

Exhibition Booth & Meeting Room Order Form

Marriott New Orleans
3rd Floor: Acadia/Bissonet Ballrooms
New Orleans, Louisiana USA
April 8-11, 2019



Exhibition Hall

Information

An Exhibition Booth consists of three (3) walls with an open front, one (1) 6 foot rectangle skirted table, two (2) chairs, and wastebasket.

- Limit of one (1) company per Booth

Benefits

Exhibit and Meeting Booth benefits include:

- Company name on the exterior of the Booth, company logo extra
- Company description and logo in the SubOptic 2019 Program Guide
- Company description and logo on SubOptic 2019 website
- Company's primary contact for the Exhibition Booth in the SubOptic 2019 Attendee List
- One (1) complimentary Full Registration conference pass per 10 x 10 foot space. Example: 20 x 20 foot booth comes with four (4) complimentary passes.
- Access to purchase Booth Support Passes for \$1,000 per pass. Booth Support Pass access will be limited exclusively to the Exhibition Hall.
- Company listing in the SubOptic 2019 Mobile Application including profile, URL, and booth location on virtual map
- SubOptic 2019 Meeting Manager access, hotel in-room Internet access (if staying at the Marriott and reserved in the SubOptic 2019 room block at the SubOptic 2019 rate), and wireless access in non-Exhibition areas of the property, for the company's primary contact

Meeting Rooms

Information

- Six (6) meeting rooms are available for purchase for the duration of the conference, Tue - Thurs.

Benefits

- Each meeting room comes with one (1) complimentary Full Registration Conference pass.

Usage Policy

Access to your Exhibition Booth is entitled to the following SubOptic 2019 participants:

- All registered conference attendees and exhibitors

Setup is permitted only during setup hours. No setup time will be allowed outside of specific setup times.



Booth Support Services

Arrangements for additional furniture, labor, electricity, drapage, signs, furnishings, and support services will be handled by the official contractor, Freeman Deco. Changes will be billed directly to the organization reserving the Booth. All inquiries on contractor services should be directed to:

Steve Loerwald

Business Development Vice President

Tel: +1.214.445.1214

Email: steve.loerwald@freemanco.com

Exhibition Hall Hours & Reservation Rates

Build-out Days & Hours

Sunday, 7 April 2019 8:00am – 11:00pm

Monday, 8 April 2019 8:00am – 4:00pm

Exhibition Days & Hours (Subject to Change)

Mon, 8 April 2019 6:00pm – 8:00pm

Welcome Reception 6:00pm – 8:00pm

Tue, 9 April 2019 10:00am – 5:30pm

Opening Ceremony 9:30am – 10:00am

Wed, 10 April 2019 9:00am – 5:30pm

Gala Dinner 7:00pm – 10:00pm

Thu, 11 April 2019 9:00am – 4:00pm

Closing Ceremony 4:00pm – 5:30pm

Breakdown Days & Hours

Thu, 11 April 2019 4:00pm – 9:00pm

Fri, 12 April 2019 7:00am – 3:00pm

Current Floor Plan:

<http://suboptic2019.com/become-an-exhibitor/>

Booth Ordering

(All amounts are in US Dollars)

Booth Size	Qty	Rate	Total
<input type="checkbox"/> 20' x 20' Booth		\$28,000	\$
<input type="checkbox"/> 10' x 20' Corner		\$14,500	\$
<input type="checkbox"/> 10' x 20' Booth		\$14,000	\$
<input type="checkbox"/> 10' x 10' Corner		\$7,500	\$
<input type="checkbox"/> 10' x 10' Booth		\$7,000	\$
<input type="checkbox"/> Meeting Room		\$15,000	\$
<input type="checkbox"/> Booth Support Pass		\$1,000	\$
		Total	\$

Desired Booth Number(s):

Choice 1: _____

Choice 2: _____

Desired Meeting Room(s):

Choice 1: _____

Choice 2: _____

Note: If the desired configuration of booths is not available, please contact STF Events for further purchasing options.

Authorization

SIGNATURE

NAME

DATE

TITLE/COMPANY

Telecommunications and Internet Services

Telecommunications and high-speed Internet services for the Booths are not included in the package.

These may be ordered with your exhibitor request forms, which will be emailed to POC through Freeman Deco, in the summer of 2018.

Pre-Conference Contact Information

SURNAME/LAST NAME FIRST NAME MI

JOB TITLE/POSITION

COMPANY/ORGANIZATION

ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

EMAIL

WEBSITE

TELEPHONE (INCLUDING COUNTRY CODE)

MOBILE (INCLUDING COUNTRY CODE)

FAX (INCLUDING COUNTRY CODE)

STF Events Point of Contact

Kristian Nielsen
STF Events, Inc.
21495 Ridgetop Circle, Suite 201
Sterling, Virginia 20166-6512 USA

Tel: +1.703.444.0845
Fax: +1.703.349.5562
Email: knielsen@subtelforum.com

Sponsor Inquiries

Email: sponsors@stfevents.com

Exhibition Inquiries

Email: exhibition@stfevents.com

Payment Information

- Credit Card (American Express, MasterCard or Visa)
- Purchase Order
- Bank Wire
- Check

Please make check payable to **STF Events, Inc.** in US Dollars and send to:

STF Events, Inc.
21495 Ridgetop Circle, Suite 201
Sterling, Virginia 20166-6512 USA

Please do NOT provide credit card information on this form. An invoice will be sent via email to the person listed in the Contact Information section within three (3) business days of receiving completed form.

2018 Payment Policy

50% of total purchase is billed upon receipt of order and due on a Net 30 basis. The remaining 50% of the order will be billed on 1 January 2019.

Cancellation/Refund Policy: Cancellations must be submitted in writing via email, fax, or post. Cancellations received by Friday, 30 November 2018 are subject to a 50% cancellation fee. No refunds will be granted after Friday, 30 November 2018.

SubOptic 2019 Attendee List

Booth Attendant #1:

SURNAME/LAST NAME	FIRST NAME	MI
JOB TITLE/POSITION		
COMPANY/ORGANIZATION		
ADDRESS		
CITY		
STATE/PROVINCE		
ZIP/POSTAL CODE		
COUNTRY		
EMAIL		
WEBSITE		
TELEPHONE (INCLUDING COUNTRY CODE)		
MOBILE (INCLUDING COUNTRY CODE)		
FAX (INCLUDING COUNTRY CODE)		

Booth Attendant #2:

SURNAME/LAST NAME	FIRST NAME	MI
JOB TITLE/POSITION		
COMPANY/ORGANIZATION		
ADDRESS		
CITY		
STATE/PROVINCE		
ZIP/POSTAL CODE		
COUNTRY		
EMAIL		
WEBSITE		
TELEPHONE (INCLUDING COUNTRY CODE)		
MOBILE (INCLUDING COUNTRY CODE)		
FAX (INCLUDING COUNTRY CODE)		

NOTE:

Booth personnel are required to wear their badges always while in the SubOptic 2019 Exhibition Hall. Badges are non-transferrable. SubOptic 2019 staff and security will refuse entry and escort out any person not wearing an appropriate badge. SubOptic 2019 reserves the right to confiscate misused Booth personnel badges.