



Exhibitor Guide

The U.S. Advanced Ceramics Association (USACA) thanks you for exhibiting at the 43rd Annual Conference on Composites, Materials, and Structures. The Expo is one of the more popular aspects of the Conference and your participation will help make the conference a success.

ITAR Restricted Expo will be held in the Pavilion at the Radisson Resort at the Port on Monday, January 28 and Tuesday, January 29, 2019 in conjunction with an evening reception. **Export Controlled Material will be allowed.** Exhibitors must meet ITAR Certification requirements to exhibit at the conference, please see the Registration Information for details on ITAR Certification: www.advancedceramics.org/CMS2019.

Please be aware of the following exhibitor guidelines for before and during the Expo/conference:

Exhibitor Guidance in Advance of the Conference:

- In addition to signing up for your booth, anyone working the booth must register for the conference in order to get a badge. Conference badges are required to access the pavilion facility and the Expo. Special Exhibit only badges are available for people who do not want to participate in the Conference sessions. Expo Only badges will be issued at the registration desk and will require the same documentation as though you are attending the conference. Please send the names of the persons who will be expo only to USACA@strategiccmi.com.
- Design your exhibit according to the following parameters. Please notify USACA about any special requirements associated with your display.
 - Booths size = 10 feet x 10 feet
 - Full height black fabric back and side walls provided by USACA
 - 2 x 6 topped and skirted table provided by USACA
 - 7" x 44" ID sign to be provided by USACA (company's name - one line)
 - Waste basket provided by USACA
 - Exhibit Add-ons Available
 - Electric: 5 amp - \$25.00 10 amp - \$30.00 20 amp - \$50.00
- Exhibitors are responsible for shipping arrangements to and from the conference. Shipments will be accepted one (1) week prior to Expo and may be sent directly to Radisson Resort at the Port. Please note that the Radisson does NOT have a loading dock. Therefore, shipments must be able to be off loaded without a forklift, or the delivery driver vehicle needs to have a lift gate. Please be sure to have shipments called into the shipping carrier, and be sure to make arrangements in advance for return shipping (e.g., bring return shipping labels). Please address packages as follows:
 - Radisson Resort at the Port
 - Attn: USACA EXPO (Booth #)
 - 8701 Astronaut Boulevard, Cape Canaveral, FL 32920
- Retain delivery confirmation records and bring them with you to the Conference in case we need to locate your packages when you arrive.

- Be sure to bring packaging materials with you or include them in your shipment (e.g., tape, zip ties, extra locks). USACA has some supplies available on site, but best to bring your own to ensure you have what you need.

Exhibitor Guidance During the Conference:

- Check in with USACA in the Bonaire meeting room behind registration upon arrival in Cocoa Beach to verify your exhibit packages have been received and inspect packages for damage.
- Exhibitor Setup will be Monday, January 28, 2019 - 12:00pm - 1:30pm at the Pavilion. Hotel staff will transport packages to the Pavilion for setup. Pavilion will be locked and/or staffed for ITAR control from setup until teardown.
- Expo hours are as follows. Please arrive at least 15 minutes prior to opening hours each evening to prepare your booth for visitors.
 - Monday, January 28, 2019 - 5:00pm - 7:00pm - Evening Reception
 - Tuesday, January, 29, 2019 - 5:00pm - 7:00pm Evening Reception
- No photography is permitted during the Expo. Cameras and cell phones will be confiscated by security if used to photograph and exhibit. Please notify USACA immediately if you see any photography or suspicious activity around your booth.
- Breakdown: Tuesday, January 29, 2019 7:30pm - 8:30pm - Breakdown does not begin until 7:30pm. Hotel staff and student pages will transport packages back to USACA Bonaire work room for return shipping. Please make sure your return shipping labels are on the packages before they are removed from the Pavilion.

If you have questions about exhibiting at the conference, contact Shelley Luehring at USACA@strategicmi.com or (202) 683-2378.