



**JEDEX San Jose
April 18-19, 2006
Marriott San Jose**

Exhibitor Guidelines

JEDEX Operations Contacts:

Donna McEntire: office: 703.907.7516; email: donnam@jedec.org

Angie Steigleman: email: angies@jedec.org

Table Top Furnishings:

JEDEC will provide a 6ft skirted table and 2 chairs for table top exhibitors. All signage and decoration is the responsibility of the exhibitor.

Electric:

All booths will be provided with an extension cord and power strip.

Exhibitor Deadlines:

Friday, April 7- Exhibitor badge names due. Note there is a 2 badge maximum per booth.

Tuesday, April 18- Exhibit set-up begins at 6:00am. All displays must be set by 8:00a.m.

Thursday, April 19- Exhibit dismantle after 3:00pm

Exhibition Hours:

Exhibits are closed during sessions to permit exhibit personnel to participate in the sessions. All exhibitors are required to have booth personnel coverage during noted exhibition hours. Exhibition hours are as follows:

Tuesday, April 18

8am-9am (registration)

noon- 1:00pm (lunch)

2:30pm- 3:00pm (break)

5:00pm-6:00pm (industry reception)

Wednesday, April 19

8am-9am (registration)

noon- 1:00pm (lunch)

(We ask that you not break down until 3:00pm, the conclusion of the conference)

Exhibition Shipment to San Jose Marriott

The Marriott can accept booth shipments 1 day prior to our event. Please contact Donna McEntire as soon as possible if you will require the Marriott to store your booth and for the shipping address. There is a receiving fee of \$10.00 per box and \$100 per pallet. Exhibitors will be responsible for having personnel on-site to move booths from storage to the exhibition area.

Exhibition Crate Storage:

Limited storage space is available during the conference. Please coordinate in advance with Donna McEntire if you will require on-site storage.

Exhibition Dismantle:

Exhibits can be dismantled after 3:00pm on Wednesday, April 19.

Exhibition Regulations:

All materials for table top exhibitions must be displayed on the surface of the 6 foot table. Banners, literatures racks, etc **ARE NOT** permitted to be displayed independently.

Exhibitor Registration:

Please submit exhibit personnel names to Donna McEntire by April 7. There is a 2 badge maximum per exhibit.

Damage:

Any damage to your exhibit area is the responsibility of the exhibitor.

Facility Parking:

Valet parking is available at the Marriott for \$21.00 per day or \$4.00 per hour. The San Jose Convention Center (is adjacent to the hotel) offers parking for \$18.00 per day. There is also a parking lot located on the other side of the San Jose Convention Center (same block as hotel) that offers parking for \$8.00 per day, but space is very limited. Please check with parking facilities as terms and conditions can change.

Liability and Insurance:

As indicated in the exhibitor agreement, exhibitors must carry insurance covering theft, personal injury and property damage.

Security:

JEDEC will provide overnight security, however, exhibitors are strongly urged to remove any valuable objects.