

37th Conference on Radar Meteorology

EXHIBITOR INFORMATION

Conference Facility: Embassy Suites Hotel and Conference Center
2501 Conference Drive
Norman, OK 73069

Official Decorating Contractor: Freeman



GENERAL INFORMATION:

- Each booth is 10' X 10'.
- This exhibit hall is carpeted (Oklahoma Ballroom GH).
- AMS will assign booths at its discretion and without any guarantee that an exhibitor will be assigned their preference of exhibit booth(s). See Rules and Regulations for further detail.
- Booth sharing is not allowed.

EQUIPMENT/MATERIALS PROVIDED

Each exhibit booth space purchased includes:

- Unlimited Booth Staff badges when entered online through AMS Exhibitor Service Site (badges not entered on-line are \$35 each).
- Only Conference-only pass per organization (tickets/reservations and/or additional fees may apply to events not included). This will be issued in the organization name, not to an individual. The pass is meant to be shared among booth staff, when not needed in the booth.
- 8' high back drape, 3' high side drape.
- 1 identification sign 7" x 44" (black and white) with organization name as listed on contract.
- 1 listing per exhibiting organization in the conference program book.
- 1 listing per exhibiting organization on the AMS website
- All exhibiting companies will receive 1 pre- and post-conference attendees mailing address file. E-mail addresses are not provided or available.

EXHIBITOR ACCESS TO EXHIBIT HALL

Monday, 14 September	2:00–7:30 P.M.
Tuesday, 15 September	7:00 A.M.–7:30 P.M.
Wednesday, 16 September	7:00 A.M.–7:30 P.M.
Thursday, 17 September	7:00 A.M.–7:30 P.M.

EXHIBIT SETUP

Monday, 14 September	2:00–6:00 P.M.
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Setup is allowed only during stated times. All personnel must have an exhibitor badge to enter the exhibit hall during setup times.

EXHIBITS OPEN

Tuesday, 15 September	8:00 A.M.–5:00 P.M. (Opening Breakfast Reception 8:00-9:30 A.M.)
Wednesday, 16 September	8:00 A.M.–3:00 P.M.
Thursday, 17 September	8:00 A.M.–5:00 P.M.

EXHIBIT DISMANTLE

Thursday, 17 September	5:00–7:30 P.M.
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Exhibit booths must be dismantled by 7:30 P.M., Thursday, 17 September 2015. Exhibits may not be dismantled nor may the exhibitor do any packing before the closing of the exhibit hall at 5:00 P.M., Thursday, 17 September 2015. Exhibitors dismantling/leaving early will be assessed a \$500 penalty fee.

SECURITY

Security personnel will monitor the exhibit hall 24 hours a day. However, exhibit material is the sole responsibility of the exhibitor and should be insured by the exhibitor against loss or damage.

CONFERENCE HOURS/TRAINING SCHEDULE

Vendor training should be scheduled during non-conference hours for the General Conference Attendance. It can be done on a one-on-one basis during conference hours. Please note, conference hours include exhibit hours, technical sessions, receptions, conference banquet and outings. Please see conference program for a complete list of session times.

VENDOR SESSION

A Vendor Session is being planned for the conference. Space will be assigned on a first-come, first-serve basis for those organizations with an approved contract to exhibit.