TABLETOP EXHIBITOR GUIDE
National Robot Safety Conference XX

IMPORTANT INFORMATION - PLEASE READ COMPLETELY!

Thank you for reserving tabletop space at the RIA National Robot Safety Conference XX. The tabletop exhibit is October 7, 2008, at the Indianapolis Marriott East ("the Hotel"), Indianapolis, Indiana. This correspondence provides important information to help you plan a positive and successful exhibit.

I. INBOUND SHIPPING INFORMATION:

a) Ship tabletop material to arrive no earlier than **THURSDAY, OCTOBER 2, 2008**, at the Hotel ***(Indianapolis Marriott East Event Manager Contact: Diana Baldwin, 317/322-3716, ext. 1164, dbaldwin@indymarriotteast.com)***. All boxes and packages must include the following information to ensure prompt and correct delivery:

Robotic Industries Association (RIA) - National Robot Safety Conference XX
Attn, Hold For: YOUR NAME/COMPANY NAME
Arrival Date: (Your Arrival Date)
Box __ of __
October 7, 2008 / Tabletop Exhibit (Liberty Hall)
Indianapolis Marriott East
7202 East 21st Street
Indianapolis, IN 46219
317/352-1231

C/O: Diana Baldwin, Event Manager (317/322-3716, ext. 1164)
Store in: Reagan Room, October 2-6, 2008

Be advised that the Hotel states for direct shipments …

1. Any package received after the departure of the group will not be accepted. Any returns will be sent collect.
2. The Hotel (or RIA) will not be held responsible for failure to receive packages that are improperly labeled.

Your return label must state:
Name (person attending the Conference)
Company
Address
Phone

b) **RIA staff is not equipped to facilitate shipments**

RIA OR THE HOTEL ARE NOT RESPONSIBLE OR EQUIPPED TO ARRANGE INCOMING OR OUTGOING SHIPMENTS

II. EXHIBIT SCHEDULE, LIBERTY HALL, TUESDAY, OCTOBER 7, 2008:

a) Tabletop Setup: 7:30 a.m. to 10:30 a.m.

NOTES:

- **TABLE SELECTION IS FIRST-COME, FIRST-SERVED ONSITE.** Check in at the exhibitor registration desk, at The Indianapolis Marriott East.
- Tables around the perimeter of the exhibit room will be available only to companies with "pop-up" displays. A pop-up is defined as a vertically-rising, free-standing display that sits either on the table or directly on the floor.
- Floor space in front **OR** behind table is limited to an approximate total of 2 feet.

b) Exhibit and Luncheon Location: Liberty Hall, the Indianapolis Marriott East, Indianapolis, Indiana.

c) Tabletop Trade Fair Exhibit Viewing: 11:00 a.m. (via Trade-Fair Only pass)/12:00 p.m. to 2:30 p.m. with lunch (Trade-Fair Only and all conference-session attendees).

NOTE: Lunch is available to exhibitors at $25 if not registered for conference sessions. (Contact Sarah LeCouffe at 734/994-6088 to purchase).

REMINDER: Your table needs to be staffed during this time. Deferring your lunch plans until before/after the luncheon exhibits is an option.

d) **NOTE:** There will NOT be a second tabletop exhibit viewing session or reception.

e) **NOTE:** Exhibitor tabletop participation does not admit exhibit staff into conference or workshop sessions. A separate fee for these sessions is required. Visit ***www.robotics.org/events*** for session registration details and form.

f) Tabletop Dismantle: 2:30 p.m. to 4:30 p.m.

1. **Dismantling, loading and departure of displays must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from the Hotel by the time agreed upon, the Hotel will have them removed at the expense of the exhibitor, and RIA or the Hotel will not be responsible for any loss or damage done during removal.**
2. **RIA or the Hotel are not responsible for dismantle or shipments.**

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III. OUTBOUND SHIPPING:

a.) **Bring your own shipping labels for material departing from the Hotel.** RIA or the Hotel are not equipped to arrange your shipments or provide packing materials (i.e. tape, labels, etc.). It is the exhibitor's responsibility to label all boxes and arrange for pick up of shipments leaving the Hotel.

b.) The Hotel has UPS, Federal Express, and other carrier options available. **For assistance, contact Diana Baldwin, Event Manager (317/322-3716, ext. 1164, *dbaldwin@indymarriotteast.com*).**

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IV. BADGES & ITEMS PROVIDED TO TABLETOP EXHIBITORS

a) Exhibit space is limited to 10 linear feet, measuring approximately 10 feet (W) x 5 feet (D), and includes a skirted table, measuring approximately 6 feet (W) x 2.5 feet (D).

b) Pre-registration attendee roster

c) Listing in the Proceedings (with Member seal for RIA Members)

d) Listing on RIA's Web site (***www.robotics.org***), including an **Exhibitor Product Spotlight** listing

e) 110 Volt electrical power, if requested

f) **Personalized badges: Send requests by Wednesday, September 24, 2008, to Sarah Le Couffe at slecouffe@robotics.org.** Include the following information for each person staffing your exhibit with your request:

- Name
- Title
- Company
- City, Province/State

NOTE: Exhibitors not submitting badge request by September 24 will be issued a generic badge for use onsite at the tabletop exhibit.

g) Exhibitor Badges and Packet Pickup: Exhibit staff member setting up your tabletop display can pickup badges and packet from 7:30 a.m. to 10:30 a.m. on Tuesday, October 7, 2008, at the exhibitor registration desk at The Indianapolis Marriott East.

V. QUESTIONS & ADDITIONAL OPPORTUNITIES

a) Sponsorship Opportunities: Corporate sponsorships are available for additional marketing impact. Visit ***www.robotics.org/events*** for details and form.

b) For more information about the National Robot Safety Conference XX, please contact Jim Adams, Manager, Marketing & Public Relations, at 734/994-6088 (jadams@robotics.org).

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All invoices for tabletop exhibit space must be paid prior to the start of the National Robot Safety Conference XX. Thank you!

This *National Robot Safety Conference XX – Tabletop Exhibitor Guide* has been prepared by:

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