177 <u>E-Mail:</u> directlead@jspargo.com</p>	<p><b>SPECIAL EVENT &amp; ADVERTISING SPONSORSHIP OPPORTUNITIES</b> AFCEA Patron/Sponsor Program 4400 Fair Lakes Court Fairfax, VA 22033  <u>Telephone:</u> 703-631-6174 <u>Fax:</u> 703-631-6405 <u>E-Mail:</u> mcirrito@afcea.org</p>
<p><b>HOUSING</b> Sheraton Waikiki Hotel  <a href="http://www.starwoodmeeting.com/Book/afcea">Http://www.starwoodmeeting.com/Book/afcea</a></p>	<p><b>Mark Your Calendar AFCEA TECHNET ASIA-PACIFIC 2007 November 6-8, 2007 Sheraton Waikiki Hotel</b></p>



## HOTEL AND TRAVEL INFORMATION



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### Sheraton Waikiki Hotel

Reservations: (808) 921-4611

**Conference rates are available until October 3, 2006.**

Special conference rates (single occupancy) are:

Manor: \$115.00

City View: \$159.00

Mountain View: \$179.00

Partial Ocean View: \$195.00

Ocean View: \$225.00

Kamaaina (Local) Rooms

Run of City/Mountain: \$165.00

Run of Ocean: \$205.00

Additional Person: \$55.00 (not applicable to Manor Wing rooms)

## UNITED

United Airlines is offering special meeting fares for all attendees who use the Special Meeting Desk to book their reservations. Book early and take advantage of the promotional fares that give you the greatest savings. Earn a 5% discount off the lowest applicable fee, including First Class, or 10% off the mid-week coach fare. By purchasing your ticket at least 60 days in advance of your scheduled travel, you will receive an additional 5% discount. Simply call either United Airlines at 800-521-4041 or your travel agent, and refer to Meeting ID number 597BQ. Mileage Plus members receive full credit for all miles flown to this meeting.



**On-Site Contact  
Information Form**



In the event that we need to contact someone from your company during the AFCEA TechNet Asia-Pacific Exposition we are requesting that you fill out and send us the following information. This information is for emergency use only and is kept confidential.

Company Name: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone       Pager       Office       Other \_\_\_\_\_

Contact at Office in the event that the above person is unreachable:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

TechNet Asia-Pacific Exposition Management  
C/o J. Spargo & Associates, Inc.  
11208 Waples Mill Rd., Suite 112  
Fairfax, VA 22030  
OR  
Fax: 703.654.6931  
**Attn:** Judy Spargo / Exposition Management  
**Deadline:** October 20, 2006

*NO COVER SHEET NECESSARY!*