



TechNet International 2006
June 19-20, 2006
Washington D.C. Convention Center

IMPORTANT EXHIBITOR REMINDERS

****PLEASE SHARE THESE REMINDERS WITH ALL STAFF**
WHO WILL BE MANNING YOUR BOOTH**

- 1. ALL EXHIBITS MUST BE FULLY SET BY 5:00 PM, ON SUNDAY, JUNE 18th.**
After this time, Exposition Management reserves the right to use any empty space in a way that will compliment the overall appearance of the exposition. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please call Exposition Management at (800) 564-4220 or (703) 631-6200 AT LEAST forty-eight hours prior to move-in. You may "fine-tune" your equipment, graphics, etc. until 6:00 p.m. on Sunday, June 18th.
- 2. LABOR RULES:** If you require labor to set up your booth, please contact the Official Decorator, Brede Expositions at 301-937-8600 or fax the form included in this manual. Please refer to the page entitled Union Jurisdiction in the contractor section of this manual, so that you fully understand the rules of the Washington DC Convention Center. REMEMBER THAT UNION RULES VARY FROM CITY TO CITY.
- 3. ALL BOOTHS MUST BE CARPETED** to assure consistency and a professional appearance within the exhibit hall. There will be NO EXCEPTIONS to this rule. EACH EXHIBITOR IS RESPONSIBLE FOR CARPETING HIS/HER OWN BOOTH. All carpets must extend to the aisle wherever your booth aligns with an aisle. Open gaps will be filled by Exposition Management and charged to you. ***Small Business & Military/Government booths DO INCLUDE carpet. Please call Show Management if you are unsure as to whether your falls into either category.***
- 4. ANY PORTION OF YOUR EXHIBIT BORDERING ANOTHER EXHIBITOR BOOTH, MUST HAVE THE BACKSIDE FINISHED**, and may not carry signs or other copy that would detract from the adjoining exhibit. Any portion of your exhibit that is deemed unsightly by exhibit management may be masked/draped and charged to the exhibiting company, i.e., sides of a pop-up display adjoining another booth or the aisle. Reminder: behind a pop-up display is not the place to store empties or other unsightly items.
- 5. ENCLOSED/COVERED BOOTH AREAS.** This refers to exhibits which are multi-story and structures such as tents over 200 sq ft. The area must display a fire extinguisher with a minimum rating of 2A20BC. There must be two means of egress from each load bearing area in excess of 200 sq ft in a multi-story booth, or from each covered assembly area in excess of 200 sq ft. An audible smoke detector (this includes built in storage closets) must be in enclosed or covered areas.
- 6. DEMONSTRATIONS, ETC.** Space should be left in your booth to accommodate visitors watching demonstrations. Aisles are for the flow of traffic and must be kept clear.



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7. **DURING NON-EXHIBIT HOURS**, exhibitors should stay in their own exhibit areas, NOT IN OTHER NON-STAFFED EXHIBITS.
8. You are reminded that **CHILDREN UNDER THE AGE OF EIGHTEEN ARE NOT ALLOWED IN THE EXHIBIT AREAS, ESPECIALLY DURING MOVE-IN and MOVE-OUT**. During show hours, there may be special exceptions made if approved by Exposition Management.
9. **NO EXHIBIT MAY BE DISMANTLED PRIOR TO 5:00pm on Tuesday, June 20th**. Exhibitors may lose their right to exhibit at other AFCEA events if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who may be conducting business in the exhibit hall until closing time.
10. **FOOD & BEVERAGE** – Centerplate/National Business Services Enterprises, Inc. has the exclusive right to provide food, beverage and novelty services at the Washington D.C. Convention Center. All food and beverage services must be ordered through Centerplate/NBSE. You may contact them via phone at 202-249-3524.
11. **PRESS AND PUBLIC RELATIONS INFORMATION:**
Contact Tobey Jackson, Promotions Coordinator, AFCEA International,
Tel: 703-631-6189, Fax: 703-631-6405, E-mail: tjackson@afcea.org

If there are specific organizations, groups or individuals whom you would like to see invited to attend TechNet 2006 directly from AFCEA please contact the AFCEA Programs Department at: 703-631-6130 or fax the information to: 703-631-6133. The AFCEA Programs Department will be happy to extend a personal invitation to them.
12. **PATRON INFORMATION:**
Contact Maureen Cirrito for information regarding available Patron Opportunities at 703-631-6100.

Reminder: Soliciting or accepting orders for any product or service, including advertising space from publications, in the Exhibit Hall or any part of the Convention Center is prohibited. Distribution of your organization's publications or other promotional material outside of your booth is also prohibited and can result in the expulsion of your company.